



FOREST LAKE AREA SCHOOLS

6100 N 210th St • Forest Lake MN 55025

(651) 982-8100 • www.flaschools.org

Superintendent.....*Dr. Linda M. Madsen*
Administration & Human Resources *Donna M. Friedmann*
Business Services.....*Lawrence A. Martini*
Community Education *Corey J. McKinnon*
Special Education..... *Kelly J. Lessman*
Teaching & Learning..... *Diane E. Giorgi*

October 6, 2017

TO: Jim Caldwell
Julie Greiman
Kelly Lessman
Heidi Link
Clara Olson
Jill Olson
Jeff Peterson
Lily Pope
Sean Sardeson
Tina Sparby
Kathryn Ungerecht
Brad Ward

FROM: Donna M. Friedmann 
Director of Administration & Human Resources

SUBJ: POLICY COMMITTEE MEETING

The next meeting of the Policy Committee will be held promptly @ 7:00 pm on Thursday, October 12, 2017, in the boardroom at the district office. The agenda for this meeting is enclosed. Please contact me at (651) 982-8123 if you are unable to attend this meeting.

DMF/kk

Inspire the learner; ignite the potential!

Forest Lake Area Schools • Independent School District 831 • Equal Opportunity Employer

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota 55025

Policy Committee Meeting
October 12, 2017 – 7:00 p.m. – District Office Boardroom

AGENDA

1. Student Sex Nondiscrimination Policy 421 – Annual Review – No changes from MSBA
2. Technology Acceptable Use and Safety Policy 540 – Annual Review – No Changes from Diane Giorgi, Tim Brockman or MSBA
3. Attendance at Professional Meetings Policy 404 – Changes Recommended – Please see Policy 302 for Reference
4. Staff Facilities Policy 405 – Changes Recommended
5. Employee-Student Relationships Policy 409 – for Information & Review
6. Student Attendance Policy 519 – Draft to be Presented @ Meeting

7. Consideration of Other Policies to be Scheduled for Review

8. Other Matters

9. Annual/Requested Policy Reviews

- School Board Member Reimbursement Guidelines Policy 103A (November 2017)
- Out-of-State Travel by School Board Members Policy 103B (November 2017)
- Graduation Requirements Policy 613 (December 2017) – *Not annual but change(s) required*
- Bullying Prohibition Policy 541 (January 2018)
- Crisis Management Policy 538 (February 2018)
- Harassment and Violence Policy 425 (February 2018)
- Discipline Policy 515 (March 2018)
- Student Transportation Safety Policy 531 (April 2018)
- Wellness Policy 546 (May 2018)
- Family & Medical Leave Policy 428 (September 2018)
- Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414 (September 2018)
- Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522 (September 2018)
- Student Sex Nondiscrimination Policy 421 (October 2018)
- Technology Acceptable Use and Safety Policy 540 (October 2018)

10. Future Policy Review

- Naming of School Buildings or Portions Thereof Such as Naming a Gymnasium
- Random Drug Testing

11. Policies at School Board for Action:

- Special Education Records and Records Retention Policy 505A – Pending MN Historical Society Review
- Family & Medical Leave Policy 428
- Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414
- Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates Donna M. Friedmann, the Director of Administration and Human Resources, 6100 North 210th Street, Forest Lake, Minnesota 55025, 651/982-8123, dfriedmann@flaschools.org as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the Superintendent or the school district Human Rights Officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as

well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district Human Rights Officer or to the Superintendent.

- B. In Each School Building. The building Principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building Principal immediately.
- C. Upon receipt of a report or grievance, the Principal must notify the school district Human Rights Officer immediately, without screening or investigating the report. The Principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the Principal to the Human Rights Officer. If the report was given verbally, the Principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein will result in disciplinary action against the Principal. If the complaint involves the building Principal, the complaint shall be made or filed directly with the Superintendent or the school district Human Rights Officer by the reporting party or complainant.
- D. The School Board hereby designates Donna Friedmann, the Director of Administration and Human Resources (651/982-8123 or dfriedmann@flaschools.org), and Kelly Lessman, the Director of Special Education (651/982-8129 or klessmann@flaschools.org), 6100 North 210th Street, Forest Lake, Minnesota 55025 as the school district Human Rights Officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the Superintendent.
- E. The school district shall conspicuously post the names of the Title IX coordinator and human rights officer(s), including office addresses and telephone numbers and work e-mail addresses.
- F. Submission of a good faith complaint, grievance, or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

