



Memorandum

February 11, 2011

TO: Mr. John Beckstrom
Mr. Bill Bresin
Mr. Joe Grafft
Ms. Sarina Hannon
Mr. Nick Jensen
Mr. Eric Jordahl
Dr. Ben Lewis
Ms. Kathy McMorrow
Ms. Karen Morehead
Dr. Janet Palmer
Ms. Deborah Wall

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

SUBJ: POLICY COMMITTEE MEETING

The next meeting of the Policy Committee will be held promptly at 8:00 p.m. on Thursday, February 17, 2011, in the Board Room 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.

DF/kk

cc: Linda Madsen, Superintendent
Kathy Bystrom, School Board
Dan Kieger, School Board
Rob Rapheal, School Board
Erin Turner, School Board
Press (3)

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

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota 55025

Policy Committee Meeting
February 17, 2011 – 8:00 p.m. – District Office Board Room

AGENDA

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| <ol style="list-style-type: none">1. Crisis Management Policy 538 – Annual Review2. Discontinue Student Pregnancies Policy 513 – Covered by Policies 535 and 5303. Pregnancy and Parental Status Policy 530 – Consider Replacing with MSBA Model Policy 5284. Community Use of School Facilities Policy 701 – School Board sent back to Policy Committee5. Use of Student Records (Legislative Changes) – February 2010 Attachment – Extra copies will be available |
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6. Wellness Policy 546 (Annual Review) – April 2010 Attachment – Pending Wellness Committee Input
 7. Consideration of Other Policies to be Scheduled for Review
 8. Other Matters
 9. Annual Policy Reviews
 - School Discipline Policy 515 (March 2011)
 - Harassment and Violence Policy 425 (April 2011)
 - School Board Member Code of Ethics (April 2011)
 - Wellness Policy 546 (May 2011)
 - Family & Medical Leave Policy 428 (September 2011) – No legislative changes required in September 2010
 - Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414 (October 2011)
 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522 (October 2011)
 - Technology Acceptable Use and Safety Policy 540 (November 2011)
 - Student Sex Nondiscrimination Policy 421 (November 2011)
 - Student Transportation Safety Policy 531 (November 2011)
 - Anti-Bullying Policy 541 (December 2011)
 - School Board Member Reimbursement Guidelines Policy 103A (December 2011)
 - Out-of-State Travel by School Board Members Policy 103B (December 2011)
 - Crisis Management Policy 538 (February 2012)
 10. Future Policy Review
 - Naming of School Buildings or Portions Thereof Such as Naming a Gymnasium
 - Random Drug Testing
 - Policy on Superintendent Contract Renewals – See Minnesota Statute 123B.143 (Review 90 day suggestion)
 11. Policies at School Board for Action
 - Community Use of School Facilities Policy 701
 - School Board Member Reimbursement Guidelines Policy 103A
 - Out-of-State Travel by School Board Members Policy 103B
 - Student Sex Nondiscrimination Policy 421
 - Anti-Bullying Policy 541
 - Student Transportation Safety Policy 531
 - Technology Acceptable Use and Safety Policy 540
 - Veteran's Preference Policy 441

I. PURPOSE

The purpose of this Crisis Management Policy is to recognize the district's responsibility to provide a safe and secure environment for students, staff, parents, volunteers, community members and visitors and to ensure the district's preparedness in coordinating protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district. Please note that, pursuant to this Policy, the Superintendent is directed to assure that a Forest Lake Area Schools Crisis Management Plan will be developed and maintained that includes tailored crisis management plans for each school building in the school district. The Crisis Management Plan, including those sections tailored for each school building, will be structured so that sections or procedures may be added or deleted based on district and/or building needs.

II. GENERAL INFORMATION**The Policy and Plans.**

The school district's Crisis Management Policy has been created and is maintained in consultation with law enforcement agencies, fire departments and emergency medical services providers serving the counties and communities located in the school district and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that, each building administrator can tailor a crisis management plan to meet that building's specific situation and needs.

