



Regular Meeting Agenda

Diamondhead Education Center
200 W. Burnsville Parkway
Burnsville, MN 55337
February 28, 2022
5:30 PM

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District 191 welcomes members of the public to attend Board of Education meetings, work sessions and other public gatherings. However, public participation is allowed only during listening sessions, which are held before regular board meetings. Community members who wish to share their thoughts and opinions on meeting topics should contact the Superintendent's office at 952-707-2005 to schedule a meeting with the Superintendent or member of her leadership team.

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BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT

Regulation 412 Expense Reimbursement for Travel

The following regulations are to be followed for reimbursement of expenses for authorized travel on behalf of the district. Only school board members, employees and board appointed agents are eligible to travel at district expense. All travel at district expense must be for the district's interest or benefit. Eligible district travel shall not include routine commuting trips between an employee's residence and workstation. No advances are allowed for travel expenses. Expense reimbursement forms must be submitted within 60 days of incurring the expense. All exceptions to the above must be approved by the board.

Travel Authorization

- Travel by employees at the district's expense within the lower forty-eight states must be pre-approved by the appropriate *Authorizing Administrator*.
- Travel by employees at the district's expense outside the lower forty-eight states must be pre-approved by the superintendent.

Authorized Expenses for Reimbursement

The district will reimburse officers, employees and appointed agents all authorized expenses incurred while on an approved trip.

Authorized Transportation

- Mileage – Reimbursement for use of personal vehicle shall be limited to the mileage rate established by the Internal Revenue Service. This applies to both in-district and out-of-district travel.
- Ground Transportation
 - o If cost free shuttle service is not available, commercial vehicle fares will be allowed for transportation to and from airports and between the place of lodging and the conference site. Gratuity expenses shall not exceed 10%.
 - o The cost of leasing a vehicle for ground transportation will not be reimbursed unless commercial transportation is unavailable or not cost effective. The rate of reimbursement will be the rate for the standard car size or appropriate size vehicle for the number of attendees.
- Carpooling or obtaining a ride to the airport is preferred; however, when not possible, reasonable airport parking reimbursement will be made with receipts (please consider Park and Ride or other cost effective means of parking).
- Air Transportation - Commercial air transportation must be booked by the appropriate *Authorizing Administrator* for the event on a district provided purchasing card. The district will only cover one checked bag fee. The district will not pay for first class or seat upgrades.

Authorized Meals*

The use of a district purchasing card to purchase meals during out-of-district travel is not allowed. The district may provide employees reimbursement for meals while out of the district on school business.

The district will not reimburse employees for meals:

- That are included in the registration fee
- During a conference, unless documentation is provided proving the meal was not included
- That are included as a complimentary continental meal at the place of lodging
- Without a detailed receipt
- If a meeting is scheduled over a lunch hour, when a working lunch was not required

History: Originally Issued as DLCA-R, Updated as R- 412 on 4/13	
Updated by: Lisa Rider, Executive Business Director	Date: August, 2020

- If a working lunch is required, but appropriate documentation of agenda and proof of genuine time constraint is not provided

<i>* Please review "Authorized Meals" criteria</i>	*Breakfast for business work outside of the district during the hours of 630a-830a	*Lunch for business work outside of the district during the hours of 11am-1pm	*Dinner (In-State) for business work outside of the district during the hours of 5pm-8pm	*Dinner (Out-State) for business work out of state during the hours of 5pm-8pm
Maximum Reimbursement Rate <i>Includes taxes & tip</i>	\$11	\$13	\$20	\$30

Authorized Lodging

- The district will reimburse the costs for standard lodging. Attempts should be made to find adequate accommodations at the most cost effective rates. Wireless internet fees for work purposes are allowable.

Authorized Registration

- The district will pay the full cost of registration for the employee's attendance at a conference, convention, or meeting.
- The district will not pay that portion of a registration fee that is attributable to course credits provided by a college or university.

Required Documentation

- Receipts are required for all lodging, airfares, commercial transportation, parking, ground travel and registrations. The meal reimbursement must be supported by conference registration, flight itinerary or tickets. Detailed restaurant/meal receipts must be included with the reimbursement form.
- All claims for reimbursement of travel expenses must be approved by the *Authorizing Administrator* for compliance with this regulation. All claims must be signed by the employee and the *Authorizing Administrator* before submission to the Finance Office.

Unallowable Expenses

- The District will not reimburse employees for personal expenses. Personal expenses include the following:
 - o Room service
 - o Alcoholic beverages
 - o Personal property
 - o Entertainment
 - o Personal phone calls
 - o Expenses for other than district employee
 - o Tobacco
 - o Parking and/or traffic violations
 - o Child care expenses
 - o Laundry/dry cleaning
- Exceptions to allowed travel expenses must be approved by the superintendent.

