

Agenda Independent School District 279 School Board	Regular Business Meeting Educational Service Center - N10 11200 93rd Ave, N Maple Grove, MN 55369 Tuesday, March 8, 2022 4:30 PM
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Our mission is to inspire and prepare each and every scholar with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

This regular meeting of the Osseo School Board is being conducted in person. The meeting can be monitored electronically by streaming online at district279.org/info-center/school-board (Watch Livestream). An archived recording will also be available on the district website.

Agenda Items

1. Check in
Tim Palmatier, General Counsel
2. Review of 500 series policies (student-focused policies)
 - A. Policy 504-Student Dress and Appearance (continued discussion; revision) 2
 - B. Policy 505-Student Cell Phone and Technology (continued discussion; revision) 4
 - C. Policy 503-Attendance and Absences (rewrite) 6
 - D. Policy 510-School Activities (review) 11
 - E. Policy 519-Interviews of Students by Outside Agencies (revision) 14
 - F. Policy 520-Student Surveys (revision) 17
3. Next Meeting: June 7, 2022
4. 5:30 p.m. Adjournment

To accommodate individuals with disabilities, this material will be made available in alternative formats upon request. Individuals with disabilities are invited to request reasonable accommodations to participate in or attend a district activity, call your local school or the school district at least seventy-two (72) hours in advance (two-week notice preferred). Members of the public can view and download School Board meeting notices and regular meeting agendas and materials from the district website www.district279.org, under "Info Center > School Board."

POLICY 504 – STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and ~~community~~ appropriate school standards.

II. GENERAL STATEMENT OF POLICY

- A. The responsibility for the appearance of the student rests with the parent/guardian and student. They have the right to determine student dress providing that the articles of attire are not destructive to school property, comply with requirements for health and safety, do not violate school district policy or procedure reasonable school expectations offend community standards, and or in-general do not substantially and materially interfere with the school environment/educational process.
- B. The building administration has the authority to determine whether student attire is destructive to school property, fails to comply with requirements for health and safety, offends community standards or interferes with the educational process or that which substantially and materially interferes with the school environment/educational process.
- C. District expectations regarding student dress should be implemented in a manner that is inclusive, responsive, and absent of othering in reference to race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

III. OTHER REQUIREMENTS

- A. Students taking certain classes may be required to wear specified clothing for health and/or safety reasons.
- B. Every student will wear eye protection devices when participating in, observing, or performing and function in connection with any course or activity taking place in the eye protection areas.

Revised: xx/xx/xx

Revised: 11/22/16

Adopted: 12/7/99 (formerly Policy 5213)

Revised: 6/4/91

Revised: 5/1/84

Policy 5213 Adopted: 2/17/69

Legal Reference:

United States Constitution, Amendment 1

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)

Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)

Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)

D.B. ex rel. Brogdon v. Lafon, 217 Fed. App. 518 (6th Cir. 2007)

Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)

Hicks v. Halifax County Bd. Of Educ., 93 F.Supp.2d 649 (E.D.N.C. 1999)

McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F. Supp. 1415 (W.D. Okla. 1992)

Olesen v. Bd. Of Educ. Of Sch. Dist. No. 228, 676 F. Supp. 820 (N.D. Ill. 1987)

M.S. 121A.32 – Eye Protection Devices

PROCEDURE 504 – STUDENT DRESS AND APPEARANCE

I. DEFINITIONS

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

A. Destruction to School Property

The building administration may prohibit articles of clothing that cause excessive maintenance problems, such as cleats on boots, shoes that scratch or mark floors, trousers with metal inserts that scratch furniture, etc.

B. Health and Safety

1. Shoes and shirts/tops must be worn at all times in the building for health and safety reasons.
2. Individual course safety requirements, including those related to dress, will be specified by the instructor and communicated to students. Students must comply with course safety requirements at all times.
3. Any student failing to comply with course safety requirements may be temporarily suspended from participation in said course, and the registration of a student for such course may be cancelled for willful, flagrant, or repeated failure to observe the requirements.

