



Memorandum

December 3, 2010

TO: Mr. John Beckstrom
Ms. Sarina Hannon
Mr. Nick Jensen
Mr. Eric Jordahl
Mr. Dan Kieger
Dr. Ben Lewis
Ms. Kathy McMorrow
Ms. Karen Morehead
Dr. Janet Palmer
Mr. Robert Rapheal
Ms. Deborah Wall
Ms. Sandra Zarembinski

FROM: Ronald A. Spies 
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, December 9, 2010, 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.

RAS/kk

cc: Linda Madsen, Superintendent
Bill Bresin, School Board
Kathy Bystrom, School Board
Joe Grafft, 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
December 9, 2010 – 8:00 p.m. – District Office Board Room

AGENDA

It's critical that we get through Items 1-6 and even 7-8 if possible. Please review these items prior to the meeting and come prepared to discuss them.

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| <ol style="list-style-type: none">1. Technology Acceptable Use and Safety Policy 540 - Annual Review – November Attachment2. Student Sex Nondiscrimination Policy 421 – Annual Review – November Attachment3. Student Transportation Safety Policy 531 – Annual Review – November Attachment4. Anti-Bullying Policy 541 – Annual Review - Attachment5. School Board Member Reimbursement Guidelines Policy 103A – Annual Review – Copy Attached6. Out-of-State Travel by School Board Members Policy 103B – Annual Review – Copy Attached7. MSBA Model Policy 405 – Veteran's Preference – Copy Attached8. Use of Student Records (Legislative Changes) – February Attachment – Extra copies will be available |
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9. Wellness Policy 546 (Annual Review) – April Attachment – Pending Wellness Committee Input
 10. Consideration of Other Policies to be Scheduled for Review
 11. Other Matters
 12. Annual Policy Reviews
 - Crisis Management Policy 538 (January 2011)
 - 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)
 13. 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)
 14. Policies at School Board for Action
 - Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414
 - Hazing Prohibition Policy 431
 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522
 - Graduation Requirements Policy 613
 - Community Use of School Facilities Policy 701

I. GENERAL STATEMENT OF POLICY

The School Board recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying can create distress, anxiety, lower levels of self-esteem, and feelings of isolation. Bullying materially and substantially disrupts the rights of others to an education and is unacceptable in the educational environment.

Independent School District No. 831, Forest Lake Area Schools, endeavors to maintain a learning and working environment that is free of bullying. Toward that end, bullying is prohibited on school grounds, at school-sponsored events and activities, on school buses and other school sponsored transportation and at school bus stops. The School District acknowledges that for this policy to be effective, school personnel must fulfill their responsibilities assigned by this policy.

II. DEFINITION OF BULLYING

“Bullying” means repeated behavior by an individual student, an individual student within a group of students, or group of students that is intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social/relational, cyberbullying or via any other method of communication. **Cyberbullying includes misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing by sending or posting e-mail messages, text messages, digital pictures or images. Website postings, including blogs, may also constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.** Bullying occurs in many forms, including but not limited to, the following:

- written, verbal, or nonverbal threats
- intimidating or threatening gestures
- unwanted physical contact, violence, or assault
- an intentional display of force that would give the victim reason to expect or fear physical contact or injury
- jeering, taunting, or mocking
- teasing
- degrading, insulting, or derogatory comments
- extortion
- theft of money or possessions
- vandalism of a student’s personal property
- unauthorized exercise of control over a student’s personal property

III. PREVENTATIVE MEASURES

A copy of this policy will be provided to staff, students and parents on an annual basis. Staff will discuss bullying with students and will provide age appropriate examples to assist students in identifying bullying and understanding why it is inappropriate. All students shall be informed that bullying will not be tolerated in any form. All students shall be encouraged to report any bullying regardless of whether they are the victim or an observer.

When bullying has occurred and it has been dealt with in accordance with this policy, preventative measures shall include:

- administrator or designee checking in with the student who has been bullied, and
- administrator or designee checking in with parents/guardians to see if the bullying has continued.

Additional preventative measures may include encouraging students to become involved in activities such as friendship groups, peer support groups, new student orientation groups and extracurricular activities and clubs.

The School Board will review this policy at appropriate intervals to ensure that it is effective in its aims. As part of its review, the Board may require that a survey be conducted to determine the scope and extent of bullying in each school.

IV. REPORTING PROCEDURES

Victims/Targets. All students who believe they have been the victim/target of bullying shall promptly report the bullying to a teacher, building principal, assistant principal or other district staff member.

Parents/Guardians. All parents/guardians who become aware of any bullying are encouraged to report the bullying to a teacher, building principal, assistant principal or other district staff member.

Student Witnesses. All students who witness or become aware of bullying shall immediately report the bullying to a teacher, building principal, assistant principal or other district staff member.