In-District Travel Expenses

- Employees who incur in-district travel expenses shall submit their reimbursement claims to their immediate supervisor within 60 days of incurring the expense.

Adopted: 10/8/2020
 Reviewed: 9/24/2020
 Revised:
 Rescinds:

Burnsville-Eagan-Savage School District Policy 511

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. This policy lays out guidelines on how fundraisers are to be conducted.

III. RESPONSIBILITY

- A. The building administrators shall be responsible for developing recommendations to the superintendent or designee that will result in a level of activity deemed acceptable by employees, parents, and students. The fundraiser must be conducted in a manner that will protect the privacy and dignity of individual students, employees, and the school.
- B. All fundraising activities must be approved in advance by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent or designee shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

Legal References: Minn. Stat. § 120A.20 (Age Limitations; Pupils)
Minn. Stat. § 123B.09, Subd. 8 (Duties)
Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)
Burnsville-Eagan-Savage School District Policy 713 (Student Activity Accounting)

Adopted: 1/27/2022

Burnsville-Eagan-Savage School District Policy 534

Reviewed: 1/13/2022

Revised:

Rescinds:

534 SCHOOL MEALS POLICY

In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, that now states that Minnesota school districts that participate in the national school lunch program must adopt a school meals policy.

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. All meal and a la carte purchases are to be prepaid before meal service begins. Electronic payments with credit or debit cards can be deposited online using the district contracted vendor or with cash or check in person at a school or the district office.
- B. If the school district receives school lunch aid under Minnesota Statutes section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. No student in the serving line will be denied a meal. If a student's account does not have enough money to pay for a breakfast and/or lunch meal, a student will still be allowed to purchase a meal, which will cause the account balance to become negative. All students will be provided a meal regardless of their account balance. While the district is under no legal obligation to do so, we believe this is in the best interest of the student.
- D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

- E. When a student has a negative account balance, the student will not be allowed to charge a la carte item. Sufficient funds for a la carte items must be provided at the point of sale. It is not intended for a student to be allowed to charge a la carte items.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify parent/guardian when meal account balances are low or fall below zero.
- B. Parent/guardian will be notified of an outstanding negative balance via phone calls, text messages and/or emails according to the unpaid meal account process managed by Food & Nutrition Services.
- C. Reminders for payment of outstanding student meal balances must not demean or stigmatize any student participating in the school lunch program, including, but not limited to, discarding meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district must not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district must not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
1. all households at or before the start of each school year;
 2. students and families who transfer into the school district, at the time of enrollment; and
 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district must post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district must ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
 Minn. Stat. § 124D.111 (Lunch Aid; Food Service Accounting)
 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
 7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
 7 C.F.R. § 220.8 (School Breakfast Program Regulations)
 USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
 USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
 USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: Burnsville-Eagan-Savage School District Policy 102 (Equal Educational Opportunity)
 Burnsville-Eagan-Savage School District Policy 103 (Complaints-Students, Employees, Parents, Other Persons)
 Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)

Adopted: 2/10/2022

Burnsville-Eagan-Savage School District Policy 599

Reviewed:6/18/2020

Revised:

Rescinds:

599 MEMORIALS FOR DECEASED STUDENTS OR STAFF

I. PURPOSE

It is recognized that the loss of a member of the school community is deeply felt by students, staff, and families. The purpose of this policy is to ensure that the Burnsville-Eagan-Savage Schools will support staff, students and families impacted by death by assisting them with connections to appropriate school and community resources. Because it is recognized that memorial decisions made immediately in the aftermath of a crisis or death may be made without full consideration of the potential implications for students, staff, families and the community, the Burnsville-Eagan-Savage Area Schools will provide a process for memorial decision-making.

II. DEFINITIONS

- A. Memorials: Objects, activities, or donations to remember an event or deceased person(s).
- B. Building Crisis Response Team: A designated group of staff members within each school building who plan and implement supports specific to the crisis event.
- C. Crisis: Any natural disaster or unexpected event that is perceived as extremely negative, generates feelings of helplessness, powerlessness, and/or entrapment and may occur suddenly, unexpectedly, and without warning
- D. Impact: The magnitude of the potential loss or seriousness of the crisis.
- E. District Crisis Response Team: A designated group of staff members who develop and execute district-wide procedures specific to the crisis event.

III. GENERAL STATEMENT OF POLICY

- A. Memorial activities expressed at school need to be coordinated and approved through the Building Crisis Response Team. The Building Crisis Response Team will assist families and students in selecting memorial activities that are appropriate and assist students in healthy bereavement.
- B. In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. Schools should focus on maintaining the regular schedule, structure, and routine.

