Princeton Public Schools - ISD 477

Tuesday, May 6, 2014
Community Meeting 5:30PM
Student Art Presentation 6:30 PM
Regular School Board Meeting 7:00 PM
District Office Board Room

OUR VISION
NO BOUNDARIES TO LEARNING

OUR MISSION
TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC & EXTRA-CURRICULAR PROGRAMS

PROCEDURAL ITEMS

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Citizen Comments
4. **PRESENTATION OF STUDENT ARTWORK - Presented by the Art Teachers**

   Early Childhood: Wyatt Pohl, Bella Stueber & Carson Pruett
   North: (3rd gr) Jacob Patnode (4th gr) Tayah Falls (5th gr) 3-D Sculpture
   South: (1st gr) Sienna Zimmer
   Middle School: (7th Graders): Aurora Schossow
   High School: (12th Graders): Samantha Glauvitz and Oksanna Hoese

   After the student introductions by Chair Ulm the board will take 10-15 minute recess for the parents, students, and board members to greet the students, take photos, and view the artwork.
5. Winter Season Activities Commendations

REPORTS

1. Committee Reports
2. Student Council Report
3. Superintendent Report

APPROVE AGENDA

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

CONSENT AGENDA

The consent agenda consists of non-controversial items that the Board adopts routinely without debate. Any single member may remove an item from consent

agenda by requesting removal at the time the consent agenda is moved for adoption. The full text of items approved by consent may be found at the conclusion of the agenda.

1. Fundraiser 6
2. Field Trip Request 7
3. Personnel 22
4. Gifts 23
5. Call for Milk Bids 24

Policies First Reading

1. #413 Harassment and Violence 25
2. #425 Staff Development 47
3. #515 Protection and Privacy of Pupil Records 58
4. #607 Organization of Grade Levels 99

Policies Second Reading - Delete Cell Phone Policy. Move to the procedure manual. 101

INFORMATION

1. Referendum Update
2. Teachers On Call

ACTION ITEMS

1. Minnesota State High School League Resolution 121
2. Award Food Service Bid 125

MEETINGS TO BE SET

1. Reminder: School Board Scholar Banquet on Wednesday, May 7. Please arrive by 6:30 p.m.
2. Activities Committee Meeting at 8:00a.m. on any of the following dates: May 27, 28, 29, 30.
3. Policy Meeting (new date/time needed due to the Election on May 20)

ADDITIONS TO AGENDA

ADJOURN

Call to order and Pledge of Allegiance
The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the **15th day of April, at 7:00 p.m**. in the District Office Board Room.

Roll Call:	Members Present: Craig Johnson, Eric Minks, Jeremy Miller, Chuck Nagle, Howard Vaillancourt, Deb Ulm, and Chad Young Members Absent: None Others present: Superintendent Julia Espe Director of Business Services Michelle Czech Director of Human Resources Brenda Alexander
Citizen Comments:	None
Student Council Rep:	Absent

REPORTS	**(Board committee meeting(s) Board members attended)**
Deb Ulm:	Classified Negotiations, Facility Projects, Policy, Agenda,
Chad Young:	Oak Land, Classified Negotiations, Facility Projects, and Policy
Howard Vaillancourt:	Classified Negotiations, and Facility Projects meeting
Superintendent Report:	7th Grader Aurora Schossow was given the Presidents Volunteer Service Award through Prudential Spirit of Community Award. Only a few are named in the state each year. She volunteers at: Feed My Starving Children, Church, Tiger Club, Youth Tennis, and the Food Shelf. Streambank Stabilization project is underway. The work will begin behind the Middle School in July/August to prevent erosion by planting native plants and other natural vegetation.

APPROVE AGENDA
Motion made by Craig Johnson, and seconded by Chad Young, to approve the agenda as presented. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES
Motion by Craig Johnson, and seconded by Howard Vaillancourt, ***to approve the April 1, 2014 Regular School Board meeting minutes as they are presented****. Motion passed unanimously.*

CONSENT AGENDA
Motion made by Howard Vaillancourt, and seconded Craig Johnson, ***to approve the consent agenda items****: Personnel, Bills, Fundraisers, Wire Transfers, Treasurer's Report, Gifts, and the Election Judges and Head Judges pay. Motion passed unanimously.*

INFORMATION

Referendum Update

Superintendent Espe provided the board with election items the district's personnel has accomplished since the last board meeting. The complete list is on file in the Superintendent's office at 706 1st St.

Request from the City for Tax Increment Financing Resolution

Director of Business Services Michelle Czech provided an overview of the information sent to the district from the city regarding a request for a tax increment financing resolution. Glenn Metalcraft is expanding its facility. There is a meeting on May 6 to address any concerns or to support the TIF resolution. The District can bring any comments or concerns from the Board. The Board asked that the District fully support the TIF for Glenn Metalcraft.

1st Policy Reading

Deleting of Policy #426 Cell Phones was approved for the first reading by the Board for it to be deleted from policy and turning into a procedure for the procedure manual.

2nd Policy Readings

Motion made by Howard Vaillancourt, and seconded by Chad Young to approve Policies: #203.5 School Board Meeting Agenda, #205 Open Meetings and Closed Meetings, and #707 Transportation.
Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Chuck Nagle, Eric Minks, and the following voted against: Jeremy Miller. Motion passed 6:1.

ACTION

Summer Food Program – Director of Food Service Deanna Cooley provided the board with an overview of the summer food program. This program is free for all children; families do not have to provide proof of eligibility, and they do not have to be from our district. Adults can eat for a minimum charge of $3. The location is the Middle School. Breakfast and lunch will be served Monday – Friday during the entire summer except for first week of summer, and July 4. The program will run on only one day during the last week of summer.

Motion was made by Howard Vaillancourt, and seconded by Jeremy Miller, **to approve the Summer Food Program**. Motion passed unanimously.

FUTURE MEETINGS – None

ADDITIONS TO AGENDA – None

ADJOURN Meeting adjourned at 8:46p.m.

_____
Chair Deb Ulm

Recorder: Bridget Sorensen

_____
Clerk Eric Minks

Call to order and Pledge of Allegiance:The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 15th day of April, at 7:00 p.m. in the District Office Board Room.
Roll Call: Members Present: Craig Johnson, Eric Minks, Jeremy Miller, Chuck Nagle, Howard Vaillancourt, Deb Ulm, and Chad Young, Members Absent: None. Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, Director of Human Resources Brenda Alexander. Student Council Rep: Absent. Citizen Comments: None
APPROVE AGENDA *Motion made by Craig Johnson, and seconded by Chad Young, to approve the agenda as presented. Motion passed unanimously.*
DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES *Motion by Craig Johnson, and seconded by Howard Vaillancourt, to approve the April 1, 2014 Regular School Board meeting minutes as they are presented. Motion passed unanimously.*
CONSENT AGENDA *Motion made by Howard Vaillancourt, and seconded Craig Johnson, to approve the consent agenda items: Personnel, Bills, Fundraisers, Wire Transfers, Treasurer's Report, Gifts, and the Election Judges and Head Judges pay. Motion passed unanimously.*
INFORMATION: Referendum Update - Superintendent Espe provided the board with election items the district's personnel has accomplished since the last board meeting. The complete list is on file in the Superintendent's office at 706 1st St.
Request from the City for Tax Increment Financing Resolution
Director of Business Services Michelle Czech provided an overview of the information sent to the district from the city regarding a request for a tax increment financing resolution. Glenn Metalcraft is expanding its facility. There is a meeting on May 6 to address any concerns or to support the TIF resolution. The District can bring any comments or concerns from the Board. The Board asked that the District fully support the TIF for Glenn Metalcraft.
1st Policy Reading
Deleting of Policy #426 Cell Phones was approved for the first reading by the Board for it to be deleted from policy and turning into a procedure for the procedure manual.
2nd Policy Readings
Motion made by Howard Vaillancourt, and seconded by Chad Young to approve Policies: #203.5 School Board Meeting Agenda, #205 Open Meetings and Closed Meetings, and #707 Transportation.
Upon roll call the following voted in favor of: Howard Vaillancourt, Craig Johnson, Chad Young, Deb Ulm, Chuck Nagle, Eric Minks, and the following voted against: Jeremy Miller. Motion passed 6:1.
ACTION: Summer Food Program – Director of Food Service Deanna Cooley provided the board with an overview of the summer food program. This program is free for all children; families do not have to provide proof of eligibility, and they do not have to be from our district. Adults can eat for a minimum charge of $3. The location is the Middle School. Breakfast and lunch will be served Monday – Friday during the entire summer except for first week of summer, and July 4. The program will run on only one day during the last week of summer.
Motion was made by Howard Vaillancourt, and seconded by Jeremy Miller, to approve the Summer Food Program. Motion passed unanimously.
FUTURE MEETINGS – None
ADDITIONS TO AGENDA – None
ADJOURN Meeting adjourned at 8:46p.m.

_____
Chair Deb Ulm

Recorder: Bridget Sorensen

_____
Clerk Eric Minks

FUNDRAISING APPROVAL FORM

Date of fundraiser: June 21, 2014	Projected profit: ? $200	Amount earned:
Group or organization proposing the fundraiser: Brooke Donner / Alzheimer's Association		Item(s) being sold: N/A
Company/organization supplying items to be sold: N/A Brooke Donner-Zumba		
The money raised will be used for: The fundraiser, The Longest Day by the Alzheimer's Assoc.		

The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:

Place a checkmark beside each box to indicate whether the criteria for fundraising are met.

		Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.	X	
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).	X	
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.	X	
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.	X	
5.	Information is going home with the students to the parents explaining the district's fundraising policy.		X
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.	X	
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.	X	
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: • K-8: Only allowed if a parent or guardian is with the student • 9-12: Groups of two or more students working together.		X

I have reviewed Policy #511 Fundraising and agree to its provisions:

Date: 4-15-14 Teacher/Sponsor Signature:

As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. ✓ APPROVED _____ NOT APPROVED

Date: 4.15.14 Administrator Signature:

Date: 4.21.14 Superintendent Signature: Julia Espe

Date: School Board Chair Signature:

FIELD TRIP REQUEST

This request must be completed for any proposed student trip defined as a Field Trip (instructional, supplemental or extended), as described in School Board Policy 610, Field Trips. We ask that this request form be completed and submitted to the building principal. Extended field trips require itinerary to be attached.

Date: 5-9-14	Building: High School
Teacher/Advisor: Schellinger - Traci	Group/Class: National Honor Society
Number of Students: ≈20	Number of Advisors: 1
Destination: High School	Total Miles: Ø
Departure Date / Time: May 9 2014 6:00pm	Return Date / Time: May 10 2014 7:00 Am
School Days Missed: None	Non-School Days Missed: Ø
Transportation Method: None	

Estimated Cost:

Mileage (round trip): Ø

Meals: ≈$5

Lodging: See attached "Box City" information

Insurance:

Registration: — N/A

Substitute Teacher: — N/A

Misc.: ≈$20

TOTAL COST: Ramen & H_2O → $25

How will the trip be funded? Fundraise their "rent" - Donated to Princeton Pantry

✓ Approved _____ Disapproved _____ Date 4/10/14
Activities Director Signature

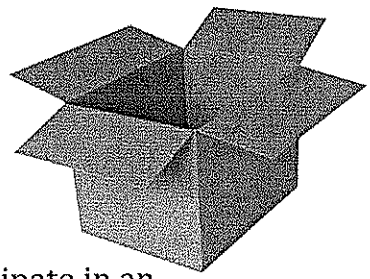
✓ Approved _____ Disapproved _____ Date 4/10/14
Principal's Signature

*For **extended** field trips, these additional signatures are required:*

✓ Approved _____ Disapproved _____ Date 4/21/14
Superintendent's Signature

_____ Approved _____ Disapproved _____ Date _____
School Board Chairperson

Box City 2014
RAIN OR SHINE!



WHAT: National Honor Society at Princeton High school will participate in an overnight sleep-out to help raise money for the homeless in Princeton and the surrounding communities.

WHERE: Freshwaters United Methodist Church at 112 North 7th Avenue in Princeton. *This event is non-denominational.*

WHEN: May 9th, 2014 – Friday. 6:00 pm through May 10th, 2012 (Saturday) 7:00 am

WHY: To help raise funds and awareness for the Princeton Pantry. The Princeton Pantry is a food pantry serving the Princeton school district including parts of Sherburne, Mille Lacs and Isanti counties. Providing meals for a family for five days at a time.

COST (RENT): $50 registration fee. Rent can be fundraised or donated by individuals. All proceeds will be donated to the Princeton Pantry

---

Pre-register with Mrs. Schellinger in room 173 as your commitment to the event. Bring a registration form and your "rent" to the registration tent. Call Mrs. Schellinger at 763-389-6031 or traci.schellinger@isd477.org with any questions.

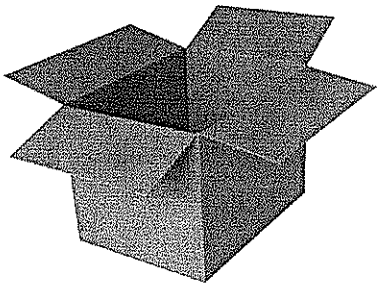
What we provide: Limited amounts of duct tape, music, water, limited food, and some entertainment. :-)

What you should bring: Any additional boxes (think Home Depot, Menards, Coborns, appliance store, Walmart, etc. as a resource) or other "additions" to your temporary home, tape for "construction," tarps (check the weather), bungee cords to hold tarps in place, sleeping bag, pillow, and appropriate clothing depending on the weather. Keep in mind the resources a homeless person has and be mindful of that. Do not bring any non-essential objects/items.

