



FOREST LAKE AREA SCHOOLS

6100 N 210th St • Forest Lake MN 55025

(651) 982-8100 • www.flaschools.org

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

February 15, 2019

TO: Colleen Barksdale
Jim Caldwell
Julie Greiman
Kelly Lessman
Jill Olson
Jeff Peterson
Brittni Rodewald
Sean Sardeson
Tina Sparby
Kathryn Ungerecht
Brad Ward
Mikayla Whitehill

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

SUBJ: POLICY COMMITTEE MEETING

The next meeting of the Policy Committee will be held promptly @ 7:00 pm on Thursday, February 21, 2019, 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

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota 55025

Policy Committee Meeting
February 21, 2019 – 7:00 p.m. – District Office Boardroom

AGENDA

1. School Board Member Reimbursement Guidelines – Policy 103A – Changes needed
 2. Field Trips & Student Travel w/Attachments – Policy 606
 3. Equal Employment Opportunity – Policy 412 – Changes from MSBA/Revised in 2017
 4. Equal Educational Opportunity – Policy 535 – Changes from MSBA/Revised in 2017
 5. Use of Peace Officers & Crisis Teams to Remove Students With IEPs from School Grounds – Policy 544
- Changes from MSBA/Revised in 2015
-
6. Consideration of Other Policies to be Scheduled for Review
 7. Other Matters
 8. Annual/Requested Policy Reviews
 - Discipline Policy 515 (March 2019)
 - Wellness Policy 546 (April 2019)
 - Family & Medical Leave Policy 428 (September 2019)
 - Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414 (September 2019)
 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522 (September 2019)
 - Student Sex Nondiscrimination Policy 421 (October 2019)
 - Technology Acceptable Use and Safety Policy 540 (October 2019)
 - Out-of-State Travel by School Board Members Policy 103B (November 2019)
 - Crisis Management Policy 538 (December 2022 – 5 year recall)
 - Bullying Prohibition Policy 541 (December 2019)
 - Harassment and Violence Policy 425 (December 2019)
 - Transportation Employee Drug & Alcohol Policy 430 (December 2019)
 - Student Transportation Safety Policy 531 (December 2019)
 - School Board Member Reimbursement Guidelines Policy 103A (January 2020)
 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 on 2/7/19:
 - Special Education Records and Records Retention Policy 505A – Pending MN Historical Society Review
 - Bullying Prohibition Policy 541 – Approved
 - Harassment and Violence Policy 425 – Approved
 - Transportation Employee Drug & Alcohol Policy 430 – Approved
 - Student Transportation Safety Policy 531 – Approved

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 subject to per diem limitations established by the School Board (\$35.00 per day).
 - 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, the Vice President will receive an additional annual stipend of \$200 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
02/04/16	03/05/09
02/02/17	02/04/10
01/10/19	02/06/13
	02/05/15
	01/04/18

FIELD TRIPS AND STUDENT TRAVEL

I. PURPOSE

The purpose of this policy is to identify the requirements surrounding a school-sponsored trip and outline the general processes to be followed for consideration and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

It is the general expectation of the school board that all student trips will be well-planned, conducted in an orderly manner, and held in safe environments. It is recognized that field trips may afford invaluable learning and life experiences for students. Such trips are encouraged to be relevant to the students' academic or extracurricular activity experiences.

III. DEFINITIONS

- A. A 'Field Trip' is defined as a school-sponsored experience for a class or group of students that involves participants leaving the premises of their normal school building(s). It does not include regularly scheduled transition between school buildings for normal activities.
- B. Types of Field Trips:
 - 1. Curricular: a field trip that is a required part of any class' required curriculum.
 - 2. Academic Supplementary: a field trip of a single day or multiple days involving overnight stay designed to enhance students' academic experiences. This type of field trip would most typically encompass a class or grade level's travel to an experience such as an arts performance, nature center, governmental body, museum or cultural event. It is expected that these types of trips will be minimal and occur predominantly outside of the school day.
 - 3. Competitive Co-Curricular or Activity: a field trip that affords a sports team or group of activity participants to travel to a location where a meet, game, match, or other competitive event is being held.
- C. Extended Travel: destination is located more than 100 miles from the point of origin of the field trip and/or involves participants having an overnight stay irrespective of distance to the destination.
- D. International Travel: destination is located outside of the contiguous 48 states.