C. ~~Clothing That Offends Community Standards~~ School Expectations

Clothing should be appropriate and should not interfere with the rights of other persons to have a safe and supportive school environment, ~~neat, clean, and inoffensive~~. Examples of inappropriate or ~~offensive~~ clothing may include, but are not limited to:

1. Clothing advertising substances illegal for children and adolescents.
2. Clothing containing obscene and/or profane language, slogans, emblems or pictures.
3. Clothing containing language, slogans, emblems or pictures that promote or depict violence, hate, discrimination, harassment toward other students or staff
4. Clothing that reveals or does not adequately cover intimate body parts of the student
5. Clothing that substantially and materially interferes with the school environment/educational process or otherwise violates school district policy.
6. ~~Clothing containing gang symbols and/or emblems, or clothing worn in a manner to identify gang membership~~
7. ~~Sexually provocative or immodest clothing~~

II. NOTIFICATION

Notification of the contents of this policy is to be given in student handbooks and communicated to parents.

Revised: 11/22/16

Revised: 12/7/99 (formerly Procedure 5213)

Revised: 6/5/91

Procedure 5213 Adopted: 5/1/84

Legal Reference:

United States Constitution, Amendment 1

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)

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Olesen v. Bd. Of Educ. Of Sch. Dist. No. 228, 676 F. Supp. 820 (N.D. Ill. 1987)

M.S. 121A.32 – Eye Protection Devices

POLICY 505 – STUDENT CELL PHONE AND TECHNOLOGY

I. PURPOSE

The purpose of this policy is to establish standards for students in the appropriate use of personal electronic devices at school and during school related activities.

II. GENERAL STATEMENT OF POLICY

- A. Students are expected to conduct themselves in a manner that respects the rights of others. Use of a personal electronic device (including cell phones, computers, cameras, recording devices, listening devices and any other device that can be used to transmit or capture images, sound or data) in a manner that interferes with a positive, orderly, educational environment or does not respect the rights of others is prohibited.
- B. Students bring personal electronic devices to school at their own risk. The District assumes no liability for loss, theft, damage, nor liability for any unauthorized use of an electronic device. If a device is confiscated under this policy, no responsibility for the safety or security of the device is guaranteed.
- C. Student personal electronic devices are subject to search upon reasonable suspicion that the device has been used in a manner that violates the law or school policy. Any search of a student's personal electronic device must be conducted at the direction of the building administrator and must be narrowly tailored to respect a student's privacy.
- D. This policy applies to student conduct occurring on school property, during school related activities, or for student conduct which creates a substantial disruption to the educational environment.

III. RESTRICTIONS AND PROHIBITIONS IN USE OF PERSONAL TECHNOLOGY

- A. Students are prohibited from using personal technology under the following circumstances:
 - 1. Using a personal electronic device to photograph, video record/capture images, audio record/capture, listen-in on, track, or engage in surveillance of any student or staff person: (a) without their knowledge or consent; and (b) in a manner that is harmful to another or an invasion of privacy. This provision would not apply to pictures, video or audio recording of persons present at school sponsored events open to the public when the student is otherwise complying with school board policy.
 - 2. Using a personal electronic device in locker rooms, restrooms, rooms designated for changing clothing or in other areas where there is an increased expectation of privacy.
 - 3. Using a personal electronic device to engage in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, or wrongfully obtaining test copies or scores.
 - 4. Using a personal electronic device on school property or at a school sponsored activity to create, send, share, view, receive, or possess an indecent or obscene visual depiction of oneself or another person.
 - 5. Possessing a surreptitious surveillance device on school property or during a school sponsored activity without the expressed permission of building administration.
 - 6. Using a personal electronic device while operating a motor vehicle on school property.
- B. Notwithstanding the prohibitions/limitations set forth in this policy, use of a personal electronic device may be permitted to the extent allowed or required by a student's individualized education program (IEP), Section 504 Plan, Health Plan or if it is needed in an emergency that threatens the safety of students, staff, or other individuals.

