

Princeton Public Schools - ISD 477  
Tuesday, November 21, 2017 at 5:00 PM  
Policy Committee Meeting  
Superintendent's Office

**Our Mission**

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

**Our Vision**

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

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**PRINCETON PUBLIC SCHOOLS  
POLICY 206-PUBLIC PARTICIPATION  
IN SCHOOL BOARD MEETINGS / COMPLAINTS ABOUT PERSONS AT SCHOOL  
BOARD MEETING AND DATA PRIVACY CONSIDERATIONS**

**I. PURPOSE**

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school board to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

**III. DEFINITIONS**

- A. "Personnel data" means data on individuals collected because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:  
  
Name; employee identification number, which must not be the social

security number; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action defined in Minn. Stat § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of timesheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
  2. right to privacy of personal data as provided by Minn. Stat. § 13.43 (Personnel Data);
  3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
  4. right to a private hearing for licensed or nonlicensed head varsity coaches

to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
  2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
  3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

## V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

## VI. PROCEDURES

### A. Agenda Items

1. Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and

will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.

4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are Unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse,

discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time where citizens may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

## VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorney's' fees, and in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data

practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 122A.44 (Contracting with Teachers)  
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)  
Minn. Stat. § 123B. 143, Subd. 2 (Disclose Past Buyouts or Contract is Void.)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
Minn. Op. Atty. Gen. No. 852 (July 14, 2006)

**Cross References:** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: May 13, 2003  
Revised: May 25, 2010  
Revised: January 8, 2013  
Revised: August 4, 2015  
Revised: August 16, 2016

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

MSBA/MASA Model Policy 206

Orig. 1995

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

Rev. ~~2014~~ 2015

## **206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS**

### **I. PURPOSE**

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

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

- A. The policy of the school board is to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

### **III. DEFINITIONS**

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary

action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a superintendent buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; and any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; and either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. provided, however, aAny electronic mail address or telephone number provided by a public body for use by an appointee

shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### **IV. RIGHTS TO PRIVACY**

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
  - 1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
  - 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
  - 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
  - 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
  - 1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
  - 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
  - 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

#### **V. THE PUBLIC'S OPPORTUNITY TO BE HEARD**

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

#### **VI. PROCEDURES**

- A. Agenda Items
  - 1. Citizens who wish to have a subject discussed at a public school board

meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.

2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

#### B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when citizens may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

## **VII. PENALTIES FOR VIOLATION OF DATA PRIVACY**

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
[Minn. Stat. § 13.43 \(Personnel Data\)](#)  
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)  
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)  
Minn. Stat. § 122A.44 (Contracting with Teachers)  
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)  
[Minn. Stat. § 123B.143, Subd. 2 \(Disclose Past Buyouts or Contract is Void\)](#)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
Minn. Op. Atty. Gen. 852 (July 14, 2006)

***Cross References:*** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)  
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records – Privacy – Access to Data)

**PRINCETON PUBLIC SCHOOLS  
POLICY 213-SCHOOL BOARD COMMITTEES**

**I. PURPOSE**

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees to facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.
- I. The school board will establish, by resolution, for each committee the

number of members, the term and the charge or mission of each such committee.

- J. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof. Any changes to committee assignments must be made by the Board Chair.

#### Official Princeton School Board Committees

Activities

Certified Negotiations

Classified Negotiations

Community Education/Early Childhood Family Education

Finance

Meet & Confer

MN State High School League

Oak Land Vocational Project Oversight Committee

Rum River Special Education Cooperative

Schools for Equity in Education (SEE)

Teaching and Learning

Transportation

Wellness

Cross References: Princeton Policy 201( Legal Status of the School Board)  
Princeton Policy 203 (Operation of the School Board-Governing Rules)

Adopted: May 13, 2003

Revised: July 22, 2008

Revised: March 8, 2011

Revised: January 6, 2015

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

MSBA/MASA Model Policy 213

Orig. 1996

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

Rev. 2004 2007

## 213 SCHOOL BOARD COMMITTEES

*[Note: Many school boards utilize either standing or ad hoc committees, or both. On the other hand, some school boards avoid the use of committees for the most part because of the danger of fragmentation of the governance process. The objective of this policy is to provide a framework for those school boards which elect to utilize committees or subcommittees. Further, this policy is designed to apply only to committees or subcommittees made up of elected school board members. Other considerations will apply to committees established by the school board involving members of the public, employees, students, parents, etc.]*

### I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

### II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.

- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

### **III. APPOINTMENT OF COMMITTEES**

- A. The school board hereby appoints the following standing committees:

1. Finance **Audit**.
2. Policy.
3. Building and Grounds.
4. Negotiations Committee(s) for various employee groups.

*[Note: Each school district should determine which, if any, standing committees the school board wishes to establish.]*

- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

### **IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES**

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

***Legal References:*** Minn. Stat. Ch. 13D (Open Meeting Law)

***Cross References:*** MSBA/MASA Model Policy 201 (Legal Status of the School Board)  
MSBA/MASA Model Policy 203 (Operation of the School Board –  
Governing Rules)  
MSBA Service Manual, Chapter 13, School Law Bulletin “C”  
(Minnesota’s Open Meeting Law)

**PRINCETON PUBLIC SCHOOLS  
POLICY 417-CHEMICAL USE AND ABUSE**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

### III. DEFINITIONS

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

### IV. STUDENTS

- A. Instruction
  - 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
  - 2. Each school shall have age-appropriate, developmentally based Activities that:

- a. address the consequences of violence and the illegal use of drugs, as appropriate;
  - b. promote a sense of individual responsibility;
  - c. teach students that most people do not illegally use drugs;
  - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - e. teach students about the dangers of emerging drugs;
  - f. engage students in the learning process; and
  - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
  4. Each school shall disseminate drug and violence prevention information within the school and to the community.
  5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
  6. Each school shall have drug and violence prevention activities that May include the following:
    - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.

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

B. Reports of Chemical Use and Abuse

- 1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
  - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
  - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.

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- c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
  - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's personal effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
  - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
- a. The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
  - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.

3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Pre-assessment Teams

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

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
  - a. If the ~~pre-assessment~~ team decides not to provide a student and, in the case of a minor, the student's parents with

information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than 6 months after the determination is made.

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

E. Consent

Any minor may give effective consent for medical, mental and other health

services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

- 1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school pre-assessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
- 2. The advisory team shall:
  - a. build awareness of the problem within the community, identify available treatment and counseling programs for

students and develop good working relationships and enhance communication between the schools and other community agencies; and

- b. develop a written procedure clarifying the notification process to be used by the chemical abuse pre-assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

## V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
  - 1. The dangers and health risks of chemical abuse in the workplace/school.
  - 2. The school district's drug-free workplace/drug-free school policy.
  - 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
  - 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act of 1988 within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

**Legal References:** Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. §121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. §144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act of 1988)

20 U.S.C. §§ 7101-7144 (Safe and Drug-Free Schools and Communities Act of 1994)

34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

**Cross Reference:** MSBA/MASA Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Policy 418 (Drug-Free Workplace/Drug Free School  
MSBA/MASA Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Policy 506 (Student Discipline)  
MSBA/MASA Policy 527 (Student Motor Vehicles; Use; Parking: Search)

Adopted: April 28, 1987

Revised: May 25, 1993

Revised: June 13, 1995

Revised: August 27, 1996

Revised: September 9, 1997

Revised: June 25, 2002

Revised: May 11, 2004

Revised: June 25, 2013

Revised: May 19, 2015

Revised: April 16, 2017

(Policy meeting November 21) Revised: January 2, 2018

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

MSBA/MASA Model Policy 417

Orig. 1995

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

Rev. ~~2012~~ 2015

## 417 CHEMICAL USE AND ABUSE

*[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]*

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

*[Note: Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical*

*dependency.]*

### III. DEFINITIONS

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

### IV. STUDENTS

#### A. Instruction

- 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.

