

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.....Julie A. Ohman
Special Education..... Kelly J. Lessman
Teaching & Learning..... Jennifer S. Tolzmann

December 11, 2015

TO: Sara DeSobrinio
Amy Dickenson
Carol Geiger
Julie Greiman
Dan Kieger
Kelly Lessman
Heidi Link
Kathy McMorrow
Jill Olson
Ron Reed
Kathryn Ungerecht

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 7:00 p.m. on Thursday, December 17, 2015, 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
December 17, 2015 – 7:00 p.m. – District Office Boardroom***

AGENDA

1. Drug-Free Workplace/Drug-Free School Policy 435 – Continued from 11/19/15
2. School Board Member Reimbursement Guidelines Policy 103A – Annual Review (MSBA doesn't have a model policy for comparison)
3. Out-of-State Travel by School Board Members Policy 103B – Annual Review (MSBA last revised in 2009)
4. Computer Software Copyright Policy 611
5. New Policy 503: Enrollment of Nonresident Students

6. Consideration of Other Policies to be Scheduled for Review

7. Other Matters

8. Annual/Requested Policy Reviews

- Anti-Bullying Policy 541 (January 2016)
- Student Transportation Safety Policy 531 (January 2016) – John Gray is reviewing
- Crisis Management Policy 538 (February 2016)
- Discipline Policy 515 (February 2016)
- Harassment and Violence Policy 425 (March 2016)
- Family & Medical Leave Policy 428 (September 2016)
- Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414 (September 2016)
- Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522 (September 2016)
- Wellness Policy 546 (October 2016)
- Student Sex Nondiscrimination Policy 421 (October 2016)
- Technology Acceptable Use and Safety Policy 540 (November 2016)
- School Board Member Reimbursement Guidelines Policy 103A (December 2016)
- Out-of-State Travel by School Board Members Policy 103B (December 2016)

9. Future Policy Review

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

10. Policies at School Board for Action:

- Special Education Records and Records Retention Policy 505A – Pending MN Historical Society Review
- Technology Acceptable Use and Safety Policy 540 – 2nd reading on 12/17/15
- Chemical Use and Abuse Policy 443 – 2nd reading on 12/17/15

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. ~~It shall be a~~ A violation of this policy ~~for~~ occurs when any student, teacher, administrator, other school district personnel, or member of the public ~~to~~ uses alcohol, toxic substances, or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

- F. "School location" includes any school building or on any school premises; in 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. EXCEPTIONS

- A. ~~It shall not be a~~ A violation of this policy ~~for~~ does not occur when a person ~~to~~ brings onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. ~~It shall not be a~~ A violation of this policy ~~for~~ does not occur when a person ~~to~~ possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with Policy 528 – Administering Medication.

[Note: School districts are required by Minn. Stat. § 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this paragraph A₂ can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication in accordance with school district procedures."]

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 U.S.C. §§ ~~701 and 702~~ 8103; 34 C.F.R. Part ~~85~~ 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students.

- 1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
- 2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

B. Employees.

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- 2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.

3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public.

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

ADOPTED: 01/05/06

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)
~~41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)~~
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part ~~85~~ 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 417 (Chemical Use/Abuse)~~
~~MSBA/MASA Model Policy 506 (Student Discipline)~~
~~MSBA/MASA Model Policy 516 (Student Medication)~~
Administering Medication Policy 528
Employee Alcohol & Other Drug Use Policy 422
Transportation Employee Drug & Alcohol Policy 430
Discipline Policy 515



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Superintendent..... Lynn R. Steenblock
Administration & Human Resources..... Ronald A. Spies
Business Affairs..... Lawrence A. Martini
Community Education..... Dan E. Poepard
Special Education..... Beth A. Sullivan
Teaching & Learning..... Linda M. Madsen

— ACKNOWLEDGMENT —

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY 435 - ATTACHMENT

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy of Independent School District No. 831, Forest Lake, Minnesota.