- C. Students permissibly using a personal electronic device while on school property must exhibit respect for the educational environment by:
1. Following the classroom teacher or a building administrators' instructions for use;
 2. Using the device in a manner that does not distract from the educational process or disturb other students;
 3. Using the device in a manner that respects the property and copyright rights of others;
 4. Using the device in a manner that does not interfere with the safe operation of ~~the bus~~ school transportation, or the safety of students or driver.

IV. CONSEQUENCES FOR VIOLATIONS

Use of a personal electronic device in violation of this policy may result in temporary confiscation of the device; revocation of the privilege to possess the device on school property or at school sponsored activities; and/or disciplinary action, up to and including suspension; expulsion; and/or referral to law enforcement.

Revised: xx/xx/xx

Adopted: 11/19/19

POLICY 503 – ATTENDANCES AND ABSENCES

- I. Students are required to attend school each day school is in session and to attend all scheduled classes, study halls, and/or required programs.
- II. Application for Excused Absence
 - A. In accordance with M.S. 120A.22, subd.12, the parent/guardian, or other person having legitimate control of a student may apply to the Principal to have the student excused from school attendance.
 - B. The Principal determines whether a student's absence from school attendance is excused or unexcused, based on criteria identified in the school's student handbook.
- III. The progress of students will be based on fulfilling the requirements of their classes, including regular participation in classroom instruction.
- IV. Students participating in any extracurricular activity must be in attendance in all scheduled classes, study halls, and/or required programs on the day the event or practice is scheduled. This requirement applies to students involved in all activities scheduled during or outside the school day. The Principal may make exceptions to this provision as follows:
 - A. If a student is unable to remain in school due to fatigue, ill health, or injury, he/she will not be allowed to participate in any extracurricular activity that day unless written medical clearance is provided from his/her physician.
 - B. Prearranged absences may be accepted and participation permitted.
 - C. If a student misses part of the school day due to a medical appointment, the student may be allowed to participate in an extracurricular activity if the student presents a note from the attending medical provider stating that the student is physically capable of participating in the extracurricular activity.
 - D. If the student arrives late at school due to ill health or injury from which the student has recovered, the student may be allowed to participate in an extracurricular activity if the student presents a note from the parent/guardian stating that the parent/guardian believes the student is physically capable of participating in the extracurricular activity and if the school's health service specialist confirms that opinion. The Principal or Assistant Principal, with input from the health service specialist, will make the final determination of whether or not the student will be allowed to participate in any extracurricular activity that day.

Policy 503 Adopted: 5/20/03
(formerly Policy 5111)

Revised: 2/20/96
Adopted: 7/21/76

Legal References:
M.S. 120A.22, subd. 12 – School
Attendance

POLICY 503 – ATTENDANCES AND ABSENCES

I. PURPOSE

The purpose of this policy is to encourage regular school attendance.

II. GENERAL STATEMENT OF POLICY

- A. Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student.
- B. In accordance with the Minnesota law, students in the school district are required to attend all assigned classes every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.
- C. Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.
 - 1. Student's Responsibility. It is the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent or tardy from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.
 - 2. Parent or Guardian's Responsibility. It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.
 - 3. Teacher's Responsibility. It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.
 - 4. Administrator's Responsibility. It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

III. CONSEQUENCES FOR UNEXCUSED ABSENCES

- A. Students with unexcused absences may be subject to the following consequences:

1. In cases of recurring unexcused full or partial day absences where a student is habitually truant, the administration may refer family to Hennepin County be@school, make a report to Child Protection (for children under 12), and/or request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statute.
2. The district may terminate the enrollment of an open enrolled student (i.e. enrolled in the district pursuant to Minnesota Stat. 124D.03 & 124D.08) at the end of a school year if the student is determined to be habitually truant, their truancy has been reported and processed under state and county truancy processes, and their case has been referred to juvenile court.
3. The district may terminate the enrollment of a nonresident student over the age of 17 enrolled under this section if the student is absent without lawful excuse for one or more periods on 15 school days and has not properly withdrawn from school under compulsory attendance laws.
4. If the student is a resident of the district and they are attending a district school other than the district school assigned to the attendance area of their residence area, the district may terminate the student's enrollment if the student is habitually truant. Resident students whose school enrollment is terminated under this paragraph would continue to be eligible for enrollment at the district school serving their residence area.
5. A student may not participate in any extracurricular activity if they have an unexcused absence from any class during the day.