*[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district’s mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. through 6. below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]*

2. Each school shall have age-appropriate and developmentally based activities that:
  - a. address the consequences of violence and the illegal use of drugs, as appropriate;
  - b. promote a sense of individual responsibility;
  - c. teach students that most people do not illegally use drugs;
  - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - e. teach students about the dangers of emerging drugs;
  - f. engage students in the learning process; and
  - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
  - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
  - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.

- c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
- d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
- e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

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

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

C. Preassessment Team

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

D. Data Practices

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

and regulations.

2. Destruction of Records

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

E. Consent

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

F. School and Community Advisory Team

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

## V. EMPLOYEES

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

*[Note: Notification to the federal granting agency within ten (10) days is required by the Drug Free Workplace Act. 41 U.S.C. § 8103.]*

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 138.163 (Records Management Act)  
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
[Minn. Stat. § 152.22 \(Medical Cannabis; Definitions\)](#)  
[Minn. Stat. § 152.23 \(Medical Cannabis; Limitations\)](#)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks,

Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil  
Records)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor  
Vehicles; Patrols, Inspections, and Searches)

**PRINCETON PUBLIC SCHOOLS  
POLICY 510-ACTIVITIES PROGRAM**

**Purpose**

The purpose of this policy is to support development and implementation of a quality student activities program. This will assure a wide range of opportunities, experiences and expectations to meet the needs and interests of students in the Princeton Public Schools.

**Definition of Activity**

“Activity” refers to any activity whether athletic, academic or fine arts. It also applies to all levels; including elementary, middle, senior high levels and Community Education sponsored activities.

**General Statement of Policy**

The Princeton School District will provide opportunities for students to safely participate, enjoy and excel in a quality activities program. In order to accomplish this mission:

- 1: Students will strive to achieve their personal best and compete at the most challenging level appropriate to their abilities.
- 2: The activities program will provide staff, leadership and resources to support student opportunities.
- 3: Coaches/Advisers will, on an annual basis or at the end of a season, submit a written evaluation on the program to the district Activities Director. This evaluation, including anonymous parent and student input, will be written on a form developed by the Activities Director.
- 4: The Activities Director will evaluate all head coaches/advisers on a bi-annual basis and all new head coaches during their first year. Head coaches will be responsible for evaluating the assistants of their respective programs at the end of each season and submit a written evaluation to the appropriate building principal. Additional and periodic evaluations will occur as needed.

**Belief Statements**

- 1: A variety of activities should be available to accommodate a wide range of students' interests. All students should have support to achieve their full potential. Everyone who wants to participate in a specific activity should be able

- to participate at a level appropriate to his or her ability:
2. The activities program should be **FUN** for all who work and participate in it.
  3. Teamwork and respect should be the foundation of all aspects of the activities program.
  4. Competition is valued and consists of commitment to success, working hard, and achieving one's personal best.
  5. Commitment to communication by parents, students and the school district is required for positive and successful relationships.
  6. Participation complements, rather than compromises, students' academic responsibilities.
  7. All activities will provide opportunities for students to enhance self-esteem and self-confidence. Understanding expectations and experiencing encouragement are important to building self-esteem.
  8. All activities will have equal value and should have appropriate access to resources and support. Expectations for students and recognition of achievements should also be equal.
  9. Consistent processes and procedures for starting, evaluating, modifying or eliminating programs must be applied to all activities.
  10. Striving for excellence will include a commitment to achieving goals and the self-discipline to work toward continuous improvement.
  11. All students are responsible for their own behavior, work ethic, and positive attitude before, during and after participation in their chosen activity.
  12. All students, coaches, parents, and supporters should abide by the Conference Code of Ethics:
    - As an **athlete/participant**, I will respect the rights and property of others. I will accept responsibility for my actions and follow the rules of my sport. I will respect and obey the rules of my school, community, state and country.
    - As a **coach/advisor**, I will constantly uphold the honor and dignity of the profession. I will coach each athlete/participant to the best of my ability, knowing that sports and activities are an extension of my community's accepted educational program.

- As a **fan**, I will show positive support for my school's teams and coaches. I will respect opponents and abide by the decisions of officials. I will keep in mind that I represent my family, my school and my community.
- 13. Minnesota State High School League policies and regulations and District 477 policies and regulations will guide eligibility, participation and conduct and must be followed.
- 14. Rehearsals and practices will be scheduled to run no later than 10:00 p.m. on school nights for high school students and no later than 9:00 p.m. for middle school students. When rehearsals are scheduled for extended periods of time; coaches/advisers/staff will find ways to allow students to study during periods of time when they are not directly involved.
- 15. Every effort will be made to leave Wednesday evenings and Sundays open so that students may participate in non school activities. There will be no practices; rehearsals; or activities after 6:00 p.m. on Wednesdays. Any exceptions must be approved by the school board prior to the event occurring.
- 16. Must follow Policy 902 – Facility Use Policy.

### Activities Communication

#### STUDENT OR PARENT/STAFF COMMUNICATION:

1. The following is recommended to resolve communication issues and to insure the concerns are resolved at the appropriate level. This communication protocol specifies the person who should be contacted first when there is a concern about a coach/adviser's action or decisions. When a concern is expressed, the following communication protocol should be followed as listed. If resolution of the issue is not achieved at the first level of communication, the next person in the communication protocol can be contacted. The discussion and decision will be documented and filed at each level. All parties involved in addressing the situation will receive a copy of the final resolution:

<b>Level 1</b>	Coach/Advisor directly involved with the student
<b>Level 2</b>	Head Coach/Advisor
<b>Level 3</b>	Activities Director
<b>Level 4</b>	Principal
<b>Level 5</b>	Superintendent
<b>Level 6</b>	School Board

2. If the concern arises at an event, contact with the coach/advisor should be made the following school day. The person with the concern should make a telephone contact or schedule an appointment.

- 3: All staff members in the communication protocol following coach/advisor are obligated to follow the policy and determine that the line(s) of communication have been followed.