IV. PROCEDURES

- A. All field trips must have an identified organizer in charge of the planning and execution of the activity. More than one person may serve as organizer but all must be clearly identified and agree to organizer status.
- B. Fees:
 - 1. No fees may be charged for a Curricular field trip.
 - 2. Separate fees are not generally charged for Competitive Co-Curricular or Activity trips. Rather, fees for such trips are anticipated to be covered by any normal activity participation fees. However, it is recognized that, occasionally, unexpected supplementary opportunities may arise that the coach / advisor, together with the Activities Director, deem desirable for team or group participation. In such a case, reasonable fees to cover the unexpected additional cost may be charged to participants. No group or team member shall be penalized in any fashion for not participating in such a supplementary opportunity. The phrase "supplementary opportunity" does not apply to post-season playoffs, championships, or similar types of opportunities, unless such opportunities require Extended Travel or International Travel.
 - 3. Reasonable fees may be charged to cover transportation, entrance, or similar expenses for Academic Supplementary field trips. Each building principal will encourage the building Parent Teacher Organization (PTO) to consider the possibility of creating a fund to assist students in need with fees for such field trips. In NO event will any such student in need be personally identified to any member of the PTO. Irrespective of the availability of PTO assistance funds, no student currently identified as being eligible for free or reduced price lunch will be denied the opportunity to participate in an Academic Supplementary trip due to inability to pay fees. For the purposes of this paragraph, the term 'PTO' includes other similar district approved organizations that may be willing and able to supply funding.
 - 4. All fees gathered for field trips will be appropriately accounted for by the organizer and handled according to standard district practices. This includes appropriate documentation of receipt of fees being provided to each student as those fees are received.
- C. All Competitive Co-Curricular or Activity trips must be approved in advance by the Activities Director. Extended Travel must be approved, according to the attached form, by the Superintendent at least one month prior to the field trip. International Travel must be approved, according to the attached form, by the Superintendent at least six months prior to the field trip. All other types of field trips must be approved in advance by the building Principal. Either the Activities Director, building Principal or Assistant

Principal, as appropriate, will be responsible for ensuring that necessary communication has occurred with the district's transportation department.

- D. The district's transportation department will be presumed to be the provider of transportation unless: 1) the department is unable to provide transportation at the appropriate times; 2) the field trip requires International Travel; 3) the team or group will provide their own or parent-supplied transportation; or 4) other circumstances exist that make selection of an alternative mode of transportation desirable, subject to the approval of the Director of Business Services. In no event will students be transported by staff in their staff personal vehicles unless the requirements of the Transportation Policy 531 are met.
- E. Each student participant must have permission from a parent / guardian to participate in any field trip. This includes field trips to another in-district school building.
- F. The following provisions will be in place for any Extended Travel or International Travel:
 - 1. Any contract with an outside company to manage the travel must be reviewed by the school board's attorney prior to entering into the contract.
 - 2. The trip organizer and the responsible administrator will assess the district's and/or tour provider's liability coverage for adequacy.
 - 3. Information will be provided to students and chaperones clearly identifying what fees are refundable and under what circumstances.
 - 4. The trip organizer will consider safety or security risks at the destination, and will consult U.S. State Department advisories for all destinations outside of the United States.
 - 5. There will be a risk / crisis management plan in place for the trip. The plan will address all of the following areas and others as identified as necessary: Student injury; one or more students becoming separated from the group; plans for emergency evacuation of one or more group members.
 - 6. Any trip outside of the United States will be registered with the local U.S. Embassy.
 - 7. Students and chaperones must provide appropriate medical disclosures and releases. These documents must be reviewed by the school board's attorney.
 - 8. There will be at least one in-person mandatory informational meeting with students, parents and chaperones to cover information related to the trip, including expectations around standards of conduct.
- G. The standard minimum expectation for chaperones for field trips is at least one adult to each 15 students. A higher number of students to each adult may be considered based

upon the age and maturity of the students and the nature of the activity involved and must be approved in writing by the building Principal or Activities Director. A larger number of chaperones may be required based upon the age and maturity of students. Field trips involving students in grades K-2 will generally require a standard minimum expectation of at least one adult chaperone for every 8 students. When a field trip involves Extended Travel or International Travel, or if the trip so requires due to particular circumstances, the trip organizer will ensure appropriate ratios of chaperones, taking gender of participants into account. All chaperones who are not district employees must sign a copy of the Chaperone Guidelines, attached to this Policy, which will be held in the school office.