Absolutely no alcohol, firearms, drugs, tobacco, or glass bottles!

Freshwaters United Methodist Church, Princeton High School, and the National Honor Society is NOT responsible for any lost, damaged, or stolen items at the event.

BOX CITY 2014 AGENDA



Friday:

6:00
- Welcome!
- Icebreaker
- Request to put away electronics for the next 13 hours.

6:30
- Construct homes!

7:30
- Dinner of ramen and water

8:30
- Games
- Music

9:30
- Free time

11:59
- Quiet time!

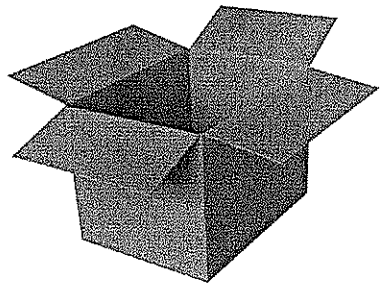
Saturday:

7:00
- Wake-up
- Clean-up

8:00
- Thanks / Shout-outs!
- Goodbyes!

8:30
- Clean highway!

PLEDGE FORM – BOX CITY 2014



Name of renter: _____

The average family size in Sherburne County is 2.9 people. Many families in our very own community are struggling to make ends meet and are facing the stresses of job loss and home foreclosures. Following is wage information for Sherburne County:

$18.66 per hour is the sustainable living wage needed to support 2 adults and 1 child

$8.80 per hour is the poverty level wage.

$7.25 per hour is the current minimum wage.

(More information can be found at www.llivingwage.geog.psu.edu)

On May 9th, 2014, I will be participating in Box City presented by Princeton High School's National Honor Society and hosted by Freshwaters United Methodist Church. This event benefits the Princeton Pantry – a food pantry serving the Princeton school district including parts of Sherburne, Mille Lacs and Isanti counties. Your pledge will go towards funding this program.

Name	Pledge Amount	City

Make checks payable to Princeton Pantry

Statistics:

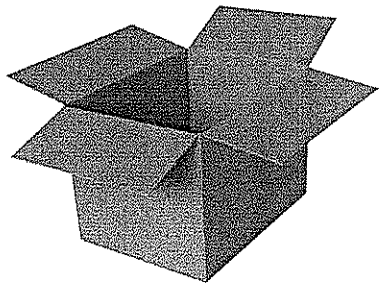
According to the Amherst H. Wilder Foundation, there are a reported 10,214 homeless people in Minnesota (though the estimate is even higher). Nearly half (46%) of all homeless people are age 21 and younger.

Over 20,700 people stayed in the emergency shelter, transitional housing, and permanent supportive housing programs that participate in Minnesota's Homeless Management Information System during federal fiscal year 2010 (Wilder Research).

In 2010, 10.6% of Minnesota residents lived in poverty. In Sherburne County, 7.3% live in poverty. 12.4% live in poverty in Mille Lacs County and 8.9% of Isanti County lives in poverty (U. S. Census Bureau).

Name of renter: _____

Date:_____



PARENTAL CONSENT
– BOX CITY 2014 –

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the participant listed on the top of this page. I also give my permission for him/her to participate in Box City 2014 Friday, May 9th through Saturday, May 10th.

I understand this event is to help raise awareness to the plight of homelessness. My student is therefore responsible for paying a 'rent' of $50 for the night that can be solicited through sponsors and/or donations.

I also agree to hold harmless the school, advisor and/or chaperones for any injury, sickness or death incurred during the above listed activity. I give my permission to take participant to a doctor or hospital and herby authorize medical treatment, including but not in limitation to emergency surgery or medical treatment, and assume the responsibility of all medical bills, if any.

Parent/Guardian Signature:_____ Date:_____

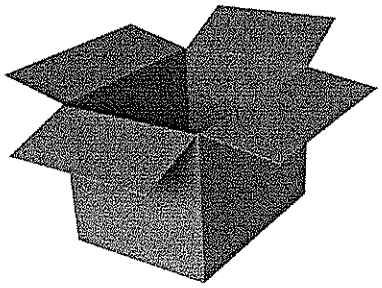
By completing this form, I grant permission for any photo images that include my student to be used in future publicity.

☐ THIS IS NOT ACCEPTABLE

ALL PROCEEDS
WILL GO TO:
Princeton Pantry
104 6th Ave S
Princeton, MN 55371
PHONE NUMBER: (763) 631-3578

The Princeton Pantry serves the residents living in the Princeton school district including parts of Sherburne, Mille Lacs and Isanti counties.

Please see the back of this form if you are interested in being a chaperone!

CHAPERONE  AGREEMENT

YES! I would be interested to help chaperone this event! I understand that chaperones *get to* sleep in a box and pay rent! :-)

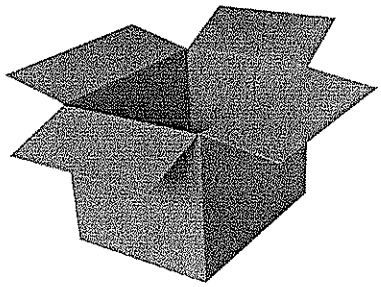
Please contact me, you can call me at: _____.

I understand ISD #477 will want to run a background check. My driver's license number

is:_____ and my date of birth (include year please) is: _____.

My full name is (yes - please include middle name): _____.

STUDENT REGISTRATION
– BOX CITY 2014 –



First and last name: _____

Date of Birth: _____

Home Address: _____

_____

Emergency Contact Information:

Name _____

TWO phone numbers: _____/_____

Relation: _____

Name: _____

TWO phone numbers: _____/_____

Relation: _____

- ❑ I understand that absolutely no alcohol, firearms, drugs, tobacco, or glass bottles are allowed.
- ❑ I understand that I am representing Princeton High School and/or the Princeton community and will follow rules and directions as given by the event coordinator.
- ❑ I understand that this is a school-sponsored event and all rules and expectations of the school are to be followed at this event.

❑ RENT COLLECTED

NHS should provide…

- Garbage bags
- Snacks
- Ramen / paper bowls / plastic forks and spoons
- Water
- Duct tape
- Markers
- Knives / scissors
- Camp stove

FIELD TRIP REQUEST

FFA State

This request must be completed for any proposed student trip defined as a Field Trip (instructional, supplemental or extended), as described in School Board Policy 610, Field Trips. We ask that this request form be completed and submitted to the building principal. Extended field trips require itinerary to be attached.

Date: 4-15-14	Building: PHS
Teacher/Advisor: J. Lupkes	Group/Class: FFA
Number of Students: 20-25	Number of Advisors: 2
Destination: U of M - St Paul	Total Miles:
Departure Date / Time: April 27 (Noon)	Return Date / Time: April 29 (4:00pm)
School Days Missed: 2	Non-School Days Missed: 1/2
Transportation Method: BUS	

Estimated Cost:

Mileage (round trip): 1300.00

Meals:

Lodging: 1744.38

Insurance:

Registration: $510.00

Substitute Teacher: $220.00

Misc.:

TOTAL COST: $3774.38

How will the trip be funded? Activities

✓ Approved ____ Disapproved [signature] Date 4/23/14
Activities Director Signature

✓ Approved ____ Disapproved [signature] Date 4/23/14
Principal's Signature

*For **extended** field trips, these additional signatures are required:*

✓ Approved ____ Disapproved [signature] Date 4.29.14
Superintendent's Signature

____ Approved ____ Disapproved ____ Date ____
School Board Chairperson

Dear Parent:

FFA STATE CONVENTION 2014

Your son or daughter has qualified to participate in a state level FFA Career Development Event or have been selected to represent our chapter as a delegate. The 2014 State FFA Convention is at the University of Minnesota in the Twin Cities. Our chapter delegation will be staying at the Radisson Hotel in Roseville. The phone number there is 651-636-4567. The following page will have an itinerary of our stay on April 27, 28, 29. There is no cost for this trip; however, students are required to pay for their meals. The breakfasts are included with the cost of the hotel. You will want to estimate about $8-$10 per meal for 4 meals. I do not foresee the need for any additional spending money unless they would like to buy a hat or shirt at the U of M bookstore or FFA Gift Shop on the campus.

There is a dress code while on the campus that needs to be followed by your son or daughter.

DRESS CODE: FFA OFFICIAL DRESS

A black pair of slacks or a skirt (girls)
Skirts MUST BE of an appropriate and acceptable length
Dark shoes or boots/ Dark socks,
White button shirt are necessary including a dark tie or scarf. (Bow Ties are NOT considered Official Dress)
Black jeans are acceptable.
Hats are not acceptable. NO YOGA PANTS!
They will also need to wear the official FFA Jacket. We have some available if you do not have one.
Delegates and contestants will be expected to adhere to this dress code.

Please encourage your son or daughter to dress and act appropriately at all times. Please remember, we are representing our families and communities. Thank you for allowing your child the privilege of attending the 2014 State FFA Convention.

Mrs. Lupkes' cell phone number is (612) 845-0489 or Ms. Reiman's – 763-528-3442- in case of emergencies.

Please sign and return the attached forms and return them with your son or daughter.

Sincerely,

Jessica Lupkes
Kristin Reiman
FFA Advisors

Tentative Schedule(Times may change)

Sunday- April 27, 2014

12:00 Noon: Bag Check and Bus leaves from north side of High School

1:30: Arrive at U of M– St Paul Band Practice and to Register

2:00: BIG Contest

3:30 Bus arrives at Radisson in Roseville

4:30 Bus leaves for Reflections Program/ Eat

5:30 OPENNING CEREMONY, Reflections Program and Talent Contest

7:30: Band Members done with Practice

11:00 Students in their rooms for the night and quiet- no one leaves their rooms!

Monday April 28, 2014

6:00 Breakfast at hotel
6:30 Bus leaves for U of M
7:30 Career Development Events- Contests begin
8:30 First Delegate Session
10:00 Second Delegate Session
11:00-3:00 Various Workshops (Attend minimum of 1)
11:30 Lunch
1:15 Delegate Session/ Band Pratice
3:00 Bus goes back to hotel
4:00 Bus leaves for dinner
4:30 Dinner
6:00 Awards Night
11:00 Students in rooms for the night and quiet

Tuesday, APRIL29,2014

6:30 Breakfast
8:00 Bus leaves for St. Paul campus
(You must be packed and ready to return home when you leave)
8:30 Fifth Delegate Session/ Advisor's Meeting
9:30 Workshops (attend 1)/ Band Leaves
11:00 Take bus to Minneapolis campus/Eat
12:00 Awards Program/Delegate Session
3:00 Bus leaves for home
4:30 Bus arrives at High School

FFA CODE OF ETHICS

We will conduct ourselves at all times in a manner that presents a positive image of our organization, our school, and our community by:

1. Dressing neatly and appropriately for the occasion.
2. Showing respect for the rights of others and being courteous to everyone at all times.
3. Being honest and not taking unfair advantage of others.
4. Respecting the property and rights of others.
5. Refraining from loud, boisterous talk, profanity and other unbecoming conduct.
6. Demonstrating sportsmanship in the showing, judging arenas, and meetings. Showing modesty in victory and graciousness in defeat.
7. Arriving at meetings on time and respecting the opinions of others in discussion.
8. Taking pride in our organization, in our activities, in our supervised agricultural experience programs, in our exhibits, and in the careers in agriculture.
9. Sharing with other's experiences and knowledge gained by attending National and State meetings.
10. State Law prohibits smoking in public meeting rooms. Delegates and members must wear official dress during all general sessions, at CDE's, at the workshops and while attending the convention on campus. (Blazers or business suits with tie are acceptable)

RULES ON CONDUCT

I have read the rules of conduct, understand them, and I will abide by them. I will accept the authority of the supervisors and advisors in charge of the trip. I will attend the sessions of the convention and make arrangements to report them to my chapter. I will be courteous at all times and respect the rights of other members. I will care for campus / accommodations property and respect the rights of others at the campus / motel / hotel. I will not purchase, use, or have in my possession any kind of alcohol, tobacco, drugs, or other chemical substances. I will be in my room and remain there after curfew time, and I will be dressed and out of my room by the time designated by the advisor for each day. I understand that any infraction of these rules will be grounds for my participation in the trip to be terminated and for me to be sent home at my parent's / guardian's expense. I pledge to attend the activities marked in this program.
Members violating or ignoring rules of proper conduct at the convention will be subject to disciplinary action and dismissal. Violations of the Code of Ethics or Rules of Conduct will be reported to local school administrators for disciplinary action.

Student Signature_____

Chapter_____

Advisor or Convention Chaperone_____

FFA STATE PERMISSION SLIP

State Convention is an excellent leadership opportunity and a true privilege. I have discussed appropriate behavior with my child. I have read the FFA Code of Conduct and my child and I understand the rules. If the rules are broken, it is understood that my child may have to go home from State Convention with expenses paid by myself or my son or daughter. My child understands that official dress is required at all State Convention Events.