- C. Temporary school memorials, as approved by school administration and the Director of Operations/Transportation, may be displayed for one week or until the day of the funeral, whichever is sooner and will then be offered to the family. Selling of memorabilia items on school grounds is prohibited. Allowable temporary memorials are banners and pictures displayed in a common area that students can avoid such as the media center. Memorials that may spontaneously arise on lockers and desks should be transferred to the designated area. Memorial symbols displayed by individual students or staff on school grounds will be limited to one week after death, or to the day after the funeral, whichever is sooner and will then be offered to the family.
- D. Permanent memorials for deceased students and staff will be limited to endowments, scholarships, and books or items with educational significance. Scholarship and endowment memorials may be established one time, or in the form of a perpetual award, with a description of the purpose of the endowment or scholarship. Existing memorials established prior to the implementation of this policy will not be affected.
- E. Schools should strive to treat all deaths in the same way. Having a different approach for death by suicide reinforces prejudice associated with suicide and may be deeply painful to the deceased's family and friends. However, memorials following suicide are particularly important to monitor. Schools can play an important role in channeling the energy and passion of the students (and greater community) in a positive direction, balancing the community's need to grieve with the impact that the proposed activity will likely have on students, particularly on those who might be vulnerable to suicide contagion.
- F. Whenever possible, schools should communicate with the student's friends and coordinate memorialization with the family in the interest of identifying a meaningful, safe approach to acknowledging the loss. Make sure to be sensitive to the cultural needs of the deceased and family.
- G. School district facilities will not be used for memorial services or funerals. However, the superintendent, in consultation with the District Crisis Response Team, has the discretion to consider school-wide memorial activities when a crisis event has a significant impact on a majority of students, staff, and community.
- H. Other possible memorial activities include:
1. Yearbooks: A student or staff member who has died may be acknowledged the year the death occurred. Information shall be limited to the student's name, photo, dates of birth and death, and school activities in which the student participated.
 2. Commemorative Events: A commemorative event may be established and held in the name of the deceased student or staff member. Activities cannot be held

during the school day and should be sponsored by a class, club, or activity in which the deceased student or staff member participated. Advertisement of events must occur outside the school day. It is recommended that commemorative events utilize community partners (e.g., employers of the deceased, faith communities, etc.)

3. Graduation Recognition: One symbol representing all deceased members of a graduating class, such as a plant or bouquet of flowers, may be present on stage. A member of the school administration can also direct the audience in a moment of silence to collectively recognize deceased members of the graduating class.
4. Moment of Silence Recognition: a ‘moment of silence’ may be used following the death of a student or staff member to honor their memory. School-wide moments of silence should occur within 2 school days following notification of the death. Moments of silence are also approved for use at ISD191 Board of Education meetings, co-curricular events in which the deceased participated, and community-based events.

Legal References:

Cross References: Burnsville-Eagan-Savage School District Policy 706 (Acceptance of Gifts)
 Burnsville-Eagan-Savage School District Policy 801 (Equal Access to School Facilities)
 Burnsville-Eagan-Savage School District Policy 806 (Emergency Operations)
 Burnsville-Eagan-Savage School District Policy 899 (Naming School Buildings or Facilities)

Adopted: 3/11/2021

Burnsville-Eagan-Savage School District Regulation 602

Reviewed:

Revised:

Rescinds:

602R ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. STATEMENT OF PURPOSE

Burnsville-Eagan-Savage Policy 602 Organization of School Calendar and School day states, “The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.” The purpose of this document is to outline the procedures for developing the school calendar in accordance with Policy 602. As also noted in policy, “The calendar shall meet all provisions of Minnesota statutes pertaining to the minimum number of minutes and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.”

It is the responsibility of the ISD 191 assistant superintendent to facilitate the process of developing the recommended school calendars to present to the School Board for consideration and approval.

II. PROCEDURES

A. Establish Calendar Parameters

Parameters are considered items that must be done per written expectations in policy, law or collective bargaining agreements. The calendar development process must be mindful to review possible changes in parameters by reviewing updates in District Policy and/or Minnesota law and by consulting with the Director of Human Resources about potential changes impacting employee contracts.

1. Parameters as of Winter 2020:

- Teacher Work days
 - 184 Teacher work days
 - 187 Days for new teachers
 - Three (3) additional days prior to workshop
 - Four workshop days prior to first day
 - One end-of-year professional day after the last student day
- 170 Student days (Policy 602)
- Five non-student days for professional development and preparation
 - One must be after first semester
 - One must be placed in preparation for fall conferences
 - One must be placed in preparation for spring conferences
- Non Student Days (Policy 602)

- Labor Day
- Two days in October during the annual convention for Education Minnesota
- Thanksgiving and the Friday after Thanksgiving
- Martin Luther King, Jr., Day
- Memorial Day
- A winter break of at least seven days (excluding weekends)
- Must start after Labor Day (Minnesota Statute 120A.40)
- Kindergarten through Grade 12 (K-12) conference days scheduled for fall and spring

B. Establish Calendar Preferences

Calendar preferences, usually based on past practice, are items considered preferential in the calendars. Preferences are not formally required. Deviation from preferences should be noted when calendars are presented for approval so as to inform the Board and public and explain why.