IV. LEGITIMATE EXEMPTIONS TO COMPULSORY ATTENDANCE

A. Excused Absences. The following reasons shall be sufficient to constitute excused absences:

1. Illness.
2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental, or orthodontic treatment, or a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. School administration decision to remove/dismiss a student from school
9. Family emergencies.
10. Situations related to parent(s)/guardian(s)/student's active duty in any military branch of the United States.
11. A student's condition that requires ongoing treatment for a mental health diagnosis.
12. Students who temporarily lack digital access during remote learning days.
13. Family safety concerns when authorized by school administration.
14. Extreme weather condition concerns of family when authorized by school administration
15. A student's religious or cultural observances.
16. A student's college and/or post secondary program visit when authorized by school administration.
17. Transportation barriers or interruptions communicated by the district transportation department, parent/guardian or student to school staff or administrator
18. Family activities, for up to five school days within one school year which are subject to approval by school administration and where the parent(s)/guardian(s) and student have agreed that student will complete school work assigned during the absence.

- B. Verification of Excused Absence. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. In the case of a health related excused absence, a note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- C. Expectations for Excused Absences. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- D. Participation in Extracurricular Activities. School-initiated absences will be accepted and participation permitted. If a student is absent from school due to medical reasons, they must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

V. TARDIES

- A. Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness and may result in disciplinary or other corrective action at the discretion of school administration.
- B. District administration will develop uniform tardy reporting procedures that will be applied consistently across elementary and secondary schools.

VI. REQUIRED REPORTING

After a student has three unexcused absences of a student in a school year, school administration will notify the student's parent(s)/guardian(s) that their student is potentially truant. After seven unexcused absences, the student will be considered habitually truant and school administration will file a report with Hennepin County or with the county where the child resides. School administration will follow the reporting, diversion and due process procedures established by Hennepin County.

Legal References:

Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)

Re-write adopted: XXX
Policy 513 Adopted: 7/21/76

PROCEDURE 503 – ATTENDANCES AND ABSENCES

- I. The parent/guardian of a student is to notify the school of the absence and the reason for the absence by 10:00 am of the day the student is absent.
- II. If the school is not informed of the absence, school personnel will contact the parent/guardian.
- III. Students who are absent from school or class, regardless of the reasons, are required to make up all assignments missed.
- IV. The school will inform the parent/guardian if a student's absenteeism becomes excessive and there is a danger of the student losing credit due to incomplete work.

Policy 503 Adopted: 5/20/03
(formerly Policy 5111)

Revised: 2/20/96
Adopted: 7/21/76

Legal References:
M.S. 120A.22, subd. 12 – School Attendance

POLICY 510 – SCHOOL ACTIVITIES

- I. Purpose
The purpose of this policy is to impart to students, employees, and the community, the school district's policy related to the student activity program. All student participation in co-curricular and extracurricular activities will be on a voluntary basis.
- II. General Statement of Policy
School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. Student clubs and other student groups may be organized to promote or pursue specialized athletics, community service, social activities, or other special student interests. Consistent with the requirements of Minnesota Statute, the school district takes charge of, assumes control over and accounts for all student activity funds related to curricular, cocurricular and extracurricular student activities. The School Board delegates the oversight of student activity accounts to the Superintendent or their designee. In overseeing student activity accounts under this policy, the school board or administration will not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.
- III. Student Activity Fund
 - A. Student activity funds will be used for co-curricular and extra-curricular activities that benefit the student body of the school.
 - B. The administration will manage student activity funds in accordance with state requirements and regulations adopted to administer this policy.
- IV. Responsibility
 - A. All student participation in co-curricular and extra-curricular activities will be on a voluntary basis.
 - B. All students who participate in school sponsored activities will represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
 - C. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the League rules. Employees who conduct MSHSL activities will familiarize students and parents with all applicable rules, penalties, and opportunities.
 - D. The superintendent will be responsible for conducting a periodic evaluation of school activities programs and presenting the results and any recommendations to the School Board.
- V. Non-Sponsored Student Activities
Students may participate in non-sponsored student activities on a voluntary basis outside of instructional time. Non sponsored activities may use school district logos only with permission of a school principal or site leader.