- H. For trips that require more than three chaperones, a minimum of 25% of the chaperones will be regularly-employed school district employees. Exceptions may be made at the discretion of the Principal or Activities Director if a large number of chaperones are involved. All school district expectations of employees shall apply at all times to all employees who are serving as chaperones. Volunteer chaperones must sign an agreement outlining expectations of behavior and consequences of not meeting those expectations. No adults will participate in the transportation or other activities involved with any field trip unless that adult is identified as a chaperone for the field trip.
- I. The field trip organizer shall carry appropriate student emergency health and contact information for all participating students.
- J. The student code of conduct applies in all respects at all times to students participating in field trips, as do all usual employee expectations, and local laws of any destination.
- K. The Superintendent has the discretion to cancel any field trip at any time if s/he determines that proceeding with the field trip may unduly jeopardize students' health or safety. In such a case, the school district will attempt to facilitate return of any previously-paid fees, but the school district is not responsible for reimbursing any fees to students or chaperones when those fees have already been paid to other organizations related to the trip. Students or chaperones participating in any activity involving substantial pre-payment of fees are encouraged to seek a reputable travel insurance policy.
- L. Any employee who organizes a trip with district students must clearly identify whether the trip is school-sponsored or not. To be a school-sponsored trip, all approval and other procedures in this policy must be followed.

Legal References:

Minn. Stat. §123B.37 (Prohibited Fees)

Minn. Stat. §123B.36 (Authorized Fees)

Attachments:

- A. Chaperone Guidelines
- B. Extended/Overnight Activity Request
- C. Activities Requiring International Travel - Part A
- D. Activities Requiring International Travel - Part B

ADOPTED: 09/20/76

REVISED: 05/30/13

REVISED: 11/05/15

Attachment A to Policy 606

Chaperone Guidelines

Thank you for volunteering to chaperone our trip. Below you will find our chaperone expectations and a place for you to sign to indicate your agreement to adhere to these expectations.

These guidelines apply to chaperones who are selected to attend:

- day off-campus field trips/activities.
- overnight off-campus field trips/activities.
- overnight on-campus field trips/activities.

Chaperones will:

- be adult members of a student's family or the student's personal care attendant.
- not bring other children on the trip.
- complete a criminal background check.

Chaperones must:

- set a good example for students.
- insist upon good behavior from the students in the group by maintaining a respectful dialogue with students and reiterating the rules of acceptable behavior.
- refer students to a teacher if behavior problems persist.
- be attentive to the needs of the students and understand they are the students' primary adult contact.
- advise the teacher if a student requests medication for any reason. Only authorized staff can administer medication of any kind.
- follow the directions and guidelines of the teacher in charge of the trip.
- abstain from all tobacco products, alcohol, illegal or synthetic drugs, profanity, and verbal and physical abuse during the trip. This includes both on and off the premises where the students are located.
- respect the privacy and confidentiality of all students and adults on the trip.
- limit cell phone use to calls that are of an urgent nature. Talking on your cell phone detracts from your ability to fulfill your duties as a chaperone.
- remain with their assigned group at all times during activities.

- be willing / able to intervene with student issues / needs at all times.
- assist with room monitoring at night.

Other expectations:

- In most circumstances, the chaperone will not be alone with a student.
- During an overnight trip, the chaperone shall not:
 use the showers when students are using them.
 be the only adult present in a room where children are sleeping.
- When doing bed checks or when children are sleeping, female chaperones shall only supervise female students and male chaperones shall only supervise male students.
- Exceptions may be granted regarding these expectations by the building principal.

Parents will be informed of the exceptions.

If there is any suspicion, or if you are found with alcohol, tobacco, illicit or synthetic drugs during our trip, the following will occur: you will be required to leave the premises and be expected to pay for your own lodging and transportation home. Failure to abide by any of the other expectations will meet with consequences appropriate to the circumstance, ranging from a request to discontinue the behavior to being required to leave the group, as indicated above. Law enforcement officials may be notified if appropriate. If you are required to leave, there will be no refund of any payment you may have made.

I, _____, agree to follow the above expectations
 (print name)

as part of my role as chaperone for the field trip experience. I understand that failure to sign this contract will lead to the loss of my role as chaperone for the trip.

Signature _____

Date _____

Attachment B to Policy 606

**Forest Lake Area School District
Extended/Overnight Activity Request
For Domestic Travel in Contiguous 48 States**

Please contact the Supervisor of Accounting for airfare and hotel payment requests.

This request must be submitted to the responsible principal not less than one month prior to the proposed trip or activity.