My son or daughter has my permission to attend the 2014 Minnesota State FFA Convention in the Twin Cities on April 27, 28, 29.

_____

Parent or guardian signature

_____

Member Signature

_____

Phone Number of Parent

May 6, 2014

Name	Status	Job Title	Group	Replacing	Effective Date	Wage
Arens, Shannon	Resignation EXC Position	WEB Coordinator	PEA	N/A	End of 2013-14 school year	N/A
Bakker, Kevin	Building Change from MS to HS	Custodian - HS	CUS	Mauricio Trujillo	4/28/2014	same as current w/additional $.25/hour for CPO license
Cady, Tiffany	Resignation	Paraprofessional - NE	ESA	N/A	5/2/2014	N/A
Evenski, Danielle	New	WEB Coordinator	PEA	Shannon Arens	2014-15 school year	$726 Stipend (class J, step 1)
Gatewood, Jodi	New	MS Track Coach	PEA	New Position	2013-14 season only based on high numbers	$1382 Stipend (class H, step 1)
Hermanson, Terri	LOA	Food Service - Helper - SE	FSV	N/A	~4/24/14 - 8/15/14	N/A
Kisch, Aaron	New Hire	Assistant Maintenance Engineer	CUS	Trumond Kollar	5/6/2014	$15.24/hour (class B22, step 1)
Rodrigue, Catherine	Termination of LTS assignment	LTS FACS Teacher - HS	PEA	N/A	4/24/2014	N/A
Schellinger, Traci	Resignation	Teacher - HS	PEA	N/A	6/30/2014	N/A
Schellinger, Traci	Resignation	National Honor Society Advisor	PEA	N/A	6/30/2014	N/A
Trujillo, Mauricio	Resignation	Night Custodian - HS	CUS	N/A	4/25/2014	N/A

Gifts to Princeton Schools

(May 6, 2014)

School/Program	Amount/Item	Donor	Purpose
High School Spring Fling	$100.00	Mille Lacs County Dairy Association	For the students participating in the event.
SADD Mock Crash	Bottled Water	Shopko	For the volunteers
SADD Mock Crash	3 dozen cookies	Subway	For the volunteers

INDEPENDENT SCHOOL DISTRICT NO. 477

PRINCETON, MINNESOTA 55371

INVITATION FOR BIDS FOR SCHOOL MILK AND RELATED PRODUCTS

1. Notice is hereby given, that Independent School District No. 477, Princeton, Minnesota, will receive sealed bids for SCHOOL MILK AND RELATED PRODUCTS requirements of the district for the period from September 1, 2014 to August 31, 2015, according to the specifications and conditions which may be obtained from the office of the Director of Business Services, Independent School District No. 477, 706 First Street, Princeton, Minnesota, 55371. Bids shall be submitted in form and manner contained in the specifications and the conditions, which are adopted by reference, in this invitation for bids.

2. Sealed bids must be received in an envelope marked "Milk Bid" in the office of the Director of Business Services, 706 First Street, Princeton, Minnesota, 55371, no later than Thursday, May 29, 2014, at 1:00 p.m., at which time the bids will be opened for tabulation and distribution to the school board and interested parties. No changes can be made in any bid except in the manner provided by law, and no bid may be withdrawn for 30 days without consent of the school board.

3. On Tuesday, June 17, 2014 at 7:00 p.m., the school board will meet to evaluate the bids and act thereon. The school district reserves the right to accept, reject, or waive any informality of any bid and to make an award for SCHOOL MILK AND RELATED PRODUCTS which is deemed most favorable and advantageous to the school district. If further information is desired, interested persons should contact Michelle Czech at phone number: (763) 389-6183.

Dated this 6th day of May, 2014.

INDEPENDENT SCHOOL DISTRICT NO. 477
PRINCETON, MINNESOTA

ENCLOSURE: Bid forms and
Bid Envelope

Eric Minks
Clerk

Princeton Public Schools

413

Harassment and Violence Prohibition

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or

3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. <u>Protected Classifications; Definitions</u>

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;

b. has a record of such an impairment; or

c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors being domiciled with:

a. their parent or parents or the minor's legal guardian; or

b. the designee of the parent or parents or guardian with the written

permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. <u>Sexual Harassment; Definition</u>

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

   a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

   b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

   c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or

f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon

another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.

C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

D. In the District. The school board hereby designates the Human Resources Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the

superintendent.[1]

E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.

G. Use of formal reporting forms is not mandatory.

H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

[1] In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

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

B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.

C. This policy shall appear in the student handbook.

D. The school district will develop a method of discussing this policy with students and employees.

E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

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

Legal References:
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:
MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: June 8, 2004
Revised: November 24, 2009
Revised: November 8, 2011
Revised: April 15, 2014

To be deleted

~~PRINCETON PUBLIC SCHOOLS~~

~~HARASSMENT AND VIOLENCE PROHIBITION~~

~~The purpose of this model policy is to provide a template for school districts' individual policies to help maintain a positive, safe learning and working environment for students and staff that is free from harassment and violence based upon their actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age. [protected class].~~

~~In accordance with Minnesota Statutes, section 121A.03, Subdivision 1, the Minnesota Department of Education is making this model harassment and violence prohibition policy available for school districts and charter schools to assist them in adopting a written policy governing the prohibition of harassment and violence.~~

~~In accordance with Title VI of the 1964 Civil Rights Act (Title VI), schools that receive federal funding from the U.S. Department of Education are prohibited from discriminating on the basis of race, color, or national origin. This also includes discrimination or harassment based upon a student's culture (e.g., anti-Semitic or anti-Muslim harassment or discrimination).~~

~~In accordance with Title IX, Education Amendments of 1972 (Title IX), schools that receive federal funding from the U.S. Department of Education are prohibited from discriminating on the basis of sex, which includes sexual and gender-based harassment.~~

~~In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II), schools that receive federal funding from the U.S. Department of Education, are prohibited from discriminating on the basis of disability, which includes disability based harassment.~~

~~In accordance with Title VII of the Civil Rights Act of 1964 (Title VII), the Department of Justice may intervene in cases involving discrimination or harassment based upon a student's actual or perceived religion.~~

~~As set forth in a U.S. Department of Education, Office of Civil Rights (OCR), Dear Colleague Letter dated October 26, 2010, school districts may violate the discrimination laws when peer harassment based on race, color, national, origin, sex, or disability is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed, or ignored by school employees. OCR (2010). As set forth in the OCR letter, states and/or local laws may impose additional obligations on schools, such as adding religion and sexual orientation to classes covered by antidiscrimination laws.~~

~~In accordance with the Minnesota Human Rights Act set forth in Minnesota Statutes, Chapter 363A, discrimination directed toward students or employees based upon their actual or perceived protected status in the education and employment setting is illegal.~~

~~Minnesota Statutes, section 363A.13, prohibits discrimination in education based on sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.~~

~~The Minnesota Human Rights Act sets forth the state public policy that the areas of education and employment be free from discrimination. As set forth in Minnesota Statutes, section 363A.02, Subdivision 1(b):~~

> ~~(b) Such discrimination threatens the rights and privileges of the inhabitants of this state and menaces the institutions and foundations of democracy. It is also the public policy of this state to protect all persons from wholly unfounded charges of discrimination. Nothing in this chapter will be interpreted as restricting the implementation of positive action programs to combat discrimination.~~

~~As set forth in Minnesota Statutes, section 363A.02, Subd. 2: Civil right.~~

> ~~The opportunity to obtain employment, housing, and other real estate, and full and equal utilization of public accommodations, public services, and educational institutions without such discrimination as is prohibited by this chapter is hereby recognized as and declared to be a civil right.~~

~~The model policy begins below:~~

~~I. PURPOSE~~

~~A. It will be a violation of this policy for any student or district employee to harass a student or district employee through conduct (e.g., physical, verbal, graphic or written) that is based upon that student or employee's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age [protected class] as defined by this policy. For purposes of this policy, a district employee includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district. For purposes of this policy, school district includes charter schools.~~

~~B. It will be a violation of this policy for any student or district employee to inflict, threaten to inflict, or attempt to inflict violence based upon a student or district employee's actual or perceived protected class as defined by this policy.~~

~~C. The school district will investigate all complaints, formal or informal, verbal or written, of harassment and/or violence based upon a student or employee's perceived or actual protected class and to discipline or take appropriate action against any student or school district employee who is found to have violated this policy.~~

~~II. DEFINITIONS~~

~~The following definitions, which have been modified for purposes of this policy, are found in the Minnesota Human Rights Act. Please note that there is not a definition for every protected class.~~

~~A. Disability. **“**"Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who (1) has a physical, sensory, or mental impairment which materially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.”~~[1]

~~B. Discriminate. “The term "discriminate" includes segregate or separate and, for purposes of discrimination based on sex, it includes sexual harassment.”~~

~~C. Educational institution. “Educational institution" means a public or private institution and includes an academy, college, elementary or secondary school, extension course, kindergarten, nursery, school system and a business, nursing, professional, secretarial, technical, vocational school, and includes an agent of an educational institution.”~~

~~D. National origin. “"National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.”~~[2]

~~E. Sexual harassment. “Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:~~

~~(1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, …[or] education…;~~

~~(2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, …[or] education…; or~~

~~(3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, …[or] education…, or creating an intimidating, hostile, or offensive employment, …[or] educational… environment.”~~

~~F. Sexual orientation. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness.~~

~~III. HARASSMENT AND VIOLENCE GENERAL APPLICABILITY~~

[1] This includes students with an IFSP, IEP, and students who qualify for special education and related aids and services under Section 504 of the Rehabilitation Act.

[2] This includes harassment of students born in the United States who have relatives that are from other countries.

A. The antidiscrimination laws apply to all of the academic and nonacademic (e.g. athletic, and extracurricular) programs of the school district, whether conducted in school district facilities or elsewhere.

B. For purposes of this policy, any student who is harassed or discriminated against, including subject to violence, by peers or school district employees based upon that student's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age [protected class] may file a complaint as described more fully in section IV below.

C. For purposes of this policy, any school district employee who is harassed or discriminated against, including violence, by students or other school district employees based upon that employee's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age may file a complaint as described more fully in section IV below.

D. The alleged harassment/violence consists of harassing conduct (e.g. physical, verbal, graphic, or written verbal or physical) based upon that student's actual or perceived protected class that interferes or limits the ability of that student to participate in, enjoy, or benefit from the education program, including athletics and extracurricular activities.

E. The alleged harassment/violence may not be directed at a particular person, but may instead consist of harassing conduct (e.g. physical, verbal, graphic, or written) that creates a hostile environment for students based upon actual or perceived protected class that interferes with or limits the student's ability to participate in, enjoy, or benefit from the academic and nonacademic programs, including athletics and extracurricular activities.

IV. DESCRIPTION OF HARASSMENT BASED UPON A PERSON'S PERCEIVED OR ACTUAL PROTECTED CLASS

Note: The MDE Model Policies Web page provides links to the Minnesota Department of Human Rights Web page and the federal Dear Colleague letters which provide specific examples of harassment and violence based upon a person's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age.

A. Harassment is unwelcome conduct that is based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.

(1) Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

(2) It is unwelcome if the student or employee did not request or invite it and considered the conduct to be undesirable or offensive.

~~(3) The conduct is considered harassment if it creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.~~

~~B. Sexual harassment based upon sex/gender and/or sexual orientation~~

~~(1) Sexual conduct that is unwelcome.~~

~~a. It is unwelcome if the student or employee did not request or invite it and considered the conduct undesirable or offensive.~~

~~b. A student's submission or failure to complain does not mean that the conduct was welcome – look at circumstances.~~

~~C. Sexual violence: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.~~

~~(1) Sexual violence includes rape, sexual assault, and dating violence. This includes coerced sexual intercourse or other sexual acts. The physical act is considered nonconsensual if a person is incapable of giving consent due to alcohol or drug use or due to an intellectual or other disability.~~

~~(2) Sexual violence includes touching, patting, grabbing, or pinching another student's or employee's intimate parts of the clothing covering the intimate parts.~~

~~(3) Sexual violence includes coercing or forcing or attempting to coerce or force a student or employee to touch anyone's intimate parts.~~

~~(4) A police report does not relieve the school of its responsibilities under Title IX.~~

~~D. Assault: Assault, as defined in state statute is:~~

~~(1) an act done with intent to cause fear in another of immediate bodily harm or death; or~~

~~(2) the intentional infliction of or attempt to inflict bodily harm upon another.~~

~~E. Racial, color, creed or national origin harassment/violence~~

~~(1) Intimidation or abusive behavior toward a student, based on perceived or actual race, color, creed or national origin, that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.~~

~~(2) Racial violence: Racial violence is a physical act of aggression or force, or the threat thereof, which is directed toward a student or employee based upon their perceived or actual race, color, creed, or national origin.~~

~~F. Religious harassment/violence~~

~~(1) Intimidation or abusive behavior toward a student based on perceived or actual religious beliefs that create a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.~~

~~(2) Religious violence is the threat of or an actual physical act of aggression or force which is directed toward a student or employee based upon their perceived or actual religion.~~

~~G. Disability harassment~~

~~(1) Intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.~~

~~(2) Disability harassment also may deny a student with a disability a free and appropriate public education (FAPE). Harassment of a student based on disability may decrease the student's ability to benefit from his or her education and amount to a denial of FAPE.~~