Reviewed: xx/xx/xx

Revised: 11/19/19

Revised: 4/19/16

Policy 510 Adopted: 5/15/01 (formerly Policy 5310)

Policy 5310 Adopted: 3/28/78

Cross References:

Policy 511 – Student Fundraising

Legal References:

M.S. 123B.49

PROCEDURE 510 – SCHOOL ACTIVITIES

- I. A student activity will be identified as co-curricular, extracurricular, or non-sponsored at the time the activity is established.
- II. Definitions
 - A. Co-curricular Activities
 1. Co-curricular activities are activities sponsored by the school district and approved by the School Board.
 2. Co-curricular activities are designed to provide opportunities for students to participate, on an individual or group basis, in school and public events for the improvement of skills.
 3. Co-curricular activities are not offered for school credit toward graduation.
 4. Co-curricular activities have one or more of the following characteristics:
 - a. They are conducted at regular and uniform times during school hours, or at other times established by school administration.
 - b. Although not offered for credit, they are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit.
 - c. They are partially funded by public monies for general instructional purposes under the direction and control of the School Board.
 5. Co-curricular activities include:
 - a. Student activities under the direction and regulation of the Minnesota State High School League, including athletics, speech, drama, and music contests, and
 - b. Student activities which include the sale of admission tickets to the general public and/or which are integrated into the curriculum (e.g., annual musical, three-act play).
 - B. Extracurricular Activities
 1. Extracurricular activities are activities sponsored by student clubs or groups and approved by the school district.
 2. Extracurricular activities are direct and personal services for public school students for their enjoyment that are managed and operated under the guidance of an adult or staff member.
 3. Extracurricular activities have all of the following characteristics:
 - a. They are not offered for school credit nor required for graduation.
 - b. They are generally conducted outside school hours or if partly during school hours, at times agreed by the participants and approved by school administration.
 - c. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.
 - C. Non-Sponsored Activities

Non-sponsored activities are student activities that are not school district sponsored activities. These activities have the following characteristics:

 1. Non-sponsored activities are not for credit nor required for graduation,
 2. They are conducted outside of instructional time, but may occur on school district premises, and
 3. The activities are determined by the student leaders. School district staff members may be present in a non-leadership capacity.
- III. Fundraising and Accounting Requirements
 - A. Co-Curricular Activities

The school district will take charge of and control all co-curricular school activities. These activities are subject to the following criteria:

 1. All monies received from co-curricular activities will be deposited in the school district general fund.
 2. Upon presentation of properly allowed itemized claims, the School Board will authorize disbursement of the monies for expenses and salaries connected with the activities.

3. All revenues and expenditures related to curricular and co-curricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.
4. The School Board must authorize a co-curricular activity in order for a teacher or student to participate in the co-curricular activity.
5. The consent of the School Board is required for the school name or any alias to be used.