Activity/Team Making This Request and Advisor or Coach _____

Trip Start Date: _____, 20____ Trip End Date: _____, 20____
Month Day Month Day

For a total of _____ night(s). Return time: _____

Destination: _____
City or Town, State

_____ Specific Location and Phone Number

Purpose or Need for the Overnight:

Number of Female Students: _____ Number of Male Students: _____

Number of Female Chaperones: _____ Number of Male Chaperones: _____

Chaperone Guidelines signed and on file? _____

Number of Days the Students Will Miss School: _____

Number of Days the Teacher Is Absent _____

How Many Substitute Teachers Will Be Needed? _____ For How Many Days? _____

How Will The Group Be Transported? _____

Name of Company, Phone and Contact: _____

Activities Director or Principal Comments: _____

INITIAL REQUEST FOR APPROVAL

Teacher/Staff Signature: _____ Date: _____

AD's Signature: _____ Date: _____ Approved / Not Approved

Principal's Signature: _____ Date: _____ Approved / Not Approved

Superintendent's: _____ Date: _____ Approved / Not Approved

ITEMS TO BE COMPLETED AFTER INITIAL APPROVAL, TO GET FINAL APPROVAL:

Attachments:

1. Trip Itinerary - Attach.
2. Plan For Supervision (how will students be monitored)? - Attach.
3. Attach list of students
4. Attach list of Chaperone Names and Cell Phone Numbers:

5. Lodging Information:

Name of Hotel: _____

Hotel Address: _____

Hotel Phone Number: _____

Contact Information: _____

Website: _____

6. Costs:

To Students:

Lodging: _____

Transportation: _____

Meals: _____

Other: _____

To Advisor:

Lodging: _____

Transportation: _____

Meals: _____

Substitutes: _____

Other: _____

To District:

Lodging: _____

Transportation: _____

Meals: _____

Substitutes: _____

Other: _____

FINAL APPROVAL

AD's Signature: _____

Date: _____

Principal's Signature: _____

Date: _____

Superintendent's Signature: _____

Date: _____

Attachment C to Policy 606

Procedures Related to Policy 606

Activities Requiring International Travel

(Travel Outside Contiguous 48 States)

When planning an activity which requires long distance, overnight travel and falls under policy 606, complete Part A of this form and submit it to the Superintendent as soon as plans are formulated but not yet finalized. Part A must be completed and submitted prior to final confirmation with a tour company, students, parents, and any other individual or organization associated with the activity. No money should be collected or paid prior to submission and approval of Part A. The Superintendent will review the request and make a decision regarding initial approval within two weeks.

PART A

1. Identify trip organizer(s):

For each trip organizer, please indicate: name; school(s) of assignment; grade level(s) / subject area(s) of assignment; item(s) or area(s) responsible for planning; specific benefit to this staff member's students or assignment area of participating in this trip. Please indicate the lead trip organizer. Chaperones who are directly involved with the planning of the activity and whose class or assignment will benefit from the activity will be provided substitutes for the days absent from school during the time of the activity. NOTE: It is expected that all named are proposed to participate in the trip. If this is not the case, please clearly indicate.

a.

b.

c.

d.

2. Is this trip being proposed in coordination with any other group, school or other entity (not referencing travel agency)? If yes, please identify the organization and the person responsible for trip organization.

3. Discuss the following information: Proposed destination; purpose and relevance to instructional activities; criteria for selecting students to participate; anticipated approximate number of student participants; anticipated number of needed chaperones; proposed location(s); proposed dates; estimated cost per student; nature of proposed transportation; known security, health or safety risks of the destination; proposed agency / company to organize the trip; prospective fund-raising events. Attach any information that will clarify or expand upon the above information.

4. Anticipated ratio of chaperones to students _____
5. Anticipated ratio of male chaperones to male students _____
6. Anticipated ratio of female chaperones to female students _____
7. If the number of chaperones needed is likely to exceed the number of trip organizer chaperones, where does the lead trip organizer anticipate being able to procure additional chaperones?
8. Will there be a travel agency or tour company responsible for the management of this trip? If yes, please identify. PLEASE NOTE THAT THE CONTRACT WITH THE COMPANY MUST BE REVIEWED BY THE SCHOOL BOARD'S ATTORNEY BEFORE SIGNING.

Signature of lead trip organizer _____

Date _____

Principal's signature _____

Date _____

The Superintendent will review the request and make a decision regarding initial approval within two weeks.

Approved _____ Not approved _____ Approved with revisions, as noted _____

Superintendent's Signature _____

Date _____

Attachment D to Policy 606

Activities Requiring International Travel (Travel Outside Contiguous 48 States)

PART B

After Part A has been returned and the activity has been approved, Part B should be completed and returned to the Superintendent for final approval at least six months before the activity. The Superintendent will review the request and make a decision regarding final approval within two weeks.

