



Jordan School District #717
Policy Committee Minutes

Monday, January 25, 2016 at 5:30 PM
Policy Committee
Jordan Public Schools
500 Sunset Drive; Suite 3
Jordan, MN 55352

1. 713 Student Activity Accounting
2. 905 Advertising
3. 906 Community Notification of Predatory Offenders
4. 432 Return to Work Policy - NEW
5. 730 Data Request Policy - NEW

School Board Clerk

Date

JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised:

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

[Note: The school board is required by Minn. Stat. 123B.49, Subd. 2, to take charge of and control over all cocurricular activities, including all money received for such activities.]

B. Extracurricular Activities

The school board shall **have final control over** all student activity accounting that relates to extracurricular activities.

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities. While the district may not account for these funds, the district reserves the right to bar these funds completely.

III. DEFINITIONS

A. Cocurricular Activity

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A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (AUFARS®), the Manual for Activity Fund Accounting (MAFA®) to the extent applicable, and school district policies and procedures.

B. Extracurricular Activities

1. Extracurricular Activities Under Board Control
 - a. Any and all costs of extracurricular activities under board control may be provided from school revenues.
 - b. All money received or expended for extracurricular activities under board control shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
 - c. The treasurer shall account for all revenues and expenditures related to extracurricular activities under board control in accordance with UFARS and MAFA and school district policies and procedures. *[Note: UFARS is required to be used when transactions of an activity are under school board control in accordance with Minn. Stat. 123B.49 and 123B.77.]*
2. Extracurricular Activities Not Under Board Control
 - a. All extracurricular activities not under board control shall be self-sustaining with all expenses, except direct salary costs and indirect costs of the use of school facilities, met by dues, admissions, or other student fundraising events. The general fund shall reflect only those salaries directly related to and readily identified with the activity and paid by public funds.
 - b. Revenues and expenditures for extracurricular activities not under board control shall be recorded and be managed according to MAFA and shall be reviewed for compliance with and accepted by the school board in accordance with school district policies and procedures. *[Note: MAFA is required to be used when transactions of an extracurricular activity are not under school board control in accordance with Minn. Stat. 123B.49, Subd. 4(c).1]*

- c. All student activity funds will be collected and expended:
- (1) in compliance with school district policies and procedures;
 - (2) under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - (3) in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - (4) for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - (5) in a manner which meets a public purpose.
- d. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will be removed from the terminated student activity account and deposited into the general fund. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

[Note: The school board may take control over residual funds from a graduating class activity account only if it has taken board control over such activities and transactions. The school board then has authority to transfer these terminated accounts to its general fund. The school district may then transfer this money from its general fund to those extracurricular activities over which the board has taken control in accordance with Section IV.B.1.a, above. Unless the school board has taken class activity accounts under its control, it would not be authorized to transfer funds from a graduating class activity account to an existing class activity fund for another class. If the school board has not taken control over these accounts, however, the principal and student representatives of the class may choose to transfer residual accounts to another existing class activity account prior to graduation.]

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

- Legal References:*** Minn. Stat. ' 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. ' 123B.09 (Boards of Independent School Districts)
Minn. Stat. ' 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. ' 123B.35 (General Policy)
Minn. Stat. ' 123B.36 (Authorized Fees)
Minn. Stat. ' 123B.37 (Prohibited Fees)
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Minn. Stat. ' 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. ' 123B.52 (Contracts)
Minn. Stat. ' 123B.76 (Expenditures; Reporting)
Minn. Stat. ' 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
- Cross References:*** Uniform Financial Accounting and Reporting Standards (AUFARS@)
Manual for Activity Fund Accounting (AMAFA@)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

JORDAN DISTRICT SCHOOLS POLICY

Adopted: September 12, 2007

Revised: 2016 – In Progress

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

B. Extracurricular Activities

The school board shall **review and account for** all student activity accounting that relates to extracurricular activities.

The school board shall have final control over all student activity accounting that relates to extracurricular activities.

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

While the district may not account for these funds, the district reserves the right to bar completely or regulate these funds.

III. DEFINITIONS

A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS), the Manual for Activity Fund Accounting (MAFA) to the extent applicable, and school district policies and procedures.