B. Extra-Curricular Activities

1. The school district will take charge of and control all extracurricular activities. These activities are subject to the following financial criteria:
 - a. These activities will be self-sustaining, with the exceptions set out below.
 - b. All expenses, except direct supervisory salary costs and indirect costs of the use of school facilities, will be paid from dues, admissions or other student fund-raising events.
 - c. Only those salaries directly related to and readily identified with the activity will be paid from the general fund.
 - d. Other revenue and expenditures for extracurricular activities will be recorded in accordance with UFARS.
 - e. All monies received from extra-curricular activities will be deposited in the school district general fund,
 - f. The School Board will authorize disbursement of the monies for expenses and salaries connected with the activities upon presentation of properly allowed itemized claims,
 - g. Teachers and students may use the school or school district logo only for school district sponsored activities.

IV. Student Activity Funds

A. Student activity funds are used to account for dollars raised by the students for the students.

B. Authorization

1. Student activity funds are used for student activity purposes and for those students currently in school in a manner which meets a public purpose.
2. There is an adult of record who is primarily responsible for the management of the fund.
3. Student activity funds are managed in accordance with sound business practice and all transactions are open to inspection.
4. The size of an account is limited to a reasonable amount.
5. Other revenue and expenditures for student activities will be recorded in accordance with UFARS.
6. Individual activity accounts within Student Activity funds are audited annually.

V. The school district will provide the opportunity for students to purchase student accident insurance.

- A. Enrollment materials will be made available to students in each building for student accident insurance.
- B. The student will pay premiums or other charges directly to the insurance company.
- C. The filing of claims and payment of benefits and/or claims will be the sole obligation of the insurance company and the individual.
- D. The school district or its employees will not become involved in the collecting of insurance fees, filing claims, or payment of benefits.

Reviewed: xx/xx/xx

Revised: 11/19/19

Revised: 4/19/16

Procedure 510 Adopted: 5/15/01 (formerly Procedure 5310)

Procedure 5310 Adopted: 3/28/78

Cross References:

Policy 511 – Student Fundraising

Legal Reference: M.S. 123B.49

POLICY 519 - INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. Purpose

The purpose of this policy is to maintain the primary purpose of the school district of providing an education for its students and protecting the students' interest in receiving an education while cooperating with law enforcement agencies or other agencies that require access to students during the school day in order to fulfill their legal obligations.

II. General Statement of Policy

A. Only a student's parent/guardian, school district employees, and/or school district agents conducting school related business may interview a student during the school day, except as required by law or allowed by this policy.

B. A principal or school site leader may allow law enforcement officers and those other than a student's parent/guardian, school district employees, and/or school district agents conducting school related business to request an interview of a student in the following situations.

1. Access for Interview Required

The principal or site leader will schedule interviews required for investigations of maltreatment reports in accordance with the procedures implementing this policy. Prior to granting a request, the principal or site leader will make a reasonable attempt to contact the student's parent/guardian to inform the parent/guardian of the request only for interviews by the Minnesota Department of Education.

2. Discretionary Interview

For all other requests for interviews, the principal or site leader will limit access to the student during school hours to instances where other opportunities for the interview are not reasonably available and the reason for the request ~~outweighs the student's educational interests~~ is in the student's best interests or in the event of an emergency. The principal or site leader will not grant a discretionary interview with a student without making a reasonable attempt to contact the student's parent/guardian to inform the parent/guardian of the request.

Revised: xx/xx/xx

Revised: 1/19/16

Policy 519 Adopted: 1/21/03

Legal References

M.S. 626.556

Cross References

Policy 414 – Mandated Reporting of Maltreatment of Children or Vulnerable Adults

PROCEDURE 519 - INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. Purpose

The purpose of this regulation is to establish the procedures a school site leader must follow in allowing interviews of students by outside agencies on school district premises during the school day.