After approval, if ANY of the information on this form changes, notice must be submitted in writing both to the responsible Principal as well as the Superintendent.

1. Identify trip organizer(s):

For each trip organizer, please indicate: name; school(s) of assignment; grade level(s) / subject area(s) of assignment; item(s) or area(s) responsible for planning; specific benefit to this staff member's students or assignment area of participating in this trip. Please indicate the lead trip organizer. Chaperones who are directly involved with the planning of the activity and whose class or assignment will benefit from the activity will be provided substitutes for the days absent from school during the time of the activity. NOTE: It is assumed that all named are proposed to participate in the trip. If this is not the case, please clearly indicate.

a.

b.

c.

d.

2. List the details of the activity including the following: destination; purpose and relevance to instructional activities; criteria for selecting students to participate; anticipated approximate number of student participants; anticipated number of needed chaperones; criteria for selecting chaperones; the agency / company that is organizing the activity; specific itinerary including mode of transportation to destination, locations to be visited, dates, modes of on-site transportation; cost per student based upon preliminary calculations of all itinerary items; contact people and local telephone numbers at the activity site; special needs/conditions or circumstances to consider; requirements and evaluations of students; expectations for student behavior and how expectations will be communicated to students; procedures to deal with student disciplinary issues; procedures for responding to unexpected student health issues or emergency developments; planned fund-raising events, other information as relevant to this request. Attach any information that will clarify or expand upon the information requested in this paragraph.

3. Other chaperones may be needed in addition to the trip organizers. If other chaperones are district employees, they can utilize personal days, comp time, vacation time, or unpaid leave during the time of the activity. List the other chaperones participating in this activity who are district employees, including their areas of assignment.

4. List any other chaperones who are not school district employees. Chaperones who are not district employees will require a criminal background check and a signed copy of the Chaperone Guidelines. If chaperones have had a criminal background check within the past year, another one is not required. Criminal background checks should be kept on file at the district office.

<u>Chaperone Name</u>	<u>CBC Complete?</u>	<u>Guidelines signed?</u>
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5. Ratio of chaperones to students_____

6. Ratio of male chaperones to male students_____

7. Ratio of female chaperones to female students_____

8. Describe, in detail, the supervision schedule for students.

9. Describe the time line and events of communication regarding this trip to students and parents. Include in the time line when payments will be due.

10. How and when was the liability coverage for the District and/or the tour operator assessed for adequacy?

11. When did the school board's attorney review the contract with the tour operator? Please attach documentation regarding this review.

12. Please attach a statement of the risk / crisis management plan, which must contain at least the following: safety or security risks at the destination; results of search of U.S. State Department advisories; plan to register the trip with the local U.S. Embassy; and emergency plans for student injury, one or more students becoming separated from the group, or unplanned evacuation of one or more group members.

Signature of lead trip organizer _____

Date _____

Principal's signature _____

Date _____

The Superintendent will review the request and make a decision regarding final approval within two weeks.

Approved _____ Not approved _____ Approved with revisions, as noted _____

Superintendent's Signature _____

Date _____

Proposed
Changes

Attachment A to Policy 606

Chaperone Guidelines

Thank you for volunteering to chaperone our trip. Below you will find our chaperone expectations and a place for you to sign to indicate your agreement to adhere to these expectations.

These guidelines apply to chaperones who are selected to attend:

- day off-campus field trips/activities.
- overnight off-campus field trips/activities.
- overnight on-campus field trips/activities.

Chaperones will:

- be adult members of a student's family or the student's personal care attendant.
- not bring other children on the trip.
- complete a criminal background check.

Chaperones must:

- set a good example for students.
- insist upon good behavior from the students in the group by maintaining a respectful dialogue with students and reiterating the rules of acceptable behavior.
- refer students to a teacher if behavior problems persist.
- be attentive to the needs of the students and understand they are the students' primary adult contact.
- advise the teacher if a student requests medication for any reason. Only authorized staff can administer medication of any kind.
- follow the directions and guidelines of the teacher in charge of the trip.
- abstain from all tobacco products, alcohol, illegal or synthetic drugs, profanity, and verbal and physical abuse during the trip. This includes both on and off the premises where the students are located.
- respect the privacy and confidentiality of all students and adults on the trip.
- limit cell phone use to calls that are of an urgent nature. Talking on your cell phone detracts from your ability to fulfill your duties as a chaperone.
- remain with their assigned group at all times during activities.

