



Jordan School District #717
Policy Committee Minutes

Wednesday, June 11, 2014 at 5:15 PM

Policy Committee

Jordan Public Schools

500 Sunset Drive; Suite 3

Jordan, MN 55352

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1. Review of policy 503 Student Attendance
 2. Review of policy 825 Animals on School Property
 3. Review of policy 902 and 902.1 Facility Use
 4. Review of policy 514 Bullying Prohibition
 5. Review of policy 880 Records Retention

School Board Clerk

Date

JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised:

503 ATTENDANCE POLICY

Attendance Notification Process

Class attendance is essential for student success. Students are expected to be in school every day that school is in session.

The District will allow a maximum of ten (10) parent or guardian approved absences per class, per semester in the MS and HS. The elementary will allow twenty (20) days per year. These absences should be used with discretion. We encourage parents or guardians to schedule their vacations around the school calendar breaks. After the first five (5) absences, parents or guardians will be notified by the following process:

The following will not be part of the approved absences:

Skipping class(es)
(also applies to Truancy
Process)
Absences from an individual class
will follow the guidelines

The following will be part of the approved absences:

1. Medical or dental appointments
(note from doctor/clinic is required)
2. Funeral attendance/death of family member
3. Religious instruction/observance
4. School sanctioned field trips/community services
5. Co-curricular events
6. Family vacations (maximum of five (5) absences allowed)
7. Court appearances

On the sixth (6) absence (twelfth, elementary), parents or guardians will be notified by a letter. A phone contact may be attempted.

On the eighth (8) absence (fifteenth, elementary) absence, notification of parent conference will be by letter.

On the tenth (10) absence (eighteenth, elementary), a conference will be held with the principal, appropriate staff, parents or guardians and student. The parent or guardian will be informed that no additional parent approved absences will be accepted for the remainder of the semester.

If the student is absent an eleventh (11) time for any reasons in the HS, other than the exceptions listed, credit may be withheld. A parent conference will take place if credit is to be withheld.

On the twelfth (12) absence for any reason in the HS, other than the exceptions listed, expulsion proceedings may be implemented in compliance with the Pupil Fair Dismissal Act of 1974 as amended. MS 127.26-127.39.

After twenty unexcused absences in the elementary, the appropriate Scott County officials will be notified regarding the absences.

ABSENCE REPORTING PROCEDURES

Parents or guardians should call the appropriate building by 8:30 a.m. if their student will be absent. Messages may be left on voice mail if the call cannot be made during school hours. If a call is not possible, the parent or guardian must send a note with their child upon returning to school. This note is only required if the student's parents or guardians did not call.

Any scheduled appointments for dentist, doctor, court, etc., should be cleared prior to the appointment by sending a note with their student. The student will then be issued a pass excusing him/her from school.

All students leaving the building must be issued a pass from the school office before leaving the building.

All students must report to the school office upon their return and obtain an admit slip for admittance to their classes.

A student will be classified as truant if a parental note or phone call is not received within two (2) days of their return.

Truancy Process MS/HS

The student is considered truant if:

He/she skips classes

Leaves the school during the day without a parent or guardian granting permission to leave as approved by the office

For the first (1) truancy per quarter, the student will be assigned one detention for each assigned period missed. The parent or guardian is to be advised of the detention assigned. The parent or guardian is responsible for extra transportation.

For the second (2) truancy per quarter, the student will be assigned two detentions for every assigned period missed. The parent or guardian will be advised of the detention assigned. The parent or guardian will be responsible for transportation.

For the third (3) truancy per quarter, the student will be assigned In-School Suspension. A parent conference will be required.

For the fourth (4) truancy per quarter from school or from a class(es) may result in one or more of the following.

- a. Detention
- b. In school suspension
- c. Suspension from school
- d. Loss of credit
- e. Expulsion in compliance with the Pupil Fair Dismissal Act of 1974

Tardy Procedures MS/HS:

Students are expected to be in their scheduled room at the beginning of each assigned period. Failure to do so constitutes tardiness which will result in the following:

First tardiness per assigned period in a quarter: warning.

Second tardiness per assigned period in a quarter: one detention.

Third tardiness per assigned period in a quarter: three detentions.

Fourth and successive tardiness per assigned period in a quarter: three detentions and a parent conference may be scheduled.

Sample Parent Letter

Dear Parent or Guardian:

This letter is to notify you that _____ has accumulated _____ absences
(student's name) (number)
in _____.
(class name)

Classroom learning is directly affected by an excessive number of absences. Jordan's Attendance Policy stipulates parents or guardians shall be notified when their son/daughter reaches **six, eight, or ten** absences during the academic term.
(circle number)

If a student reaches eight absences, a parent conference will be requested to discuss your student's attendance and academic progress. The student may be removed from class or credit may be withheld for more than ten absences per semester.

Please feel free to call between the hours of 7:30 and 3:15 p.m. at 492-2332. Your cooperation will be sincerely appreciated.

Sincerely,

(Teacher)

(Dean of Students)

Class _____

Hour _____

Adopted: _____

MSBA/MASA Model Policy 503

Orig. 1995

Revised: _____

Rev. 2013

503 STUDENT ATTENDANCE

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

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also

the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.

- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

~~*[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minn. Stat. § 120A.22, Subd. 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]*~~

c. Consequences ~~of~~ for Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) ~~Work missed because of absence must be made up within _____ days from the date of the student's return to school. For the first day of an absence, a student will have two days to make up work. Students will have one day to make up work for each subsequent day of absences. Any work not completed within this period shall result in "no credit" for the missed assignment.~~ a reasonable amount of time may

result in a score reduction. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family, unless approved by the principal or designee.
- (6) Personal trips to schools or colleges, unless approved by the principal or designee.
- (7) For students at the elementary school, absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of for Unexcused Absences in grades Kindergarten through four:

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota

statutes.

c. Consequences of for Unexcused Absences in grades five through twelve:

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students in grades 5 through 12 with unexcused absences shall be subject to discipline in the following manner:
 - (a) Parents will be notified when students are absent from school without an excuse.
 - (b) Students will be expected to complete assignments but may receive reduced or no credit.
 - ~~(a) From the first through the _____ cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.~~
 - ~~(b) After the _____ cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of _____ unexcused absences and that, after the _____ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.~~
 - ~~(c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.~~
 - ~~(d) After _____ cumulative unexcused absences in a~~

~~[quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.~~

~~(e) After _____ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.~~

~~(f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.~~

3. Excessive Absences:

- a. Students may have a maximum of ten absences in a semester at the middle and high school level and twenty absences in a year at the elementary level. High school students may lose class credit on the eleventh total absence. Students with excessive absences may lose privileges like attending field trips. The following absences will not count toward the maximum absence rule:
 - (1) Official school field trip or other school-sponsored outing.
 - (2) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Family vacations.
 - (5) College visits.
- b. Parents will be notified when students reach the seventh and eleventh total absence in a class at the middle school and high school and when students reach the twelfth and fifteenth total absence at the elementary school.
- c. Students may be required to submit a doctor's note or receive clearance from the school nurse in order for an absence to be excused.
- d. If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. **At the Kindergarten through grade 4 level, three tardies equal one unexcused absence.**
- c. Consequences of tardiness **in grades 5 through 12** may include detention **after _____ unexcused tardies. In addition _____ unexcused tardies are equivalent to one unexcused absence.**

D. Participation in **and Attendance at** Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity

scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class (including lunch or study hall) during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. ~~If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.~~ Students who arrive after second period on the day of an activity or practice will not be allowed to participate in that activity unless approval has been obtained from the principal or athletic director. Students who are absent unexcused

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

~~*[Note: Where services and procedures under Minn. Stat. Ch. 260A are available within the school district, the following provisions should also be included in the policy.]*~~

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school. **Educational neglect is when students under the age of 12 accumulate more than 7 unexcused absences during a school year.**
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures,

under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.30 (Attendance Officers)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: 2014

Revised:

825 ANIMALS ON SCHOOL PROPERTY

I. PURPOSE

The purpose of this policy is to define what animals are allowed on District #717 school property.