#### STAFF/STAFF COMMUNICATION:

- 1: Activities Director and Coach/Advisor communications should address concerns in a one-on-one conference. If resolution is not reached, the issue should be referred to the next level in the protocol (i.e. Principal; Superintendent; School Board):
- 2: All affected staff may be asked to participate in the discussion:

#### Activity Schedule Conflicts

- 1: When conflicting activity schedules occur, the event with the highest level of performance/competition takes precedence. The following performance/competition levels are listed in order from lowest to highest:
  - Rehearsal or practice
  - Scrimmage
  - Non-conference, non-sectional or invitational meet/game
  - Extended student field trip
  - Conference or sectional game and a regularly scheduled performance (i.e., seasonal concert or play production)
  - Sectional or conference play-offs
  - State competition
- 2: All extended student field trips may not conflict with conference championship; MSHSL sub-section, section or state tournaments.
- 3: When schedule conflicts occur at the same level of performance, the coaches/advisors will work out the conflict with the Activities Director. Student athlete/participant will not be punished for missing a lower level activity (i.e., being forced to sit out a game/meet/concert for missing a practice due to participation in another activity):
- 4: School calendar events with annual corresponding dates will dictate that competing major events cannot be scheduled on those dates (i.e., seasonal concerts, play performances, prom):

5. Events properly scheduled on the district events calendar will take precedence over events not scheduled or added to the calendar.
6. Events which need to be rescheduled due to school closings or weather will be handled on a case-by-case basis with sensitivity to dates already scheduled.

**Activity Start-Up/Modification/Elimination**

The following process will be followed to start, modify or eliminate an activity (ies):

**ACTIVITY START-UP**

1. Notification of Activities Director.
2. Demonstrated student interest at an earlier age through intramural, club, community education/middle school/elementary school participation, interest survey, consistent participation (2-4 years).

- 3: Expenditure Evaluation:
  - ~~Advisory Staff: Qualified/certified – number of staff required~~
  - ~~Facilities~~
  - ~~Equipment~~
  - ~~Transportation: Lodging – travel~~
- 4: ~~Activities Director recommendation to the School Board.~~
- 5: ~~School Board evaluation and decision.~~
- 6: ~~Probation for 3 years.~~

#### ACTIVITY MODIFICATION

- 1: Add a level:
  - ~~Add a coach/advisor.~~
  - ~~Add an appropriate schedule.~~
  - ~~Review participation (prior year).~~
  - ~~Examine facilities.~~
  - ~~Activities Director recommendation to the School Board.~~
  - ~~School Board evaluation and decision.~~

#### ACTIVITY ELIMINATION

- 1: ~~Activities Director notifies coach/advisor.~~
- 2: ~~The activity is being placed on probation.~~
  - ~~Probationary period 2-3 years or less.~~
  - ~~Continued decreasing participation.~~
  - ~~Review of middle school program.~~
  - ~~Lack of competitive opportunities.~~
- 3: ~~Cooperative opportunities will be investigated.~~
- 4: ~~The activity is being dropped.~~
  - ~~Temporary situation (lack of participation at combined levels).~~
  - ~~When participation increases, the activity will be reactivated.~~

5. ~~The activity is being eliminated:~~

- ~~Recommendation by Activities Director to the School Board:~~
- ~~School Board evaluation and decision:~~

~~**Legal References:** Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities)~~

~~**Cross References:** Policy 413 (Harassment and Violence)  
Policy 423 (Employee/Student Relationships)  
Policy 503 (Student Attendance)  
Policy 505 (Distribution of Non school Sponsored Materials on School Premises by Students and Employees)  
Policy 506 (Student Discipline)  
Policy 597 (Interscholastic Eligibility)  
Policy 610 (Field Trips)  
Policy 902 (Facility Use)  
————— MSBA Service Manual, Chapter 5, Various Educational Programs~~

Adopted: December 19, 2000  
Updated: July 20, 2004  
Revised: July 19, 2005  
Revised: October 10, 2007  
Revised: January 13, 2009  
Revised: December 8, 2009  
Revised: March 23, 2010  
Reviewed: February 16, 2016

PRINCETON PUBLIC SCHOOLS  
POLICY 510-ACTIVITIES PROGRAM

**I. PURPOSE**

The purpose of this policy is to impart to students, employees and the community the school district's policy related to the student activity program.

**II. GENERAL STATEMENT OF POLICY**

School activities provide additional opportunities for students to pursue special interest that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

**III. RESPONSIBILITY**

- A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior in inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. It shall be the responsibility of the superintendent to disseminate information needed to inform students, parents, staff and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and

any recommendations to the school board.

Legal References: Minn. Stat § 123 B.49 (Cocurricular and Extracurricular Activities)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA Service Manual, Chapter 5 Various Educational Programs

(Policy Meeting 11/21/17) Adopted: January 2, 2018



# PRINCETON

DISTRICT CENTER

**Procedures Title:** Activities Program

**Introduction:** To provide clear communication with student or parent/staff.

**Policy Context:** Policy 510 is the current board approved policy related to Activities

**Procedures:**

## A. COMMUNICATION

### STUDENT OR PARENT/STAFF COMMUNICATION

1. The following is recommended to resolve communication issues and to insure the concerns are resolved at the appropriate level. This communication protocol specifies the person who should be contacted first when there is a concern about a coach/advisor's action or decisions. When a concern is expressed, the following communication protocol should be followed as listed. If resolution of the issue is not achieved at the first level of communication, the next person in the communication protocol can be contacted. The discussion and decision will be documented and filed at each level. All parties involved in addressing the situation will receive a copy of the final resolution:

Level 1	Coach/Advisor directly involved with the student
Level 2	Head Coach/Advisor
Level 3	Activities Director
Level 4	Principal
Level 5	Superintendent
Level 6	School Board

2. If the concern arises at an event, contact with the coach/advisor should be made the following school day. The person with the concern should make a telephone contact or schedule an appointment.
3. All staff members in the communication protocol following coach/advisor

are obligated to follow the policy and determine that the lines) of communication have been followed.

#### STAFF/STAFF COMMUNICATION:

1. Activities Director and Coach/Advisor communications should address concerns in a one-on-one conference. If resolution is not reached, the issue should be referred to the next level in the protocol (i.e. Principal, Superintendent, School Board).
2. All affected staff may be asked to participate in the discussion.

#### B. SCHEDULING AND SCHEDULE CONFLICTS

1. When scheduled events conflict and a student participant must choose an event, coaches/advisors will work with the student and activities director to review options and determine a course of action. When conflicting activity schedules occur, the event with the highest level of performance/competition takes precedence. The following performances/competition levels are listed in order from lowest to highest:
  - Rehearsal or practice
  - Scrimmage
  - Non-conference, non-sectional or invitational meet/game
  - Extended student field trip
  - Conference or sectional game and a regularly scheduled performance (i.e., seasonal concert or play production)
  - Sectional or conference play-offs
  - State competition
2. Events which need to be rescheduled due to school closings or weather will be handled on a case-by-case basis with sensitivity to dates already scheduled.
3. Rehearsals and practices will be scheduled to run no later than 10:00 p.m. on school nights for high school students and no later than 9:00 p.m. for middle school students. When rehearsals are scheduled for extended periods of time, coaches/advisors/staff will find ways to allow students to study during periods of time when they are not directly involved.
4. Every effort will be made to leave Wednesday evenings and Sundays open so that students may participate in non school activities. There will be no practices, rehearsals, or activities after 6:00 p.m. on Wednesdays. Any exceptions must be approved by the school board prior to the event occurring.