- be willing / able to intervene with student issues / needs at all times.
- assist with room monitoring at night.

Other expectations:

- In most circumstances, the chaperone will not be alone with a student.
- During an overnight trip, the chaperone shall not:
 - use the showers when students are using them.
 - be the only adult present in a room where children are sleeping.
- When doing bed checks or when children are sleeping, female chaperones shall only supervise female students and male chaperones shall only supervise male students.
- Exceptions may be granted regarding these expectations by the building principal.

Parents will be informed of the exceptions.

If there is any suspicion, or if you are found with alcohol, tobacco, illicit or synthetic drugs during our trip, the following will occur: you will be required to leave the premises and be expected to pay for your own lodging and transportation home. Failure to abide by any of the other expectations will meet with consequences appropriate to the circumstance, ranging from a request to discontinue the behavior to being required to leave the group, as indicated above. Law enforcement officials may be notified if appropriate. If you are required to leave, there will be no refund of any payment you may have made.

I, _____, agree to follow the above expectations

(print name)

as part of my role as chaperone for the field trip experience. I understand that failure to sign this contract will lead to the loss of my role as chaperone for the trip.

Signature _____

Date _____

Attachment C to Policy 606

Procedures Related to Policy 606

Activities Requiring International Travel

(Travel Outside Contiguous 48 States)

When planning an activity which requires long distance, overnight travel and falls under policy 606, complete Part 1 of this form and submit it to the Superintendent as soon as plans are formulated but not yet finalized. In no event should Part 1 be submitted to the Superintendent any less than six (6) months prior to the proposed travel. Part 1 must be completed and submitted prior to final confirmation with a tour company, students, parents, and any other individual or organization associated with the activity. No money should be collected or paid prior to submission and approval of Part 1. The Superintendent will review the request and make a decision regarding initial approval within two weeks.

PART 1 – Preliminary Approval

1. Proposed Destination and Dates of Travel:

2. Identify trip organizer(s):

For each trip organizer, please indicate: name; school(s) of assignment; grade level(s) / subject area(s) of assignment; item(s) or area(s) responsible for planning; specific benefit to this staff member's students or assignment area of participating in this trip. Please indicate the lead trip organizer. Chaperones who are directly involved with the planning of the activity and whose class or assignment will benefit from the activity will be provided substitutes for the days absent from school during the time of the activity. NOTE: It is expected that all named are proposed to participate in the trip. If this is not the case, please clearly indicate.

a.

b.

c.

d.

3. Is this trip being proposed in coordination with any other group, school or other entity (not referencing travel agency)? If yes, please identify the organization and the person responsible for trip organization.

4. ~~Discuss the following information~~ Details of proposal: ~~Proposed destination;~~

Purpose and relevance to instructional activities

Criteria for selecting students to participate

Anticipated approximate number of student participants; anticipated chaperone ratio

If the number of needed chaperones is likely to exceed the number of trip organizers, where do you anticipate finding more chaperones and what will be the criteria for selecting them?

Estimated cost per student

Nature of proposed transportation

Known security, health or safety risks of the destination

Prospective fund-raising events

Please attach any information that will clarify or expand upon the above information.

5. Will there be a travel agency, tour company, or any other organization responsible for the management of this trip? If yes, please identify. PLEASE NOTE THAT THE CONTRACT WITH THE COMPANY MUST BE REVIEWED BY THE SCHOOL BOARD'S ATTORNEY BEFORE ~~SIGNING~~-DISTRICT REPRESENTATIVES OR STUDENTS ENTERING INTO ANY AGREEMENT WITH THE COMPANY.

Signature of lead trip organizer _____ Date _____

Principal's
signature _____ Date _____

The Superintendent will review the request and make a decision regarding preliminary approval within two weeks.

Approved _____ Not approved _____ Approved with revisions, as noted _____

Superintendent's
Signature _____ Date _____

After preliminary approval, meet with School Principal or AP and Director of Administration/HR.

Date meeting held and names of attendees:

Activities Requiring International Travel (Travel Outside Contiguous 48 States)

PART 2 – Preparation Stages

After Part 1 has been returned and the activity has been approved, Part 2 will be reviewed with the trip organizer(s) and District Administration, and will serve as a guideline for trip preparation.