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

V. SCHOOL DISTRICT ACTION

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

VI. REPRISAL

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

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

VIII. DISSEMINATION OF POLICY AND EVALUATION

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

ADOPTED: 6/7/76
REVISED: 3/3/80
REVISED: 5/3/99
REVISED: 2/2/06
REVISED: 1/3/08
REVIEWED: 3/3/11
REVISED: 12/1/11
REVIEWED: 12/6/12
REVIEWED: 12/5/13
REVISED (form): 12/4/14
REVIEWED: 12/3/15
REVISED: 12/1/16

Legal References:

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

Cross References:

- MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
- MSBA/MASA Model Policy 413 (Harassment and Violence)
- MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

INDEPENDENT SCHOOL DISTRICT NO. 831
UNLAWFUL SEX DISCRIMINATION TOWARD A STUDENT

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student:

Independent School District No. 831 maintains a firm policy prohibiting all forms of unlawful sex discrimination. All students are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: _____

Home address: _____

Work address: _____

Home phone: _____ Work phone: _____

Date of alleged incident(s): _____

Name of the person you believe unlawfully discriminated toward you or a student on the basis of sex:

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

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary):

Where and when did the incident(s) occur: _____

List any witnesses that were present: _____

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

(Complainant Signature) (Date)

Please submit this form to your building Principal.

Received by: _____ (Date)

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer systems and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore global resources. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. Acceptable uses are determined at the sole discretion of the district.

IV. USE OF SYSTEM IS A PRIVILEGE

While the school district's electronic systems are provided for the conduct of the school district's mission, it is understood that they may be used occasionally for personal use as well. Reasonable personal use is permitted, so long as it does not interfere with users' performance of their responsibilities and complies with applicable laws and policies. The personal use of both audio and video streaming media as well as the downloading of excessively large files for personal use interferes with the school district's use of the Internet and delivery of electronic mail and is therefore not acceptable personal use of the Internet.

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

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. language or images that are inappropriate in the education setting or disruptive to the educational process;
 - c. information or materials that could cause damage or danger of disruption to the educational process;
 - d. language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, except as allowed in Policy 602 Controversial Issues.
 2. Users shall not use district e-mail as part of a political campaign to support or oppose a political issue or the nomination or election of a candidate for public office except as otherwise agreed upon in school district employment agreements.
 3. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass or bully another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 4. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
 5. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system

performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

6. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct consent of that person. Consent is implied for all users whose materials, information or files must be accessed by personnel performing authorized system maintenance on behalf of the district.
7. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another owner's property without the owner's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.

B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

A. With respect to any of its computers with Internet access, school district personnel will monitor the online activities of minors and employ technology protection

measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes. It is prohibited for students or employees to attempt to bypass the district filter without permission.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right to investigate or review the contents of files generated by their student.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district media, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for loss or damage to personal devices or media attached to district equipment. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.

- B. This notification shall include the following:
1. Notification that Internet use is subject to compliance with school district policies.
 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district media.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student or staff member through the Internet is the sole responsibility of the student and/or the student's parents/guardians or the staff member incurring the obligation.
 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 505, Use of Student Records.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. IMPLEMENTATION; POLICY REVIEW

- A. The school district may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy.
- B. The school district shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district technology policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of technology, the school board shall conduct a periodic review of this policy.

Legal References: 15 U.S.C. § 6501 et seq. (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 et seq. (Copyrights)
20 U.S.C. § 6751 et seq. (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff’d on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 406 (Public and Private Personnel Data)
Policy 421 (Student Sex Nondiscrimination)
Policy 504 (Interviews of Students by Outside Agencies)
Policy 505 (Use of Student Records)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
Policy 515 (Student Discipline)
Policy 536 (Student Disability Nondiscrimination)
Policy 538 (Crisis Management Policy)
Policy 539 (Instructional Materials – Films)
Policy 541 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
Policy 605 (Instructional Materials Selection Policy)
Policy 623 (Procedure for Review of Curriculum Content and Alternative Instruction)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