II. Interviews Conducted under the Maltreatment of Minors Act

A. Interviews Conducted by Hennepin County Child Protection (Child Protection) or Law Enforcement

1. The principal or site leader will schedule an interview of a student by Child Protection or law enforcement after receiving a notice in writing of a need to schedule the interview. For interviews by Child Protection, the notification will be signed by the Hennepin County Social Services Director or ~~his or her~~ **their** designee. The notice must include the name of the student, the purpose of the interview and the legal authority for the interview.
2. The interview may take place at school and during school hours. The site leader may schedule the time, place and manner of the interview subject to the paragraph A. 3. below. The time, place and manner of the interview must be reasonable. Reasonable conditions for the interview may include:
 - i. The investigators will remain in the administration's offices.
 - ii. The interview will not be held during the time the student is receiving instruction unless such an interruption is unavoidable.
 - iii. The interview will be conducted in a private room or area where confidentiality can be maintained.
3. The principal or site leader will defer to Child Protection or law enforcement if either agency selects a location for the interview other than the school.
4. The principal or site leader will allow the interview of a student only after the interviewer provides an identification card or otherwise can reasonably verify that they are employed by Child Protection or law enforcement.
5. School district principals or site leaders ~~will~~ **may** request that they be allowed to attend the interview if they believe their presence is in the best interests of the student being interviewed, but ~~will defer to Child Protection or law enforcement if that agency excludes the principal or site leader~~ **Child Protection or local law enforcement agency shall have the exclusive authority to determine who may attend the interview.**
6. Principals or site leaders may not notify parents or guardians of the interview by Child Protection or law enforcement. Only Child Protection or law enforcement may notify the parents that an interview is scheduled or took place on school property. If the student is removed from the school premises for the interview or misses a bus or is otherwise unable to keep a usual schedule, the site leader will direct all inquiries from a parent or guardian to Child Protection or law enforcement without providing any other information.

B. Interviews Conducted by the Minnesota Department of Education (MDE or Agency)

1. The principal or site leader will schedule an interview by MDE after receiving a notice in writing of the need to schedule an interview in a Maltreatment of Minors investigation. The notice will include the name of the student, the purpose of the interview and the legal authority for the interview.
2. The principal or site leader will notify a student's parents of any incident at the school involving the student and a school district employee. The principal or site leader does not notify the parents of an interview of the student by MDE concerning a maltreatment report.
3. The principal or site leader will allow MDE to conduct the interview even if the Agency is not able to reach the parent or guardian of a student prior to the interview.
4. The principal or site leader will allow the interview of a student only after the MDE investigator provides an identification card to show that the interviewer is affiliated with MDE.

5. If the person alleged to have maltreated the student is a school district employee or official, MDE may set the time, place and manner of the interview and determine who should attend the interview.

III. Interviews Conducted for Other Purposes

Site leaders may schedule interviews of students by outside agencies for any other purpose if specifically authorized by the student's parent or guardian or in an emergency when the site leader determines that access to the student is in the student's best interests. In all cases, the site leader will consider the disruption to the student's education by scheduling interviews only during non-instructional time if at all possible and at a place that protects the privacy interests of the student.

Revised: xx/xx/xx

Revised: 1/19/16

Procedure 519 Adopted: 1/21/03

Legal References

M.S. 626.556, Subd. 10(c) and (d)

Cross References

Policy 414 – Mandated Reporting of Maltreatment of Children or Vulnerable Adults

POLICY 520 – STUDENT SURVEYS

I. PURPOSE

The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

The school district may conduct surveys of students to support school and school district improvement and student engagement. The school district will follow applicable federal regulations in conducting any survey of students that is a part of any program funded through the United States Department of Education. The school district will not impose an academic or other penalty upon a student who opts out of participating in a survey.

III. STUDENT SURVEYS

A. Inspection

The school board will make all instructional materials used in connection with any survey available for inspection by students, parents, or guardians.

B. Student Stakeholder Survey

The school district will conduct an annual student stakeholder survey designed to obtain information from students about the school district's success in achieving its mission.

1. The student stakeholder survey will

- a. Collect feedback from students on their engagement in class,
- b. Provide teachers with student feedback for reflection on their classroom instruction and student engagement strategies,
- c. Provide school district administrators with student feedback to learn about strengths and opportunities for school and school district improvement, and
- d. Meet state requirements for principal and teacher development and evaluation.