1. Gather information regarding the arrangements with any travel company, guide, or other facilitating organization, including liability coverage by any such organization. **This must occur before any funds are collected from students.** Submit all of this information in writing to the Director of Administration and Human Resources for review by the District's attorney. Do not contact the attorney on your own – work through the Director of Admin / HR. Note the date of receipt of the attorney's review: _____
2. Gather all information that will be presented to students. This must include the District's liability release that each participating student will be expected to sign, which is different from the waiver the tour company will ask the student to sign. This waiver will come from the Director of Administration and Human Resources or the District's attorney. Do not contact the attorney on your own – work through the Director of Admin / HR.
3. As students sign up to participate, make sure each student has all relevant information from the tour company, District waiver, and form to gather student health information. Students are to return all relevant health information no later than 8 weeks before departure (unless changes occur). All relevant health information and plans to support student health must be reviewed by one of the Licensed School Nurses.
4. Articulate an emergency plan of action to address student safety in the event of unforeseen circumstances that may arise. You will need to include this detail in the request for final approval.
5. Determine the specific itinerary that will be in place on the trip, including days, locations, identified modes of transportation, and local contact information.
6. Identify chaperones for the trip. Each chaperone who is NOT a District employee must review and sign the Chaperone Guidelines and complete an appropriate criminal background check.
7. Any organized fund-raising events must be approved by the building Principal.

Activities Requiring International Travel (Travel Outside Contiguous 48 States)

PART 3 – Final Approval

Part 3 must be completed and returned to the Superintendent for final approval at least six ~~months~~ weeks before the departure date. The Superintendent will review the request and make a decision regarding final approval within two weeks. Final approval may be revoked if, in the Superintendent's discretion, the safety of students or chaperones may be imperiled, if there are unacceptable material changes to the proposed trip, or other good and sufficient reason.

1. Identify any changes that occur to the information submitted for Preliminary Approval.
2. Indicate the completion of each of the following (held in school office):
 - a. Review of trip contracts / arrangements with travel facilitator by District attorney.
 - b. Health form for each participating student has been received.
 - c. LSN has reviewed each Health Form and has approved plans to manage any student health situation as required.
 - d. Each participating student has signed the District's liability release.
 - e. Local contact information.
 - f. Students have received clear communication of behavior expectations and consequences; procedures to deal with student disciplinary issues.
3. List any District employee chaperones in addition to the trip organizers, including each person's area of assignment. Other chaperones who are district employee may utilize personal days, vacation time, or unpaid leave during the time of the activity.
4. List any other chaperones who are not school district employees. Chaperones who are not district employees will require a criminal background check and a signed copy of the Chaperone Guidelines. If chaperones have had a criminal background check within the past year, another one is not required. Criminal background checks should be kept on file at the district office.

<u>Chaperone Name</u>	<u>CBC Complete?</u>	<u>Guidelines signed?</u>
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5. Ratio of chaperones to students_____
 6. Ratio of male chaperones to male students_____
 7. Ratio of female chaperones to female students_____
 8. Please attach a detailed statement of the student supervision plan / schedule.
-
9. Please attach a statement of the risk / crisis management plan, which must contain at least the following: safety or security risks at the destination; results of search of U.S. State Department advisories; plan to register the trip with the local U.S. Embassy; and emergency plans for student injury, one or more students becoming separated from the group, or unplanned evacuation of one or more group members.

By signing below, you are attesting that all of the above information has been completed and is on file in the school office.

Signature of lead trip organizer _____ Date_____

Principal's
signature _____ Date_____

The Superintendent will review the request and make a decision regarding preliminary approval within two weeks.

Approved_____ Not approved_____ Approved with revisions, as noted_____

Superintendent's
Signature _____ Date_____

After approval, if ANY of the information on this form changes, notice must be submitted in writing both to the responsible Principal as well as the Superintendent.

1. Identify trip organizer(s):

For each trip organizer, please indicate: name; school(s) of assignment; grade level(s) / subject area(s) of assignment; item(s) or area(s) responsible for planning; specific benefit to this staff member's students or assignment area of participating in this trip. Please indicate the lead trip organizer. Chaperones who are directly involved with the planning of the activity and whose class or assignment will benefit from the activity will be provided substitutes for the days absent from school during the time of the activity. NOTE: It is assumed that all named are proposed to participate in the trip. If this is not the case, please clearly indicate.

a.

b.

c.

d.