ADOPTED: May 6, 2002
June 7, 2004
October 5, 2006
November 1, 2007 (No Changes)
January 7, 2010
March 3, 2011
January 5, 2012 (No Changes)
January 3, 2013
December 5, 2013 (No Changes)
January 8, 2015 (No Changes)
January 7, 2016
February 2, 2017

1. It shall be the policy of the School Board to encourage the attendance of teachers and administrators at ~~such meetings and conferences~~ or similar professional events that will be of definite educational value to the individual and to the School District.
2. All such requests shall be made in writing to the Superintendent, ~~via the building Principal as per Article V, Section 12 of the teacher's master contract~~ or designee, and shall follow the terms of any procedure designated in an applicable collective bargaining agreement.
3. The Superintendent, or his/her delegate representative, shall approve or disapprove of all such requests. ~~All requests will be recommended to the Superintendent through the Educational Growth and Development Council (EGDC).~~
4. ~~A written report of the meeting or conference shall be filed with the Educational Growth and Development Council as per procedural rules developed by the EGDC and approved by the Superintendent~~ staff member who has been approved to use district time or funds to attend such a conference may be required to present information from the conference, formally or informally, to colleagues who may benefit from sharing the information.
5. If any expenses are to be paid by the School Board ~~District~~, they will be paid according to Policy #302.

1. It shall be the policy of the School Board to reimburse employees for expenses incurred in authorized travel where such travel is deemed to be of value to the School District. Receipts are required for reimbursement of expenses other than actual mileage.
2. Travel within the District shall be reimbursed at the Internal Revenue Service standard business mileage rate where such travel is authorized by the Superintendent of Schools or their delegated agent.
3. Travel outside of the School District or its normal area of operation shall be reimbursed:
 - A. For personal car at the Internal Revenue Service standard business rate per mile.
 - B. For public conveyance at tourist class airplane fare.

Normally, approval will be granted for travel by the least expensive mode of transportation; although consideration should be given to other factors such as time spent away from the job, extra meals and lodging.

Airline Travel Credit: Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

- C. For lodging at actual cost.
- D. For meals at actual cost. Subject to per diem limitations established by the School Board (\$25.00 per day).
- E. For legitimate miscellaneous expenses at meeting site at actual cost (registration fee, cab fare, etc.).
- F. If actual costs exceed the per diem limitations, the Superintendent will review and make specific recommendations for reimbursement.

Legal References:

Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References:

School Board Member Reimbursement Guidelines Policy 103A
Out-of-State Travel by School Board Members Policy 103B

REVISED:

7/21/75
9/18/78
6/18/79
(Eff. 3/1/80) 3/3/80
(Eff. 7/1/81) 6/15/81
3/19/84
(Eff. 2/1/85) 2/4/85
(Eff. 9/1/88) 8/15/88
(Eff. 7/1/89) 5/1/89
(Eff. 10/1/90) 9/17/90
(Eff. 3/1/93) 2/1/93
(Eff. 7/1/97) 6/16/97
(Eff. 7/1/01) 3/5/01
(Eff. 7/1/03) 3/31/03
(Eff. 7/1/05) 4/7/05
5/6/10
2/6/13

It is the policy of the School Board that adequate facilities in each building be available for staff members contingent on availability of space in individual buildings. Such facilities to include the following:

1. Space for the storage of instructional materials and supplies.
2. A faculty work area -- preferably separated from the faculty lounge -- equipped with supplies and equipment to be used in the preparation of instruction materials.
3. A faculty lounge -- out of bounds to all students, except when authorized by a faculty member.
4. A serviceable desk and chair for each teacher.
5. Faculty rest rooms that are not to be used by students, unless a building need exists which would require, or render advisable, mutual use of single-user rest rooms by staff and students.
6. A dining area, separate from the students where possible.
7. Writing and/or projection boards appropriate for instruction.
8. A telephone so located that a staff member can have privacy while talking to parents.
9. Parking lot space or other appropriate temporary provisions for staff parking.

REVISED: 06/04/15

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 - 1. Dating students.
 - 2. Having any interaction/activity of a sexual or romantic nature with a student.
 - 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.