## C. ACTIVITY START-UP/MODIFICATION/ELIMINATION

### Activity Start-Up

1. Notification of Activities Director.
2. Demonstrated student interest in an earlier age through intramural, club, community education/middle school/elementary school participation, interest survey, consistent participation (2-4 years).
3. Expenditure Evaluation.
  - Advisory Staff: Qualified/certified-number of staff required
  - Facilities
  - Equipment
  - Transportation: Lodging-Travel
4. Activities Director recommendation to the School Board.
5. School Board evaluation and decision.
6. Probation for 3 years.

### Activity Modification

1. Add a level.
  - Add a coach/advisory
  - Add an appropriate schedule
  - Review participation (prior year)
  - Examine Facilities
  - Activities Director recommendations to the School Board
  - School Board evaluation and decision

### Activity Elimination

1. Activities Director notifies coach/advisor
2. The activity is being placed on probation
  - Probationary period 2-3 years or less
  - Continued decreasing participation
  - Review of middle school program
  - Lack of competitive opportunities
3. Cooperative opportunities will be investigated

4. The activity is being dropped.
  - Temporary situation (lack of participation at combined levels)
  - When participation increases, the activity will be reactivated
5. The activity is being eliminated.
  - Recommendation by Activities Director to the School Board.
  - School Board evaluation and decision.

#### D. PROGRAM EVALUATION

1. Coaches/Advisers will, on an annual basis or at the end of a season, submit a written evaluation on the program to the district Activities Director. This evaluation, including parent input and anonymous student input, will be written on a form developed by the Activities Director.
2. The Activities Director will evaluate all head coaches/advisers on a bi-annual basis and all new head coaches during their first year. Head coaches will be responsible for evaluating the assistants of their respective programs at the end of each season and submit a written evaluation to the appropriate building principal. Additional and periodic evaluations will occur as needed.

#### E. INITIATING NEW CO-CURRICULAR ACTIVITIES

Approval by Princeton High School Administration as well as the Board of Education is necessary for each activity.

1. **Write an introduction proposal letter:** The proposal should include the purpose of the organization and how it would benefit students. Timelines and potential events or schedules should be included.
2. **Identify Which Category**
  - A. MSHSL Athletic Activity
  - B. MSHSL Non-Athletic Activity
  - C. PHS Club or Non-Athletic Competitive Activity
3. All activities must be supervised by staff. Who will the advisor be?
4. Will the advisor/coach be a paid position? YES or NO
5. (If YES, the Board of Education must place the position on the salary schedule and funding must be allocated).

6. Will a budget for expenses be requested? If this is to be an unfunded activity, an advisor is still required. Who has volunteered to supervise this student group?

**APPROVAL REQUIRED:**

\_\_\_\_\_BUILDING PRINCIPAL

\_\_\_\_\_ACTIVITIES DIRECTOR

\_\_\_\_\_BOARD OF EDUCATION

Procedure Adopted: January 2, 2018

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

MSBA/MASA Model Policy 510

Orig. 1995

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

Rev. 2000

## **510 SCHOOL ACTIVITIES**

### **I. PURPOSE**

The purpose of this policy is to impart to students, employees and the community the school district's policy related to the student activity program.

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

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

### **III. RESPONSIBILITY**

- A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. It shall be the responsibility of the superintendent to disseminate information needed to inform students, parents, staff and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.

***Legal References:*** Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)

***Cross References:*** MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA Service Manual, Chapter 5, Various Educational Programs

**PRINCETON PUBLIC SCHOOLS**  
**POLICY 517-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 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)

Adopted: October 10, 2006  
Reviewed: August 18, 2015  
(Policy meeting 11.21.17) **Reviewed: January 2, 2018**

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

MSBA/MASA Model Policy 517

Orig. 1995

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

Rev. 2000

## **517 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 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  
POLICY 597-INTERSCHOLASTIC ELIGIBILITY**

ISD 477 is a member of MSHSL and follows all rules, regulations and bylaws pertaining to interscholastic eligibility.

Extra-curricular is defined as those events and organizations that are in no way tied to the grade a student would receive for any class.

Following is a summary of the basic regulations governing a student's eligibility to participate in all high school extra-curricular activities. These regulations are in compliance with official Minnesota State High School League regulations. Regulations outlined are in the Minnesota State High School League Handbook. Copies of the handbook are available at the high school.

- A. **ANNUAL ATTENDANCE** - All participants are required to attend a pre-season eligibility meeting. Parents are strongly encouraged to attend these meetings regarding rules and policies for students involved in MSHSL activities.
  
- B. **ACADEMIC REQUIREMENTS**

Students must be making satisfactory progress toward school district requirements for graduation (see policy 613 Graduation Requirements). Any participant competing at the 9<sup>th</sup> grade, 10<sup>th</sup> grade, Junior Varsity and/or Varsity Levels receiving an "F", beginning with the 4<sup>th</sup>-week trimester grade check, will be ineligible to compete one school day after notification to the student. Participants can become instantly eligible to compete upon receiving verification from all teachers that no "F's" exist. Participants will be able to practice. Participants with an "F" will not be permitted to leave school early for practices, events or contests. The scholastic average will be 2.0 for grades 9 - 12. Students not meeting this requirement at the 4/6/9 grade check periods will have 2 weeks to remain eligible (this period will be called "probation"). If a 2.0 is not attained during the 2 week probation, a 2 week suspension results (this period will be called "suspension"). If a 2.0 is not attained after 2 weeks of academic suspension, the student is removed from the team roster. Fall participants will be placed on academic probation if a 2.0 GPA is not attained during the 3<sup>rd</sup> trimester of the previous school year.

7<sup>th</sup> & 8<sup>th</sup> grade students participating in athletics and/or fine art activities are expected to be passing all of their classes. Grade checks will take place at the beginning of each season and/or as needed. Students not achieving a 2.0 GPA and/or if they have one or more "N's" will be placed on academic probation. During this time, students will have two weeks to remain eligible by attaining a 2.0 GPA and/or receiving zero "N's." If students remain academically ineligible, they will be placed on academic suspension. If a

2.0 and/or zero "N's" is not attained after two weeks of academic suspension, the student is removed from the roster. Fall participants will be placed on academic probation if a 2.0 GPA is not attained during the 3<sup>rd</sup> trimester of the previous year.

Note: Coaches/Advisors have the ability to raise the 2.0 academic standard for their participants as long as the expectation is made clear at the beginning of the season.

The administration may review individual cases and has discretion regarding waiving eligibility requirements.