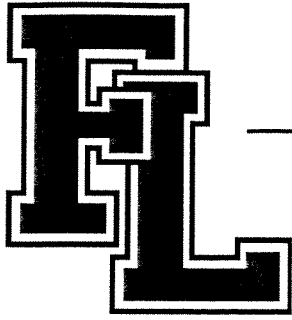
Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

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Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

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Add to
November
Agenda

Kim Kolberg <kkolberg@flaschools.org>

Re: Policy

1 message

Kim Kolberg <kkolberg@flaschools.org>

Fri, Oct 9, 2015 at 10:39 AM

To: Donna Friedmann <dfriedmann@flaschools.org>

MSBA's model policy hasn't been revised since 2012.

Thank you,
Kim Kolberg (651/982-8124)
Forest Lake Area Schools
Adm Asst to the Director of Admin & HR
kkolberg@flaschools.org

On Fri, Oct 9, 2015 at 10:10 AM, Donna Friedmann <dfriedmann@flaschools.org> wrote:

Please check MSBA model for changes to the drug free workplace policy related to medical marijuana.
Let's do that one next month, please.

Adopted: _____

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____

Rev. 2012

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses alcohol, toxic substances, or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in an area subject to

one's control.

- F. "School location" includes any school building or on any school premises; in 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. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
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- A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy.

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Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
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 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

[TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD]

— ACKNOWLEDGMENT —

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy of Independent School District No. _____, _____, Minnesota.

Dated: _____

Signature of Employee/Applicant

Typed or Printed Name

SCHOOL BOARD MEMBER
REIMBURSEMENT GUIDELINES
Attachment to Policy 103

1. It shall be the practice of the School District to reimburse Board Members for expenses incurred in travel where such travel is to represent the School District as a Board Member. Travel mileage inside and outside of the School District would be reimbursed at the current mileage rate approved in School Board policy #302.
2. School Board Member travel outside the School District shall be reimbursed as follows:
 - 2.1 For personal car at approved rate per mile.
 - 2.2 For public conveyance at tourist class airplane fare. If personal car is used, the reimbursement for long trips will be no greater than tourist class airfare for the same trip.

Airline Travel Credit: Elected officials 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 elected official. To the extent an airline will not honor a transfer or assignment of credit or benefit from the elected official to the school district, the elected official 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. Elected officials 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.

- 2.3 For lodging - actual cost plus tax.
 - 2.4 For meals - actual cost plus tip.
 - 2.5 For legitimate miscellaneous expenses at meeting site at actual cost (registration fee, cab fare, tips, parking, etc.).
3. Board Members may claim salary reimbursement for meetings outside of the school district boundaries as follows:
 - 3.1 Any conference, meeting or activity where they are acting in their official capacity as a member of the School Board. Examples: Representative to SEE, TIES, ECSU, MSBA, and other educational organizations.
 - 3.2 School Board representation to special committees or task forces.
 - 3.3 School Board representation for special district functions or events such as negotiations, hearings, court cases, and any other activity appropriately related to School Board membership that occur outside of the school district boundaries.

- 3.4 Reimbursement will be \$75.00 for attendance at half-day meetings, and \$150.00 for attendance at full-day meetings.
- 3.5 The total combined reimbursement from the district and the educational organization shall not exceed the amounts listed in 3.4.
- 4. Regular School Board Member salaries are established at the organizational meeting each year. Board Members are paid \$400.00 per month, plus the President will receive an additional annual stipend of \$400.00 per year and the Clerk and Treasurer will receive an additional annual stipend of \$200.00 per year.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

Cross References: Out-of-State Travel by School Board Members Policy 103B
Travel Expense Reimbursement Policy 302

Reviewed:	Revised:
01/04/99	07/24/95
01/05/04	09/18/95
03/03/11	01/06/03 (Effective 07/01/03)
03/01/12	11/04/04 (Effective 07/01/05)
02/06/14	01/04/07 (Effective 07/01/06)
01/08/15	02/07/08
	03/05/09
	02/04/10
	02/06/13
	02/05/15

OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

103B

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses consistent with Policy #302.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

1. Airline Travel Credit

- a. Elected officials 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 elected official.
 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the elected official to the school district, the elected official shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 2. 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.
 3. Elected officials 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.
 4. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: Travel Expense Reimbursement Policy 302
School Board Member Reimbursement Guidelines Policy 103A

ADOPTED: 12/15/05
12/07/06
02/07/08
02/05/09
02/04/10
05/05/11
02/02/12
02/06/13
No Changes: 02/06/14
No Changes: 01/08/15

Adopted: _____

MSBA/MASA Model Policy 214

Orig. 2005

Revised: _____

Rev. 2009

214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

[Note: School districts are required by statute to adopt a policy addressing this issue.]