~~V. REPORTING PROCEDURES~~

~~A. The adoption and implementation of a proper reporting system can help the school district comply with the Minnesota Human Rights Act by allowing the school district to promptly address allegations of harassment and violence.~~

~~B. Pursuant to Title IX, each school district must designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the regulations, including Title IX complaint investigation (Title IX Coordinator). 34 CFR, section 106.8(a). Each school district must also publish grievance procedures providing for prompt and equitable resolution of sex discrimination complaints, including complaints of sexual harassment. In addition, under Section 504 and Title II, school districts are also required to have grievance procedures to address disability harassment.~~

~~C. Minnesota Statutes, section 121A.03 requires that school districts have reporting procedures for sexual, religious, and racial harassment and/or violence complaints.~~

~~(1) For purposes of meeting the state reporting requirements, the following reporting procedure will be made available for students and staff who wish to report an incident or incidents that may involve harassment or violence based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.~~

~~(2) Designated school district person to receive oral or written complaints/reports of actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.~~

~~D. Human Rights Officer Designation~~

~~(1) The school board hereby designates Brenda Alexander as the school district human rights officer(s) to receive reports or complaints of harassment or violence based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age If the complaint involves one of the designated human rights officers, the complaint will be filed directly with the superintendent: Richard Lahn.~~

~~(2) In the event the superintendent is the designated human rights officer, the complaint should be filed directly with the school board.~~

~~E. The school district will conspicuously post the name of the human rights officer(s), superintendent, and school board: including mailing addresses and telephone numbers.~~

~~(1) The Human Rights Officer is Brenda Alexander. Mailing address:706 – 1st Street, Princeton, MN – 55371. Telephone number: 763-389-6181. Email address: brenda.alexander@isd477.org.~~

~~(2) The superintendent is Richard Lahn. Mailing address: 706 – 1st Street, Princeton, MN 55371. Telephone number: 763-389-6190. Email address: rick.lahn@#isd477.org.~~

~~(3) The school board contact information is: Karen Metcalf, Chair. Mailing address: 706 – 1st Street, Princeton, MN 55371. Telephone number: 763-389-2422. Email address: karen.metcalf@isd477.org.~~

~~F. These reporting procedures are not intended to prevent a person from reporting harassment or violence incident(s) to another school official.~~

~~(1) The school official must immediately notify the principal, who is then responsible to submit the oral or written complaint/report to the human rights officer without screening or investigating the credibility of the report. If the school principal is not available on the date of the report, then the school official must forward the oral or written report/complaint directly to the human rights officer.~~

~~(2) If the report was given verbally, the principal will personally reduce it to written form within 24 hours and forward it to the human rights officer.~~

~~a. If the school principal fails to forward any harassment or violence report or complaint (written or verbal) to the human rights officer within 24 hours, the principal will be subject to disciplinary action.~~

~~(3) If the complaint involves the building principal, the complaint will be made or filed directly with the superintendent or the school district human rights officer by the school official or reporting party or complainant.~~

~~G. The human rights officer may request, but not insist, upon a written complaint. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.~~

~~Alternative means of filing a complaint, such as through a personal interview or by tape recording, will be made available upon request for qualified persons with a disability.~~

~~H. The complaint (verbal or written) should be reported to a school official immediately, or within 30 calendar days whenever possible, of the alleged violation. The school district will accept reports of alleged incidents that are older than 30 calendar days; however, delays between the date of the alleged incident and the reporting date may make investigations more difficult.~~

~~VI. INVESTIGATION~~

~~A. The human rights officer, upon receipt of a complaint alleging discrimination or harassment toward an employee or student, will promptly undertake an investigation if deemed appropriate. The Title IX coordinator may conduct the investigation complaints of sexual harassment, the 504 coordinator for complaints of disability harassment, or the human rights officer for other types of alleged harassment and violence covered by this policy. The Title IX coordinator/504 coordinator or human rights officer may designate a neutral third party to conduct the investigation. The investigation will be completed within 30 calendar days from receipt of the complaint, unless impracticable.~~

~~B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.~~

~~C. In determining whether alleged conduct constitutes a violation of this policy, the school district will consider the facts and the surrounding circumstances, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.~~

~~D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination or harassment of an employee or student.~~

~~(1) Upon completion of the investigation, the school district or neutral third party designated investigator will make a written report to the human rights officer. If the complaint involves the human rights officer, the report must be filed directly with the superintendent. If the complaint involves the superintendent, the report must be filed directly with the school board. The report will include the facts, a determination of whether the allegations have been substantiated and whether a violation of this policy has occurred, as well as a description of any proposed resolution which may include alternate dispute resolution.~~

~~(2) Upon completion of the investigation, the human rights officer will inform the complainant/reporter of his or her right to review the written report at the school building where the complainant/reporter is employed or enrolled, in accordance with state and federal law regarding data or records privacy.~~

~~(3) If the complainant/reporter is a student, the human rights officer will inform the parent/guardian of his or her right to review the written report at the school building where the student reporter is enrolled, in accordance with state and federal law regarding data or records privacy.~~

~~(4) The school district must comply with federal and state law pertaining to retention of records.~~

~~VII. APPEAL~~

~~If the grievance has not been resolved to the satisfaction of the complainant/reporter, s/he may appeal to the human rights officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator will conduct a review of the appeal and, within ten (10) school days of receipt of the appeal, will affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final, and action will occur as addressed in VIII below.~~

~~VIII. SCHOOL DISTRICT ACTION~~

~~A. Upon conclusion of the investigation and receipt of the findings, the school district will take appropriate and effective action. If the investigator determined that a violation of this policy has occurred, such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Actions may also include alternative dispute resolution, including restorative justice programs, school or district wide training, counseling, and class transfer. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and school district policies.~~

~~B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.~~

~~IX. REPRISAL~~

~~A. The school district will take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful harassment toward an employee or student or any person who testifies, assists, participates in an investigation or hearing related to alleged unlawful harassment covered by this policy. Reprisal also includes retaliation against a student or district employee who associates with a person or group or persons who are disabled or who are of different race, color, creed, religion, sexual orientation, or national origin. Retaliation includes, but is not limited to, any form of intimidation or harassment. Reprisal is also prohibited based upon a request for a religious or disability accommodation.~~

~~X. CONFLICT OF INTEREST~~

~~A. If there is a conflict of interest with respect to any party affected by this policy, appropriate accommodations will be made, such as, but not limited to, appointing or~~

~~contracting with a neutral third party investigator to conduct the investigation, or recusal from the process by the person for whom a conflict or potential conflict of interest exists.~~

~~XI. HARASSMENT OR VIOLENCE AS ABUSE~~

~~A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, section 626.556 may be applicable.~~

~~B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.~~

~~XII. DISSEMINATION OF POLICY AND TRAINING~~

~~A. This policy must be conspicuously posted throughout each school building in areas accessible to students and staff members.~~

~~B. This policy must be given to each school district employee and independent contractor at the time of entering into the person's employment contract.~~

~~C. This policy must be included in each school's student handbook on school policies.~~

~~D. The school district has developed the following process for discussing the school's harassment and violence policy with students and school district employees: Annual review by Principal or designee.~~

~~E. The school board will review this policy annually for compliance with state and federal law.~~

~~F. The school district will post this policy on its website and ensure that it is easily accessible to view and download.~~

~~XIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES~~

~~A. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the agencies below, filing a report with a law enforcement agency, or initiating action in state or federal court. For claims of unlawful discrimination/harassment:~~

~~Minnesota Department of Human Rights~~
~~Freeman Building~~
~~625 Robert Street North~~
~~St. Paul, MN 55155~~
~~toll free: 800.657.3704~~
~~tty: 651.296.1283~~
~~fax: 651.296.9042~~
~~www.humanrights.state.mn.us~~

~~U.S. Department of Education~~
~~Office for Civil rights, Region V~~
~~500 W. Madison Street- Suite 1475~~
~~Chicago IL 60661~~
~~Tel: 312.730.1560~~
~~TDD: 312.730.1609~~

~~Employment Discrimination/Harassment~~

~~Equal Employment Opportunity Commission (EEOC)~~
~~330 South 2nd Ave., Room 430~~
~~Minneapolis, MN 55401~~
~~(612) 335-4040~~
~~1-800-669-4000~~
~~Fax: (612) 335-4044~~
~~TTY: (612) 335-4045~~
~~www.eeoc.gov/minneapolis/index.html~~

~~Legal References and Resources~~

~~MDE's Crisis Management Web page (http://education.state.mn.us/MDE/Accountability_Programs/Compliance_and_Assistance/Crisis_Management/index.html) provides links to the Minnesota Department of Human Rights Web page for examples of harassment/discrimination, and to the federal Dear Colleague letters for specific examples of harassment and violence based upon a person's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age.~~

~~Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)~~

~~Minn. Stat. Ch. 363A (Minnesota Human Rights Act)~~

~~Minn. Stat. §609.224 (Assault in the Fifth Degree)~~

~~Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)~~

~~42 U.S.C. § 2000e *et seq.* (Title VI of the Civil Rights Act) (Title VI)~~

~~20 USC § 1681, *et. seq.* Title IX of the Education Amendments of 1972 (Title IX)~~

~~29 USC §794 Section 504 of the Rehabilitation Act of 1973 (Section 504)~~

~~42 U.S.C § 12131 *et. seq.* Title II of the American with Disabilities Act of 1990 (Title II)~~

~~Resources for Definitions and Examples of Discrimination or Harassment~~

~~*Federal Resources*~~

~~Department of Justice: Dear Colleague Letter: Enrollment practices addressing actual or perceived citizenship (2011) (US Department of Justice)~~

~~Office of Civil Rights (OCR)~~

~~Dear Colleague Letter dated April 4, 2011: Sexual Harassment and Sexual Violence (2011)~~

~~Dear Colleague Letter: Bullying and Harassment (2010)~~

~~Dear Colleague Letter: Sexual Harassment Issues (2006)~~

~~Dear Colleague Letter: Religious Discrimination (2004)~~

~~Dear Colleague Letter: First Amendment (2003)~~

~~Dear Colleague Letter: Prohibited Disability Harassment (2000)~~

~~The OCR Dear Colleague Letters can be viewed on the U.S. Department of Education website: http://www2.ed.gov/about/offices/list/ocr/publications.html.~~

~~Sexual Harassment: It's Not academic (Revised 2008)~~

~~Sexual Harassment Guidance (revised 2001)~~

~~Racial Incidents and harassment against Students (1994)~~

~~*State Resource:*~~

~~MDH website for more information about the Minnesota Human Rights Act: http://www.humanrights.state.mn.us/.~~

~~*Technical Assistance and Training*~~

~~U.S Department of Education, Office of School Support and Technology Programs, Equity Assistance Centers Program (http://www2.ed.gov/programs/equitycenters/index.html). As set forth on the website, Centers work with schools in the areas of harassment, bullying, and prejudice reduction. Centers also develop materials, strategies, and professional development activities to assist schools and communities in preventing and countering harassment based on ethnicity or gender. More recently, they provide resources and training in the areas of hate crimes, racial prejudice, and bullying.~~

~~Minnesota is in Region V, Programs for Educational Opportunity, University of Michigan, Programs for Educational Opportunity (PEO)~~
~~1005 School of Education~~
~~Ann Arbor, MI, 48109~~
~~Dr. Percy Bates, Director (2008-2011)~~
~~Tel: 734.763.9910~~
~~Fax: 734.763.2137~~

~~Center on Positive Behavioral Interventions and Supports, established by the Office of Special Education Programs, U.S. Department of Education, http://pbis.org~~

~~*State Resources*~~

~~MDE website on PBIS grants: http://education.state.mn.us/MDE/Learning_Support/Special_Education/Evaluation_Program_Planning_Supports/Positive_Behavioral_Interventions_Supports/index.html~~

~~*Cross References:* Princeton Policy 102 (Equal Educational Opportunity)~~
~~Princeton Policy 401 (Equal Employment Opportunity)~~
~~Princeton Policy 402 (Disability Nondiscrimination Policy)~~
~~Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)~~
~~Princeton Policy 406 (Public and Private Personnel Data)~~

~~Princeton Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)~~
~~Princeton Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)~~
~~Princeton Policy 506 (Student Discipline)~~
~~Princeton Policy 515 (Protection and Privacy of Pupil Records)~~
~~Princeton Policy 521 (Student Disability Nondiscrimination)~~
~~Princeton Policy 522 (Student Sex Nondiscrimination)~~
~~Princeton Policy 524 (Internet Acceptable Use and Safety Policy)~~
~~Princeton Policy 525 (Violence Prevention)~~
~~Princeton Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)~~

~~Adopted: June 8, 2004~~
~~Revised: November 24, 2009~~
~~Revised: November 8, 2011~~
~~Revised: April 15, 2014~~

STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE

A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.

2. The committee shall follow regulations per Minnesota Statute 122A.60 regarding effective staff development activities, contents of staff development plan, staff development outcomes and staff development report.

III. STAFF DEVELOPMENT FUNDING & REPORTING

A. The School District will reserve an amount equal to at least two percent of its basic revenue for per Minnesota Statute 122A.61: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts.