4. Supplying alcohol or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships. Employees are encouraged to exercise awareness and appropriate minimization of situations with students involving physical contact, meeting in rooms with closed doors or one-on-one, or meeting with students in areas not visible to others.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate. Employees are strongly encouraged to minimize or avoid contact with students on any form of social media (with the exception of group electronic communication for scheduling or other time-sensitive communication) not readily accessible to other students or adults, and to avoid electronic connection with students on forms of social media whose purpose is not solely dedicated to school functions.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with the district's procedures. Generally, complaints about employee actions should be directed to the building principal or program director.
- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the Board of Teaching or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to Minnesota Board of Teaching)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)
Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

Cross References: Defense and Indemnification of School Board Members and Administrators Policy 112
Code of Ethics for Minnesota Teachers § 8700.7500
Harassment and Violence Policy 425
Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522
Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414
Acceptance of Gifts Policy 708

REVISED: 2/11/74

REVISED: 2/05/15

I. PURPOSE

- A. The District 831 school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance of all school aged children in the district.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities.

1. Student's Responsibility.

It is the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

B. Administrator's Office Responsibility.

1. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
2. In accordance with the regulations of the Minnesota Department of Children, Families and Learning and the Minnesota Compulsory Instruction Law, Minn. Stat. §§ 120A.22, the students of the school district are REQUIRED to attend all assigned classes every day school is in session, unless the student has completed the studies ordinarily required in the tenth grade and has elected not to enroll or has a valid excuse for absence.
3. School administrators have the discretion to decide on a case by case basis whether an absence or tardy should be excused or unexcused.

C. Attendance Procedures.

The secondary and elementary operational attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences or Tardies: Acceptable absences (tardies) from school or class for the following reasons which are recognized by the school as legitimate. These are supported by the three counties (Anoka, Chisago, and Washington) which serve our district. The following are examples of acceptable excuses for absences (or tardies):

Parent/doctor verified illness: illness verified by parent. Note: The School District, at its own discretion, may request a doctor's statement instead of parent verification.

Family emergencies: serious illness, injury, or death of immediate family member.

Scheduled appointments: appointments that cannot be arranged after school or when school is not in session and has prior approval by the school and parent.

Religious holidays: refer to Policy #603.

Medical/dental appointments: appointments that cannot be arranged after school or when school is not in session. Excuse shall be written by parent or medical professional

School directed activities: field trips, athletic trips, fine arts trips, or other activities planned by the school district, approved by the parent.

Prearranged family vacations: only for exceptional circumstances which requires families to take vacation during school days. A parent or guardian must accompany the student.

Suspensions: as defined by the school board.

Court appearances: absences for mandatory court appearances, to be prearranged.

Exceptional circumstances: circumstances where permission may or may not be granted by the school, for reasons not previously outlined, to prearranged.

Weather: extreme weather conditions preventing students from getting to school safely.

Transportation problems: problems related to transportation provided by the school district.

The validity of any excused absence must be to the satisfaction of the Superintendent or his/her designee. The Superintendent or his/her respective designee shall be the final judge of the acceptability of any such excuse submitted. Where an excuse submitted by a parent or guardian is not accepted, the absence corresponding thereto shall be considered an unexcused absence.

Consequences of Excused Absences

- (a) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher upon returning to school.
- (b) Work missed because of absence generally must be made up within a period of 2 times the length of the absences(s). Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

Unexcused Absences or Tardies: absences (tardies) which are not recognized by the school as legitimate. These are supported by the three counties (Anoka, Chisago, and Washington) which serve our district. The following are examples of reasons for absences (or tardies) which will not be excused:

Car trouble
 Visiting
 Overslept or alarm didn't work

Shopping
 Driver's training
 Needed at home
 Family vacation not prearranged
 Leaving school during the day without permission from school
 Babysitting
 Missed bus
 Work
 No call or note from parent/guardian verifying the absence
 Personal (no reason given)
 Truancy
 Personal grooming needs
 Any other absences included in the attendance procedures of the individual schools

Consequences of Unexcused Absences

- (a) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (b) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (c) Students with unexcused absences may be subject to consequences, including, but not limited to:
 - (1) Detention, In School Restriction, suspension, or suspension to the Youth Service Bureau.
 - (2) Student conference which will occur following unexcused absences to determine consequences.
 - (3) Parent conference (phone or otherwise) which will occur when consequence is suspension.
 - (4) At the secondary level, grade reduction may occur for unexcused absences.
 - (5) If progressive interventions do not help, a conference between school, parents, and student will occur to determine additional consequences or strategies may include contracts or a change in the educational placement of the student.
 - (6) If the results of the additional consequences do not succeed, the school district may follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.