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
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)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

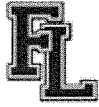
COMPUTER SOFTWARE COPYRIGHT

611

It is the intent of Independent School District 831 to adhere to the provisions of copyright laws in the area of microcomputer programs. Though there continues to be controversy regarding interpretation of these copyright laws, the following procedures represent a sincere effort to operate legally:

- ~~1. The ethical and practical problems caused by software piracy will be taught in the School District.~~
1. ~~2.~~ District employees will be expected to adhere to the provisions of Public Law 96-517, Section 7(b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a backup copy of computer programs. This states that "... it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:
 - a. that such a new copy of adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
 - b. that such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event continued possession of the computer program should cease to be rightful.
- ~~3. Individuals shall not be permitted to copy from a disk sharing system.~~
2. ~~4.~~ Illegal copies of copyrighted programs may not be made or used on school equipment.
3. ~~5.~~ The Superintendent or his/her designee is the only individual who may sign license agreements for software for schools in the District. ~~(Each school using the software also should have a signature on a copy of the software agreement for local control.)~~
4. ~~6.~~ The principal of each school site is responsible for establishing practices which will enforce this policy at the school level.

ADOPTED: 5/5/86



Kim Kolberg <kkolberg@flaschools.org>

Fwd: Policy inquiry

1 message

Donna Friedmann <dfriedmann@flaschools.org>

Mon, Dec 7, 2015 at 4:11 PM

To: Kim Kolberg <kkolberg@flaschools.org>, Diane Giorgi <dgiorgi@flaschools.org>

Kim,

Below is the link to the policy I referred to (other tech policy) and the changes to make to it.

Thanks!

Donna

----- Forwarded message -----

From: **Tim Brockman** <tbrockman@flaschools.org>

Date: Tue, Nov 24, 2015 at 10:45 AM

Subject: Re: Policy inquiry

To: Donna Friedmann <dfriedmann@flaschools.org>

Cc: Diane Giorgi <dgiorgi@flaschools.org>

Hi Donna,

1. is out of date and should be removed.
3. should be removed
5. Remove the part in parenthesis.

Timothy A. Brockman
Supervisor of Information Systems
Forest Lake Area Schools
651-982-8147

On Tue, Nov 24, 2015 at 9:55 AM, Donna Friedmann <dfriedmann@flaschools.org> wrote:

Please take a look at Policy 611 and see if it still makes sense and is needed, here, nearly 30 years later. It looks as though it may have been written in a general enough fashion to still be OK, but I'd like to know what you think.

<https://in.flaschools.org/administration/School%20Board%20Policies/611%20Computer%20Software%20Copyright.pdf>

Donna M. Friedmann
Director of Admin. and Human Resources
Forest Lake Area Schools
651 - 982 - 8123

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or

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

superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

[Note: Effective with the 2014-15 school year, the school district may terminate the enrollment of a nonresident student over 17 years of age pursuant to this section.]

3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.
- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may

continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

Cross References: Student Discipline Policy 515
MSBA/MASA Model Policy 517 (Student Recruiting)
MSBA Service Manual, Chapter 5, Various Educational Programs



Statewide Enrollment Options Form
Required form for all Minnesota school districts

Section 1: To be completed by the student's parent/guardian

PARENTS: email, mail or fax this form to the superintendent's office of the non-resident district where you would like your student to attend school. **Do not** mail to the Minnesota Department of Education (MDE). See separate instructions for important January 15 deadline information that may apply.