B. Extracurricular Activities

1. Extracurricular Activities Under Board Control
 - a. Any and all costs of extracurricular activities under board control may be provided from school revenues.
 - b. All money received or expended for extracurricular activities under board control shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
 - c. The treasurer shall account for all revenues and expenditures related to extracurricular activities under board control in accordance with UFARS and MAFA and school district policies and procedures.
2. Extracurricular Activities Not Under Board Control
 - a. All extracurricular activities not under board control shall be self-sustaining with all expenses, except direct salary costs and indirect costs of the use of school facilities, met by dues, admissions, or other student fundraising events. The general fund shall reflect only those salaries directly related to and readily identified with the activity and paid by public funds.
 - b. Revenues and expenditures for extracurricular activities not under board control shall be recorded and be managed according to MAFA and shall be reviewed for compliance with and accepted by the school board in accordance with school district policies and procedures.
 - c. All student activity funds will be collected and expended:
 - (1) in compliance with school district policies and procedures;

- (2) under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - (3) in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - (4) for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - (5) in a manner which meets a public purpose.
- d. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will be removed from the terminated student activity account and deposited into the general fund. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Semi-Annual Activity Fund Reports

The school board shall appoint a Student Finance Advisory Committee at the commencement of each school year. The Committee will review all new student activity funds and continuing student activity funds for conformity with state law, MAFA requirements, and school district policies and procedures. The Committee will provide the school board with a summary accounting of student activity accounts at least semi-annually, including a report on transactions within each account of the student activity funds. The Committee will make recommendations to the school board on any recommended internal controls regarding student activity funds.

B. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

C. Fundraiser Report

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

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
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Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)
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MSBA/MASA Model Policy 511 (Student Fundraising)
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MSBA/MASA Model Policy 706 (Acceptance of Gifts)

Adopted: _____

MSBA/MASA Model Policy 713
Orig. 2013

Revised: _____

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

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II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 2, to take charge of and control over all cocurricular activities, including all money received for such activities.]

B. Extracurricular Activities

[Options 1 and 2]

The school board shall *[take charge of, control over, and account for]* or *[review and account for]* all student activity accounting that relates to extracurricular activities.

[Note: the current 2007 policy states “The school board shall have final control over all student activity accounting that relates to extracurricular activities” and none of option 3 is included.]

or

[Option 3]

1. The school board shall take charge of, control over, and account for the following student extracurricular activities:
 - a. Any student extracurricular activity related to a contract which must be ratified by the school board or its designee *[Note: The school board must take charge of, control over, and approve all*

contracts entered into for the purchase of items related to an extracurricular activity (i.e., contracts for the purchase of items for a fundraising event.);

- b. Student activities or transactions that have a fee which the school district is statutorily authorized to charge *[Note: The school board may, but is not required to, take charge of and control over these activities or transactions.];*
- c. Student activities or transactions that have a taxable sale related to them *[Note: The school board may, but is not required to, take charge of and control over these activities or transactions.];*
- d. All student class activity accounts of graduated classes where a residual balance remains in the account at the start of the school year following graduation;
- e. *[The school board may take control over a student activity it otherwise is not required to control. All other extracurricular activities over which the school board chooses to take control, such as class activity funds, should be listed in this section.]*

2. The school board shall review and account for the following student extracurricular activities:

[List extracurricular activities over which the school board will review and account; i.e., class activity funds.]

[A school board may, but is not required to, take charge of and control over extracurricular activities in accordance with Minn. Stat. § 123B.49, Subd. 4. Board control includes powers and responsibilities, such as: board approval of a budget; receipt, review, and approval of revenue; and preparation of expenditure reports. If the school board takes charge of and control over extracurricular activities, any or all costs of these activities may be provided from school revenues and all revenues and expenditures must be recorded in the same manner as other revenues and expenditures of the school district in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS).]

To the extent a school board does not take control over such activities, these activities must be self-sustaining with all expenses (except direct salary costs and indirect costs of the use of school facilities) met by dues, admissions, or other student fundraising events. Extracurricular activities which are not under school board control still may be directed by the school board, but the fiscal transactions for such activities may only be presented to the school board for review and receipt, not approval. Accordingly, the school board may take charge of all extracurricular activities (Option 1), no extracurricular activities

(Option 2), or may choose to take charge of and control over some extracurricular activities (which are not required to be under its control, such as activities which are not related to a graduation requirement or credit or a board-ratified contract) and only review and account for other extracurricular activities (Option 3).]