### C. ~~ALCOHOL / DRUGS / TOBACCO -- VANDALISM / THEFT OF PROPERTY~~

~~A student shall not use, have in possession, buy, sell or give a beverage containing alcohol (regardless of quantity) during the entire year, including the summer months.~~

~~1. A student shall not have in possession or use tobacco during the entire year, including the summer months. Students who violate this rule shall be suspended from participation in all high school extra-curricular activities for the time specified herein.~~

~~2. A student shall not have in possession or consume any substance defined by law as a drug, unless specifically prescribed by their doctor for the student's own use. Further, they shall not buy, sell or give away such a substance during the entire year, including the summer months. The term "possession" includes having on your person, in your locker, or in your vehicle. Students involved in vandalism or theft of school property, student property, or property of school personnel shall be subject to the same disciplinary action specified for alcohol/drugs.~~

~~3. Students who violate any of these rules shall be suspended from participation in all school district extra-curricular activities for the time specified herein.~~

~~4. Chemical Violations~~

~~Rule: Attendance~~

~~Attendance at parties, events, or gatherings, for whatever length of time, where alcoholic beverages and/or illegal drugs as defined by State Law are illegally present and/or illegally used is prohibited.~~

~~5. Cooperation and Honesty~~

~~If at any time a student participant is found uncooperative and dishonest regarding their statement(s) concerning testimony as it relates to stated violations of this policy, the following suspensions(s) will be administered:~~

- a. ~~First offense: the individual will be suspended from the squad five (5) school days and/or one (1) contest, whichever is greater. This suspension will be above and beyond any suspension that will be and/or has been administered.~~
- b. ~~Second offense: the individual will be suspended from the squad for the next ten (10) school days and/or two (2) contests, whichever is greater. This suspension will be above and beyond any suspension that will be and/or has been administered.~~

D. ~~PENALTIES AND RECOMMENDATIONS FOR VIOLATIONS: Administration will notify parents of any/all violations listed below:~~

1. ~~First Violation~~

- a. ~~Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two consecutive interscholastic events or two weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.~~
- b. ~~Recommendations:~~
  - 1. ~~It is recommended that the school develop a local education program through which the student would receive information about the effects of misuse or abuse of mood-altering chemicals.~~
  - 2. ~~It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.~~

2. ~~Second Violation~~

- a. ~~Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six consecutive interscholastic events or three weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.~~
- b. ~~Recommendations:~~
  - 1. ~~It is recommended that before being readmitted to activities following suspension for the second violation, the student shall show evidence in writing that they have received counseling from~~

a community agency or professional individual such as a school counselor, drug counselor, medical doctor, psychiatrist, or psychologist.

2. It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

3. ~~Third Violation~~

a. ~~Penalty:~~

1. After confirmation of the third or subsequent violations, the student shall lose eligibility for the next 12 consecutive interscholastic events or 4 weeks of a season in which the student is a participant, whichever is greater.
2. If after the third or subsequent violations, the student on their own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks. Such certification must be issued by the director or a counselor or a chemical dependency treatment center.

b. ~~Recommendation:~~

It is recommended that the student be referred for assessment of potential chemical abuse, misuse or dependency by a community agency or a professional individual outside the school.

4. ~~Penalties shall be cumulative beginning with and throughout the student's participation on a varsity, junior varsity, sophomore or freshman team or activity.~~

5. ~~Denial Disqualification:~~ A student shall be disqualified from all interscholastic activities for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

- E. In addition to Section C, where students are found to have violated eligibility rules, situations of suspected student chemical use need to be addressed before serious problems or reported violations occur.

1. In instances where growing indications of chemical use appear, a personal conference with the student shall be conducted by a concerned staff person to

discuss concerns about the student and their chemical health.

2. In instances where the indications of chemical use still appear, following the student conference and a grace period, a conference will be held with parents to discuss the staff's concern for the student's chemical health.
3. In instances where the indications of chemical use still appear, following the parent conference and grace period, the student may be suspended from "play" by the coach until there are positive improvements in chemical health.
4. Racial/Religious/Sexual Harassment/Violence and Hazing

NOTE:(See current Minnesota State High School League Athletic Eligibility General Rules on file at the high school.)

- F. **SUSPENSIONS** - In unique situations, the initiation of the suspension may be aired by the administration. (Example: Individual goes out for one activity, violates a rule, the suspension would begin at the start of this event even if the youth decides to go out for an additional activity.)
- G. **ENROLLMENT, ATTENDANCE AND REQUIRED SUBJECT LOAD** - A student must be registered, attending classes regularly and be enrolled in the required number of credits.
- H. **TRIMESTERS IN HIGH SCHOOL** - A student shall not participate in a high school extra-curricular activity after their 12 trimesters in grades 9 - 12 inclusive. All 12 trimesters shall be consecutive. The attendance of 15 days or more in one trimester will count as a trimester in administering this standard.
- I. **SEASONS OF PARTICIPATION** - No student may participate in more than four seasons in any sport while enrolled in grades 9-12, trimesters 1-12 inclusive.
- J. **AWARDS RULES** - Awards other than medals, ribbons, letters, trophies, plaques, athletic insignias, cups, etc., shall not be awarded for participation in high school extra-curricular activities.—Cost may not exceed \$100.00.
- K. **GRADUATE** - A graduate of a high school is ineligible for participation in any high school extra-curricular activities. Early graduation will be governed by Minnesota State High School League regulations.
- L. **AGE** - A student may not participate in high school athletics who is twenty years of age on the date of the contest. A student who has started a season will be permitted to complete that season after reaching their twentieth birthday. Adapted athletes are eligible to participate until their 22<sup>nd</sup> birthday, provided they meet all other eligibility requirements.

- M. ~~AMATEURISM - A student must be an amateur in the sport for which they are candidates. Golf is governed by the United States Golf Association Amateur Rule.~~
- N. ~~ALL-STAR TEAMS AND GAMES - Students who participate on all-star teams or in all-star games; after having participated in activities as a representative of a Minnesota State High School League member school; are ineligible in that sport in which the violation occurred for a period of one year from the date of the last violation. In the case of a senior, they will forfeit remaining eligibility in all athletic activities for their senior year.~~
- O. ~~ATHLETIC CAMPS AND CLINICS~~
1. ~~School Year: Students may attend athletic camps and clinics which have been approved by their high school principal.~~
  2. ~~Summer Vacation Period: Nonschool specialized athletic camps and clinics do not require approval.~~
    - a. ~~The nonschool sponsored camp or clinic fee must be provided by the student or the student's parent(s) or guardian, unless other arrangements are approved by the Board of Directors.~~
    - b. ~~A student may attend a camp or clinic where a member of the school's coaching staff (sophomore, B-squad, junior varsity or varsity) in that sport owns, administers, directs, organizes, or serves as an instructor or is a staff member during the student's attendance.~~
  3. ~~Penalty:~~
    - a. ~~First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two consecutive interscholastic contests or two weeks of that season, whichever is greater. If there are fewer than two events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two games in the next sport season in which the student participates.~~
    - b. ~~Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six consecutive interscholastic contests or three weeks, whichever is greater.~~
    - c. ~~Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next 12 consecutive interscholastic contests or 4 weeks, whichever is greater.~~

- d. ~~Accumulative Penalties: Penalties shall be cumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.~~

~~P. PHYSICAL EXAMINATION AND PARENT'S PERMIT - Any student who intends to participate in high school interscholastic activities and cheerleading activities must have on file in the high school a record of a physical examination performed by a physician within the previous three years. A health questionnaire shall be completed annually and could indicate the need for physical examination prior to participation. The signature of the parent or guardian approving participation is required annually.~~

~~Q. TRANSFER RULE - as per MSHSL transfer policy, bylaw 111.00 (contact Activities Director for more specific information in this area):~~

- 1. ~~A change of residence is the actual physical relocation by the parents or guardians of a student with the intent to reside indefinitely at a new residence and terminate all occupancy of a previous residence. The change in residence must be bona fide, include other minor siblings and involve transfer from one school district attendance area to another school district attendance area.~~

~~For purposes of eligibility determinations, the residence of a student shall be the bona fide location of the residence and must include occupancy by the student's parents or guardians in the public school attendance area. Both parents, except as otherwise provided herein, must physically reside at the residence on a regular basis for the duration of the student's enrollment.~~

~~If married, residence is determined by the bona fide residence where the student and the student's spouse actually reside.~~

~~In determining whether a change in residence is bona fide, a member school and the League may consider:~~

- a. ~~New mailing address of the parents or guardians~~
- b. ~~Voting registration of parents or guardians that coincides with the new residence~~
- c. ~~Driver's license registration that coincides with the new residence~~
- d. ~~Purchase or rental agreements~~
- e. ~~Any other reliable evidence of residency~~

- 2. ~~Residence: For purposes of eligibility, a student may only have one residence.~~

To determine residence for eligibility purposes, the public school district attendance area in which the home last occupied by both parents is located shall be considered as the family's residence.