(7) In cases of recurring unexcused absences, the administration may initiate truancy procedures as delineated by state statutes.

D. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Reporting Tardiness.
 - a. Students tardy at the start of school must report to the appropriate person as is designated in each building.
 - b. The teacher will handle tardiness between periods.
3. Excused tardiness. Acceptable absences (tardies) from school or class for the following reasons which are recognized by the school as legitimate. These are supported by the 3 counties (Anoka, Chisago, and Washington) which serve our district. The following are examples of acceptable excuses for absences (or tardies):
 - a. Parent/doctor verified illness: illness verified by parent. Note: The School District, at its own discretion, may request a doctor's statement instead of parent verification.
 - b. Family emergencies: serious illness, injury, or death of immediate family member
 - c. Scheduled appointments: appointments that cannot be arranged after school or when school is not in session and is prior approved by the school and parent
 - d. Religious holidays: refer to Policy #603
 - e. Medical/dental appointments: appointments that cannot be arranged after school or when school is not in session. Excuse shall be written by parent or medical professional
 - f. School directed activities: field trips, athletic trips, fine arts trips, or other activities planned by the school district, approved by the parent
 - g. Prearranged family vacations: only for exceptional circumstances which requires families to take vacation during school days. A parent or guardian must accompany the student
 - h. Suspensions: as defined by the school board
 - i. Court appearances: absences for mandatory court appearances, to be pre-arranged. Exceptional circumstances: circumstances where permission may or may not be granted by the school, for reasons not previously outlined, to be prearranged.
 - j. Weather: extreme weather conditions preventing students from getting to school safely

- k. Transportation problems: problems related to transportation provided by the school district

The validity of any excused absence must be to the satisfaction of the Superintendent or his/her designee. The Superintendent or his/her respective designee shall be the final judge of the acceptability of any such excuse submitted. Where an excuse submitted by a parent or guardian is not accepted, the absence corresponding thereto shall be considered an unexcused absence.

4. Unexcused Tardies

Definition: An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse. The following are reasons for absences (or tardies) which will not be excused:

- a. Car trouble
- b. Visiting
- c. Overslept or alarm didn't work
- d. Shopping
- e. Driver's training
- f. Needed at home
- g. Leaving school during the day without permission from school
- h. Babysitting
- i. Missed bus
- j. Work
- k. No call or note from parent/guardian verifying the absence
- l. Personal (no reason given)
- m. Truancy
- n. Personal grooming needs
- o. Any other absences included in the attendance procedures of the individual schools

Consequences for unexcused tardiness may include, but are not limited to, detention, In School Suspension, or at the secondary level, suspension.

E. Participation in Extracurricular Activities and School-Sponsored On-The-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.

3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school for any period of time due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the beginning of each school year. This policy shall also be available upon request in each principal's office

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. §120A.22, and is absent from instruction in a school as defined in Minn. Stat. §120.05 without valid excuse within a single school year for:

1. three days if the child is in elementary school; or
2. three or more class periods on three days if the child is in middle school, junior high school, or high school.

A student is not continuing truant if the child is withdrawn from school by the child's parents because of a dispute with the school concerning the provision of special education services under the Individual with Disabilities Education Act or accommodations and modifications under the Americans with Disabilities Act, if the student is being provided educational services from another source.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. that the child is truant;
2. that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. that the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. §120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. that this notification serves as the notification required by Minn. Stat. 120A.34;
5. that alternative educational programs and services may be available in the district;
6. that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260C;
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. §260C.201; and
9. that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.
10. That a failure on the part of the parent/guardian to ensure the student's attendance may constitute neglect under the Child Abuse Reporting Act, Minn. Stat. § 626.556, which the School District would be required to report.

C. 260C.007 Subd. 19 Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the

child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for 1 or more class periods on 7 school days and who has not lawfully withdrawn from school under section 120A.22, subdivision 6.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. 260C.

ADOPTED: 6/5/00