II. GENERAL STATEMENT OF POLICY

Due to health and air quality concerns, dogs, cats, rodents, rabbits, reptiles, fish, birds or exotic animals are not allowed in indoor spaces and at all outdoor events on school property, unless pre-arranged with the principal. The animal must be confined or on a leash and under adult supervision. Certified therapy and service animals will be permitted.

III. PROCEDURES

- A. For purposes of instruction, the teaching staff is encouraged to use alternative methods and avoid the use of live animals when possible.
- B. Request in writing permission from the building administrator by using form labeled Appendix A.
- C. Habitats must be cleaned regularly (including vacations and holidays) according to the guidelines associated with the particular animal. Waste must be disposed of properly (double bagged and immediately removed to outside dumpster).
- D. Locate animals and their habitats as far away from ventilation systems as possible to avoid circulating allergens.
- E. When approval has been given for an animal to be brought into a school, notification will be given to parents of the students who will be present. Upon notification of sensitivity by students or teacher, a classroom will be kept animal free, or the student/students with a sensitivity will be given an alternate activity to participate in outside of the classroom.
- F. If an administrator feels that the animals in the classroom are not in the best interest of the district, the animal must be removed from the classroom.
- G. Students and staff are not allowed to bring or keep animals in school without the permission of the building administrator.
- H. Animals are not allowed on buses.

- I. Animals used for the purposes of assisting individuals must be registered in the building office upon arrival.
- J. Animal use for administrative purposes is allowed.
- K. Organizations that may be approved for presentations may include, but are not limited to Critters & Co., Raptor Center, and Humane Society. Students with a sensitivity will be given an alternate activity to participate in outside of the classroom.
- L. Animals brought in for “show and tell” should be scheduled for fall or spring, thus permitting the viewing of these animals in an outside location of the school.

**Appendix A to Policy 825
Jordan District Schools
Request for Animals on School Property**

School _____ Date _____

Staff Person _____ Room # _____

Type of animal(s) to be used in classroom _____

Number of animals _____

Date animal is to be brought into classroom _____

Date animal is to be removed from classroom _____

Are animal's vaccinations up to date? Yes _____ No _____ N/A _____ *If no, animal will not be allowed into the building. Please attach proof of vaccinations.*

Who will be responsible for cleaning cages? _____

What is the educational purpose of having the animal in your classroom?

Request Approved _____ Denied _____

Site Administrator Signature _____ Date _____

AS DISTRICT POLICY STATE:

Use alternatives to animals if possible for purpose of instruction. Request in writing permission from the building administrator using form labeled Appendix A. Cages must be cleaned regularly (including vacations and holidays) and according to the guidelines associated with the particular animal. Dispose of waste properly (double bagged and removed immediately to outside dumpster). Locate animal habitats away from ventilation systems to avoid circulating allergens. Students sensitive to animals will be located away from animals and habitats. If an administrator feels that the animals in the classroom are not in the best interest of the district, the animal must be removed from the classroom. Students are not allowed to bring animals to school without the permission of the building administrator. Animals are not allowed on buses. Animals used for the purpose of assisting individuals must be registered in the building office upon arrival. Animals may be used for administrative purposes.

Staff Person Signature _____ Date _____

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: _____

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the community education office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of

damage to school facilities. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by the school board.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment.

Legal References: (Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes))

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: _____

902.1 FACILITY USE POLICIES

I. Philosophy for Community Use of Facilities

- A. The board of Education of Independent School District 717 will seek to cooperate with the residents of the district with respect to use of school buildings, facilities and equipment.
- B. In order that the community use of school buildings and facilities be consistent, the following guidelines have been adopted.

II. Priority for Use of Facilities

- A. In all cases the regular school activities or organizations for students in the K-12 program shall have first preference when requesting the use of any part of the buildings or grounds. These groups may be charged staff fees when applicable.
- B. Second priority for use will go to the education and recreation programs conducted by Community Education. The groups may be charged staff fees when applicable.
- C. Third priority for use will go to community and school district with volunteer coaches/leaders (Jordan school district based groups). These groups will not be charged rental fees. Staff and equipment fees will be charged when applicable.
 - 1. Youth leadership and development groups (i.e., Scouts, 4-H, church groups)
 - 2. Youth recreational groups (Metro basketball)
 - 3. Other non-profit/civic organizations (i.e., Sand Creek Township, churches)
- D. Fourth priority for use will go to community and school districts groups with paid coaches/leaders (Jordan School District based groups). These groups will be charged rental, staff and equipment fees.
- E. Fifth priority for use will go to all Jordan School District based commercial, business organizations, money raising events, and events when admissions are charged or collections are taken for those groups not identified above – (i.e., MVE annual meeting). These groups will be charged rental, staff and equipment fees.
- F. Sixth priority for use will go to all outside groups or organizations (non-Jordan

School District groups) interested in presenting issues relating to the Jordan residents (i.e., town meeting format). These groups will be charged rental, staff and equipment fees.

- G. Any requests for non-Jordan School District groups will be evaluated by the School Board and fees will be established by the size of the group.

III. Facility Rental Fees

Classrooms	\$15
Library and/or Lecture Room	\$20
JHS, JES River Valley Gym	\$75
JHS, JES Cafeteria	\$35
Athletic Complex	\$125

IV. Staff Charges

- A. Custodial fees may be assessed for groups A-G for special set-up or clean-up when facilities are not normally staffed.
- B. Food Service Supervisor - A charge will be assessed for groups A-G using the kitchen area of each building. A cook must be present anytime the kitchen is used.
- C. Security and Police Officers – Groups in categories A-G may be asked to provide security and/or police officers for certain activities. Events in which high attendance is expected, when a large amount of money is to be exchanged, or if valuable property will be used or featured, are such examples.

V. Equipment Charges (daily)

VCR/TV	\$15
Overhead projectors	\$15
Slide Projectors	\$15
Microphones	\$20
Choir Band Risers	\$35
Choir/Band Shells	\$35

- VI. The Jordan School District reserves the right to refuse the use of the district’s facilities and/or equipment to any group. It also reserves the right to limit the number of rooms available any group.
- VII. A \$75 fee will be held in escrow for all groups C-G to insure clean-up of buildings and grounds unless waived in the rental agreement.
- VIII. All fees are subject to change depending on the size of the group.

Proposed Jordan Independent School District 717 Facility Use Policies

***Any Association or Group using the district’s facilities should provide a certificate of Liability Insurance with the following: 1) General Liability policy with limits of \$1,000,000. Each occurrence/\$2,000,000 Aggregate, 2) Jordan ISD 717 listed as Additional Insured on the General Liability policy.**

I. Philosophy for Community Use of Facilities

- A. The board of Education of Independent School District 717 will seek to cooperate with the residents of the district with respect to use of school buildings, facilities and equipment.
- B. In order that the community use of school buildings and facilities be consistent, the following guidelines have been adopted.

II. Priority for Use of Facilities

- A. In all cases the regular school activities or organizations for students in the K-12 program shall have first preference when requesting the use of any part of the buildings or grounds. These groups may be charged staff fees when applicable.
- B. Second priority for use will go to the education and recreation programs conducted by Community Education.
- C. Third priority for use will go to City of Jordan, community, and school district groups with volunteer coaches/leaders (Jordan school district based groups).
 - 1. Youth leadership and development groups (i.e., Scouts, 4-H, church groups)
 - 2. Youth recreational groups (Metro basketball)
 - 3. Other non-profit/civic organizations (i.e., Sand Creek Township, churches)
- D. Fourth priority for use will go to community and school districts groups with paid coaches/leaders (Jordan School District based groups).
- E. Fifth priority for use will go to all Jordan School District based commercial, business organizations, money raising events, and events when admissions are charged or collections are taken for those groups not identified above – (i.e., MVE annual meeting).
- F. Sixth priority for use will go to all outside groups or organizations (non-Jordan School District groups) interested in presenting issues relating to the Jordan residents (i.e., town meeting format). Any requests for non-Jordan School District groups will be evaluated by the Superintendent and Community Education Director.