Preferences as of Winter 2020:

- Balance semesters with slightly longer second semester for spring standardized testing
- Non-student days as K-12
- Avoid student day on November general election day
- Graduation on Friday (last student day on Thursday)

C. Calendar Development Process

The school calendar can have a significant logistical and cultural impact on ISD 191 students, employees and families. As a result, the development process should include opportunities for various groups to offer feedback. While not all ideas and suggestions are possible, the opportunity to give input from various stakeholders is beneficial to all involved.

1. Development of Initial Drafts

- Meet with Superintendent's Executive Leadership Team (ELT)
 - Review parameters and preferences (noted above)
 - Review timeline for establishing options
- Meet with Systems Improvement and Student Achievement (SISA) Directors
 - Review assessment calendar
 - Review general placement of professional development days
- Draft calendar options with support from Burnsville Education Association (BEA) president
 - Review parameters and preferences
 - Review timeline for drafting options
- Share drafts with ELT and SISA team
 - Review initial calendar options and drafts to allow feedback

- Update drafts with BEA president as appropriate, return to ELT as needed

2. Stakeholder Feedback Loop

- Share with cultural liaisons for feedback
 - Meet with cultural liaisons to allow discussion and feedback (facilitation of meeting can occur with support from SISA Directors)
 - Allow time for cultural liaisons to review and offer feedback and collect feedback by specified deadline
 - Update drafts as needed
- Share draft calendar option(s) with bargaining unit representatives for feedback (list of representatives acquired from Director of Human Resources)
 - Share draft calendars with bargaining unit leadership (meeting and/or shared google doc for feedback)
 - Allow time for group leads to review and offer feedback and collect feedback by specified deadline
 - Update drafts as needed
- Share with principal leadership
 - Share drafts with principal leadership for feedback
 - Update drafts if needed

Note: The feedback loop should begin again when a calendar draft is changed so each group has an opportunity to offer perspectives on subsequent drafts. For example, if principal feedback results in a change after the cultural liaisons have already reviewed, the new draft should be shared with the cultural liaisons to give feedback on the impact of changes.

3. Confirm Proposed Calendar Drafts with ELT

- Share final drafts with ELT for review
- Highlight changes made during feedback process
- Confirm final counts on parameters (student days, staff days)
- Confirm rationale for preferences

D. Present Proposed Calendar(s) to School Board

By policy 602, the school calendar is presented to and approved by the ISD 191 School Board for the following school year no later than November of each year. Past and current practice has been to present the Board with calendars covering two school years at a time well in advance of this deadline.

Adopted: 9/23/2021

Burnsville-Eagan-Savage School District Policy 634

Reviewed:

Revised: 9/9/2021

Rescinds: IIBG and IIBG-E, 524

634 ELECTRONIC TECHNOLOGIES ACCEPTABLE USE POLICY

I. PURPOSE

This policy sets forth parameters and guidelines for access to the school district's electronic technologies, use of personal electronic devices within the district, electronic communications, use of the district's network, internet, and social networking tools.

II. GENERAL STATEMENT OF POLICY

Technology is one of many learning tools. The use of technology needs to be safe, appropriate, and aligned with the mission of the district. Access to the district's computer network and internet enables students and employees to explore libraries, databases, web pages, other online resources, and connect with people around the world. The district expects its instructional staff to blend safe and thoughtful use of the district's computer network, educational technologies and the internet throughout the curriculum, providing guidance to students.

III. DEFINITIONS

- A. Electronic Technologies include but are not limited to computer hardware and software, operating systems, web-based information and applications, telephones and other telecommunications equipment, video and multimedia equipment, information kiosks, and office products such as copiers and printers.
- B. Social Networking Tools are computer software and web-based services that enable people to interact with each other and include but are not limited to blogs, wikis, video conferencing, online chat, and instant messaging.
- C. The District Network is any equipment or interconnected system or subsystem that is used in the acquisition, storage, manipulation, management, movement, control, display, switching, transmission, or reception of data or information. The District Network is inclusive of all infrastructure necessary to provide and manage systems including but not limited to internet access, data, telecommunications, and wifi.
- D. The term "harmful to minors" means any that: materials that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

IV. EDUCATIONAL USES

Use of the district's electronic technologies is for educational purposes and district operations only. Use of district electronic resources is limited to district employees, students, or other guests with expressed permission. Students and employees are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students and employees are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment.