School Personnel. Any staff person who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying. In addition, any staff person who witnesses or receives a report of bullying shall make a report to the building principal, assistant principal, or their designee and follow any other processes put in place by the school for reporting bullying incidents.

Building Principals. A principal or assistant principal who observes bullying or receives a report of bullying shall document the incident and ensure that the school process for investigating and following up on bullying incidents is implemented in a timely manner.

V. DISCIPLINARY AND OTHER ACTION

Consistent and appropriate disciplinary action will be taken for bullying behavior. The primary purpose of such action is to protect the victim and to deter bullying behavior in the future. The discipline imposed should match the offense.

In regard to investigating reports of bullying, administrators or their designees shall discuss bullying with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending student(s). If more than one student is involved in perpetrating the bullying, the administrator shall talk to each of the offending students separately.

If an investigation substantiates that bullying has occurred, the building principal or their designee shall take appropriate action consistent with this policy, including placing a written record of the behavior in the offending student(s)'s discipline file.

The District recognizes that parents can play an important role in educating their children and preventing bullying. Accordingly, the parents of each offending student shall be informed of any bullying incidents involving their child. Parents of offending students may be encouraged to attend one or more conferences with an administrator or their designee to review the bullying behavior and cooperative strategies for correcting it.

The building principal or designee shall also inform the victim's parents as soon as reasonably possible of any and all bullying behavior involving their child. Parents of students who have been bullied may also be provided with bullying prevention resources to support their child and receive ongoing communications from the school regarding the bullying situation. The principal or designee will inform the parents of the victim when the investigation has been completed.

Disciplinary action for bullying may include loss of privileges, removal from class, suspension, and expulsion or exclusion. If the building principal believes that the conduct rises to the level of a crime, disciplinary action will also include referral to law enforcement officials.

The penalties and prohibitions in this policy are in addition to, and do not replace or supersede, any related provisions in District policy prohibiting conduct such as harassment, violence, assault, and hazing.

Without disclosing personally identifiable data, the School District shall make summary information about violations of this policy available to the public, upon request, consistent with the Minnesota Government Data Practices Act.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of

students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

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 bullying 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 bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VI. DISSEMINATION OF POLICY AND TRAINING

This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

A summary of this policy shall appear in the student handbook.

The School District will develop and implement a method of discussing this policy annually with students and employees.

This policy shall be reviewed at least annually for compliance with state and federal laws.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414
Harassment and Violence Policy 425
Hazing Prohibition Policy 431
Use of Student Records Policy 505
Discipline Policy 515
Suspension and Expulsion Policy 516
Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522
Student Transportation Safety Policy 531
School Weapons Policy 532
Equal Educational Opportunity Policy 535
Student Disability Nondiscrimination Policy 536
Student Camera Use in School Policy 517

Adopted: 07/07/03
Revised: 03/08/07
Revised: 02/07/08
Revised: 03/05/09
Revised: 02/04/10

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.
 - 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 \$300.00 per month, plus the President will receive an additional annual stipend of \$200.00 per year and the Clerk and Treasurer will receive an additional annual stipend of \$100.00 per year.

Legal References: 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

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

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.
- 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.

~~**VII. ANNUAL REVIEW (MSBA removed this section from their model policy.)**~~

~~This policy must be annually reviewed by the school board.~~

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. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: Travel Expense Reimbursement Policy 302

ADOPTED: 12/15/05
12/07/06
02/07/08
02/05/09
02/04/10

Adopted: _____

MSBA/MASA Model Policy 405

Orig. 1995

Revised: _____

Rev. 2004 2010

405 VETERAN'S PREFERENCE

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

I. PURPOSE

The purpose of this policy is to comply with the Minnesota law Veterans Preference Act (VPA) which provides mandating preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

A. ~~It is the~~ The school district's policy is to comply with the VPA Minnesota law regarding veteran's preference rights and mandated ~~the mandating of~~ preference points to veterans and spouses of deceased veterans or disabled veterans.

B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice and in writing. This paragraph does not apply to the position of teacher.

B C. Veteran's preference points will be applied pursuant to applicable law as follows:

1. ~~There~~ A credit of five points shall be added to the competitive open examination rating of a non disabled veteran, who so elects, ~~a credit of five points~~ provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
2. ~~There~~ A credit of ten points shall be added to the competitive open examination rating of a disabled veteran, who so elects, ~~a credit of ten points~~ provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
3. ~~There~~ A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, ~~a credit of five points~~ provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

- € D. Eligibility for and application of veteran's preference, ~~and~~ the definition of a veteran, ~~and the definition of a disabled veteran for purposes of preference~~ this policy will be pursuant to the VPA ~~applicable law~~.
- Ð E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- £ F. ~~It is the~~ The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points, including teaching positions, whenever possible. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- ƒ G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
 Minn. Stat. § 197.455 (Veteran's Preference Applied)
 Minn. Stat. § 197.46 ~~et seq.~~ (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
~~MSBA Research Bulletin 91-6~~