III. Facility Fees

Groups using school district facilities may be assessed a facility use charge, staff charges and/or equipment use charges. An invoice for all charges will be sent after the scheduled activity. Charges are assessed from the time a group enters the building to when they depart. A down payment may be required. Potential user groups not falling into one of the categories listed below will be assessed fees as determined by the director of community education and the Superintendent.

<u>Category</u>	<u>User Group</u>
1	<p>School district sponsored and/or affiliated groups and/or activities will not be charged fees.</p> <p>City of Jordan sponsored groups and/or activities will not be charged facility rental fees.</p> <p>City of Jordan sponsored groups doing a fundraising activity, charging admission, or collecting money will be charged staff fees when district staff is normally not in the building or for special needs.</p>
2	<p>Local organizations that are quasi-public, youth serving organizations, civic and service organizations, fraternal organizations and social agencies, non-profit educational organizations, governmental entities in Scott County, religious organizations for non-worship activities, local political organizations (caucuses) will not be charged rental fees. Staff fees will be charged when facilities are not normally staffed.</p> <p>These groups who use district facilities for fund raising events or for activities that require admission fees, or collection of money are subject to the category 2 rental rates (unless proceeds are contributed to the local community). Religious organizations using facilities for worship or instruction are subject to category 2 rental rates. Staff and equipment fees will be assessed per schedule.</p>
Cat. 3	<p>Individuals, private agencies, businesses, companies or vendors who reside within the Jordan School District and who use district facilities for commercial purposes (sales, marketing, training) or personal profit, will be assessed category 3 rental rates and will be assessed staff and equipment fees.</p>
Cat. 4	<p>Individuals, religious organizations, private agencies, businesses, organizations, companies or vendors located outside of the Jordan School District boundaries will be assessed category 4 rental rates and staff, and equipment fees.</p>

<u>Facility Rental/Utility Fees</u> (per hour)	<u>Cat. 2</u>	<u>Cat. 3</u>	<u>Cat. 4</u>
Permit	10.00	20.00	30.00
Classrooms	5.00	10.00	15.00
Library/Media Center	12.50	25.00	38.00
Computer Lab	50.00	100.00	150.00
Gym (Per Court):	20.00	40.00	60.00
Auditorium	50.00	100.00	150.00
Playing Fields: Basic (fields 6, 7, 4, 3,)	12.50	25.00	38.00
Competition (field 1, 2)	25.00	50.00	75.00
Football field (varsity)	100.00	200.00	300.00
Track	25.00	50.00	75.00
Field Lights	37.50	75.00	113.00
Fitness Center	12.50	25.00	38.00
Lecture Room (High School)	25.00	50.00	75.00
Lecture Room (Middle School)	25.00	50.00	75.00
Multi-purpose/wrestling room	12.50	25.00	38.00
Concession stand (no use of equipment)	5.00	10.00	15.00
Cafeteria	12.50	25.00	38.00
Home Ec. Kitchen	25.00	50.00	75.00
High School Commons	25.00	50.00	75.00

Equipment (Daily Charge. School equipment cannot leave school property)

Television/DVD	10.00	20.00	30.00
LCD Projectors	10.00	20.00	30.00
Microphones	5.00	10.00	15.00
Coffee Maker	5.00	10.00	15.00
Ice Machine	12.50	25.00	38.00
Piano	12.50	25.00	38.00
Grand Piano	50.00	100.00	150.00
Keyboard	25.00	50.00	75.00
Sound System	50.00	100.00	150.00
Lighting boards	75.00	150.00	225.00
Other....	Determined by the CE director		

*We will ask for a \$50 damage deposit for all equipment used.

Staffing Charges

Custodian Fees: A charge will be assessed to categories 2, 3, and 4 for special set-up and or clean up. Category 2 and 3 groups will be charged a custodial fee for activities requiring custodial services which are scheduled when facilities are not normally staffed. Category 4 groups will be charged a custodial fee for all activities. This charge for all categories will be \$30.00 per hour with a two hour minimum charge.

Food Service Supervisor: A charge will be assessed to categories 2, 3, and 4 using the kitchen area of any building. This charge for all categories will be \$30.00 per hour.

Building Supervisor: A charge will be assessed to categories 2, 3, and 4 per agreement. This charge for all categories will be \$15.00 per hour.

Security and Police Officers: Groups in categories 2, 3, and 4 may be asked to provide security and/or police officers for certain activities. Events in which high attendance is expected, when an unusual amount of money is to be exchanged, or if valuable property will be used or featured are examples of such activities. The Jordan Police Department will invoice the District and the charge will be assessed to the user based on the Police Department's invoice.

Auditorium Technician: Groups in categories 2, 3, and 4 will be charged for staff time, including preparation and restoration. This charge for all categories will be \$35.00 per hour.

IV. The Jordan School District reserves the right to refuse the use of the districts facilities and/or equipment to any group. It also reserves the right to limit the number of rooms available any group.

V. A \$75 fee will be held in escrow for all groups C-G to insure clean-up of buildings and grounds unless waived in the rental agreement.

VI. All fees are subject to change depending on the size of the group

VII. A \$50 deposit is required for each set of River Valley keys. Deposit will be returned when keys are returned.

Additional Facility Use Information

I. Practice Time Restrictions

A. No practice for elementary students after 8:00 PM

B. No activities for youth on Wednesdays after 6:15 p.m. September – April.

C. No practices for youth before noon on Sundays

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: July 9, 2012

Reviewed: October 8, 2013

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment.

District 717 is committed to fostering and maintaining a safe and civil educational environment in which all members of the school community are treated with dignity and respect. District 717 prohibits bullying, harassment, and any other attempts to victimize others.

District 717 cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of District 717 in its normal operations, District 717 intends to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying that have not been successfully prevented.

The purpose of this policy is to assist District 717 in its goal of preventing and responding to acts of bullying, intimidation, violence, retaliation, and other similar behaviors.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. The misuse of technology including, but not limited to, teasing, intimidating,

defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying, regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student or a group of students;
2. damaging a student's or a group of students' property;
3. placing a student or a group of students in reasonable fear of harm to person or property; or
4. creating a hostile educational environment for a student or a group of students;
5. intimidating a student or a group of students.

B. "Immediately" means as soon as reasonably possible.

C. "On school district property or at school-related functions" includes all school district buildings, school grounds, school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

B. The school district encourages the reporting party or complainant to use the report form available from the administrator of each building or available from the

school district office, but oral reports shall be considered complaints as well.

- C. The building principal or the building principal's designee (here-in-after "building report taker") is the person responsible for receiving reports of bullying at the building level. Any person may also report bullying directly to the Superintendent. 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.
- D. A teacher, school administrator, volunteer, contractor, or other school employee should be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. 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 obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by a school district official or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. 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. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, the harmful effects of bullying and other applicable initiatives to prevent bullying, including information regarding this school district policy prohibiting bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and make resources or referrals to resources available to victims of bullying.
- D. 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.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation

and Bullying)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
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 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
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 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

INDEPENDENT SCHOOL DISTRICT NO. 717
BULLYING REPORT FORM

General Statement of Policy Prohibiting Bullying

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, condone or support another student's act of bullying. This policy also applies to any student whose conduct constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Bullying - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Form of bullying that took place:

- Teased _____
- Intimidated _____
- Defamed _____
- Threatened _____
- Terrorized _____
- Other _____

Name of person you believe bullied you or another person or group.

If the alleged bullying was toward another person or group, identify that person or group. _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has bullied me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

Adopted: _____

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. ~~2010~~ 2014

514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with ~~a students'~~ student's ability to learn and/or ~~a teachers'~~ teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, ~~it is~~ the school district's ~~intent~~ intends to prevent bullying and to take action to investigate, respond ~~to,~~ and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, ~~or at school-related~~ school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, ~~or~~ other students, or ~~employees~~ materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. ~~The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying~~ This policy also applies to an act of cyberbullying regardless of whether such ~~acts are~~ act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 1. The developmental ages and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school

district who is found to have violated this policy.