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

(Note: The current 2007 policy adds “While the district may not account for these funds, the district reserves the right to bar these funds completely.”)

III. DEFINITIONS

A. Cocurricular Activity

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

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A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Cocurricular Activities

1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS), the Manual for Activity Fund Accounting (MAFA) to the extent applicable, and school district policies and procedures.

B. Extracurricular Activities

1. Extracurricular Activities Under Board Control
 - a. Any and all costs of extracurricular activities under board control may be provided from school revenues.
 - b. All money received or expended for extracurricular activities under board control shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
 - c. The treasurer shall account for all revenues and expenditures related to extracurricular activities under board control in accordance with UFARS and MAFA and school district policies and procedures. *[Note: UFARS is required to be used when*

transactions of an activity are under school board control in accordance with Minn. Stat. §§ 123B.49 and 123B.77.]

2. Extracurricular Activities Not Under Board Control

- a. All extracurricular activities not under board control shall be self-sustaining with all expenses, except direct salary costs and indirect costs of the use of school facilities, met by dues, admissions, or other student fundraising events. The general fund shall reflect only those salaries directly related to and readily identified with the activity and paid by public funds.
- b. Revenues and expenditures for extracurricular activities not under board control shall be recorded and be managed according to MAFA and shall be reviewed for compliance with and accepted by the school board in accordance with school district policies and procedures. ***[Note: MAFA is required to be used when transactions of an extracurricular activity are not under school board control in accordance with Minn. Stat. § 123B.49, Subd. 4(c).]***
- c. All student activity funds will be collected and expended:
 - (1) in compliance with school district policies and procedures;
 - (2) under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - (3) in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - (4) for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
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- d. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will be removed from the terminated student activity account and deposited into the general fund. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

[Note: The school board may take control over residual funds from a graduating class activity account only if it has taken board control over such activities and transactions. The school board then has authority to transfer these terminated accounts to its general fund. The school district may then transfer this money from its general fund to those extracurricular activities over which the board has taken control in accordance with Section IV.B.1.a., above. Unless the school board has taken class activity accounts under its control, it would not be authorized to transfer funds from a graduating class activity account to an existing class activity fund for another class. If the school board has not taken control over these accounts, however, the principal and student representatives of the class may choose to transfer residual accounts to another existing class activity account prior to graduation.]

V. DEMONSTRATION OF ACCOUNTABILITY

A. Semi-Annual Activity Fund Reports

The school board shall appoint a Student Finance Advisory Committee at the commencement of each school year. The Committee will review all new student activity funds and continuing student activity funds for conformity with state law, MAFA requirements, and school district policies and procedures. The Committee will provide the school board with a summary accounting of student activity accounts at least semi-annually, including a report on transactions within each account of the student activity funds. The Committee will make recommendations to the school board on any recommended internal controls regarding student activity funds.

[Note: MAFA recommends that the school board conduct periodic reviews of student activity funds for conformity with state law, MAFA requirements, and school district policies and procedures. The manner in which such reviews are conducted is in the discretion of the school board. The foregoing procedure is the practice suggested by MAFA. It could also be done by a different standing or special committee appointed by the school board.]

~~A.B.~~ Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

C. Fundraiser Report

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

[Note: MAFA recommends that the school board conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board. The foregoing procedure is the practice suggested by MAFA.]

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
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[Note: The school board is required by Minn. Stat. ' 123B.49, Subd. 2, to take charge of and control over all co-curricular activities, including all money received for such activities.]

B. Extracurricular Activities

1. The school board shall take charge of, control over, and account for the following student extracurricular activities:

a. Any student extracurricular activity related to a contract which must be ratified by the school board or its designee *[Note: The school board must take charge of, control over, and approve all contracts entered into for the purchase of items related to an extracurricular activity (i.e., contracts for DJ for a dance the purchase of items for a fundraising event).];*

b. All student class activity accounts of graduated classes where a residual balance remains in the account at the start of the school year following graduation;

2. The school board shall review and account for any and all TCU activities that are MSHSL sponsored extracurricular activities.

To the extent a school board does not take control over such activities, these activities must be self-sustaining with all expenses (except direct salary costs and indirect costs of the use of school facilities) met by dues, admissions, or other student fundraising events. Extracurricular activities which are not under school board control still may be directed by the school board, but the fiscal transactions for such activities may

only be presented to the school board for review and receipt, not approval.