3. ~~Emanipated Student: If emancipated, a student's residence is determined by the bona fide residence where the student actually resides. An emancipated student is one who:~~
  - a. ~~has been a resident of the state of Minnesota for at least one full calendar year immediately preceding the date in question, and~~
  - b. ~~—is totally self-supporting. Criteria to determine if a student is self-supporting may include, but is not limited to:~~
    1. ~~a notarized statement from the parent(s) or guardian(s) that they provide none of the student's support;~~
    2. ~~verification of employment or other means of financial support from the student's employer or supporting agency;~~
    3. ~~verification of rent payment by the student~~
    4. ~~verification from a school that the student is accepted to attend as a resident student on the grounds of being emancipated.~~
    5. ~~any other documentation requested by the Minnesota State High School League or member school.~~
4. ~~Good Standing: For purposes of this bylaw, the term "good standing" shall mean that on the official date of withdrawal from the last school attended the student was fully eligible at that school under all of the conditions and all of the eligibility requirements of that school as well as the eligibility requirements of the state activity association of which that school is a member.~~
5. ~~Guardianship: For purposes of this bylaw, guardianship shall not be accepted for the purpose of establishing the residence of a student except when the guardianship has been established pursuant to a child protection order placement in a foster home or a juvenile court disposition order.~~
6. ~~High School: A high school shall include grades 9 through 12.~~
7. ~~Parents: For purposes of this bylaw, parents shall mean both parents of the student. In the event of divorce, parent shall be the parent with legal and physical custody of the student. In the case of a child protection order, parent shall mean~~

the facility assigned by a court pursuant to a child protection order, foster home placement or juvenile court disposition order.

8. **Public School District Attendance Area:** The term “public school district attendance area” shall be understood to refer to the area assigned to a specific high school by a Board of Education and shall not refer to a school district except in cases in which only one high school exists in a school district.
9. **Transfer Student:** A transfer student is one who discontinues enrollment and attendance in any high school, public or non-public, located in a public school district attendance area and enrolls and attends classes in any other high school in Minnesota.

#### Domestic Students

- a. A transfer student is eligible for varsity competition provided the student was in good standing on the date of withdrawal from the last school the student attended and one (1) of the provisions in Section 2 (below) is met.
- b. A transfer student is eligible for varsity competition if:
  1. **9th Grade Option:** the student is enrolling in 9th grade for the first time;
  2. **Family Residence Change:** the student transfers from one public school district attendance area to another public school district attendance area at any time during the calendar year in which there is a change of residence and occupancy in Minnesota by the student’s parents. If the student’s parents move from one public school district attendance area to another public school district attendance area, the student will be eligible in the new public school attendance area or a non-public school if the student transfers at the same time the student’s parents move.

If the parents move from one public school district attendance area to another, the student shall continue to be fully eligible if the student continues enrollment in the prior school for the balance of the current marking period or for the balance of the academic school year. If the student elects either of the current enrollment options above, the student will be fully eligible upon transfer to the new school.

A student who elects not to transfer upon a parent’s change in residence shall continue to be eligible at the school in which the student is currently enrolled.

3. ~~Court Ordered Residence Change for Child Protection: the student's residence is changed pursuant to a child protection order placement in a foster home, or a juvenile court disposition order.~~
4. ~~Custody of Student: A student of divorced parents who have joint physical custody of the student may move from one custodial parent to the other custodial parent and be fully eligible at the time of the move. The student may utilize this provision only one time during grades 9-12 inclusive.~~
5. ~~Move From Out of State: If a student's parents move to Minnesota from a state or country outside of Minnesota and if the student moves at the same time the parent establishes a residence in a Minnesota public school district attendance area, the student shall be eligible at the first school the student attends in Minnesota.~~
6. ~~Enrollment Options Program: A student who utilizes Minnesota Statute 124D.03 Enrollment Options Program, and transfers without a corresponding change of residence by the student's parents shall elect one of the following:~~
  - a. ~~retain full eligibility for varsity competition for one (1) calendar year at the school where the student was enrolled prior to the transfer after which time the student shall become fully eligible at the school to which the student has open-enrolled; or~~
  - b. ~~be eligible only at the non-varsity level in the school to which the student has open-enrolled for one (1) calendar year.~~
  - c. ~~If none of the provisions in Section 2 (above) are met, the student is ineligible for varsity competition for a period of one calendar year beginning with the first day of attendance in the new school:~~
    1. ~~Students are immediately eligible for competition at the non-varsity level.~~
    2. ~~A student may not obtain eligibility as a result of a transfer. If at the time of transfer the student was not fully eligible in the previous school, the student shall be ineligible in the new school. A student who was not in good standing at the time of transfer shall be ineligible until the penalty from the previous school has been served.~~

3. Each time a student transfers and the conditions of the transfer do not meet any of the provisions of Bylaw 111.2.A., the student will be ineligible for varsity competition for a period of one (1) calendar year beginning with the first day of attendance at the new school. For example, if a student, while serving a one-year transfer suspension, transfers to another school and none of the provisions of Bylaw 111.2.A. are met, an additional one-year suspension will be applied. The student will begin serving the additional one-year suspension immediately following the completion of the previous one-year suspension.

The Minnesota State High School League (MSHSL) Board of Directors has established a due process procedure for a student or parent who believes the bylaws of the MSHSL have been misinterpreted by the student's school administrator(s) who are charged by the school to determine the student's eligibility. A student who represents the student's school in competition between member schools at the varsity, junior varsity or sophomore B-squad level must be fully eligible to do so, and the student or the student's parents who wish to contest a school's failure to certify the eligibility of a student may do so as identified in the Fair Hearing Procedure identified at the beginning of the 300-series of bylaws in the most current MSHSL Official Handbook.

#### Rationale:

The member schools of the Minnesota State High School League believe that the development, interpretation, application and administration of eligibility rules and regulations are essential components of a school's membership in the MSHSL because they:

Uphold the integrity of the mission of the MSHSL.

To the extent possible, provide fair and equitable competition for students, schools and school communities throughout the state and serve as a deterrent to students and others who may seek to attend a particular school for the purpose of building athletic strength.

Support students in local school communities from being displaced by others who reside in different attendance areas.

Protect school programs from losing students who have established an identity as an athlete or fine arts participant and, as such, are contributors to the overall support of the school community.