~~[Note: As the purpose of the policy is to ensure the safety and well-being of students, school districts should review those individuals in their district who may have responsibility for its students, whether formal or informal, to ensure that this purpose is met. Accordingly, school districts may wish to exclude or add certain individuals as being subject to its policy. For example, if a school district is providing visitors with extensive contact with students, the school district may wish to include visitors as individuals subject to the policy to ensure the access the school district has permitted is not being abused. Alternatively, a school district may wish to remove contractors from the policy if the individuals with whom it contracts have little or no contact with students to avoid unnecessary application of the policy.]~~

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

~~A. “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:~~

- ~~1. harming a student or a group of students;~~
- ~~2. damaging a student’s or a group of students’ property;~~
- ~~3. placing a student or a group of students in reasonable fear of harm to person or property;~~
- ~~4. creating a hostile educational environment for a student or a group of students; or~~
- ~~5. intimidating a student or a group of students.~~

~~A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:~~

- ~~1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or~~
- ~~2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.~~

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- B C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- € E. “On school premises, on school district property, ~~or~~ at school-related school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or

retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the ~~school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited~~ school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available ~~from~~ in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. 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.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, ~~observes,~~ or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform

the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct 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 building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, ~~or~~ work assignments, or educational or work environment.
- G. 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 obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. ~~Upon~~ Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by ~~school district officials~~ the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at ~~its~~ their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students; or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- ~~C~~ D. Upon completion of ~~the~~ an investigation that determines that bullying or other prohibited conduct has occurred, 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. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited ~~behavior~~ conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements;

applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

~~D~~ E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident ~~and of~~ the remedial or disciplinary action taken, to the extent permitted by law, ~~based on a confirmed report.~~

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, or against any person who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The school district ~~annually will provide information~~ shall discuss this policy with school personnel and volunteers and ~~any applicable~~ provide appropriate training to school district ~~staff personnel~~ regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and

publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

B C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

E D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- D.F.** The school district may implement violence prevention and character development education programs to prevent ~~and~~ or 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.
- G.** The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A.** The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B.** This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C.** This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D.** Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA

Model Policy 506) distributed to parents at the beginning of each school year.

- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § ~~121A.0695~~ 121A.031 (School Board Policy; Prohibiting Intimidation and Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
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 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
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 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Example:

Policy 1261
Adopted 04/04/2011

Wilson Area School District
Record Retention Policy

Purpose

It is the policy of the Wilson Area School District that its records, including both paper and electronic, be retained only as long as determined necessary to meet legal, audit and management requirements. In each case, the official retention periods shall be as short as possible in order to minimize the use of valuable space, promote efficiency, assist in the day-to-day operations of the District, and reduce the cost of storage for unneeded records inventory.

Authority

The within Record Retention Policy and Schedule has been formulated and approved by the Board of School Directors.

Delegation of Responsibility

This Record Retention Policy and Schedule shall be under the day-to-day supervision of the Superintendent and/or Business Manager, who may delegate responsibilities to others while maintaining the ultimate authority to enforce the Policy and Schedule.

Guidelines

1. **Training** – Employees will be provided a copy of the Records Retention Policy and Schedule and periodically receive training on how it should be applied. Litigation hold requirements must be a predominant topic in the training sessions.
2. **Litigation Hold** – When the District has been given notice that a legal action is either pending or imminent or a government investigation will occur, destruction of records (documents) must be suspended immediately. Notice could occur before the filing of a Complaint, and assumes that the District is previously aware of an incident or event that is subject to a suit.

The Superintendent must be made aware of events or incidents that are likely to lead to legal action. Counsel must be notified immediately. Counsel will be responsible for evaluating the defenses available to the Superintendent, identifying the records (documents) that may be relevant to a legal action and responding to the suspension of the retention and destruction policies and schedule.

3. **Interpretation** – The Superintendent and Business Manager will be responsible for interpreting any portions of this Policy statement or the District Records Retention Schedule as they may apply to specific situations. Any communication involving specific records retention requirements should be checked against the District's required ethical conduct.

4. **Exceptions** – Requests for exceptions from this Policy should be submitted to the Superintendent. In order to obtain an exception from this Policy, there must be a program that will assure compliance with the basic objectives stated above, at least as effectively as the District's Records Retention Schedule.
5. **Review** – The Superintendent and Business Manager must review this Policy and the Records Retention Schedule annually. The Superintendent must make appropriate changes to the Records Retention Policy and Schedule as a result of changes or additions to the law.
6. **Audit** – The Superintendent and Business Manager are responsible for auditing the existence and content of the written records retention program and schedule. The Superintendent is responsible for auditing the actual implementation of the Policy and Schedule.

The District may hire an outside party to conduct an audit on compliance with this Record Retention Policy and Schedule and prepare a written audit report.

7. **Storage** – Designating appropriate storage is an important consideration. Documents must not only be preserved, they must be reasonably accessible. A storage system should permit the necessary records to be easily located, managed, searched, retrieved and produced.

Storage is a critical consideration in responding to subpoenas, discovery requests, investigations, regulatory requests, educational and business needs. Accessibility can also facilitate the document destruction component of the records retention program.

Security of the records is critical for confidential records, particularly records pertaining to some transactions, financial and tax records; employee records such as personnel files, medical records, compensation records and insurance forms; student records; and government records designated as confidential and having restricted accessibility and protected privacy.

Preservation is an important storage consideration. A proper environment conducive to maintaining the integrity of the records is critical. This includes, but is not limited to, secure software, electronic security protections, acid-free folders, climate control, anti-magnetic interference, and fire protection. Off-site storage of vital records is permitted. Anti-virus, anti-spyware, anti-spam, and other software should be maintained and updated regularly.

8. **Disaster Recovery** – The Document Retention Program seeks to identify and preserve documents for disaster recovery where the informational value to the District is so great, and the consequence of loss is potentially so severe to the continuity of the District, that special protection is warranted. Records that qualify as disaster recovery records are:
 - a. Legal, financial, tax and organizational status records
 - b. Obligations to employees, vendors and students
 - c. Ownership of assets and inventory
 - d. Intellectual property and achievements not recognized elsewhere; and information on critical decision making

9. **Archival Records** – Records that have value beyond their original purpose because they document significant business activities, or services should be safeguarded as a permanent resource. The following considerations should apply to the preservation of records:
- a. An archival collection should be prepared that includes, among other things, the minute books, each annual auditor's report, each annual financial report, trademarks, copyrights, deeds, financial records, and photographs.
 - b. Special consideration should be made to evaluate whether in-school or outside protection is best.
 - c. Loaned or gifted archival materials to other sources should be maintained.
10. **Records Retention Due to Pending Litigation** – The District records that need to be retained due to pending litigation or government investigations must be reviewed frequently. Contact must be made with the Superintendent and/or Business Manager to verify possession of the most current list of records that should be considered protected (i.e. not to be destroyed) due to pending litigation or in litigation or subject o government investigation. Be aware that the court considers all recorded information as a record regardless of the medium of storage of the information. All records that relate to pending litigation or regulatory proceedings must be retained during the pending litigation and/or proceeding.
11. **Destruction** – Proper disposal or destruction of paper and electronic records is required. Records must be destroyed by shredding, erasing or otherwise modifying the information of the record to make the record unreadable, undecipherable or non-reconstructable through generally visible means.