This Policy and the Crisis Management Plan will be maintained and updated as necessary and approved annually by the School Board.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Ch. 7511 (Fire Safety)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: Employee Right to Know – Exposure to Hazardous Substances Policy 411
Harassment and Violence Policy 425
School Weapons Policy 532
Student Discipline Policy 515
Use of Peace Officers and Crisis Teams to Remove Students with IEPs
from School Grounds Policy 544
School Visitors Policy 704

ADOPTED: 06/05/00
REVISED: 05/05/05
REVISED: 12/07/06
REVISED: 02/07/08
REVISED: 03/25/10

1. During the time of her pregnancy if she is not in school, she shall be encouraged to continue her studies at home. Homebound instruction will be made available for her.

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

Adopted: 6/7/99

PREGNANCY AND PARENTAL STATUS

530

It is the policy of the School Board of Independent School District No. 831 not to discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student request voluntarily to participate in a separate portion of the program or activity of the recipient.

The School Board of Independent School District No. 831 may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

ADOPTED: 8/5/91

Adopted: _____

MSBA/MASA Model Policy 528

Orig. 1999

Revised: _____

Rev. 2003

528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated _____ [title, name, office address, and telephone number] as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

- G. 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.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 – Student Sex Nondiscrimination.

Legal References: 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 522 (Student Sex Nondiscrimination)

The Forest Lake Area Schools encourages the use of school facilities by our school and community for a variety of purposes and for residents of all ages. It is the policy of the Forest Lake Area School District to permit the use of school facilities by residents of the school district. The policy also permits the use of school facilities by other individuals and organizations. However, the use of school facilities should not interfere with the various school programs. This policy will be administered by the Community Education Department with rental fees deposited in the General Fund.

Non-profit status shall be in accordance with Internal Revenue Code, 26 U.S.C. 501(c)(3).

I. RENTAL FEES

A. NO RENTAL FEE:

1. Forest Lake Area School District sponsored events.
2. Community non-profit youth groups with at least 80% of their participants living in the Forest Lake Area School District. There cannot be any fees, donations or concessions associated with these events.
3. Community, Civic, Service and Non-Profit adult groups with at least 80% of their participants living in the Forest Lake Area School District. There cannot be any fees, donations or concessions associated with these events.
4. Tax-supported public agencies operating within the Forest Lake Area School District boundaries. This includes City, Township, County public hearings, caucuses, elections, candidate forums, and other similar events. There cannot be any fees, donations or concessions associated with these events.

B. PARTIAL RENTAL FEES:

1. Community Non-Profit Youth Groups which charge admission fees, accept donations or sell concessions at their event(s) will pay 50% of the full rental fee. This shall not include single baseball games at Schumacher Field.
2. Community, Civic, Service and Non-Profit adult groups, which charge admission fees, accept donations or sell concessions at their event(s) will pay 50% of the full rental fee.

3. Local Community Groups with less than 80% of their participants living in this School District will pay 75% of the full rental fee.

4. Local Business Groups will pay 75% of the full rental fee.

C. FULL RENTAL:

~~1. Church activities and/or religious services.~~

~~2.~~ 1. Out-of-District organizations or groups.

~~3.~~ 2. Charter or Private Schools.

~~4.~~ 3. Educational Institutions.

II. RULES AND REGULATIONS

A. School groups and school organizations will have first priority for the use of the school facilities providing they reserve facilities at least four weeks in advance through the Community Education Office.

B. Outside groups can make their application for use of facilities at the Community Education Office, in the Forest Lake Area School District Building at 6100 North 210th Street, Forest Lake.

C. Use of a building will be permitted only when an authorized permit (green sheet) has been presented to the custodian of the building (by the Community Education Office in advance, or by the user at their event).

D. All non-school users of school facilities shall complete and sign a Hold Harmless Agreement.

E. The School District may also require liability insurance of up to \$1,000 property damage, \$100,000 per individual and \$300,000 per accident.

1. This insurance will be required of all groups charging admission to a public event for the purpose of raising funds in excess of costs incurred by the event.