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Co-curricular Activity

A “co-curricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Co-curricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Non-curricular/Supplementary) Activity

An “extracurricular (non-curricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;

2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Co-curricular Activities

1. All money received on account of co-curricular activities shall be turned over to the business office, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The business office shall account for all revenues and expenditures related to curricular and co-curricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS), the Manual for Activity Fund Accounting (MAFA) to the extent applicable, and school district policies and procedures.

B. Extracurricular Activities

1. Extracurricular Activities Under Board Control
 - a. Any and all costs of extracurricular activities under board control may be provided from school revenues.
 - b. All money received or expended for extracurricular activities under board control shall be turned over to the business office, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
 - c. The business office shall account for all revenues and expenditures related to extracurricular activities under board control in accordance with UFARS and MAFA and school district policies and procedures. *[Note: UFARS is required to be used when*

transactions of an activity are under school board control in accordance with Minn. Stat. ' ' 123B.49 and 123B.77.]

2. Extracurricular Activities Not Under Board Control

- a. All extracurricular activities not under board control shall be self-sustaining with all expenses, except direct salary costs and indirect costs of the use of school facilities, met by dues, admissions, or other student fundraising events. The general fund shall reflect only those salaries directly related to and readily identified with the activity and paid by public funds.
- b. Revenues and expenditures for extracurricular activities not under board control shall be recorded and be managed according to MAFA and shall be reviewed for compliance with and accepted by the school board in accordance with school district policies and procedures. *[Note: MAFA is required to be used when transactions of an extracurricular activity are not under school board control in accordance with Minn. Stat. ' 123B.49, Subd. 4(c).]*
- c. All student activity funds will be collected and expended:
 - (1) in compliance with school district policies and procedures;
 - (2) under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - (3) in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - (4) for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - (5) in a manner which meets a public purpose.
- d. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will be removed from the terminated student activity account and deposited into the general fund. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity

account shall be administered in accordance with the terms of the gift or donation and school district policy.

[Note: The school board may take control over residual funds from a graduating class activity account only if it has taken board control over such activities and transactions. The school board then has authority to transfer these terminated accounts to its general fund. The school district may then transfer this money from its general fund to those extracurricular activities over which the board has taken control in accordance with Section IV.B.1.a., above. Unless the school board has taken class activity accounts under its control, it would not be authorized to transfer funds from a graduating class activity account to an existing class activity fund for another class. If the school board has not taken control over these accounts, however, the principal and student representatives of the class may choose to transfer residual accounts to another existing class activity account prior to graduation.]

V. DEMONSTRATION OF ACCOUNTABILITY

A. Semi-Annual Activity Fund Reports

The school board shall appoint a Budget/Finance Committee at the commencement of each school year. The Committee will review all new student activity funds and continuing student activity funds for conformity with state law, MAFA requirements, and school district policies and procedures. The Committee will provide the school board with a summary accounting of student activity accounts at least semi-annually, including a report on transactions within each account of the student activity funds. The Committee will make recommendations to the school board on any recommended internal controls regarding student activity funds.

B. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

C. Fundraiser Report

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

[Note: MAFA recommends that the school board conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board. The foregoing procedure is the practice suggested by MAFA.]

Legal References: Minn. Stat. ' 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. ' 123B.09 (Boards of Independent School Districts)
Minn. Stat. ' 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. ' 123B.35 (General Policy)
Minn. Stat. ' 123B.36 (Authorized Fees)
Minn. Stat. ' 123B.37 (Prohibited Fees)
Minn. Stat. ' 123B.38 (Hearing)
Minn. Stat. ' 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. ' 123B.52 (Contracts)
Minn. Stat. ' 123B.76 (Expenditures; Reporting)
Minn. Stat. ' 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (AUFARS@)
Manual for Activity Fund Accounting (AMAFA@)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

Adopted: 12-10-07

MSBA/MASA Model Policy 713
Orig. 2004

Revised: 6-9-08

713 STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Cocurricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities as required by state statute.

B. Extracurricular Activities

The school board shall review and account for all student activity accounting that relates to extracurricular activities.

C. Fees and Admissions

Student fees and cocurricular admissions shall be approved by the school board. The respective administrator is responsible for the administration and supervision of admissions revenue collection using the systems and procedures established by the business office.