Parent/Legal Guardian Information

Last Name: _____ First Name _____ MI: _____
 Phone: Home: (____) _____ Work:(____) _____ Cell:(____) _____
 Street Address: _____ City: _____ State: _____ ZIP: _____
 Resident District: _____
 District #: _____ City: _____
 District of Choice (Non-Resident School District): _____
 District #: _____ City: _____
 District of Choice Fax Number:(_____) _____

Student Information

Student Name: Last: _____ First: _____ MI: _____
 Current Grade Level: _____ Grade Level Desired: _____ Desired Date of Enrollment: _____
 Is this student currently expelled under Minnesota Statutes, section 121A.45 for a reason listed in Minnesota Statutes, section 124D.03, Subdivision 1? Yes No

Will the student be at least age 5 and under age 21 by September 1 of enrollment year?
 Yes No

When a spot is offered, districts will then request birthdate, records and other required registration information. If you answered NO to the statement regarding age 5, the student is not eligible for open enrollment unless the student fully meets the requirements for an exception to the age requirements listed in the Enrollment Options Instructions document.

Yes, this student qualifies under the terms of the exceptions described on page 3 of this form.

Does the student have a sibling open enrolled in this district? Yes No

Please rank the schools in the non-resident district in order of preference:
 1. _____
 2. _____
 3. _____

I hereby verify that the above information is true and correct to the best of my knowledge and belief.

Signature of Parent/Legal Guardian: _____ Date: _____

Section 2: To be completed by the non-resident district

Non-resident district: Notify parents/guardians by **February 15** (or no more than 90 days after receiving applications that come later through an Achievement and Integration School Choice Program) of approval or disapproval of application. Families must accept or decline the offer by **March 1 or 45 days later**. After receiving the commitment to attend, the non-resident district must notify the resident district by **March 15** (or 30 days after initial receipt if form filed after January 15) of the student's intent to enroll. Report all rejected applications to the Minnesota Department of Education by July 15.

Date Application Received: _____

District Name: _____ District Number: _____

District Contact Name: _____ Title: _____

Telephone Number: _____

Sibling Preference Applies

District of residence preference due to MDE approved Achievement and Integration School Choice Program.

APPROVED

On the basis of information provided in the above application, and with respect to district policies and procedures, the above student will be assigned to:

School Building Name: _____

Starting Date: _____

Grade Level: _____

NOT APPROVED

The non-resident district has denied the request for open enrollment because of the following reason(s) allowed in Minnesota Statutes, section 124D.03. **Check all that apply.**

The January 15 deadline applies and was not met; situations that would have waived the deadline are not present. See Statewide Enrollment Options Instructions or Minnesota Statutes, section 124D.03, Subdivision 3.

Statutory enrollment cap has been reached. (Minn. Stat. § 124D.03, Subd.2)

Grade is closed district-wide by board action. (Minn. Stat. § 124D.03, Subd. 2 and Subd.6)

District has denied the application because of specific expulsion reasons allowed in law. (Minn. Stat. § 124D.03, Subd.1)

NON-RESIDENT DISTRICT SIGNATURE

Superintendent/Responsible Authority: _____ Date: _____

DISTRICTS MAY NOT MODIFY THIS FORM, ADD DATA FIELDS OR CREATE ALTERNATIVE FORMATS.

PARENTS/LEGAL GUARDIANS MUST PHYSICALLY SIGN THE FORM.

Statewide Enrollment Options Instructions

GENERAL INFORMATION AND INSTRUCTIONS: Kindergarten through twelfth grade students and pre-kindergarten children with disabilities may apply to attend a public school outside of their resident district (Minn. Stat. § 124D.03). Use one application per student per requested district. Complete and sign Section 1 of the Statewide Enrollment Options Form and send to the non-resident district's superintendent's office. **Please do not send the form to MDE.**

Age requirements:

Open enrollment is only available to students who will be age 5 by September 1 and under age 21, without a high school diploma, unless:

- The student is under age 5 and has been identified through a formal assessment process in the resident district as needing an individual education plan for early childhood special education. In these situations, the family should list "EC" as their requested grade level.
- **OR**, the student has met all requirements of the nonresident district for consideration for early entrance to kindergarten such as a September or October birth date, assessment testing and a trial period of enrollment **and** the nonresident district has agreed to consider an open enrollment for the child for early entrance to kindergarten. Do not submit this form in this situation without first working with the nonresident district to determine eligibility.