Use of the district's electronic technologies is a privilege, not a right. The district's network, an educational technology, is a limited forum; the district may restrict speech for educational reasons.

V. GUIDELINES IN USE OF ELECTRONIC TECHNOLOGIES

- A. Electronic technologies are assets of the school district and are protected from unauthorized access, modification, destruction or disclosure. Use of personal devices, while on district property, is subject to all policies and guidelines, as applicable, plus any state and federal laws related to internet use, including copyright laws.
- B. The district reserves the right to monitor, read or copy any item on or using the district's electronic technologies, including its network.
- C. Students and employees will not vandalize, damage or disable any electronic technology or system used by the district.
- D. By authorizing use of the district system, the district does not relinquish control over materials on the system or contained in files on the system. Users should not expect privacy in the contents of personal files on the district system.
- E. Routine maintenance and monitoring of electronic technologies, including the district network, may lead to a discovery that a user has violated this policy, another school district policy or the law.

VI. UNACCEPTABLE USES OF ELECTRONIC TECHNOLOGIES AND DISTRICT NETWORK

Misuse of the district's electronic technologies may lead to discipline of the offending employee or student. The following uses of school district electronic technologies while either on/off district property and/or personal electronic technologies while on district property and district network ("electronic technologies") are considered

unacceptable:

- A. Users will not use electronic technologies to create, access, review, upload, download, complete, store, print, post, receive, link, transmit or distribute:
1. Pornographic, obscene or sexually explicit material or other visual depictions;
 2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language;
 3. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 4. Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or threatens the safety of others;
 5. Orders for shopping online during time designated as work time by the district; and
 6. Storage of personal photos, videos, music or files not related to educational purposes for any length of time.
- B. Users will not use electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- C. Users will not use electronic technologies to engage in any illegal act or violate any local, state or federal laws.
- D. Users will not use electronic technologies for political campaigning.
- E. Users will not use electronic technologies to vandalize, damage or disable the property of another person or organization. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses, engaging in “spamming” or by any other means. Users will not tamper with, modify or change the district system software, hardware or wiring or take any action to violate the district’s security system. Users will not use the district’s electronic technologies in such a way as to disrupt the use of the system by other users.
- F. Users will not use electronic technologies to gain unauthorized access to information resources or to access another person’s materials, information or files without the implied or direct permission of that person.
- G. Users must not deliberately or knowingly delete a student or employee record.

- H. Users will not use electronic technologies to post information in public access areas regarding private or confidential information about another person. Private or confidential information is defined by board policy, state law, and federal law.
1. This paragraph does not prohibit the posting of employee contact information on district web pages. Refer to Policy 515 (Protection and Privacy of Student Records) for direction on directory information for students and how this can be used.
 2. This paragraph does not prohibit communications between employees and other individuals when such communications are made for legitimate education reasons or personnel-related purposes (i.e. communications with parents or other staff members related to students).
 3. This paragraph specifically prohibits the use of electronic technologies to post private or confidential information about another individual, employee or student, on social networks.
- I. Users will not repost or resend a message that was sent to the user privately without the permission of the person who sent the message.
- J. Users will not attempt to gain unauthorized access to the district's electronic technologies or any other system through electronic technologies, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Users must keep all account information and passwords private.
- K. Users will not use external proxy servers or other means of bypassing the district's internet content filter.
- L. Messages and records on the district's electronic technologies may not be encrypted without the permission of director of technology.
- M. Users will not use electronic technologies to violate copyright laws or usage licensing agreements:
1. Users will not use another person's property without the person's prior approval or proper citation;
 2. Users will not download, copy or exchange pirated software including freeware and shareware; and
 3. Users will not plagiarize works found on the internet or other information resources.
- N. Users will not use electronic technologies for unauthorized commercial purposes or financial gain unrelated to the district's mission. Users will not use electronic technologies to offer or provide goods or services or for product placement.

- O. Use of Unmanned Airborne Vehicles (UAVs) or drones is prohibited on school property without prior approval of the director of technology, director of operations, properties and transportation or building principal.

VII. USER NOTIFICATION

Users will be notified of school district policies relating to internet use. This notification must include the following:

- A. Notification that internet use is subject to compliance with district policies.
- B. Disclaimers limiting the district's liability relative to:
 1. Information stored on district disks, drives or servers.
 2. Information retrieved through district computers, networks or online resources.
 3. Personal property used to access district computers, networks or online resources.
 4. Unauthorized financial obligations resulting from use of district resources or accounts to access the internet.
- C. A description of the privacy rights and limitations of district sponsored or managed internet accounts.
- D. Notification that the collection, creation, reception, maintenance and dissemination of data via the internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Student Records.
- E. Notification that should the user violate this policy, the user's access privileges may be revoked, academic sanctions may result, school disciplinary action may be taken, and/or appropriate legal action may be taken.
- F. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.
- G. Family Notification
 1. Notification that the district uses technical means to limit student internet access however, the limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 2. Notification that goods and services can be purchased over the internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the internet is the sole responsibility of the student or

the student's parents.