Wilson Area School District

Records Retention Schedule

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Type of Records	Retention Period
General Employee File, including records regarding: <ul style="list-style-type: none"> ○ Hiring ○ Assignment ○ Promotion ○ Demotion ○ Transfer ○ Layoff ○ Termination ○ Rates of Pay / Pay scales ○ Terms of Compensation ○ Selection for / Completion of Training ○ Requests for Reasonable Accommodation and Reasonable Accommodation Proposed and/or Provided ○ Results of physical examinations ○ Applications ○ Resumes ○ Involuntary termination ○ Awards/commendations 	2 years
Job Advertisements / Postings	2 years
Discrimination Complaints, Compliance Evaluations and Enforcement Actions, including Relevant Personnel Records	Until Final Disposition
Affirmative Action Program	1 year
Payroll Records <ul style="list-style-type: none"> ● Name ● Address ● SSN ● Occupation ● Hours worked each day and week ● Wages paid ● Payday records ● Straight time and overtime ● Payroll deductions 	3 years
Recall	1 year
Job Orders Submitted to Employment Agencies or Unions for Recruitment	1 year
Employment-related Testing (Non-Medical)	2 years
Employee Benefits Programs <ol style="list-style-type: none"> 1. Insurance 2. Pensions 3. Seniority Systems 4. Merit Systems 5. Rating Systems 	Full period Plan is in effect for employees through one year from termination
COBRA information, including Notice to Employee, Spouse and Dependent	6 years
EEO-5	3 years
EEO-2	1 year

Type of Record	Retention Period
HIPAA Records, including: <ul style="list-style-type: none"> ○ HIPAA Notice of Privacy Practices ○ HIPAA Authorization forms ○ HIPAA Business Associate Agreement and/or Addendum ○ HIPAA Privacy Officer Designation ○ HIPAA Security Regulations required documentation 	At least 6 years
Hazardous Condition Exposures / Investigations <ul style="list-style-type: none"> ● Hazardous condition exposures ● Medical tests and screening for potential exposures ● Employee medical records re: potential hazardous exposure ● Allegations of employee exposure ● Heavy equipment operation records 	30 years
Toxic Substance Control Act <ul style="list-style-type: none"> ● Records of Significant Adverse Reactions 	30 years
Applications from unsuccessful candidates	120 days
Employee Recruitment Records	2 years
Workers' Compensation Records, including: <ul style="list-style-type: none"> ○ Claims ○ Investigations ○ Decisions / Findings / Orders 	3 years after employee's death
Individual Pay Period Records, including: <ul style="list-style-type: none"> ○ Deductions and other earning registers ○ Direct deposit records ○ Distribution reports ○ Wage garnishment records 	2-3 years, depending upon type of record

Type of Record	Retention Period
Basic Student Information <ul style="list-style-type: none"> • Student's name • Address of parents/guardian • Phone number • Birth date • General attendance data • Transcript (if graduated from WASD) • Record of credits/grades • Standardized test results (e.g., SAT, ACT, PSAT) 	100 Years
General Student Information <ul style="list-style-type: none"> • Enrollment records (registration form, home language survey, ethnicity form, proof of residency, birth certificate, affidavit of guardianship, declaration of residency, Act 26 form) • Withdrawal transfer card • Transfer records received • Release of records (FERPA / HIPAA) • Guidance records (e.g., counselor notes, letters) • CIT application • Custody papers • Court orders • PFAs • Access log • Credit Denial records • Graduation Project certificate • PSSA student record • AP test student record • ASVAB student record • SAP End of Year Summary Sheets • Discipline Record • Health/Immunization records 	WASD Graduate: Maintain 2 years after graduation Withdrawn Student: Maintain until student's 25 th birthday
Special Education and Section 504 Student Records <ul style="list-style-type: none"> • Referral/Child Find documents • Eligibility Evaluations • Re-evaluations and independent evaluations • IEPs • 504 Plans • Medical or psychological documents, reports, etc. • PTEs, PTREs, NOREPs, and all other legally required forms • Progress Monitoring records 	Maintain until student's 25 th birthday
SAP Records	Destroyed at end of school year or when it's determined to be at the end of its usefulness

Type of Records	Retention Period
Homebound Excusal Records	WASD Graduate: Maintain 2 Years After Graduation Withdrawn Student: Maintain until student's 25 th birthday
ESL Records	WASD Graduate: Maintain 2 Years After Graduation Withdrawn Student: Maintain until student's 25 th birthday
Homeschooling Records	WASD Graduate: Maintain 2 Years After Graduation Withdrawn Student: Maintain until student's 25 th birthday

Type of Record	Retention Period
IRS 1099	7 years
Contracts and Agreements, including: <ul style="list-style-type: none"> ○ Agreements relating to compensation ○ Contracts relating to employment 	7 years unless under seal, then 20 years
All documented releases from liability, including: <ul style="list-style-type: none"> ○ Releases submitted by an employee ○ Releases submitted by contractor ○ Releases submitted by volunteers ○ Other 	7 years unless under seal, then 20 years
Personal or Environmental Monitoring of Exposure to Hazardous Materials	30 years
School District Annual Auditor's Report	Permanent
School District Annual Financial Report	Permanent
Performance Audits	Permanent
Safe Schools Act Reports	Permanent
Bond Issue Files	10 years after expiration of bond
Paying Agent Bond Documents	7 years after expiration of bond
Adopted Annual Budget	10 years
<ul style="list-style-type: none"> ● Budget Background Records ● Budget Information Files 	4 years 4 years
General Ledger showing receipts and disbursements of each department or school	Permanent
Financial Documents, including: <ul style="list-style-type: none"> ○ Accounts Payable ○ Accounts Receivable ○ Check Copy Records ○ Check Registers ○ Daily Cash Reports ○ Deposit Slips ○ Account Books ○ Bank Statements ○ Orders ○ Bills ○ Invoices ○ Receipts ○ Purchase Orders 	7 years
Travel Records, including: <ul style="list-style-type: none"> ○ Travel Reimbursement Records ○ Private Vehicle Usage Records 	7 years
Deeds and Related Documents	Permanent
Inventory Records, including: <ul style="list-style-type: none"> ○ Disposition Records (Inventory Disposal) ○ Equipment Inventories Files 	7 years
Fixed Asset List	Permanent
Leases	7 years
Grant Files, including: <ul style="list-style-type: none"> ○ Grant applications ○ Proposals ○ Narratives ○ Evaluations ○ Annual Reports 	7 years
Insurance Policies	7 years

Type of Records	Retention Period
Insurance Claims	6 years after resolution of claim
Legal Cases , entire file, including: <ul style="list-style-type: none"> o Notice of Claim o Attorney and investigator activity logs o Complaints, Motions, Briefs and other court filings o Court orders o Case notes o Settlements, etc. 	7 years
Feasibility Studies	7 years
Public Notices / Announcements	4 years
School Calendar	7 years
School Claims for Reimbursement , including claims for: <ul style="list-style-type: none"> o Tuition reimbursement (including foreign students) o Transportation o Requests and settlements o Claims against other cities and towns for providing educational services for students whose parents are not residents of the District o Other claims for reimbursement to the school and supporting documentation 	7 years
Claims for Reimbursement from the School , including: <ul style="list-style-type: none"> o Compensatory education fund claims o Claims from outside agencies to whom the District contracted out for student special services o Claims by other service providers (alt. ed. Programs, Vo-techs, etc.) for agreed-upon student services 	7 years
School Board Minutes	Permanent
Agendas of Committees , including agendas of district committees and task forces	Permanent
Board Policies	Permanent
Type of Records	Retention Period
All Procurement Records	7 years
Construction Contracts	Refer to Contract Language
School Facility Plans / Blueprints	Permanent
Work Orders	4 Years
Building / Land Use Request Records	4 Years
Cleaning / Maintenance Supply Inventory	4 Years
Property / Building / Facility Inspection Records	4 Years