Deadlines and exceptions to deadlines:

Applications must be sent to the nonresident district by January 15 in order to enroll beginning the following school year unless:

- One or both districts has a Minnesota Department of Education Achievement and Integration Plan, in which case there is no deadline and enrollment may begin at any time after notification of acceptance. (Minn. Stat. § 124D.03, Subd. 4)
- **OR**, the student moved into the resident district on or later than December 1. (Minn. Stat. § 124D.03, Subd. 7).
- **OR**, other unusual situations apply under Minnesota Statutes, section 124D.03, Subdivision 7.

Acceptance or denial of open enrollment cannot be based on 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 unless the resident district and nonresident district are working together in an MDE approved Achievement and Integration School Choice Program. (Minn. Stat. § 124D.03, Subd. 6.)

Families may indicate preferences for school sites or programs within the district; if unavailable, districts will offer families options in the family's stated order of preference at other sites unless the grade level or open enrollment has been closed by board action. Families may apply in more than one district. Use one form per child per district.

Do not disclose special needs of students on the *Statewide Enrollment Options Form*; this information is provided after an enrollment spot is offered.

Currently expelled students: Nonresident districts may, but are not required to, reject applications from students currently expelled as defined in Minnesota Statutes, section 121A.45 and Minnesota Statutes, section 124D.03 Subdivision 1.

Notice as to acceptance of application: You can expect to receive an approval/disapproval from the nonresident district by **February 15 or when applying through the waived deadlines for Achievement and Integration districts 90 days** after applying for the current or upcoming school year. (Do not apply for statewide enrollment options further in advance than for the upcoming school year.) School districts who have more applications than they can accommodate hold lotteries to determine which students will receive spots. Siblings of currently open-enrolled students receive preference. Districts may also give lottery preference in some Achievement and Integration Program situations. Statewide Enrollment Options Lottery procedures must be approved by local school board and posted on the school district website.

If the nonresident district notifies you that your application has been accepted:

Notify the nonresident district as to whether you are accepting the offer of enrollment by **March 1** or, if you applied under a no deadline situation, 45 days after notification. The nonresident district must notify the resident district that your student is changing enrollment by March 15 (or 30 days after notice from you that you are accepting the enrollment if January 15 application deadline was not applicable). Visit the district offices at least 10 days prior to the above starting date for completion of all enrollment forms.

Parents or guardians of students with special needs are encouraged to contact the district as soon as possible after accepting an offer of enrollment in a nonresident district so an IEP team can be convened.

The school district will provide you with information regarding transportation if you request it from a bus stop in that district. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 124D.03, Subd. 8.)

By accepting this enrollment, your student is obligated to attend the nonresident district during the upcoming school year. You do not need to reapply in subsequent years for your student to remain enrolled unless you move out of your current district. If you move into another Minnesota non-resident school district, you will not lose your seat but do need to submit an updated Enrollment Options Form. Note: you **do need** to apply again for siblings but the siblings must be given a preference if open enrollments requests exceed available seats.

To return to your resident district for the following school year, notify your resident district that you are returning by January 15 for the following fall.

If your application was denied, districts:

- Must indicate the provision in state law that applied.
- Must report to the Minnesota Department of Education by July 15 all denied applications.
- May inform you that the only reason the application was rejected was a missed January 15 deadline. In this case, you could ask your resident district whether it would be willing to form a nonresident agreement with the nonresident district for the upcoming year--both districts must agree. However, you will need to apply again next year through the regular open enrollment process, meeting the January 15 deadline, so your student's enrollment is not subject to year-to-year mutual agreements between districts. (Minn. Stat. § 124D.03, Subd.6)