VIII. STUDENTS

A. Internet Use Agreement

1. The proper use of the internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of students, parents and employees of the school district.
2. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a district account or educational technologies to access the internet.
3. Students have access to internet resources.
4. Students using social networking tools and curriculum content management software for a teacher's assignment are required to keep personal information as stated above out of their postings (see Section VI.H).
5. Students using educational technologies for social networking are limited to educational purposes and must follow the Online Code of Ethics (Appendix I and Policy 514, Bullying Prohibition).

B. Parents' Responsibility; Notification of Student Internet Use

Outside of school, parents bear responsibility for the same guidance of internet use as they exercise with other technology information sources. Parents are responsible for monitoring their student's use of the district system and district educational technologies, even if the student is accessing the district system from home or a remote location.

IX. GUEST ACCESS AND INTERNET USE

- A. Guest access to the school district's open wireless network is provided as a service to the community, and is subject to all district policies and guidelines, plus any state and federal laws related to internet use, including copyright laws. See Appendix II, Personal Device Access.
- B. Guest access provides limited bandwidth, filtered for the following services:
 1. Web access
 2. Email services
 3. Virtual private network services (VPN)

Limited technical support is provided for guest access

X. EMPLOYEES

A. Use of Email

The school district provides access to electronic mail for district communication between district employees and students, families, and community.

1. All emails received by, sent through, or generated by computers using the district network are subject to review by the district.
2. All emails are assumed to be documents that can be disclosed to the public unless the content of the email is protected as private or confidential information under data privacy laws. All information contained in an email must be treated in accordance with Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Student Records, regarding student and employee data privacy.
3. Employees will not provide access to their email accounts to non- employees.
4. It is recommended that electronic mail contain a confidentiality notice, similar to the following:

If the information in this email relates to an individual or student, it may be private data under state or federal privacy laws. This individual private data should not be reviewed, distributed or copied by any person other than the intended recipient(s), unless otherwise permitted under law. If you are not the intended recipient, any further review, dissemination, distribution, or copying of this electronic communication or any attachment is strictly prohibited. If you have received an electronic communication in error, you should immediately return it to the sender and delete it from your system.

5. Employees will report inappropriate emails to the employee's supervisor or the director of technology.
6. Emails having content governed by the district's record retention schedule must be kept in accordance with the retention schedule.

B. Use of Electronic Technologies

1. Electronic technologies are provided primarily for work-related, educational purposes.
2. Inappropriate use of electronic technologies includes, but is not limited to:
 - a. Posting, viewing, downloading or otherwise receiving or transmitting offensive, defamatory, pornographic or sexually explicit materials;
 - b. Posting, viewing, downloading or otherwise receiving or transmitting materials that use language or images that advocate violence or discrimination toward other persons;
 - c. Posting, viewing, downloading or otherwise receiving or transmitting material that may constitute harassment or discrimination contrary to district policy and state and federal law;
 - d. Engaging in computer hacking or other related activities;

- e. Attempting to, actually disabling or compromising the security of information contained on the district network or any computer; and
 - f. Engaging in any illegal act in violation of any local, state or federal laws.
3. Employees may participate in public internet discussion groups using the electronic technologies, but only to the extent that the participation:
 - a. Is work-related;
 - b. Does not reflect adversely on the district;
 - c. Is consistent with district policy; and
 - d. Does not express any position that is, or may be interpreted as, inconsistent with the district's mission, goal or strategic plan.
 4. Employees may not use the district network or electronic technologies to post unauthorized or inappropriate personal information about another individual on social networks.
 5. Employees will observe all copyright laws. Information posted, viewed or downloaded from the internet may be protected by copyright. Employees may reproduce copyrighted materials only in accordance with Policy 622, Copyright Policy.
 6. All files downloaded from the internet must be checked for possible computer viruses. The district authorized virus checking software installed on each district computer will ordinarily perform this check automatically; however, employees should contact the district's director of technology before downloading any materials for which the employee has questions.

C. Employee Responsibilities

1. Employees who are transferring positions or leaving positions must leave all work-related files and electronic technologies, including form letters, handbooks, databases, procedures, and manuals, regardless of authorship, for their replacements.
2. Individual passwords for computers are confidential and must not be shared.
 - a. If an employee's password is learned by another employee, the password should be changed immediately.
 - b. An employee is responsible for all activity performed using the employee's password.
 - c. No employee should attempt to gain access to another employee's documents without prior express authorization.