B. By October 15 of each year, the Staff Development Advisory Committee shall write and submit a report of staff development activities and expenditures for the previous year in the form and manner determined by the commissioner.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction) Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Adopted: April 12, 1988
Revised: June 27, 1989
Revised: March 26, 1996
Revised: August 28, 2001
Revised: January 27, 2004
Revised: November 10, 2008
Revised: December 21, 2010
Revised: April 15, 2014

TO BE DELETED

~~PRINCETON PUBLIC SCHOOLS~~

~~STAFF DEVELOPMENT~~

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

~~I. PURPOSE~~

~~The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.~~

~~II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS~~

~~A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.~~

~~1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.~~

~~2. Members of the Advisory Staff Development Committee shall be appointed by the School Board. Committee members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.~~

~~B. The School Board will establish the Site Professional Development Teams.~~

~~1. Members of the Site Professional Development Teams will be appointed by the School Board. Team members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.~~

* This time period may be changed to accommodate individual school district needs.

2. ~~The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.~~

~~Membership – 14~~

a. ~~8 Teachers – Teacher members are also on a Site Staff Development Advisory Committee~~

1. ~~South – 2 Members – 1 EC, 1 SE~~
2. ~~North – 1 Member – Reg. Ed.~~
3. ~~Middle – 1 Member – Reg. Ed~~
4. ~~Senior High – 2 Members – Reg. Ed~~
5. ~~Special Education – 1 SELT Member~~
6. ~~AYP Improvement Team – 1 Teacher Member~~

b. ~~1 Parent – Representing AYP student groups if possible~~

c. ~~2 Administration – 1 Elementary, 1 Secondary~~

d. ~~1 Non-Certified Representative – at large – may serve on a site staff development committee (preferable)~~

e. ~~1 District Technology Committee Member~~

f. ~~1 Chairperson – Director of Teaching and Learning~~

3. ~~Members of the Site Staff Development Advisory Committees will be selected at the site.~~

4. ~~The District Staff Development Advisory Committee will support the Site Staff Development Advisory Committees to develop site plans consistent with the goals of the staff development plan.~~

~~III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE~~

A. ~~The Advisory Staff Development Committee will develop a Staff Development Plan which will be reviewed and subject to approval by the School Board annually~~*

B. ~~The Staff Development Plan must contain the following elements:~~

1. ~~Staff development outcomes which are consistent with the education~~

* This time period may be changed to accommodate individual school district needs.

~~outcomes as may be determined periodically by the School Board;~~

~~2. The means to achieve the Staff Development outcomes;~~

~~3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4(b);~~

~~4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:~~

~~a. Improve student achievement of state and local education standards in all areas of the curriculum by using best practices methods;~~

~~b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, and gifted children, within the regular classroom and other settings;~~

~~c. Provide an inclusive curriculum for a racially, ethnically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;~~

~~d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;~~

~~e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution; and~~

~~f. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.~~

~~5. The Staff Development Plan also must:~~

~~a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;~~

~~b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;~~

~~c. Maintain a strong subject matter focus premised on students' learning goals;~~

~~d. Ensure specialized preparation and learning about issues related to~~

~~teaching students with special needs and limited English proficiency; and~~

~~e. Reinforce national and state standards of effective teaching practice.~~

~~6. Staff development activities must:~~

~~a. Focus on the school classroom and research-based strategies that improve student learning;~~

~~b. Provide opportunities for teachers to practice and improve their instructional skills over time;~~

~~c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;~~

~~d. Enhance teacher content knowledge and instructional skills;~~

~~e. Align with state and local academic standards;~~

~~f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring; and~~

~~g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system.~~

~~7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.~~

~~8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.~~

~~***[Note: To the extent the School Board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]***~~

~~C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.~~

~~D. The Advisory Staff Development Committee will evaluate staff development~~

~~efforts at the site level and will report to the School Board on an annual basis~~[*] ~~the extent to which staff at the site have met the outcomes of the Staff Development Plan.~~

~~E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII. below.~~

~~IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM~~

~~A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The School Board will review the site plans for consistency with the Staff Development Plan annually.*~~

~~B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.~~

~~C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.~~

~~V. STAFF DEVELOPMENT FUNDING~~

~~A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.~~

~~[Note: Notwithstanding a school district's obligation to reserve basic revenue for staff~~

[*] This time period may be changed to accommodate individual school district needs.

~~***development as described above, for fiscal years 2010 and 2011 only, a school district may use revenue reserved for staff development under Minn. Stat. § 122A.61, Subd. 1, according to the requirements of general education revenue under Minn. Stat. § 126C.13, Subd. 5.]***~~

1. ~~The School District will allocate 50 percent of the reserved revenue to each school site in the district on a per teacher basis and will retain such funds for each school site until used.~~

2. ~~The School District will allocate 25 percent of the reserved revenue to make grants to school sites for best practices methods. These grants may be used by the school sites for: any purpose authorized by Minn. Stat. § 120B.22, Subd. 2, or § 122A.60; the costs of curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; substitute teachers for staff development purposes; and other staff development efforts determined by the Site Professional Development Team. Criteria used by the School District in awarding best practice staff development grants to sites include, but are not limited to, the following:~~

   a. ~~Grant application includes objectives which have a clear connection to the building/district Staff Development Plan;~~

   b. ~~Grant application includes provisions for discussion, collaborating, informing, and coaching one another on an ongoing basis;~~

   c. ~~Grant application provides for ongoing assessment of professional practice and student performance; and~~

   d. ~~Grant application specifies best practices to be addressed.~~

3. ~~The School District may retain 25 percent of the revenue to be used for district-wide staff development efforts.~~

~~B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs. This additional expenditure does not need to follow the allocation described in Part V.A. above.~~

~~C. If the School District operates a career teacher program, it will reserve from its basic revenue an amount equal to five dollars ($5) times the number of resident pupil units to provide staff development for the career teacher program.~~

~~D. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.~~

~~VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS~~

~~A. On an annual* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.~~

~~B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan on an annual basis.*~~

~~C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.~~

~~VII. REPORTING~~

~~A. By October 15 of each year, the School District and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures and submit it to the Commissioner of the Department of Education (Commissioner).~~

~~1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.~~

~~2. The report will provide a breakdown of expenditures for:~~

~~a. curriculum development and curriculum training programs;~~

~~b. staff development training models, workshops, and conferences; and~~

~~c. the cost of releasing teachers or providing substitute teachers for staff development purposes.~~

---

* This time period may be changed to accommodate individual school district needs.

~~The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).~~

~~B. The School District will utilize the reporting form and/or system designated by the Commissioner. The report will be signed by the superintendent and staff development chair.~~

~~***Legal References:*** Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)~~
~~Minn. Stat. § 120A.415 (Extended School Calendar)~~
~~Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)~~
~~Minn. Stat. § 122A.18, Subd. 4(b) (Board to Issue Licenses; Expiration and Renewal)~~
~~Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)~~
~~Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)~~
~~Minn. Stat. § 122A.60 (Staff Development Program)~~
~~Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)~~
~~Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)~~

~~***Cross References:***~~

~~Adopted: April 12, 1988~~
~~Revised: June 27, 1989~~
~~Revised: March 26, 1996~~
~~Revised: August 28, 2001~~
~~Revised: January 27, 2004~~
~~Revised: November 10, 2008~~
~~Revised: December 21, 2010~~

PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

"Authorized representative" means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

"Biometric record," as referred to in "Personally Identifiable," means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

"Dates of attendance," as referred to in "Directory Information," means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

1. a student's social security number;

2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;

3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;

4. personally identifiable data which references religion, race, color, social position, or nationality; or

5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

E. Education Records

1. What constitutes "education records." Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.

2. What does not constitute an education record. The term, "education records," does not include:

   a. Records of instructional personnel which:

      (1) are in the sole possession of the maker of the record; and

(2) are not accessible or revealed to any other individual except a substitute teacher; and

(3) are destroyed at the end of the school year.

b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:

(1) maintained separately from education records;

(2) maintained solely for law enforcement purposes; and

(3) disclosed only to law enforcement officials of the same jurisdiction.

c. Records relating to an individual, including a student, who is employed by the school district which:

(1) are made and maintained in the normal course of business;

(2) relate exclusively to the individual in that individual's capacity as an employee; and

(3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:

(1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;

(2) made, maintained, or used only in connection with the provision of treatment to the student; and

(3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

G. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

H. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;

2. Perform a supervisory or instructional task directly related to the student's education; or

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

4. Perform a task directly related to responding to a request for data.

I. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other direct identifiers, such as the student's date of birth,

place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

L. Responsible Authority

"Responsible authority" means *[designate title and actual name of individual]*.

M. Student

"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

N. School Official

"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

O. Summary Data

"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;

2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;

4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;

6. The right to be informed about rights under the federal law; and

7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first

obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:

   a. a specification of the records to be disclosed;

   b. the purpose or purposes of the disclosure;

   c. the party or class of parties to whom the disclosure may be made;

   d. the consequences of giving informed consent; and

   e. if appropriate, a termination date for the consent.

3. When a disclosure is made under this subdivision:

   a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
   b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:

   a. identifies and authenticates a particular person as the source of the electronic consent; and
   b. indicates such person's approval of the information contained in the electronic consent.

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:

   a. in plain language;

   b. dated;

   c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;

   d. specific as to the nature of the information the subject is authorizing to be disclosed;

   e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;

   f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and

   g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

   Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;

2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:

   a. performs an institutional service or function for which the school district would otherwise use employees;

   b. is under the direct control of the school district with respect to the use and maintenance of education records; and

   c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.

3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:

   a. determine eligibility for the aid;

   b. determine the amount of the aid;

   c. determine conditions for the aid; or

   d. enforce the terms and conditions of the aid.

   "Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:

   a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or

   b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies

and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;

9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;

10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;

13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;

14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;

15. To the parent of a student who is not an eligible student or to the student himself or herself;

16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;

17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;

18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:

    a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;

    b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

    The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the

information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

    The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring,

evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;

2. Pursuant to a statute specifically authorizing access to the private data; or

3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:

    a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;

    b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and

    c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.

3. A parent or eligible student may not opt out of the directory information disclosures to:

    a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address

in a class in which the student is enrolled; or

b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;

2. Home address;

3. School presently attended by student;

4. Parent's legal relationship to student, if applicable; and

5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the

identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:

   a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;

   b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;

   c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;

   d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and

   e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.

2. A complainant has access to a statement he or she provided to the school district.

3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.

4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

   a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;

   b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or

   c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq*.

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this

data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and

2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority *[designate title of individual, i.e., building principal]* in writing by *[date]* each year. The written request must include the following information:

1. Name of student and parent, as appropriate;

2. Home address;

3. Student's grade level;

4. School presently attended by student;

5. Parent's legal relationship to student, if applicable;

6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and

7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.

E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to

the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:

   a. The disclosures meet the requirements of Section VI. of this policy; and

   b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.

2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

   [Note: 42 U.S.C. § 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly redisclosures personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;

2. Titles and addresses of person(s) responsible for the security of student records;

3. Location of student records, by category, in the buildings;

4. Means of securing student records; and

5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:

   a. the parties who have requested or received personally identifiable information from the education records of the student;

   b. the legitimate interests these parties had in requesting or obtaining the information; and

   c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:

   a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;

   b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and

   c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to

review the record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

4. The record of requests of disclosures may be inspected by:

   a. the parent of the student or the eligible student;

   b. the school official or his or her assistants who are responsible for the custody of the records; and

   c. the parties authorized by law to audit the record-keeping procedures of the school district.

5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:

   a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and

   b. the parties to whom the school district disclosed the information.

6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the

student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and

2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of

only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:

   a. the cost of materials, including paper, used to provide the copies;

   b. the cost of the labor required to prepare the copies;

   c. any schedule of standard copying charges established by the school district in its normal course of operations;

   d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and

   e. mailing costs.

2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.

4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.

2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.

3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.

2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

3. Any statement placed in the education records of the student under Subdivision B. of this section shall:

   a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and

   b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.

2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

B. Data practices compliance official means *[designate title and actual name of individual]*.

C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;

2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations

promulgated thereunder authorize disclosure without consent;

4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;

5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and

6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the office of the superintendent.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)

Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (No Child Left Behind)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References:
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: April 23, 1996
Revised: January 14, 1997
Revised: August 10, 2004
Revised: April 13, 2010
Revised: April 15, 2014

PUBLIC NOTICE

Independent School District No. 477 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:

   a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;

   b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;

   c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;

   d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with

whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and

h. That copies of the school district's policy regarding the protection and privacy of school records are located on the District's website.

2. Independent School District No. 477 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

a. It classifies records as public, private, or confidential.

b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.

c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

d. It establishes procedures and regulations for access to and disclosure of education records.

e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.

4. Pursuant to applicable law, Independent School District No. 477 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number ("ID") if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.

b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.

c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;

(2) HOME ADDRESS;

(3) SCHOOL PRESENTLY ATTENDED BY STUDENT;

(4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;

(5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.

5. Pursuant to applicable law, Independent School District No. 477 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL BY OCTOBER 1 OF EACH SCHOOL YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

(1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;

(2) HOME ADDRESS;

(3) STUDENT'S GRADE LEVEL;

(4) SCHOOL PRESENTLY ATTENDED BY STUDENT;

(5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;

(6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;

(7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.