Further, the member schools believe the universal and consistent application of eligibility rules:

Support the founding purposes of the MSHSL to “ . . . provide and administer a program

of activities . . . on a competitive basis . . . to establish uniform and equitable rules . . . to elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools and their personnel.”

Limit the varsity eligibility of students who move from their district of residence to another school without a full and complete move by the student's parents.

Advise students about limitations they may face if they don't immediately qualify for varsity competition.

Affirm that athletic and fine arts eligibility to represent a school is a privilege and not a right, and they support the educational philosophy that athletics must not be permitted to assume a dominant position in a student's or school's program.

Clarify the difference between a student's opportunity to transfer from school to school or to become involved in PSEO and similar academic programs and a student's athletic and fine arts eligibility when a transfer occurs.

Support the school community relationship. The pride a community takes in its school's teams can't be matched. To undermine the integrity of a community-school alliance to benefit the athletic pursuits of an individual or a small group of athletes is, at best, a questionable practice.

Speak directly to the summertime athletic program influences. The Minnesota State High School League was created, “to establish uniform and equitable rules for youth in inter-school activities” and “to protect youth, member schools and their personnel from exploitation by special interest groups.”

Underline the belief that ethical behavior, fair play, honorable competition, dignity and respect are non-negotiable.

## R. NONSCHOOL COMPETITION AND TRAINING FOR TEAM AND INDIVIDUAL SPORTS

1. During the High School Season: A student may not participate as a member of a nonschool team, in the same sport. SEASON DEFINED: The high school season shall run from the first date that practice may begin until the team is eliminated in MSHSL tournament competition. Baseball, softball, and skiing are exceptions to this rule.

Exception: Summer Vacation Period - Students may participate on a nonschool team in the same sport as they currently play at the high school level during the summer vacation period. SUMMER VACATION DEFINED: Summer vacation shall start on the Saturday following the fourth Friday in May and ending on Labor Day.

~~Summer Coaching Waiver: If a student participates on a team coached by a member of the high school coaching staff, coaching contact shall end on July 31 unless an extension to the summer waiver is granted by the school's Activities Director.~~

2. ~~During the School Year, Prior To and Following the High School Sports Season: A student may participate in contests, meets or tournaments as an individual competitor or as a member of a nonschool team provided that these activities are voluntary and not influenced or directed for a salaried or nonsalaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff.~~
  - a. ~~A student may not use any type of high school uniform.~~
  - b. ~~A student may not receive coaching or training from a salaried or nonsalaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport. Power skating and indoor soccer are included in this limitation.~~
  - e. ~~A student may receive training through private lessons from a person who is not a salaried or nonsalaried member of the student's sophomore, B-squad, junior varsity or varsity high school coaching staff in that sport.~~
  - e. ~~A student's fee for nonschool coaching or training must be provided by the student or the student's parent(s) or guardian(s) unless approved by the Board of Directors.~~
3. ~~Summer Vacation Period:~~
  - a. ~~A student may compete as an individual or as a member of a nonschool team even though competing on a high school team in the same sport. SUMMER DEFINED: The day following the fourth Friday in May through Labor Day. (Exception Summer Coaching Waiver).~~
  - b. ~~Students may receive a summer waiver to be coached by their high school coach. Students must contact their high school Activities Director.~~
4. ~~Penalty:~~
  - a. ~~First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two consecutive interscholastic contests or two weeks of that season, whichever is greater. If there are fewer than two events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: This means that a senior who violates the bylaws at the end of one sport season will lose eligibility~~

for two games in the next sport season in which the student participates:

- b. ~~Second Violation: After confirmation of the second violation, the student shall lose eligibility in that sport for the next six consecutive interscholastic contests or three weeks, whichever is greater.~~
- c. ~~Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next 12 consecutive interscholastic contests or 4 weeks, whichever is greater.~~
- d. ~~Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.~~

5. ~~Special Considerations:~~

- a. ~~National Teams and Olympic Development Programs - The MSHSL may permit participation by high school students on bona fide national teams or in Olympic development programs if:~~
  - 1. ~~The program is approved and supported by the national governing body of the sport or if there is an Olympic Development Program of training and competition.~~
  - 2. ~~Directly funded by a national governing body on a national level.~~
  - 3. ~~Authorized by a national governing body for athletes having potential for future national team participation. Students who are invited to participate on National Teams or in Olympic Development Programs must contact their high school principal to obtain an application form. This must be completed at least 30 days prior to participation.~~
- b. ~~During the school year, students who participate for their school in a sport may participate through training, try-out or competition on a National Team or in a United States Olympic Development Program provided the student receives an individual invitation from the United States Olympic Committee or the United States National Governing Body on the national level for that sport.~~
- c. ~~Students who have completed their eligibility in a sport are exempt from the nonschool competition and training rules in that sport. All-Star rules shall apply.~~

S. ~~DUE PROCESS - Before a student is suspended from an extra-curricular activity, the~~

~~appropriate minimum due process components will be followed. They include:~~

- ~~1. Regulations governing the eligibility for participation in extra-curricular activities and consequences of violations of these rules will be provided to all participants.~~
- ~~2. Suspension: A student may, at any time, be suspended from participation in an activity if the advisor feels that their actions or behavior are in violation of activity rules or a disruption to the functioning of the activity. The advisor need not discuss rationale for the suspension until after the completion of the day's activity.~~
- ~~3. Students will be removed from participation in extra-curricular activities only after a fair and objective investigation of the alleged violation.~~
- ~~4. Any student alleged to have violated the regulations will be provided an opportunity for a conference with the school administration to discuss the infraction, the evidence and the decision.~~
- ~~5. In unique situations, the initiation of the suspension may be varied by the administrator.~~
- ~~6. Fair Hearing Procedure: The League Constitution provides a Fair Hearing Procedure for the student or parent contesting a school's failure to certify the eligibility of a student. The student has 10 calendar days in which to appeal the school's decision. The appeals process includes an appeal before a hearing panel at the school and the right, if desired, to appeal that decision to the League's Board of Directors. An independent hearing examiner will hear the appeal and make written findings of fact, conclusions and a recommendation for the Board of Directors following the hearing. The Board's decision shall be final. A complete listing of the Fair Hearing Procedure may be obtained from the Activities Director or Principal of the high school.~~

~~Cross References: —Princeton Policy 613 Graduation Requirements  
————MSHSL Policy Manual~~

Adopted: August 23, 1983  
Revised: June 12, 1990  
Revised: April 13, 1999  
Revised: June 8, 1999  
Revised: May 24, 2005  
Revised: August 23, 2005  
Revised: July 17, 2007  
Revised: October 13, 2009  
Revised: January 12, 2010  
Revised: August 9, 2011

(Policy meeting 11/21/17) Revised: January 2, 2018

**PRINCETON PUBLIC SCHOOLS  
POLICY 599-STUDENT ACTIVITIES FEE SCHEDULE**

**HIGH SCHOOL ACTIVITY FEES: SPECIAL FEES**

A season fee of **\$175** will be assessed to each student participating in these three high school activities: Football, Fall Musical, Boys and Girls Hockey, and a season fee of **\$275** for Trapshooting.