2. Insurance is also required as determined by the Director of Community Education.

F. In the case of large events the Community Education Department may also require a supervisor to be on duty and the cost will be billed to the rental group.

G. The applicant shall assume responsibility for damages to property that occur during use of the facility by their group or participants.

- H. All groups using school facilities shall reimburse the district for all extra labor or costs incurred by the district due to their use of facilities.
- I. Use of school facilities shall be denied to any groups which violate Policy 427 Smoke/Tobacco Free Environment or Policy 422 Employee Alcohol and Other Drug Use.
- J. Tobacco, alcohol, ~~and other chemicals~~ **controlled substances, and weapons** are prohibited in all school buildings and on school grounds.
- K. A custodian is required to be on duty when a building is occupied.
- L. The custodian on regular duty shall not be required to provide direct supervision for any groups or activities during the custodian's normal forty hour week. There are no custodial charges for groups unless custodial services are required.
- M. When a custodian is on overtime duty for a rental group, the custodian is required to be present to provide custodial services and to assist the rental group.
- N. A Food Service Department employee is required to be on duty whenever kitchen equipment is used or when the kitchen is to be used as a food preparation area. **This includes, but is not limited to, the high school dish room and high school cafeteria concession area. If the group requesting to use school facilities intends to serve food or beverages of any kind at their event, this information must be given to the facility use scheduler at the time the request for facility use is made in order to determine if there are additional custodial or food service needs or requirements as determined either by the School District or, if applicable, the Minnesota Department of Health.**
- O. Audio-visual equipment may be used for a fee and when doing so a District A.V. Technician must be employed at the expense of the user.
- P. The Senior High School auditorium sound system and lighting equipment may be used for a fee and a District A.V. Technician must be employed at the expense of the user.
- Q. Buildings must be vacated by 10:00 p.m. unless special permission is obtained from the Director of Community Education.
- R. Any problems with Forest Lake Area Schools personnel must be reported to the Community Education Office on the next working day.

III. SCHEDULE OF RENTAL FEES & OTHER CHARGES

Rental Fees (up to 4 hours use)

SENIOR HIGH SCHOOL

Auditorium	\$200.00
(with Stage Lighting and/or Sound System \$450.00)	
Gym	\$240.00
Cafeteria	\$160.00
Kitchen	\$100.00
Classroom	\$ 60.00
Media Center	\$150.00
Outdoor Stadium	\$500.00
Outdoor Field	\$100.00
Schumacher Field	\$350.00

JUNIOR HIGH SCHOOL AND CENTRAL LEARNING CENTER

Gym	\$160.00
Cafeteria	\$120.00
Kitchen	\$ 80.00
Classroom	\$ 60.00
Media Center	\$120.00
Outdoor Field	\$ 50.00

ELEMENTARY SCHOOL

Gym	\$120.00
Cafeteria	\$100.00
Kitchen	\$ 60.00
Classroom	\$ 60.00
Media Center	\$ 90.00
Outdoor Field	\$ 30.00

NOTE: The Forest Lake Area Schools Swimming Pool, Ice Arena, parking lots, other outdoor grounds and computer labs will have an hourly rental rate as determined by the Director of Community Education.

Equipment Rental Charges

VCR with monitor	\$25.00 per use
Overhead projector	\$40.00 per use
Cordless Microphone	\$25.00 (with stand \$35) per use
Spotlight	\$25.00 per use
LCD Projector	\$40.00 per use
Choir Microphone	\$15.00 per use
Portable Sound System	\$50.00 per use

Personnel Charges

These charges are in addition to the rental fees.

- Food Service

Time and one-half (or double time on Sundays and holidays) of the Senior High School Cook Manager.

- Custodial

Time and one-half (or double time on Sundays and holidays) of the Senior High School Head Custodian. If custodians are on their regularly scheduled duty, there are no charges unless additional services are required.

- Supervisory

Designated rate of pay to be determined by the Director of Community Education.

- A.V. Tech

Designated rate of pay to be determined by the Director of Community Education.

REVISED: 8/26/74
12/05/77
9/08/87
2/5/90 (effective 3/01/90)
5/16/95
7/07/05