INDEPENDENT SCHOOL DISTRICT NO. 477
PRINCETON, MINNESOTA

Dated:_____ _____
Chair

~~JUVENILE JUSTICE SYSTEM~~
~~REQUEST FOR INFORMATION~~

~~Family Educational Rights and Privacy Act~~
~~Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(a)~~

~~DATE/TIME OF REQUEST:~~ _____

~~TO:~~ _____
~~(Superintendent of school district or chief administrative officer of school)~~

~~FROM:~~ _____
~~(Requester's name/agency)~~

~~STUDENT:~~ _____

~~BASIS FOR REQUEST:~~

_____ ~~Juvenile delinquency investigation/prosecution~~

_____ ~~Child protection assessment/investigation~~

_____ ~~Investigation/filing of CHIPS or delinquency petition~~

~~RESPONSE TO REQUEST:~~

~~The school must provide the following information on request:~~

~~INFORMATION REQUESTED:~~ ~~(*mark all that apply*)~~ **~~RESPONSE PROVIDED:~~** ~~(*yes / no*)~~

_____	~~Student's full name~~	_____
_____	~~Home address~~	_____
_____	~~Telephone number~~	_____
_____	~~Date of birth~~	_____
_____	~~Student's school schedule~~	_____
_____	~~Attendance record~~	_____
_____	~~Photographs, if any; and~~	_____
_____	~~Parents' names, home addresses, and telephone numbers~~	_____

~~A record of the written request and of the release must be maintained in the student's file.~~

~~**CERTIFICATION:** The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.~~

~~Signature/Title~~

JUVENILE JUSTICE SYSTEM
REQUEST FOR INFORMATION

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

DATE/TIME OF REQUEST:_____

TO:_____
(Superintendent of school district or chief administrative officer of school)

FROM:_____
(Requester's name/agency)

STUDENT:_____

BASIS FOR REQUEST:

_____ Juvenile delinquency investigation/prosecution

_____ Child protection assessment/investigation

_____ Investigation/filing of CHIPS or delinquency petition

REASON FOR REQUEST: (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

_____
_____
_____
_____
_____

RESPONSE TO REQUEST:

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

INFORMATION REQUESTED: (*mark all that apply*) **RESPONSE PROVIDED:** (*yes / no*)

Indicate whether you have data that document the student's:

_____ Use of a controlled substance, alcohol, or tobacco _____

_____ Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8 _____

_____	Possession or use of weapons or look-alike weapons	_____
_____	Theft	_____
_____	Vandalism and damage to property	_____

CERTIFICATION: The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

_____
Signature/Title

Adopted: August 10, 2010
Revised: April 15, 2014

ORGANIZATION OF GRADE LEVELS

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

Early Childhood Program:	**Birth through age 5**
Elementary School:	**Grades K through 6**
Middle School:	**Grades 6 through 8**
High School:	**Grades 9 through 12**

B. The superintendent may seek school board approval to administer certain programs on a non-graded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

III. DEFINITIONS

A. "Kindergarten" means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.

B. "Prekindergarten" means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.
Children who are five years of age on September 2 through October 31 of the calendar school year may enroll in Kindergarten only if they meet the district's early admission to Kindergarten criteria, established in Policy.

C. "Prekindergarten" means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter Kindergarten the following school year.

Legal References: Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (Public Schools)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Revised: April 15, 2014

TO BE DELETED FROM POLICY AND MOVED TO A PROCEDURE

426

PRINCETON PUBLIC SCHOOLS

CELL PHONES

The purpose of this policy is to define ~~inform you of~~ ~~new~~ the process~~es~~ in the district regarding wireless devices as follows:

A. Define when an employee qualifies for payment of cellular business expenses through a business expense reimbursement. ~~supplemental compensation allowance.~~

B. Discontinue district-owned cellular devices ~~phones~~ where possible.

C. Transfer the ownership and responsibility for contracts and equipment from the district to the employee.

D. Reduce administrative burden associated with processing these expenses.

Except for circumstances noted under "Special Situations," the district will no longer supply cellular devices ~~phones~~ or reimburse employees for ongoing business expenses related to cellular devices. ~~(cell phones or Personal Digital Assistants with cellular capability (PDAs), such as the Blackberry or Treo~~). Instead, district employees who meet the eligibility requirements will be given a predetermined amount of business expense reimbursement ~~supplemental compensation~~ to cover the approximate business use of the cellular device. ~~monthly cost of either a cell phone~~. ~~or cellular PDA~~. The eligibility requirements will determine which business expense reimbursement ~~supplemental amount~~ an employee will receive.

District employees who qualify for and receive a business reimbursement ~~supplemental compensation~~ will be responsible for acquiring and maintaining their equipment. In addition, contracts entered into by qualifying employees will be personal contracts that will be the responsibility of the employee, not the district. For those who qualify, this policy authorizes a $45 monthly business reimbursement ~~supplemental~~ non- taxable compensation for cellular device ~~phones~~, or a $90 ~~per~~ monthly business reimbursement ~~supplemental~~ non- taxable compensation for cellular devices with data plans when required. ~~cellular PDAs, such as the Blackberry or Treo~~. ~~The payments will be spread across pay periods through payroll.~~ Employees who receive the monthly business reimbursement ~~supplemental~~ compensation may not ~~also~~ receive reimbursements for any additional cellular device ~~phone or cellular PDA~~ expenses.

~~These new guidelines will ensure regulatory tax compliance relating to cell phones and PDAs. The current tax laws require documentation of all business use of cell phones and PDAs when paid for by the district. This policy will effectively remove this~~

~~documentation requirement when a taxable allowance is provided to the employee rather than the district paying for these benefits directly. Accordingly, this policy will minimize the compliance risks associated with state and federal tax laws and regulations.~~

Eligibility Requirements

The guiding principle for eligibility is that the use of a cellular device ~~phone orcellular PDA~~ by an employee is for the benefit of the district, rather than the convenience of the employee. Specifically, district employees are eligible to receive business reimbursement ~~supplemental compensation~~ if they meet all of the following criteria:

A. The employee's job requires him or her to be readily accessible for frequent contact with the public or with district faculty, staff or students.

B. The employee's job limits his or her access to regular land-line telephones that would satisfy the required business communication needs.

C. The employee's job requires them to have email and internet access outside normal operating business hours.

D. The employee will be reimbursed $45 when the administrator determines the employee meets the requirements of A and B.

E The employee will be reimbursed $90 when the administrator determines the employee meets the requirements of A, B & C.

F. In order to be eligible for a cellular device reimbursement or a special circumstances district cellular device explained below the "Acceptable Use Form" must be completed and turned into the business office.

C. ~~Monthly usage for business purposes is consistently:~~

~~1. 67% or more of total contract minutes for a cell phone; or~~

~~2. 90% or more of total contract minutes / data transfer for cellular PDA contracts.~~

Monthly Cellular Bill Review and Annual Service Reviews

Authorization for a business reimbursement ~~supplemental compensation~~ must be reviewed and renewed annually and must be authorized by a Principal or Administrator. ~~or their designee. Direct billing of employee expenses may no longer allow employees to have their monthly cell phone or cellular PDA expenses billed directly to the district. This is because of the administrative burden associated with providing sufficient business documentation for IRS tax purposes, as well as the desire to standardize the payment~~

~~methods~~. Employees who have significant business use of cellular devices ~~phones or mobile technology devices~~ should work with their Principals/Administrator to determine if they qualify for the monthly business reimbursement. ~~supplemental compensation. Employees who do not qualify for the business reimbursement supplemental compensation may submit expense reimbursements for occasional, incremental business expenses. Incremental business expenses are those calls that result in additional costs that are above and beyond the employee's normal calling plan (e.g., excess minutes, roaming charges).~~

Equipment Costs

~~These guidelines discourage departments from paying for cellular or cellular PDA equipment.~~ Employees who are eligible for the business reimbursement ~~supplemental~~ compensation are expected to absorb the cost of the equipment (most cellular carriers offer numerous contracts with free or low-cost phones). ~~If, in a rare case, a department determines that the costs of the equipment poses a hardship on the employee, then the department should make a one-time taxable payment to the employee through the payroll system for the cost of the equipment. When applicable, these types of reimbursements may not be made more than once every two years. In all cases, the employee assumes ownership and all maintenance responsibility for the equipment~~. Schools/Departments are not allowed to establish guidelines that differ from these district-wide guidelines.

SPECIAL SITUATIONS:

District Owned Cellular Devices ~~Phones~~ and Contracts

Certain programs may have special needs that justify district-ownership of cellular devices ~~phones~~. Delivery drivers, maintenance personnel, custodians, security and parking lot attendants are examples where ~~phones~~ cellular devices are assigned or rotated among employees. This would also include programs that have multiple employees sharing a single cellular phone for on-call rotations. Staff may qualify for only intermittent and temporary use of district-owned cellular devices ~~phones~~, when their Principal or ~~Supervisor~~ Administrator determines there is a valid documented business need. Employees are expected to use district-owned cellular ~~telephones~~ devices responsibly and in accordance with these guidelines and any applicable work rules.

Personal use of district-owned cell phones is not allowed. All district-owned cell phones' monthly statements must be reviewed, dated, and signed by the employee(s), and their Principal/Supervisor, acknowledging their review. In addition, employees must reimburse the district within 30 days for the costs of any non-essential personal calls at the district's costs (i.e., the per-minute rate, any additional amounts for applicable toll or roaming charges, misc. fees and taxes). Excessive personal use may be grounds for discipline or loss of cell phone use.

If an employee leaves the district, they must return their cellular device ~~phone~~ on their last day of work in the district.

Exceptions

Employees who do not ~~qualify for~~ receive the standard business reimbursement ~~supplemental compensation~~ may submit an expense reimbursement request for occasional, incremental business expenses. Incremental business expenses are those calls that result in additional costs that are above and beyond the employee's normal calling plan (e.g., excess minutes, roaming charges). When requesting reimbursement, the telecommunication expenses incurred by employees must be additional (incremental) costs, and must be substantiated and documented with a copy of the bill in accordance with district guidelines and applicable federal and state laws and regulation. An example of a bona fide guideline exception would be occasions where employees are traveling for district business and make calls to home or work that involve roaming charges. The district will reimburse those employees for their additional out-of-pocket roaming charges.

Employee Safety

District employees are discouraged from using a cellular device while operating a motor vehicle in the conduct of school district business, except for the purpose of obtaining or rendering emergency assistance.

PROCEDURES

Payment Options for Cellular Device Expenses

There are three scenarios for payment of cellular devices. ~~phone and cellular PDA business expenses.~~

A. Standard business expense reimbursement ~~Supplemental compensation~~ for eligible individuals (preferred option). Employee requests reimbursement using the "Employee Request for Reimbursement Form" no later than one month after the expense occurred.

B. Reimbursement to ~~non-qualified~~ individuals for occasional, incremental actual expenses. Employee requests reimbursement using the "Employee Request for Reimbursement Form" no later than one month after the expense occurred.

C. Direct payment to vendor for district/building-owned cell phones.

~~**Eligibility Requirements**~~

~~The guiding principle for eligibility is that the use of a cell phone or cellular PDA cell~~

~~phone with a data plan by an employee is for the benefit of the district, rather than the convenience of the employee. Specifically, district employees are eligible to receive supplemental compensation if they meet all of the following criteria:~~

~~A. The employee's job requires him or her to be readily accessible for frequent contact with the public or with district faculty, staff or students.~~

~~B. The employee's job limits his or her access to regular land-line telephones that would satisfy the required business communication needs.~~

~~C. Monthly usage for business purposes is consistently:~~

~~1. 67% or more of total contract minutes for a cell phone; or~~

~~2. 90% or more of total contract minutes / data transfer for cellular PDA contracts.~~

~~Supplemental Compensation to Eligible Employees~~

~~1. Contracts for cell phones used in conducting business on behalf of the district should be in the employee's name as the billing entity. When an employee's supervisor or manager determines that the employee's business need for a cell phone meets all of the conditions required above, the employee will then be granted a supplemental compensation of $45.00 per month for cell phones or $90.00 per month for with data plans. cellular PDA's such as Blackberry or Treo. The supplement, spread across pay periods, is taxable compensation to the employee. However, the supplemental amounts have been calculated to take taxes into consideration. An annual review of the business need for cellular services and associated additional compensation must be completed by the employee's Principal/Administrator.~~

~~Establishing the Supplement~~

~~When an employee qualifies for supplemental compensation for their cellular or cellular PDA expenses, the following procedures are applicable:~~

A. ~~Principals/Supervisors determine if employee meets requirements for supplemental compensation, as stated above.~~

B. ~~The appropriate Principal/Supervisor must approve the supplement.~~

C. ~~The Principal/Supervisor complete the Cell Phone Application (attached) as follows:~~

1. ~~Employee Name, Building Name, and Supervisor Signature.~~

2. Type of phone to order: Regular cell phone or PDA.

3. The appropriate account code to charge the equipment as specified by the Principal/Supervisor to be used for this supplement.

D. Documentation to support the decision to grant supplemental compensation must be included on the application.

E. Supplements for reimbursement will be set up within the payroll system to expire on June 30 of each year.

F. Principals/Supervisors must conduct an annual review and document the continued business need for the supplement in addition to documenting their approval.