2. The school district will notify parents about the survey ~~at the beginning of each school year~~ by October 30th each year. The notice will include the grade levels to be surveyed, the purpose of the survey, the opt-out process, and a way for parents to review all questions in the survey.

3. The school district will provide the survey schedule and opt-out form on the school district website.

4. The school district will maintain the survey results as ~~confidential~~ private data on the students. The school district will report the survey results in a way that does not allow for identification of individual student results.

C. Other Student Surveys Conducted as Part of a U.S. Department of Education Program

1. An adult student or a minor student's parent or guardian will be notified of, and provide the opportunity to, inspect and to opt out of all surveys ~~must provide prior written consent before the student may be required to reveal~~ that include questions that ask about information concerning political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that

- required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
2. ~~The school district will not conduct other surveys of programs funded by the U.S. Department of Education without developing a policy to govern the conduct of such surveys. The policy must be developed in consultation with parents.~~ Student surveys that request information set forth in Paragraph III C.1 will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
 3. To the extent that personally identifiable information of a student is contained in the student's response to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), 20 United States Code section 1232g (Family Educational Rights and Privacy Act), and corresponding regulations.
 4. An adult student or a minor student's parent or guardian will be provided the opportunity to inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student.
 5. The school district and third parties contracting with the school district will not be allowed to conduct student surveys for the purpose of marketing or for selling information on a student. This provision would not prohibit the use of surveys conducted for the exclusive purpose of developing, evaluating, or providing educational products or services.

IV. NOTICE

- A. The school district will give parents and students notice of this policy ~~at the beginning of~~ by October 30th each school year and after making substantive changes to this policy.
- B. The school district will inform parents ~~at the beginning of the school year~~ by October 30th if the school district or school site has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district will give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, email or another direct form of communication.
- C. The school district will give parents the opportunity to review the survey and to exercise their option of determining that their students will not participate in the survey.

Revised: xx/xx/xxxx

Adopted: 07/31/2018

Cross Reference:

Policy 104 School District Mission

Policy 515 Protection and Privacy of Student Records

Legal Reference:

20 U.S.C. § 1232h (Protection of Pupil Rights)

Minn. Stat. § 121A.065 (District Surveys to Collect Student Information Parent Notice and Opportunities for Opting Out)

PROCEDURE 520 – STUDENT SURVEYS

I. DEFINITIONS

- A. Confidential Data means data about a person that is accessible only to representatives of the school district who have a need to know the information in order to do their jobs. Confidential data is not available to the data subject. "Private data on individuals" means data that is not public and are accessible to the individual subject of those data.
- B. Parent or Parents means a parent or guardian of a student or a person acting as a parent or guardian of a student in the absence of the student's parent or guardian.
- C. Survey means the annual stakeholder survey or a similar alternative survey conducted by the school district in order to provide information about each student's success in achieving dreams, contributing to community and engaging in a lifetime of learning.

II. PROCESS TO OPT OUT OF STUDENT SURVEY

- A. The school district acting through its ~~Research, Assessment and Accountability Department (RAA)~~ Department of Learning and Achievement will notify parents each year ~~in the fall~~ by October 30th about the survey and the opportunity they have to opt their student out.
- B. The notice will include a link to an opt-out form.
- C. ~~Parents may submit the opt-out form to RAA through mail or email.~~ If the opt-out form is submitted prior to the deadline in the Notice, the student will be included in the list of students who have opted out of the Student Survey.
- D. ~~RAA~~ The Department of Learning & Achievement will provide each school survey coordinator and principal with the list of students who have opted out and will be excluded from the Student Survey at their site.
- E. The school district will not impose an academic or other penalty against a student who opts out of participating in a student survey under this policy.

Revised: xx/xx/xxxx

Adopted: 07/31/2018

Cross Reference:

Policy 104 School District Mission

Policy 515 Protection and Privacy of Student Records

Legal Reference:

20 U.S.C. § 1232h (Protection of Pupil Rights)

Minn. Stat. § 121A.065 (District Surveys to Collect Student Information Parent Notice and Opportunities for Opting Out)