Type of Record	Retention Period
Electronic Versions of Any Record Mentioned in this Records Schedule	Same retention period
Contracts and Licenses	7 years from expiration of contract/license (unless otherwise specified in contract/license)
Virtual Private Network Activity	None - in cases where employment action was taken, 7 years from date of termination
Employee Recruitment Records	1 year
E-mail Messages	1 year
Telephone Logs	6 months
<ul style="list-style-type: none"> • Online Grade Access Program <ul style="list-style-type: none"> ○ Copy of All Pages/Links 	Currently student records
Electronic Versions of Any Record Mentioned in this Records Schedule	Same retention period
Type of Record	Retention Period
Receipts/Manifests Associated with the Transfer of Toxic Chemicals to Off-Site Locations	Permanent
Toxic Chemical / Hazardous Waste Documentation <ul style="list-style-type: none"> • Manifests for transportation of toxic chemicals and waste to off-site locations – 15 Years • Biennial Reports or Exception Reports • Records of any test results, waste analysis, or other determinations relevant to hazardous waste determination • Land Disposal Notices, certifications, demonstrations, Waste-Analyses Data, and other documentation 	Permanent
Underground Storage Tanks (USTs) <ul style="list-style-type: none"> • Expert analyses of site-corrosion potential • Documentation of USTs system repairs • Recent compliance with release-detection requirements, and • Results of the site investigation conducted at permanent closure 	Permanent
Underground Storage Tanks (USTs) <ul style="list-style-type: none"> • UST Documents • UST Release-Detection Records, including: <ul style="list-style-type: none"> ○ Written performance tests pertaining to Release Detection System ○ Sampling, testing and monitoring Results ○ All Tank-Tightness Testing results ○ Written documentation of all calibration, maintenance and repair of Release-Detection Equipment • Records of all financial mechanisms used to demonstrate financial responsibility for regulated USTs 	Permanent

Type of Record	Retention Period
PA Hazardous Site Cleanup Act	20 years if unlawful conduct or release discovered 20 years if costs are incurred to recover response costs
<ul style="list-style-type: none"> • Records pertaining to hazardous substances 	
Records of All Chemical Pest Control Treatments, Except for:	At least 3 years
<ul style="list-style-type: none"> • Disinfectant and Antimicrobial Products • Self-contained baits placed in areas not accessible by students • Gel-type baits placed in cracks, crevices or voids • Swimming Pool maintenance chemicals 	
Residual Waste Records, including:	5 years after the waste was generated
<ul style="list-style-type: none"> ○ Types and amounts of waste generated ○ Other required information specified in the Residual Waste Management Act 	
Toxic Substances and Pollution:	
<ul style="list-style-type: none"> • Inspection Reports • Management of Lead-Based Paints Records • Any/all permits or reports/results from any pollutant discharge/elimination 	3 years with possible extension during litigation
Air Quality Records	3 years
Water Quality Records	3 years
Type of Record	Retention Period
Dues paid record, receipts, fund requisitions, fund transfers, etc.	7 years
Ticket / fundraiser sales	2 years
Financial Reports	7 years
Cancelled checks	2 years
Eligibility lists	2 years
Athletic Dept. Records, including:	
<ul style="list-style-type: none"> ○ Schedules of meets ○ Schedule confirmation forms signed by principal ○ Eligibility lists ○ Game narratives and score sheets ○ Summary of yearly activities ○ Correspondence ○ Team rules 	
Coaches' Evaluations	2 years after resignation
Inventory / Supply Records	2 years
Game Officials: Referees and Umpires, including:	2 years
<ul style="list-style-type: none"> ○ List of available individuals ○ Schedules, calendars ○ Agreements ○ Notes ○ Correspondence 	
Activity / Athletic Transportation Records	2 years

Type of Record	Retention Period
State School Bus Inspections	4 years
Driver Inspection Checklists	2 years
School Bus Repair and Maintenance Records	2 years
School Bus Driver Records	4 years
<ul style="list-style-type: none"> • Certifications • Licenses • Physical Exam • Clearances • Driving Records 	
Bus schedules and route records	4 years
Passenger Documentation, including: <ul style="list-style-type: none"> ○ Initial permission and request for change of pick-up / drop-off locations ○ Permission forms ○ All other records and lists 	2 years
School Bus Student Disciplinary Incident Reports	2 years
School Bus Accident Reports	7 years
Travel and Private Vehicle Expense Records <ul style="list-style-type: none"> • Reimbursement Records, including hotel, tolls, mileage, meals, etc. 	7 years
Information Regarding Bus Recalls	2 years
Type of Record	Retention Period
Free and Reduced Lunch <ul style="list-style-type: none"> • Applications and approval/denial determinations • Notices of public release to local press • Guidelines for eligibility • Authorized collection procedures • Correspondence • Policy statements and attachments 	7 years
Food Inspection and Investigation Records	3 years
Records of Distribution of USDA Donated Food	7 years
Food Service Inventory Reports	7 years
Cafeteria Cash Register Tapes, etc.	7 years
Licenses	3 years
Food Service Operation Records	3 years
Refrigerator / Freezer Temperature Log	3 years

Type of Record	Mandatory Minimum Retention Period
Donation and Endowment Records	Significant contributions should be maintained permanently. Review for historical value.
Formal complaints, responses and final decisions regarding programming, materials selection, availability	Complaints concerning censorship issues (including filtering) should be reviewed for historical value
School District Historical Documentation, including: <ul style="list-style-type: none"> ○ Yearbooks ○ Photographs ○ Newspaper archives ○ Event programs ○ Newspaper clippings ○ School Newspapers ○ Newsletters ○ Events materials 	Permanent

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS

105 RETENTION OF FINANCIAL AND LEGAL RECORDS**I. PURPOSE**

It shall be the policy of Independent School District 719 to retain school district financial and legal records.

II. DEFINITION**III. GENERAL STATEMENT OF POLICY**

The administration shall maintain the records retention schedule in compliance with Minnesota Statute 138.17 and other applicable statutes, if any. Disposition of records shall not occur until the financial audit for that fiscal year has been completed. Any documents relating to an issue over which legal action is pending shall be retained for two years after the issue has been resolved.

Retention Schedule:

Budgets adopted	Permanently
General ledgers and journals	Permanently
Bond records	Permanently
Audit reports	Permanently
Payroll journals	Permanently
Board minutes	Permanently
Property records	Permanently
Construction blueprints	Permanently
Legal contracts of continuing importance	Permanently
Annual financial reports	Permanently
Cancelled checks	6 years
Invoices, purchase orders	6 years
Payroll register	Permanently
Bank statements and reconciliations	6 years
Transportation contracts	6 years
Transportation contract with individual contractors	3 years (after completing contract)
Tax sheltered annuity contracts	Permanently
Personnel contracts	6 years (after termination)
Labor contracts	Permanently
Receipt slips	6 years
Sealed bids	6 years (after awards)
Written quotations	1 year (after receipt)
Student activity accounts	6 years

School Board Adoption: October 13, 2008

An Equal Opportunity School District

**Recipients of *School District General Records Retention Schedule*
revised January, 2000**

Enclosed for the consideration and use of your school district is the revised edition of the *School District General Records Retention Schedule*, which has been approved by the Records Disposition Panel. For important information about the *Schedule*, please refer to the introduction written by Charles Rodgers of the Minnesota Historical Society State Archives Department which can be found following the *Schedule* cover.

Your school district may, or may not, need to complete and submit the Notification of Adoption form enclosed. This depends on the *Schedule* presently in place in the school district.

If your school district has not previously adopted a records retention schedule, or adopted its own approved records retention schedule, and would like to adopt this revised version, two steps must be completed. First, all or part of the *School District General Records Retention Schedule* must be adopted by the school board. Once that is accomplished, the school district must submit the Notification of Adoption form to the Records Disposition Panel. The Minnesota Historical Society will sign and return the Notification of Adoption form to the school district. At that point the school district will have the authority to dispose of records in accordance with the schedule.

In addition, if your school district has been part of a consolidation at any time, and the newly consolidated school district did not adopt the previous version of the general schedule and notify the Department of Administration of that adoption, the two steps set forth in the previous paragraph must be accomplished. Once the school district receives the signed Notification of Adoption from the Minnesota Historical Society, the consolidated school district will have the authority to dispose of records in accordance with the revised *Schedule*.

If your school district adopted the previous version of this general schedule, the school district does not need to complete and submit the Notification of Adoption form. The Minnesota Historical Society will assume that school districts which adopted the previous version will now utilize this revised *Schedule*.

If your school district has not previously adopted a records retention schedule, or developed its own schedule approved by the Records Disposition Panel, and does not adopt the revised *School District General Records Retention Schedule* the school district DOES NOT have authority to destroy records without seeking approval to destroy specific records pursuant to Chapter 138 of Minnesota Statutes. Any destruction of records without prior approval is a violation of the law.