G. The cost of the supplements should be included in the departments' budget.

Changing or Discontinuing the Supplement

A. If there is a change in an employee's responsibilities that would disqualify them from continuing to receive the allowance, the department must contact Purchasing immediately to cease the supplement, effective with the date that their responsibilities changed.

B. When supplements are given, the department should discontinue paying all other forms of cellular expenses for that employee.

Equipment Purchase

If the department determines that the equipment should be paid by the district, the following procedures are applicable:

A. Department confirms and documents the reason for the equipment purchase (e.g., financial hardship for the employee),

B. The Principal/Administrator submits a reimbursement form to Accounts Payable for the one-time taxable payment through the Payroll system for the cost of the equipment.

C. Departments may, if applicable, reimburse the individual for equipment costs no more frequently than every two years.

~~Reimbursement to Non-Qualified Individuals for Occasional, Incremental Actual Expenses~~

~~Reimbursements may be processed for those employees who do not qualify for the supplemental compensation and who occasionally incur incremental business call expenses that have caused them to exceed the monthly minutes on their personal cell phones. Note: if the business calls made did not cause the employee to incur additional (incremental) costs on their phone bill, no reimbursement is allowed. The following are the reimbursement procedures:~~

~~A. The employee prepares an Employee Mileage-Reimbursement form and submits the documentation (copy of the bill) along with notations as to who was called and the business purpose of the district-related calls(s) to their Principal/Administrator for approval.~~

~~B. Mileage reimbursement form and a copy of the bill is forwarded to Purchasing for review.~~

~~C. The employee will receive a non-taxed reimbursement on their payroll automatic deposit.~~

~~Direct Payment to Vendor for Departmental Owned Cell Phones~~

~~The District's exemption from Federal and State taxes presumes that cell phones are primarily for business and not personal use. Therefore, cell phone purchases and contracts, where the district is the official billing entity, should be approved only for those situations where the district intends for the phone to be used solely for business. The Principal/Administrator must approve cellular phone purchases and contracts where the district is the official billing entity. Purchasing will coordinate the purchase of district-owned cellular phones and service plans, which will be selected to reflect the estimated business use (i.e., service minutes). Contracts must be reviewed on an annual basis by the Principal/Administrator and adjusted as necessary, to reflect average business use.~~

~~If departments have employees that do not meet the criteria for receiving supplemental compensation but need to be reachable by cell phone or have a need to make calls economically when away from their land phones, the department may choose to purchase calling cards or purchase and rotate a departmental cell phone which could be used by employees on an as needed basis. In these cases, the employees would not receive a salary supplement nor an expense reimbursement and the equipment would be the property of the department, used 100% for business purposes and returned to the department daily (or other time interval, e.g., weekly, as the business need dictates) after the employees work shift (i.e
., custodians, maintenance and other security personnel who need to be accessible by phone during their work shift).~~

Transferring Contract Title from the District to the Employee

Principals/Supervisors are to implement these guidelines and process changes immediately, and work with the applicable employees to transition existing cell phone contracts to the individual. The major cell service providers do not charge a fee for this transfer, but may require establishing a new contract. If encountering a provider that does charge for transferring the contract to the employee, the department may ~~choose to pay the transfer fee o~~r complete the transfers at the earliest date that allows the district to avoid the fee. No renewals or extensions of existing arrangements are allowed.

~~**Employee Safety**~~

~~District employees are discouraged from using a cellular device while operating a motor vehicle in the conduct of school district business, except for the purpose of obtaining or rendering emergency assistance.~~

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 of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
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, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
Layshock v. Hermitage Sch. Dist., 412 F.Supp.2d 502 (W.D. Pa. 2006)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References:

Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Princeton Policy 406 (Public and Private Personnel Data)
Princeton Policy 412 (Expense Reimbursement)
Princeton Policy 412.1 (Employee Travel & Related Services)

Princeton Policy 413 (Harassment & Violence)
Princeton Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Princeton Policy 506 (Student Discipline)
Princeton Policy 514 (Bullying Prohibition)
Princeton Policy 515 (Protection and Privacy of Pupil Records)
Princeton Policy 519 (Interviews of Students by Outside Agencies)
Princeton Policy 521 (Student Disability Nondiscrimination)
Princeton Policy 522 (Student Sex Nondiscrimination)
Princeton Policy 524 (Internet Acceptable Use and Safety)
Princeton Policy 526 (Hazing Prohibition)
Princeton Policy 595 (Web Authoring and Publishing)
Princeton Policy 603 (Curriculum Development)
Princeton Policy 606 (Textbooks and Instructional Materials)
Princeton Policy 806 (Crisis Management Policy)
Princeton Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)
Princeton Technology Procedure Manual

Adopted: April 12, 2011

~~Acceptable Use Guidelines for Wireless Devices Form~~

~~As an employee of ISD #477, you are required to have a cell phone and/or pager as a tool to conduct school business to fulfill your job responsibilities. If you have a District issued cell phone or pager, it is presumed that these phones and pagers have and will continue to be used for business calls only and not for personal use. The District is exempt from Federal Excise Tax and Minnesota sales tax ONLY when personal use of cell phones and pagers is prohibited.~~

~~In order to ensure we are complying with applicable state and federal laws, the District will be giving employees who are required to have a cell phone and/or pager the following options:~~

~~CHECK ONE:~~

☐ **~~Option 1 – District Provided Services~~**
~~When a job position requires the need for the use of a cell phone and/or pager and the dollar amount for this phone and service is paid directly by the District, the only purpose for the use of this phone is for business calls only. NO personal use may ever occur.~~

☐ **~~Option 2 – Monthly Communication Allowance~~**
~~When an employee purchases his/her own cell phone and provides his/her cell phone number to the District, the district has provided an option for a monthly allowance. The District will pay a flat monthly fee of $45 for a cell phone or $90 for a PDA. In this plan, the employee waives any and all additional communications expense reimbursements. This allowance is tax deductible and paid monthly through payroll.~~

~~Please return this form along with the following signed statement to the Purchasing Department. This form is required to be on file at the District Office for audit compliance.~~

~~Name:~~ _____

~~Cell Number:~~ _____

~~Service:~~ _____

~~I understand that any cell phone or pager purchased by the District will be used only for business purposes. If I choose to accept or make personal calls, I must choose option 2. All District provided cell phone plans are subject to periodic internal audits for compliance. I acknowledge that I reviewed the sections on Employee Safety, District Owned Cell Phone Use, and Monthly Cellular Bill Review and Annual Service Renewal. This agreement is effective until rescinded by~~

~~the District or employee.~~

_____

~~Employee Signature~~

_____

~~Principal/Administrator Signature~~

~~Account Code: 01-____-____-____-____-____-____-___~~

PRINCETON PUBLIC SCHOOLS

CELL PHONES

The purpose of this policy is to inform you of new processes in the district regarding wireless devices as follows:

A. Define when an employee qualifies for payment of cellular business expenses through a supplemental compensation allowance.

B. Discontinue district-owned cell phones where possible.

C. Transfer the ownership and responsibility for contracts and equipment from the district to the employee.

D. Reduce administrative burden associated with processing these expenses.

Except for circumstances noted under "Special Situations," the district will no longer supply cell phones or reimburse employees for ongoing business expenses related to cellular devices (cell phones or Personal Digital Assistants with cellular capability (PDAs), such as the Blackberry or Treo). Instead, district employees who meet the eligibility requirements will be given a predetermined amount of supplemental compensation to cover the approximate monthly cost of either a cell phone or cellular PDA. The eligibility requirements will determine which supplemental amount an employee will receive.

District employees who qualify for and receive supplemental compensation will be responsible for acquiring and maintaining their equipment. In addition, contracts entered into by qualifying employees will be personal contracts that will be the responsibility of the employee, not the district. For those who qualify, this policy authorizes a $45 monthly supplemental taxable compensation for cell phones, or a $90 per month supplemental taxable compensation for cellular PDAs, such as the Blackberry or Treo. The payments will be spread across pay periods through payroll. Employees who receive monthly supplemental compensation may not also receive reimbursements for any cell phone or cellular PDA expenses.

These new guidelines will ensure regulatory tax compliance relating to cell phones and PDAs. The current tax laws require documentation of all business use of cell phones and PDAs when paid for by the district. This policy will effectively remove this documentation requirement when a taxable allowance is provided to the employee rather than the district paying for these benefits directly. Accordingly, this policy will minimize the compliance risks associated with state and federal tax laws and regulations.

Eligibility Requirements

The guiding principle for eligibility is that the use of a cell phone or cellular PDA by an employee is for the benefit of the district, rather than the convenience of the employee. Specifically, district employees are eligible to receive supplemental compensation if they meet all of the following criteria:

A. The employee's job requires him or her to be readily accessible for frequent contact with the public or with district faculty, staff or students.

B. The employee's job limits his or her access to regular land-line telephones that would satisfy the required business communication needs.

C. Monthly usage for business purposes is consistently:

1. 67% or more of total contract minutes for a cell phone; or

2. 90% or more of total contract minutes / data transfer for cellular PDA contracts.

Monthly Cellular Bill Review and Annual Service Reviews

Authorization for supplemental compensation must be reviewed and renewed annually and must be authorized by a Principal or Administrator or their designee. Direct billing of employee expenses may no longer allow employees to have their monthly cell phone or cellular PDA expenses billed directly to the district. This is because of the administrative burden associated with providing sufficient business documentation for IRS tax purposes, as well as the desire to standardize the payment methods. Employees who have significant business use of cell phones or mobile technology devices should work with their Principals/Administrator to determine if they qualify for the monthly supplemental compensation. Employees who do not qualify for the supplemental compensation may submit expense reimbursements for occasional, incremental business expenses. Incremental business expenses are those calls that result in additional costs that are above and beyond the employee's normal calling plan (e.g., excess minutes, roaming charges).

Equipment Costs

These guidelines discourage departments from paying for cellular or cellular PDA equipment. Employees who are eligible for supplemental compensation are expected to absorb the cost of the equipment (most cellular carriers offer numerous contracts with free or low-cost phones). If, in a rare case, a department determines that the costs of the equipment poses a hardship on the employee, then the department should make a one-time taxable payment to the employee through the payroll system for the cost of the equipment. When applicable, these types of reimbursements may not be made more than once every two years. In all cases, the employee assumes ownership and all maintenance

responsibility for the equipment. Schools/Departments are not allowed to establish guidelines that differ from these district-wide guidelines.

SPECIAL SITUATIONS:

District Owned Cell Phones and Contracts

Certain programs may have special needs that justify district-ownership of cell phones. Delivery drivers, maintenance personnel, custodians, security and parking lot attendants are examples where phones are assigned or rotated among employees. This would also include programs that have multiple employees sharing a single cellular phone for on-call rotations. Staff may qualify for only intermittent and temporary use of district-owned cell phones, when their Principal or Supervisor determines there is a valid documented business need. Employees are expected to use district-owned cellular telephones responsibly and in accordance with these guidelines and any applicable work rules. Personal use of district-owned cell phones is not allowed. All district-owned cell phones' monthly statements must be reviewed, dated, and signed by the employee(s), and their Principal/Supervisor, acknowledging their review. In addition, employees must reimburse the district within 30 days for the costs of any non-essential personal calls at the district's costs (i.e., the per-minute rate, any additional amounts for applicable toll or roaming charges, misc. fees and taxes). Excessive personal use may be grounds for discipline or loss of cell phone use. If an employee leaves the district, they must return their cell phone on their last day of work in the district.

Exceptions

Employees who do not qualify for the supplemental compensation may submit an expense reimbursement request for occasional, incremental business expenses. Incremental business expenses are those calls that result in additional costs that are above and beyond the employee's normal calling plan (e.g., excess minutes, roaming charges). When requesting reimbursement, the telecommunication expenses incurred by employees must be additional (incremental) costs, and must be substantiated and documented with a copy of the bill in accordance with district guidelines and applicable federal and state laws and regulation. An example of a bona fide guideline exception would be occasions where employees are traveling for district business and make calls to home or work that involve roaming charges. The district will reimburse those employees for their additional out-of-pocket roaming charges.

Employee Safety

District employees are discouraged from using a cellular device while operating a motor vehicle in the conduct of school district business, except for the purpose of obtaining or rendering emergency assistance.

PROCEDURES

Payment Options for Cellular Device Expenses

There are three scenarios for payment of cell phone and cellular PDA business expenses.

A. Supplemental compensation for eligible individuals (preferred option),

B. Reimbursement to non-qualified individuals for occasional, incremental actual expenses,

C. Direct payment to vendor for district/building-owned cell phones.

Eligibility Requirements

The guiding principle for eligibility is that the use of a cell phone or cellular PDA by an employee is for the benefit of the district, rather than the convenience of the employee. Specifically, district employees are eligible to receive supplemental compensation if they meet all of the following criteria:

A. The employee's job requires him or her to be readily accessible for frequent contact with the public or with district faculty, staff or students.

B. The employee's job limits his or her access to regular land-line telephones that would satisfy the required business communication needs.

C. Monthly usage for business purposes is consistently:

1. 67% or more of total contract minutes for a cell phone; or

2. 90% or more of total contract minutes / data transfer for cellular PDA contracts.