D. Revenue from Student Activities and Resale Accounts

The school board authorizes the use of student activity funds and resale accounts. Resale accounts are designed to facilitate the purchase of supplies for resale to students.

E. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEMONSTRATION OF ACCOUNTABILITY

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.35 (General Policy)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.38 (Hearing)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)

Cross References: Uniform Financial Accounting and Reporting Standards (AUFARS@)
Manual for Activity Fund Accounting (AMAFA@)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

510.1 ADDING SCHOOL SANCTIONED STUDENT ACTIVITIES

I. PURPOSE

The purpose of the policy is to develop a procedure and process when considering the adding of new school sanctioned student extra or co-curricular activities in the school district.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction to administration when a request is brought forward to add additional school sanctioned student activities, whether a team, MSHSL or Non-MSHSL, club or organization. Tri-City United supports the formation of new student activities, but is not required to provide any type of funding when formed.

III. PROCEDURES

A. Procedures

1. If an assessment survey conducted in grades 5-12 shows a need to consider a new activity, the administration will present information to the school board for study which includes, but is not limited to:
 - a. Student Interest – Information that indicates a strong student interest.
 - b. Activity – Relationship of the activity to the educational goals of the district and ways in which this activity may detract from other activities or classes.
 - c. State High School League Association Sponsorship – Whether the activity is MSHSL sanctioned.
 - d. Competition – Whether there is organized interscholastic competition at the conference, regional, and state levels.
 - e. Facilities – The existence of adequate facilities for the activity.
 - f. Coaches/Advisors – Able to secure competent and qualified coaching/advising staff. Advisors and coaches must be assigned prior to the start date for a club or activity to be viable.
 - g. Growth – Prospects for activity to be continued in future years, as well as the consideration of enrollment numbers and projections
 - h. Funding – The cost to the district and the cost to individuals to participate.
 - i. Scheduling – The potential for scheduling competition on a conference and/or regional basis.
 - j. Equal Opportunity - The activity and how it equalizes or creates an inequity in the opportunities for boys and girls per Title IX requirements.
2. All student activities must have at least one district staff member as a coach, advisor or be monitored by the Activities Director. Staff is defined as an active employee of the district or a person who has accepted a position that was posted by the human resource department.
3. Activities outlined in this policy do not include those activities administered under the umbrella of community services.
4. Administration shall bring forth a recommendation, including an implementation process and timeline to the school board for final consideration.
5. The administration shall prepare an annual report of student activities. Included in the report shall be:
 - All active activities

- Activity fees
- Number, grade and gender of participants (demographic data)
- Title IX status of the district

IV. Approved Student Activities

All student activities that have been recognized by the Tri-City United School District will be listed in the Activities Handbook.

1. A new student activity must set up a Student Activities Account through the TCU Activities Office, if revenue is generated and/or expenses are incurred.
2. In order to be in existence and allowed to meet during the school day that current school year, a student group will need to have a student membership of at least three (3) students and an advisor, or a TCU faculty/staff member, willing to sit in on the meeting.
3. All fundraising efforts will need to be approved through the TCU Activities Office, prior to any fundraising occurring, if the student group is a TCU School District recognized group.

Legal References: Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
 MSBA/MASA Model Policy 510 (School Activities)
 MSBA Service Manual, Chapter 5, Various Educational Programs

Adopted: 2-26-07

Orig. 8-18-97

Revised: 9-21-15

510 SCHOOL ACTIVITIES

I. PURPOSE

The purpose of this policy is to impart to students, employees and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

The Shakopee School District shall sponsor and direct activities which promote educational opportunities and provide a wide range of recreational, vocational, and cultural interests for all students. Participation by all students will be encouraged.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. It shall be the responsibility of the superintendent to disseminate information needed to inform students, parents, staff and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.

IV. IMPLEMENTATION

- A. The student activities will be limited by budget, facility, and safety considerations, State High School League regulations, and those school board policies and school regulations aimed at the maintenance of a balanced educational program for all students.

- B. Student activities shall be directed by the administration and staff and subject to review by the school board. The cost of these activities shall be met to the maximum extent possible through school funds. All activities shall be evaluated annually. This evaluation shall be designed to contribute to the on-going development of the district's total student activity program

- C. Pursuant to procedures outlined in Minnesota Statute, the Shakopee Public Schools may charge fees for participants in all athletic and fine arts activities. These fees will be established and set by the school board as the need arises.