- d. An active terminal with access to private data must not be left unattended and must be protected by password protected screen savers.
3. Employees are expected to use technology necessary to perform the duties of their position.
4. Employees who fail to adhere to district policy are subject to disciplinary action in accordance with their collective bargaining agreement or contract. Disciplinary action may include suspension or withdrawal of internet or email access, payment for damages or repair, termination and/or referral to civil or criminal authorities for prosecution.

XI. DISTRICT WEB PRESENCE

The school district website provides information and a venue for communications with students, employees, parents and the community.

A. District Website

1. The district will establish and maintain a website. The website will include information regarding the district, its schools, district curriculum, extracurricular activities and community education.
2. The district webmaster will be responsible for maintaining the district website and monitoring district web activity.
3. All website content will support and promote the district's mission, goals and strategic direction.
4. The district's website will provide parents with a web portal to resources.

B. School Website

1. Each school will establish and maintain a website. The website will include information regarding the school, its employees, and activities.
2. The principal will appoint staff, who will be responsible for maintaining the school's website.
3. All website content will support and promote the district's mission, goals and strategic direction.

C. Classroom and Teacher Online Content

1. Teachers have the option of establishing a website that supports classroom instruction. The district may provide a standard option within the district's website for basic information about the teacher, such as contact information, personal narrative and links to class resources.
2. If a teacher establishes a web page, they are responsible for maintaining the web page.

3. Teacher web pages must be linked to the teacher's staff directory page.

D. Student Online Content

1. Students may create online content as part of classroom activities with teacher supervision.
2. Student online content must follow the Online Code of Ethics, Appendix I.
3. The classroom teacher will monitor all student-produced online content produced as part of classroom assignments and remove inappropriate material.
4. A classroom teacher or advisor will review student-produced online content to determine if the contents should be removed at the conclusion of the course grading period or activity.

E. Department and Noninstructional Online Content

1. Departments and noninstructional programs may also create online content, including web pages to support their departments or programs.
2. The establishment of web pages must be approved by the program administrator.
3. Once established, the individual departments or programs must appoint an employee(s) who will maintain the web page.

F. District Activity Online Content

1. With the approval of the building principal, a school board-approved district activity may establish a web page.
2. All online content will support the activity and the district's mission, goals and strategic direction.
3. The building principal and his/her designee will oversee the content of these web pages.

XII. RECORDS MANAGEMENT AND ARCHIVING

All technological data is data under the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, Records Retention Schedule, and school board policy.

XIII. FILTER

- A. With respect to any of its electronic technologies with internet access, and personal devices accessing the school district network, the district will follow the guidelines provided by the Children's Internet Protection Act, and will monitor the online activities of users and employ technology protection measures during any use of such electronic

technologies by users. The technology protection measures utilized will, to the extent possible, block or filter internet access to any material that is:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

XIV. LIABILITY

Use of the school district's educational technologies is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system, nor is it responsible for damages or injuries from improper communications or damage to property used to access school computers and online resources. The district will not be responsible for financial obligations arising through unauthorized use of the district's educational technologies or the internet.

XV. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for information. These guidelines, forms and procedures will be an addendum to this policy.
- B. The administration will revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The district electronic technologies policy is available for review by parents, employees and members of the community.
- D. Due to the rapid evolution in educational technologies, the school board will conduct an annual review of this policy.

Legal References:

15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act) 17
 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6751 *et seq.* (Enhancing Education Through Technology Act of 2001) 47
 U.S.C. § 254 (Children's Internet Protection Act)
 47 C.F.R. § 54.520 (FCC rules implementing CIPA) Minn.
 Stat. § 121A.031 (School Student Bullying Policy) Minn. Stat.
 § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act) *Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969) *United States v. American Library Association*, 539 U.S. 194 (2003)

Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011)

Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)

JS v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References:

Burnsville-Eagan-Savage School District Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

Burnsville-Eagan-Savage School District Policy 406 (Public and Private Personnel Data)

Burnsville-Eagan-Savage School District Policy 422 (Policies Incorporated by Reference)

Burnsville-Eagan-Savage School District Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)

Burnsville-Eagan-Savage School District Policy 506 (Student Discipline)

Burnsville-Eagan-Savage School District Policy 514 (Bullying Prohibition)

Burnsville-Eagan-Savage School District Policy 515 (Protection and Privacy of Student Records)

Burnsville-Eagan-Savage School District Policy 521 (Student Disability Nondiscrimination)

Burnsville-Eagan-Savage School District Policy 603 (Curriculum Development)

Burnsville-Eagan-Savage School District Policy 606 (Instructional Resources)

Burnsville-Eagan-Savage School District Policy 622 (Copyright Policy)

Burnsville-Eagan-Savage School District Policy 806 (Emergency Operations Policy)

Burnsville-Eagan-Savage School District Policy 904 (Distribution of Materials on School District Property by Non-school Persons)

Appendix I to Policy 634

ONLINE CODE OF ETHICS

In Burnsville-Eagan-Savage School District 191, it is important to use information and technology in safe, legal, and responsible ways. At the same time, the district has a desire for our students to leave our system with a “positive digital footprint,” so that employers and postsecondary institutions can see the great work that they have done. We embrace these conditions as facets of being a digital citizen and strive to help students develop a positive digital footprint.