Resources

Questions about this schedule, data practices or for additional copies:

Department of Administration
Information Policy Analysis Division
305A Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
Voice: 651/296-6733
800/657-3721
Fax: 651/205-4219

Questions about archival records:

Minnesota Historical Society
State Archives Department
Minnesota History Center
345 Kellogg Boulevard West
St. Paul, MN 55102-1906
Voice: 651/297-4502
Fax: 651/296-9961

**SCHOOL DISTRICT
GENERAL RECORDS
RETENTION SCHEDULE**

STATE OF MINNESOTA
Department of
Administration

Information Policy Analysis Division
January, 2000

SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE

Purpose of the General Records Retention Schedule

Records are vitally important to the operation of any organization; they serve as the organization's memory and are evidence of past events and the basis for future actions. When created, maintained and disposed of in an orderly and systematic manner, records can be a tremendous asset; when treated in a haphazard and disorderly manner, they can reduce the effectiveness of an organization and increase its costs substantially.

The purpose of a records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes 138.17. The basis of any good records management program is the implementation of a well-developed records retention schedule. A retention schedule is a plan for the management of your records.

This School District General Records Retention Schedule establishes **minimum retention periods** for school district records based on their administrative, fiscal, legal and historical value. It lists record series common to school districts and identifies how long to retain them.

This schedule was originally developed by the Department of Administration and the Minnesota Historical Society in cooperation with the Department of Children, Families and Learning (formerly the Department of Education) and officials from Minnesota school districts. It was funded in part by a grant from the National Historical Publications and Records Commission.

This revised schedule was updated by school district staff, representatives of the Minnesota Association of School Business Officials, Minnesota Association of School Administrators, Minnesota School Board Association, the Department of Administration and the Minnesota Historical Society.

Adopting and Using the General Schedule

1. To begin disposing of records according to the general schedule, you must notify the State Archives Department of the Minnesota Historical Society that your school district has officially adopted the schedule. The enclosed form, "Notification of Adoption of School District General Records Retention Schedule," is used for this purpose.

A school district that has adopted the previous version of this general schedule does not need to notify the Minnesota Historical Society that it is adopting this revised edition of the General Records Retention Schedule for School Districts. It will be assumed that school districts which have adopted the previous version will now utilize this revised version.

2. You may adopt the entire schedule even though your school district may not have all the records listed on it. We recommend that you adopt the entire schedule. However, if this is not possible, you may adopt individual sections.
3. The Minnesota Historical Society will sign and return the Notification form to you. You will then have the authority to dispose of your government records as indicated on the schedule.
4. Compare the records in your office with the records listed on the schedule. Retention periods listed on the schedule represent the minimum length of time that you must retain your records. Once that retention period has been reached, you may either destroy them, transfer eligible records to the State Archives, or retain permanently in the school district. If you need to retain some record series longer than the listed retention, you should establish an agency policy for those records.
5. Records identified on the schedule as historical may be transferred to a local historical society, museum, public library, or interested individual with the specific, written permission of the state Records Disposition Panel.
6. The retention stated on the schedule applies to any form of the record (paper, computer tape or disk, microfilm, optical disk, electronic media, etc.). Especially in the case of electronic records, it is the responsibility of the school district to identify the official record copy in whatever form it is. An official record is a record received or created in the transaction of public business as determined by the school district. However, if you decide to change the form of a record (for instance, you microfilm a paper record) you may not be authorized to dispose of the original record. If you are considering changing the form of a record, contact the Minnesota Historical Society, State Archives Department, 651-297-4502.
7. Data Practices Classifications are effective as of the printing of this retention schedule. Because data practices issues change regularly, classifications may have changed. For current information on data practices, consult Minnesota Statutes, Chapter 13, or call the State of Minnesota, Department of Administration, Information Policy Analysis Division at (651) 296-6733.

Destruction Reporting

After you destroy records according to the general schedule, send a report to the Minnesota Department of Administration and the Minnesota Historical Society (M.S. 138.17, Subd. 7). Use a copy of the enclosed "Records Destruction Report" (RM-00065) for this purpose. This report may be submitted annually or as records are destroyed.

Records not on the General Schedule

Records not listed on this schedule cannot be destroyed without submitting either an "Application for Authority to dispose of Records" (PR-1 form) or a "Minnesota Records Retention Schedule" (RM-00058).

The PR-1 form is used to request one-time authority to dispose of records. A reproducible copy of the PR-1 form is enclosed. Since an approved PR-1 gives you authority to dispose of only those records listed on the form, we recommend that you use the PR-1 only for obsolete records (records no longer being created).

For ongoing authority to dispose of records not listed on the general schedule, complete a "Minnesota Records Retention Schedule." This form can be obtained from the Department of Administration, Information Policy Analysis Division, (651) 296-6879.

Duplicate Records

This retention schedule concerns itself only with the school district's official record copy and the retention periods assigned reflect that. It is each school district's responsibility to identify the official record copy and to identify when to destroy any other copies of identical records, after they have lost their legal, fiscal, historical and administrative value. Duplicate copies need not be retained.

Category Definitions

Record Series Description: A record series is a group of records clustered together because they all relate to the same topic and have the same retention period.

Retention Period/Statute: The retention cited is the minimum amount of time a record must be kept. A number printed alone, e.g. 10, means ten years. The stated retention does not include the year the record originates. For example, if Record A is filed by calendar year and it has a retention of 3 years, the disposal date for 1985 records is January, 1989. Statutes listed here cite specific retention periods for the records series.

Archival: If a Y, meaning yes, appears in this column these records must be retained permanently by the school district, because they have historical value. Records of closed school districts may be transferred to the State Archives for selection and disposition. These include defunct school districts that consolidate or merge with existing school districts and inter-district cooperative centers that dissolve. The records of closed school districts are at particular risk because there is often no clearly authorized custodian except for the State Archives as mandated by M.S. 138.17.

Data Practices Classification: This phrase refers to records classified by the Minnesota Government Data Practices Act or other state or federal laws. The classification system includes: public, private, confidential, nonpublic or protected nonpublic. More than one classification may apply.

Data Practices Statute: This phrase refers to the statute or law which cites the data practices classification of the record series.

Minnesota Historical Society
 State Archives Department
 Minnesota History Center
 345 Kellogg Blvd., West
 St. Paul, MN 55102-1906
 (651) 297-4502 Fax: (651) 296-9961

**NOTIFICATION OF ADOPTION
 OF
 SCHOOL DISTRICT GENERAL
 RECORDS RETENTION SCHEDULE**

1. Complete this form and send the original and 2 copies to the State Archives Department at the above address.
2. Destruction of records according to the general schedule is **NOT** permitted until this form is signed by the Minnesota Historical Society.

School District (Name and Number)	County	Telephone (Include Area Code)
Street Address		City, Zip Code

This is to notify the Minnesota Historical Society that the school district named above has officially adopted the Minnesota School District General Records Retention Schedule. School districts are advised to adopt the entire schedule. If this is not possible, individual sections may be adopted. ("X" the appropriate items.)

- The School District Adopts the Entire Schedule.
- The School District Adopts Only the Following Sections:

- | | | |
|--|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Food Service | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> Buildings | <input type="checkbox"/> Finance | <input type="checkbox"/> Student |
| <input type="checkbox"/> Community Education | <input type="checkbox"/> Health and Safety | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Curriculum | <input type="checkbox"/> Payroll | |

Name/Title of School District Official (print)	Signature of School District Official	Date
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The Minnesota Historical Society acknowledges your Notification of Adoption of the School District General Records Retention Schedule. You are authorized to retain and dispose of records as indicated on the Schedule.