Supplemental Compensation to Eligible Employees

Contracts for cell phones used in conducting business on behalf of the district should be in the employee's name as the billing entity. When an employee's supervisor or manager determines that the employee's business need for a cell phone meets all of the conditions required above, the employee will then be granted supplemental compensation of $45.00 per month for cell phones or $90.00 per month for cellular PDA's such as Blackberry or Treo. The supplement, spread across pay periods, is taxable compensation to the employee. However, the supplemental amounts have been calculated to take taxes into consideration. An annual review of the business need for cellular services and associated additional compensation must be completed by the employee's Principal/Administrator.

Establishing the Supplement

When an employee qualifies for supplemental compensation for their cellular or cellular PDA expenses, the following procedures are applicable:

A. Principals/Supervisors determine if employee meets requirements for supplemental compensation, as stated above.

B. The appropriate Principal/Supervisor must approve the supplement.

C. The Principal/Supervisor complete the Cell Phone Application (attached) as follows:

1. Employee Name, Building Name, and Supervisor Signature.

2. Type of phone to order: Regular cell phone or PDA.

3. The appropriate account code to charge the equipment as specified by the Principal/Supervisor to be used for this supplement.

D. Documentation to support the decision to grant supplemental compensation must be included on the application.

E. Supplements for reimbursement will be set up within the payroll system to expire on June 30 of each year.

F. Principals/Supervisors must conduct an annual review and document the continued business need for the supplement in addition to documenting their approval.

G. The cost of the supplements should be included in the departments' budget.

Changing or Discontinuing the Supplement

A. If there is a change in an employee's responsibilities that would disqualify them from continuing to receive the allowance, the department must contact Purchasing immediately to cease the supplement, effective with the date that their responsibilities changed.

B. When supplements are given, the department should discontinue paying all other forms of cellular expenses for that employee.

Equipment Purchase

If the department determines that the equipment should be paid by the district, the following procedures are applicable:

A. Department confirms and documents the reason for the equipment purchase (e.g., financial hardship for the employee),

B. The Principal/Administrator submits a reimbursement form to Accounts Payable for the one-time taxable payment through the Payroll system for the cost of the equipment.

C. Departments may, if applicable, reimburse the individual for equipment costs no more frequently than every two years.

Reimbursement to Non-Qualified Individuals for Occasional, Incremental Actual Expenses

Reimbursements may be processed for those employees who do not qualify for the supplemental compensation and who occasionally incur incremental business call expenses that have caused them to exceed the monthly minutes on their personal cell phones. Note: if the business calls made did not cause the employee to incur additional (incremental) costs on their phone bill, no reimbursement is allowed. The following are the reimbursement procedures:

A. The employee prepares an Employee Mileage-Reimbursement form and submits the documentation (copy of the bill) along with notations as to who was called and the business purpose of the district-related calls(s) to their Principal/Administrator for approval.

B. Mileage reimbursement form and a copy of the bill is forwarded to Purchasing for review.

C. The employee will receive a taxed reimbursement on their payroll automatic deposit.

Direct Payment to Vendor for Departmental Owned Cell Phones

The District's exemption from Federal and State taxes presumes that cell phones are primarily for business and not personal use. Therefore, cell phone purchases and contracts, where the district is the official billing entity, should be approved only for those situations where the district intends for the phone to be used solely for business. The Principal/Administrator must approve cellular phone purchases and contracts where the district is the official billing entity. Purchasing will coordinate the purchase of district-owned cellular phones and service plans, which will be selected to reflect the estimated business use (i.e., service minutes). Contracts must be reviewed on an annual

basis by the Principal/Administrator and adjusted as necessary, to reflect average business use.

If departments have employees that do not meet the criteria for receiving supplemental compensation but need to be reachable by cell phone or have a need to make calls economically when away from their land phones, the department may choose to purchase calling cards or purchase and rotate a departmental cell phone which could be used by employees on an as needed basis. In these cases, the employees would not receive a salary supplement nor an expense reimbursement and the equipment would be the property of the department, used 100% for business purposes and returned to the department daily (or other time interval, e.g., weekly, as the business need dictates) after the employees work shift (i.e
., custodians, maintenance and other security personnel who need to be accessible by phone during their work shift).

Transferring Contract Title from the District to the Employee

Principals/Supervisors are to implement these guidelines and process changes immediately, and work with the applicable employees to transition existing cell phone contracts to the individual. The major cell service providers do not charge a fee for this transfer, but may require establishing a new contract. If encountering a provider that does charge for transferring the contract to the employee, the department may choose to pay the transfer fee or complete the transfers at the earliest date that allows the district to avoid the fee. No renewals or extensions of existing arrangements are allowed.

Employee Safety

District employees are discouraged from using a cellular device while operating a motor vehicle in the conduct of school district business, except for the purpose of obtaining or rendering emergency assistance.

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 of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
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, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
Layshock v. Hermitage Sch. Dist., 412 F.Supp.2d 502 (W.D. Pa. 2006)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References:

Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Princeton Policy 406 (Public and Private Personnel Data)
Princeton Policy 412 (Expense Reimbursement)
Princeton Policy 412.1 (Employee Travel & Related Services)
Princeton Policy 413 (Harassment & Violence)
Princeton Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Princeton Policy 506 (Student Discipline)
Princeton Policy 514 (Bullying Prohibition)
Princeton Policy 515 (Protection and Privacy of Pupil Records)
Princeton Policy 519 (Interviews of Students by Outside Agencies)
Princeton Policy 521 (Student Disability Nondiscrimination)
Princeton Policy 522 (Student Sex Nondiscrimination)
Princeton Policy 524 (Internet Acceptable Use and Safety)
Princeton Policy 526 (Hazing Prohibition)
Princeton Policy 595 (Web Authoring and Publishing)
Princeton Policy 603 (Curriculum Development)
Princeton Policy 606 (Textbooks and Instructional Materials)
Princeton Policy 806 (Crisis Management Policy)
Princeton Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)
Princeton Technology Procedure Manual

Adopted: April 12, 2011

Acceptable Use Guidelines for Wireless Devices Form

As an employee of ISD #477, you are required to have a cell phone and/or pager as a tool to conduct school business to fulfill your job responsibilities. If you have a District issued cell phone or pager, it is presumed that these phones and pagers have and will continue to be used for business calls only and not for personal use. The District is exempt from Federal Excise Tax and Minnesota sales tax ONLY when personal use of cell phones and pagers is prohibited.

In order to ensure we are complying with applicable state and federal laws, the District will be giving employees who are required to have a cell phone and/or pager the following options:

CHECK ONE:

☐ **Option 1 – District Provided Services**
When a job position requires the need for the use of a cell phone and/or pager and the dollar amount for this phone and service is paid directly by the District, the only purpose for the use of this phone is for business calls only. NO personal use may ever occur.

☐ **Option 2 - Monthly Communication Allowance**
When an employee purchases his/her own cell phone and provides his/her cell phone number to the District, the district has provided an option for a monthly allowance. The District will pay a flat monthly fee of $45 for a cell phone or $90 for a PDA. In this plan, the employee waives any and all additional communications expense reimbursements. This allowance is tax deductible and paid monthly through payroll.

Please return this form along with the following signed statement to the Purchasing Department. This form is required to be on file at the District Office for audit compliance.

Name: _____

Cell Number: _____

Service: _____

I understand that any cell phone or pager purchased by the District will be used only for business purposes. If I choose to accept or make personal calls, I must choose option 2. All District provided cell phone plans are subject to periodic internal audits for compliance. I acknowledge that I reviewed the sections on Employee Safety, District-Owned Cell Phone Use, and Monthly Cellular Bill Review and Annual Service Renewal. This agreement is effective until rescinded by the District or employee.

_____
Employee Signature

_____
Principal/Administrator Signature

Account Code: 01-____-____-____-____-____-____-___

Education and Leadership for a Lifetime

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262, FAX (763) 569-0499 | www.mshsl.org

April 2014

Dear Superintendent:

Each year Minnesota Statute 1993, Section 128C.01, requires individual school boards to authorize membership in the Minnesota State High School League. The Resolution for Membership affirms (1) that the school board for your school delegates the control, supervision and regulation of League-sponsored athletic and fine arts activities to the Minnesota State High School League; (2) that your school board adopts the MSHSL Constitution, Bylaws and Rules and Regulations; and, (3) that the administration of and the responsibility for supervising your registered activities are assigned to your official school representative(s).

Formal approval by the governing board of your school district or school must be made prior to August 1, 2014, to enable the League office to certify your continuation or new membership in the League. If your Designated School Board Representative or Designated School Representative has changed from the previous year, please make that change on your school's page on the MSHSL website database.

I am enclosing the Resolution for Membership form which provides for the appropriate school board action. The resolution form is provided in duplicate. **Please return one copy of the 2014-2015 Resolution for Membership to the Minnesota State High School League and retain one copy for your school files. The deadline for returning the resolution form is September 1, 2014. If the form is not received by the above date, a $250 late fee will be assessed. No school is eligible to compete in post-season tournaments unless the completed Resolution for Membership is on file in the League office.**

A billing for services, rule books, and other supplies your school has ordered will be mailed in mid-August as has been the accepted procedure in the past. This billing, which includes a $100 service fee, will be based on the materials your school has submitted to the League regarding the activities your school will sponsor during the 2014-2015 school year.

Please be reminded of the following:

1. August 1 begins the MSHSL fiscal year and the Resolution for Membership must be approved by your local school board.

2. **September 1 is the due date for return of the resolution form.** A late fee will be assessed if the resolution is not returned by that date; your students WILL NOT BE COVERED by the catastrophic insurance plan; your school district must assume that responsibility; and your students will not be allowed to participate in League-sponsored events.

3. **The resolution form must be completed in full**, including signatures of the superintendent and clerk/secretary of the board of education.

4. Please note the italicized paragraph on the Resolution for Membership from which begins, "*Member schools must develop...*" This language and the steps related to MSHSL Bylaw 206, Good Standing and General Eligibility Requirements have been discussed with your activities director. The opportunity for a student to appeal a local Code of Conduct decision at your school level most often appear in your school's Student Handbook. Please review your school's internal process as your school board approves the Student Handbook.

(over)

I would suggest that you place this resolution on your agenda as soon as possible, and certainly not later than a June or July board meeting, in order to avoid last-minute efforts late in the summer which may create problems for your board and administrative staff to meet the September 1, 2014 deadline.

Membership in the Minnesota State High School League will provide your students with rewarding benefits as they participate in the education-based athletic and fine arts activities sponsored by your school. The League staff looks forward to an on-going partnership with your school, your school personnel, and the students in your community.

Sincerely,

David V. Stead
Executive Director

DVS/lmj
Enclosure

Minnesota State High School League
2100 Freeway Boulevard
Brooklyn Center, MN 55430-1735
763-560-2262 Fax: 763.569.0499 www.mshsl.org

2014-2015 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

RESOLVED, that the Governing Board of School District Number 0477, County of Mille Lacs State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Princeton High School _____

_____ _____

_____ _____

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____

   OR;

   _X_ Renew its membership in the Minnesota State High School League; and,

2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

3. _____ Our school **WILL NOT** be renewing its membership in the Minnesota State High School League.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representative identified by the Governing Board.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____ Signed: _____
Clerk/Secretary - Local Governing Board Superintendent or Head of School

Date: _____ Date: _____

District Office Address, City, Zip: 706 1st St., Princeton, MN 55371

_____

School Superintendent's Phone: 763-389-6190 School Superintendent's Email: Julia.espe@isd477.org

RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2014
Retain one copy for the school files.

FOOD SERVICE BID OPENING

28-Apr-14

1:00 PM

VENDOR	Apperts	ULF	Indian Head	FSA	US Foods
Cost Plus Fixed Fee (Fixed Fee)	$0.82	$0.86	$0.80	$1.09	$1.40
Cost Plus Variable Fee (Base Rate)	$0.79	$0.83	$0.80	no bid	$5.00
"Brown Box" Commodities	$2.50	$1.70 + $.73*	$1.40 + $.73*	$1.80 + $.73*	$1.90 + $.73*
Reprocessed Commodities	$2.00	$1.70	$0.80	$1.09	$1.90
Storage Fee (If applicable)	$.50 > 30 days	TBD	$1.00 > 60 days	$1.50 > 30 days	$.50 > 30 days

Market Basket	$336,593.47	$322,263.85	$327,931.80	$335,039.04	$297,992.08
Includes Food Cost, Brown Box & New Port Fee					11 no bids - not considered

*Includes Brown Box and New Port Storage Fee

FOOD SERVICE COMBINED BID SCORING SHEET

Appert's	FSA	Indianhead	US Foods	Upper Lakes
$ 336,593.47	$ 335,039.04	$ 327,931.80	$ 297,992.08	$ 322,263.85
			11 No bids	

FOOD SERVICE COMBINED BID SCORING SHEET

	Appert's		FSA		Indianhead		US Foods		Upper Lakes
Price	46		47		52		30		55
Completeness of Line	9		10		10		0		9
Distributor References	10		10		10		7		10
Computer capabilities	5		5		5		5		5
Operational Plan and Procedures	5		5		5		5		5
Ability to meet service needs	5		5		5		5		5
Access of Nutritional and CN Data	5		5		5		5		5
Fill Rate Reports	2		3		3		1		3
Degree of ancillary services	2		2		2		1		2
TOTAL	**89**		**92**		**97**		**59**		**99**

Princeton's
Estimated Savings from Previous Year $ 34,352.00