1. Students accessing or using electronic products including but not limited to blogs, wikis, podcasts, Google applications and district learning management systems for student assignments are required to keep personal information out of their postings.

At the high school level parents may opt to allow their students to utilize their full name in order to increase their positive digital footprint when publishing to an authentic audience.

2. Students will select online names that are appropriate and will consider the information and images that are posted online at an age appropriate level.
3. Students will not log in to the network as another classmate.
4. Students using electronic tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on electronic tools. Students are expected to treat others and their ideas online with respect.
5. Assignments on electronic tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism and acceptable use of technology.
6. Electronic forums for student expression; are first and foremost tools for learning. The district may restrict speech for valid educational reasons as outlined in board policy.
7. Students will not use the internet, in connection with the teacher assignments, to harass, discriminate, bully or threaten the safety of others. If students receive a comment on an electronic forum used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment. Student conduct that occurs off-campus, but has a connection to the school environment, may form the basis for school discipline. This specifically includes activities that occur off campus over the internet, on social media, or through other communications.
8. Students accessing electronic tools from home or school, using school equipment, will not download or install any software without permission.
9. Students should be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.
10. Students will treat information, sources, subjects, colleagues and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
11. Students are accountable to their readers, listeners and viewers and to each other. Admit mistakes

and correct them promptly. Expose unethical information and practices of others.

12. Users will not repost or resend content that was sent to the user privately without the permission of the person who created the content.
13. School board policies concerning acceptable use of electronic technology include the use of these electronic tools for school activities (Policy 634: Electronic Technologies Acceptable Use Policy).
14. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.

Revised: Modified:

Appendix II to Policy 634

Personal Device Access

Users of personal devices connecting to the Burnsville-Eagan-Savage School District 191 public network must abide by district's Electronic Technologies Acceptable Use Policy (Board Policy 634).

Though guests may use their personal device and expect some aspects of privacy, use of our network and systems have the following expectations:

1. Use at your own risk. Use of the District 191 network is at the device owner's discretion and therefore Burnsville Public Schools is not responsible for any loss, damage or adverse effects that may occur to a device while on our network.
2. The District 191 network is filtered. Known inappropriate and/or malicious sites, and many non-instructional sites, are blocked. Use of the district network and systems requires that owners of personal devices adhere to legal and ethical conduct, and refrain from attempting to access blocked content.
3. Expectation of privacy. Access to the contents of a personal devices is governed by local and federal laws. However, while accessing The District 191 network, systems and buildings, there is not a right to privacy of any content, and as such, may be monitored for inappropriate or illegal activities.
4. District 191 reserves the right to maintain records of usage. District 191 immediately terminates the privilege to use its network should it become aware that the network is being used for inappropriate or illegal activities. The district reserves the right to take appropriate action in the event inappropriate or illegal activities are discovered on our systems or network.

Adopted: 10/8/2020
Reviewed: 9/24/2020
Revised:
Rescinds

Burnsville-Eagan-Savage School District Policy 905

905 ADVERTISING

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. DEFINITION

- A. "Advertising" means the action of calling something to the attention of the public by paid announcements.

IV. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or are in direct violation of other school district policies. The site administrator shall screen all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The superintendent or designee may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A above will apply. Advertising will not be allowed outside the specific area approved by the superintendent or designee. Specific advertising must be approved by the superintendent or designee.
- C. No advertising which promotes external competing entities especially as it relates

to enrollment, athletics and activities for the district will be allowed.

- D. Donations which include or carry advertisements must follow school district Policy 706 (Acceptance of Gifts).
- E. The school district or a school may acknowledge a donation it has received from an organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.
- F. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educational and prior approval is obtained from the superintendent or designee. Advertising will be limited to the specific event or purpose approved by the superintendent or designee.
- G. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- H. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

V. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues should they exceed \$10,000 annually.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
 Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
 Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: Burnsville-Eagan-Savage School District Policy 413 (Harassment and Violence)
 Burnsville-Eagan-Savage School District Policy 421 (Gifts to Employees and School Board Members)
 Burnsville-Eagan-Savage School District Policy 702 (Accounting)
 Burnsville-Eagan-Savage School District Policy 706 (Acceptance of Gifts)