Director or Designee, Minnesota Historical Society
Date

DEPARTMENT OF ADMINISTRATION

Information Policy Analysis Division
 305 A Centennial Office Building
 658 Cedar Street
 St. Paul, MN 55155
 (651) 296-6733 or (800) 657-3721
 FAX: (651) 205-4219

RECORDS DESTRUCTION REPORT

INSTRUCTIONS

1. Print or type all information.
2. Use this form to report records destroyed under authority of a General Records Retention schedule or an approved agency retention schedule.
3. Report only records that are physically destroyed, not records transferred to the Minnesota Historical Society.
4. Reports can be submitted annually or as records are destroyed.
5. Send the original of this report to the Records Management Program at the above address.
6. Second a copy of this report to: State Archivist, MN Historical Society, MN History Center, 345 Kellogg Blvd. W., St. Paul, MN 55102-1906.
7. For additional space, use reverse side.

Agency		Person Reporting Destruction			Date Report Submitted																													
Address		City, Zip			Telephone ()																													
General Schedule Name or Agency Schedule Number (e.g. "City Gen. Sch." or "87-123")	Section of Schedule Where Record is Listed	Item No. As Listed on Schedule	Record Title (use same title listed on schedule)	Inclusive Dates	Date Destroyed	Quantity* (Cubic Feet)																												
<p>*VOLUME CHART TO DETERMINE CUBIC FEET</p> <table border="0"> <tr> <td>Letter Size Drawer</td> <td>=1.5</td> <td>Record Center Box</td> <td>=1.0</td> <td>3 x 5 Card</td> <td>=0.1</td> <td>Total Cubic Feet Destroyed (include records listed on back)</td> </tr> <tr> <td>Legal Size Drawer</td> <td>=2.0</td> <td>12" x 15" x 10"</td> <td></td> <td>4 x 6 Card</td> <td>=0.2</td> <td></td> </tr> <tr> <td>Shelving 4' Letter</td> <td>=2.3</td> <td>Transfer Case</td> <td>=2.5</td> <td>5 x 8 Card</td> <td>=0.3</td> <td></td> </tr> <tr> <td>Shelving 4' Legal</td> <td>=3.0</td> <td>24" x 16" x 11"</td> <td></td> <td>Printouts 1</td> <td>=1.25</td> <td></td> </tr> </table>							Letter Size Drawer	=1.5	Record Center Box	=1.0	3 x 5 Card	=0.1	Total Cubic Feet Destroyed (include records listed on back)	Legal Size Drawer	=2.0	12" x 15" x 10"		4 x 6 Card	=0.2		Shelving 4' Letter	=2.3	Transfer Case	=2.5	5 x 8 Card	=0.3		Shelving 4' Legal	=3.0	24" x 16" x 11"		Printouts 1	=1.25	
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MINNESOTA HISTORICAL SOCIETY

STATE ARCHIVES DEPARTMENT

APPLICATION FOR AUTHORITY TO DISPOSE OF RECORDS

FOR USE BY RECORDS PANEL	
Application No. _____	Date _____

Instructions:

1. This form does not provide continuous authority to dispose of similar records and cannot be used to approve a records retention schedule.
2. Complete original and three copies. Photocopies are acceptable.
3. Complete items 1 through 6 and item 8. Use reverse side to continue records description. If more space is needed, use plain paper.
4. Send original and two copies to the **State Archives Department, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906.**
5. Retain one copy until your approved copy is returned. The approved copy will be your authority to dispose of records. It should be retained permanently.
6. Additional copies of this form are available from the address above or by telephoning (651) 297-4502. (FAX: (651) 296-9961).

NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be controlled exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expressly exempts such records from the provision of such chapter and this act by specific reference to this section."

1. Agency or Office		2. Division or Section		3. Quantity of Records _____ Cubic Feet	
4. Location of Records			5. Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records:		
6. I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency.			AUTHORIZATION: Under the authority of M.S. 138.17, it is hereby ordered that The records listed on this application be destroyed, except as shown in item 7.		
Authorized Signature (Type name below)			Director, Minnesota Historical Society		Date
Name _____			Legislative or State Auditor		Date
Title _____			Attorney General		Date
7. Exceptions to Destruction. (For use by Records Disposition Panel).					

8. Description of Records. Describe each record series or type of record separately. Number each series, beginning with "1".

A. Item No.	B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates

A. Item No.	B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates



MINNESOTA HISTORICAL SOCIETY

STATE ARCHIVES DEPARTMENT

TRANSFER OF RECORDS TO STATE ARCHIVES

MHS USE ONLY
Received By
Date No. Boxes
Comments

Instructions:

1. Pack all records in standard records storage boxes, unless otherwise authorized by Archives staff.
2. Sequentially number boxes.
3. Records must be in labelled folders or otherwise clearly identified.
4. Retain one copy of this form for your records. Send original with your records to State Archives at the address below.
5. Transferred records cannot be withdrawn from the Archives except in special circumstances. Records are available for use in the Society's Research Center at **345 Kellogg Boulevard West, St. Paul, Minnesota 55102-1906 - (651) 297-4502, (FAX: 651 296-9961).**
6. For additional space, use reverse side.

Agency	Division/Section	Telephone ()
Address	City, State, Zip Code	
Name/Title of Person Transferring Records (Print or Type)	Signature	Date

RECORDS TRANSFERRED

Box Number	Description of Records in Each Box (including files, titles, and subtitles)	Inclusive Dates of Records

Box Number	Description of Records in Each Box (including files, titles, and subtitles)	Inclusive Dates of Records

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD00200	Accident Reports - Student		Permanent	No	Private MS 13.32
STD00300	Achievement and Standardized Tests Results	Testing As Determined by District	Permanent	No	Private MS 13.32
STD00400	Emergency Care Information		Until Superseded or 3 Years after Graduation/Leave District	No	Private MS 13.32
STD00500	Attendance and Membership Data	Summary of Yearly Attendance by Student As Recorded in Cumulative File	Permanent	No	Private MS 13.32
STD00510	Attendance and Membership Data	MARRS Data - Detailed	3 Years	No	Private MS 13.32
STD00600	Health and Immunization information		At least five (5) years after the student attains the age of majority (18), so until the age of (23) MS 123.70, Subd. 7	No	Private MS 13.32
STD00610	School Nurse Notes	Anecdotal Records	6 Years after Graduation/Leave District	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices/Classification/Statute
STD00610	Health Room Log	Daily Record of Student Reporting to Health Room (Excluding Anecdotal Records)	6 Years after Graduation/Leave District	No	Private MS 13.32
STD00700	Cumulative File	Including Record of Access, Log In/Out Record for Review or Transfer of Student Records	Permanent	No	Private MS 13.32
STD00800	Demographic Information	District Census	Permanent	No	Public/Private MS 13.32
STD00810	Demographic Information	Student Directory information	1 Year	No	Public
STD00820	Demographic Information	Student Family information, including Dissolution or Custody Orders, etc.	Until Leave District or Superseded by Subsequent order, whichever sooner	No	Public/Private MS 13.32
STD00900	LEP Reports	Home Language Reports (LEP)	3 Years	No	Public/Private MS 13.32
STD01000	Extra and Co-curricular Participation Records	Team Results, Participation, Contracts, (If included in Cumulative File - Permanent Retention)	1 Year	No	Private MS 13.32
STD01100	Homeschool Records		Permanent	No	Private MS 13.32
STD01200	Preschool Screening		Permanent	No	Private MS 13.32

School District General Records Retention Schedule

Section: Students

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/ Statute
STD01300	Nonresident Pupil Attendance Applications/Agreements		3 Years after Graduation	No	Private MS 13.32
STD01410	School Performance Data	Yearly Report Cards	1 Year after Transfer of Permanent Cumulative File	No	Private MS 13.32
STD01420	School Performance Data	Transcripts	Permanent	No	Private MS 13.32
STD01500	Auxiliary Organization Records	Clubs, interest Groups, Student Councils, Athletic Associations	Retain permanently; has historical value	Yes	Public
STD01510	Auxiliary Organization Records	Graduation Programs	Retain permanently; has historical value	Yes	Public
STD01520	Auxiliary Organization Records	Activity Funds - Treasurer's Records, Bylaws, Membership Records, Meeting Minutes	Retain permanently; has historical value	Yes	Public
STD01530	Driver Education Files		1 Year	No	Public