2. List the details of the activity including the following: destination; purpose and relevance to instructional activities; criteria for selecting students to participate; anticipated approximate number of student participants; anticipated number of needed chaperones; criteria for selecting chaperones; the agency / company that is organizing the activity; specific itinerary including mode of transportation to destination, locations to be visited, dates, modes of on-site transportation; cost per student based upon preliminary calculations of all itinerary items; contact people and local telephone numbers at the activity site; special needs/conditions or circumstances to consider; requirements and evaluations of students; expectations for student behavior and how expectations will be communicated to students; procedures to deal with student disciplinary issues; procedures for responding to unexpected student health issues or emergency developments; planned fund-raising events, other information as relevant to this request. Attach any information that will clarify or expand upon the information requested in this paragraph.
3. Other chaperones may be needed in addition to the trip organizers. If other chaperones are district employees, they can utilize personal days, comp time, vacation time, or unpaid leave during the time of the activity. List the other chaperones participating in this activity who are district employees, including their areas of assignment.

4. List any other chaperones who are not school district employees. Chaperones who are not district employees will require a criminal background check and a signed copy of the Chaperone Guidelines. If chaperones have had a criminal background check within the past year, another one is not required. Criminal background checks should be kept on file at the district office.

<u>Chaperone Name</u>	<u>CBC Complete?</u>	<u>Guidelines signed?</u>
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5. Ratio of chaperones to students_____

6. Ratio of male chaperones to male students_____

7. Ratio of female chaperones to female students_____

8. Describe, in detail, the supervision schedule for students.

9. Describe the time line and events of communication regarding this trip to students and parents. Include in the time line when payments will be due.

10. How and when was the liability coverage for the District and/or the tour operator assessed for adequacy?

11. When did the school board's attorney review the contract with the tour operator? Please attach documentation regarding this review.

12. Please attach a statement of the risk / crisis management plan, which must contain at least the following: safety or security risks at the destination; results of search of U.S. State Department advisories; plan to register the trip with the local U.S. Embassy; and emergency plans for student injury, one or more students becoming separated from the group, or unplanned evacuation of one or more group members.

Signature of lead trip organizer _____

Date _____

Principal's signature _____

Date _____

The Superintendent will review the request and make a decision regarding final approval within two weeks.

Approved _____ Not approved _____ Approved with revisions, as noted _____

Superintendent's Signature _____

Date _____

[Note: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is the school district's policy~~ The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]

- B. The school district prohibits ~~discrimination and discrimination in the form of the~~ harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on Reporting Discrimination, Harassment and Violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
- D. ~~It is the responsibility of e~~Every school district employee ~~to follow~~ shall be responsible for following this policy.
- E. Any person having any questions regarding this policy should discuss it with the Director of Administration and Human Resources.
- F. ~~Any person wishing to report complaints regarding discrimination should contact the Director of Administration and Human Resources.~~

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)
 29 U.S.C. § 2615 (Family and Medical Leave Act)
 38 U.S.C. § 4211 et seq. (Employment and Training of Veterans)
 38 U.S.C. § 4301 et seq. (Employment and Reemployment Rights of
 Members of the Uniformed Services)
 42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
 42 U.S.C. § 12101 et seq. (Equal Opportunity for Individuals with
 Disabilities)

Cross References: Disability Nondiscrimination Policy 432
 Veteran's Preference Policy 441
 Harassment and Violence Policy 425

Adopted: 06/07/99
Revised: 12/03/01

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

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~~ The policy of the school district is 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, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.

[Note: Part of the definition of "sexual orientation" within the Minnesota Human Rights Act (MHRA) is "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness," which is how gender identity and expression gain protection under the MHRA. Minn. Stat. § 363A.03, Subd. 44.]

- 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 e~~Every school district employee shall be responsible for ~~to complying~~ with this policy conscientiously.
- E. Any student, parent or guardian having ~~any~~ questions regarding this policy should discuss it with the Director of Administration & Human Resources or the Director of Educational Services. In the absence of a specific designee, an inquiry or a complaint should be referred to the Superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: Disability Nondiscrimination Policy 432
Harassment and Violence Policy 425
Student Disability Nondiscrimination Policy 536
Student Sex Nondiscrimination Policy 421

Adopted: 6/7/99

Revised: 3/31/11

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

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury ~~or to prevent serious property damage.~~
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team, building administrator, or the building

administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the

equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;

5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
6. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome

goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of prone restraints. By June 30 of each year, districts must report summary data on the use of restrictive procedures to the MDE, in a form and manner determined by the Commissioner. The summary data must include information about the use of restrictive procedures, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References: Minn. Stat. ~~§ 13.01, et seq.~~ Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References: Harassment and Violence Policy 425
Use of Student Records Policy 505
Special Education Records and Records Retention Policy 505A
Discipline Policy 515
Suspension and Expulsion Policy 516
Crisis Management Policy 538
Anti-Bullying Policy 541

ADOPTED: 5/5/05
REVISED: 2/2/12