**HIGH SCHOOL ATHLETIC ACTIVITY FEES**

A season fee of **\$150** will be assessed each student participating in any one high school athletic activity not listed above, **\$125** for any second high school athletic activity and **\$100** for each additional high school athletic activity.

**HIGH SCHOOL FINE ARTS ACTIVITY FEES**

A season fee of **\$125** will be assessed each student participating in any one high school fine arts activity not listed above, **\$100** for any second fine arts activity and **\$75** for each additional fine arts activity.

**MIDDLE SCHOOL ATHLETIC ACTIVITY FEES**

A season fee of **\$125** will be assessed each student participating in any middle school athletic activity, **\$100** for any second athletic activity, and **\$75** for each additional middle school athletic activity.

**MIDDLE SCHOOL FINE ARTS ACTIVITY FEES**

A season fee of **\$100** will be assessed each student participating in any middle school fine arts activity, **\$75** for any second fine arts activity, and **\$50** for each additional middle school fine arts activity.

Middle School students participating at the highschool level of varsity or junior varsity for the entire **athletic or fine arts activity** season will be assessed at the high school rate at the corresponding fee level.

Middle School students participating in an activity who are moved up to an **athletic or fine arts** junior varsity or varsity level will be assessed the difference between middle school and high school fees at the corresponding fee level.

**ELEMENTARY STUDENTS**

**Elementary students involved in activities will be assessed a \$25 fee per activity.**

Family Maximum Out-of-Pocket \$750.00.

**SPECIAL ACTIVITIES**

Football	B/G Hockey	Musical
Trapshooting		

**ATHLETIC ACTIVITIES HIGH SCHOOL AND MIDDLE SCHOOL**

Baseball	Gymnastics	B/G Track
B/G Basketball	B/G Soccer	Volleyball
Cheerleading	Softball	Wrestling
B/G Cross Country	B/G Swimming	Adapted Bowling
B/G Golf	B/G Tennis	

**FINE ARTS ACTIVITIES HIGH SCHOOL AND MIDDLE SCHOOL**

Chamber Singers	Knowledge Bowl	Speech
FFA	Math League	Three-Act Play
FACS	Mock Trial	Middle School Theater Production
Jazz Band	One-Act Play	Robotics

**SEASON PASSES**

Family Pass	\$175.00
Individual Pass	\$100.00
Student Pass	\$25.00
Elementary/Middle/High School Activity Participants*	Free
All Senior Citizen Pass(age 65+)	Free
Adults with Disabilities	Free
Staff Passes	Free if wearing Staff Badge

- If a student pays an activity fee and does not end up going out for the activity, the activity fee will be refunded minus the \$25.00 for a student season pass.

- There may be exclusions for season passes, and those will be outlined on the pass.
- No assessment is to be made for students who provide documentation of qualification for free lunch under Federal guidelines; students qualifying for reduced lunch will be assessed at a rate of 50%.

Adopted: June 14, 1983  
Revised: August 13, 1991  
Revised: March 28, 1995  
Revised: October 8, 1996  
Revised: May 12, 1998  
Revised: June 22, 1999  
Revised: August 12, 2003  
Revised: March 23, 2004  
Revised: April 11, 2006  
Revised: May 11, 2010  
Revised: August 19, 2014  
Revised: October 21, 2014  
Revised: June 16, 2015

(Policy meeting November 21, 2017) **Reviewed: January 2, 2018**

**PRINCETON PUBLIC SCHOOLS  
POLICY 610-FIELD TRIPS**

**I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

**II. GENERAL STATEMENT OF POLICY**

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

1. Trips that involve one or more overnights stops fall into this

category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. The request procedure will include approval for extended field trips from the principal, activities director, superintendent and school board. Exemptions to this policy include teams/individuals advancing through MSHSL tournament play or in cases where a group/individual advance as a result of winning an official school activity or competition. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted to expedited to accommodate emergencies or contingencies (e.g., tournament competition).

2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

### III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or

scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.

2. An employee must obtain approval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If pre approval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

#### IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

*Legal References:* Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Co Curricular and Extracurricular Activities; Insurance)  
Minn. Stat § 169.011. Subd. 71(a) (Definition of a School Bus)  
Minn. Stat § 169.454 Subd. 13 (Type III Vehicle Standards-Exemption)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)*  
*Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)*

*Cross References:* Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Policy 404 (Employment Background Checks)  
Policy 423 (Employee – Student Relationships)  
Policy 506 (Student Discipline)  
Policy 510 (Activities Program)  
Policy 707 (Transportation of Public School Students)  
Policy 709 (Student Transportation Safety Policy)

Policy 710 (Extracurricular Transportation)

Adopted: August 23, 1983

Revised: January 12, 1999

Revised: August 9, 2005

Revised: December 8, 2009

Revised: March 11, 2010

Revised: October 26, 2010

Revised: October 25, 2011

Revised: October 21, 2014

Revised: October 20, 2015

Revised: January 17, 2017

(Policy meeting 11/21/17) Revised: January 02, 2018



## **PRINCETON**

DISTRICT CENTER

### **Procedures Title: Field Trip Office Procedural Checklist**

**Introduction:** To provide clear guidance on field trip requests

**Policy Context:** Policy 610 is the current board approved policy related to Field Trips.

#### **Procedures:**

Teachers who wish to use a field trip experience must submit the request,

- using the FIELD TRIP REQUEST FORM
- to the principal at least ten (10) days prior to the scheduled activity.

Field trips should be avoided during the last two weeks of a trimester. The principal may communicate days on which field trips may not take place. Requests for extended field trips (overnight) must be submitted to the principal at least one month prior to the trip. Field trips that occur on Sunday, or Wednesday evening after 6:00 p.m., should be avoided and extremely rare. Students will be able to make up all assignments or other activities without penalty by the classroom teacher when excused for school approved functions and field trips. Access and follow the Field Trip Procedural checklist available in the office

#### FIELD TRIP OFFICE PROCEDURAL CHECKLIST-HIGH SCHOOL

- Submitted Field Trip Request and Transportation Request forms go to Principal's secretary Check for completion
  - (both forms if needed)
  - (teachers no longer need to fax transportation form)
  - Bring to Daily meeting
- Once Approved, Principal's secretary
  - Provides copy of field trip request to teacher along with checklist
  - Tracks field trip in spreadsheet
  - Routes request to district approval if needed
  - Routes Field Trip request to Jackie
  - Routes Transportation request to Debbie.
- Activities Secretary
  - Arranges for Transportation
- Assistant High School Secretary

- Files the Field Trip Request form in binder
- Files and checks for completion of checklist by supervising teachers (due prior to departure)
- Keeps track of student list of who is attending-in binder
- Alerts principal to unsubmitted checklists

Adopted: January 2, 2018

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

MSBA/MASA Model Policy 610

Orig. 1995

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

Rev. 2012

## **610 FIELD TRIPS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

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

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

#### **A. Instructional Trips**

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

#### **B. Supplementary Trips**

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

#### **C. Extended Trips**

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).

2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

### **III. REGULATIONS**

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
  2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

### **IV. SCHOOL BOARD REVIEW**

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)  
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)

Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675  
(8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal  
of School District Employees)  
MSBA/MASA Model Policy 423 (Employee – Student Relationships)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 707 (Transportation of Public School  
Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)