Legal References: Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 5, Various Educational Programs

Adopted: 4-23-07

MSBA/MASA Model Policy 512

Orig. 1995

Revised: 9-21-15

Rev. 2002

512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

- A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
 - 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
 - 2. Official school publications may be distributed at reasonable times and locations as determined by the school administration.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as a part of the curriculum.

- C. “Obscene to minors” means:
1. the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. the material depicts or describes sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested; and
 3. the material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 2. where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. “School activities” means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. advertises or promotes any product or service not permitted for minors by law;
 4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
 5. expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
 6. is distributed or displayed in violation of time, place, and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district's actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:
1. assuring that participants learn whatever lessons the activity is designed to teach;
 2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
 3. assuring that the views of the individual speaker are not erroneously attributed to the school;
 4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
 5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
 6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
- C. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be determined by the building principal and limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials must be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Bystrom v. Fridley High School, I.S.D. No. 14, 822 F. 2d 747 (8th Cir. 1987)
Morse v. Frederick, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted: September 12, 2007

Revised: May 12, 2014

905 ADVERTISING

[Note: School districts should carefully consider whether they wish to allow advertising in school district facilities or publications. Once advertisements are accepted, First Amendment Rights may limit the school district's ability to reject specific advertisements or to regulate the content of advertisements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

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

III. ADVERTISING GUIDELINES

A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.

B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained on school district property or within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.

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

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

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

Cross References: MSBA/MASA Model Policy 421 (Gifts to Employees)
MSBA/MASA Model Policy 702 (Accounting)

Adopted: _____

MSBA/MASA Model Policy 905

Orig. 1996

Revised: _____

Rev. 2014

905 ADVERTISING

[Note: School districts should carefully consider whether they wish to allow advertising in school district facilities or publications. Once advertisements are accepted, First Amendment Rights may limit the school district's ability to reject specific advertisements or to regulate the content of advertisements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

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

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained on school district property or within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.

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

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

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

Cross References: MSBA/MASA Model Policy 421 (Gifts to Employees **and School Board Members**)
MSBA/MASA Model Policy 702 (Accounting)

Adopted: _____

MSBA/MASA Model Policy 906

Orig. 1997

Revised: _____

Rev. 2013

906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS

[Note: School board adoption of a policy regarding a predatory offender notification is discretionary. The Sex Offender Community Notification Act, Minn. Stat. § 244.052, imposes duties on law enforcement agencies but does not impose mandatory notification duties on school districts except as set forth in Paragraph IV.B.6., below.]

I. PURPOSE

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.

III. DEFINITIONS

- A. The "Sex Offender Community Notification Act," Minn. Stat. § 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the

level of risk posed by the predatory offender.

B. “Risk Level Assessment” is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. (Minn. Stat. § 244.052, Subds. 2, 3)

C. “Risk Levels”

1. “Level I” – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.
3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

(Minn. Stat. § 244.052, Subd. 3(e))

D. “Notification or Disclosure by Law Enforcement Agency”

1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.
3. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.

(Minn. Stat. § 244.052, Subd. 4)

E. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.

1. A local law enforcement agency will generally provide Offender Fact

Sheets for Level II predatory offenders directly to the school district.

2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.
- F. “Law enforcement agency” means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release. (Minn. Stat. § 244.052, Subd. 1(3))
- G. “Criminal history conviction data” is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA). (Minn. Stat. § 13.87)

IV. PROCEDURES

A. Level II Notification

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district’s care while they are on or near the school district’s premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and central office administrators. This would include transportation, food service and buildings and grounds supervisors.
3. Principals of schools in close proximity to the Level II predatory offender’s residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The school district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the

school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.

5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

[Note: The Department of Administration issued an opinion confirming that the Predatory Offender Fact Sheet contains private data or not public data. However, it is the department's opinion that a school district may release any information contained in the notification to anyone, including staff, students, parents, and guardians, if it determines that the release of data will help secure the school or protect students.]

B. Level III Notification

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date, and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the school

district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 244.052 (Community Notification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 16901 *et seq.* (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)
Dept. of Admin. Advisory Op. No. 98-004

Cross References: 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 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

**JORDAN DISTRICT SCHOOLS
POLICY**

Adopted:

Revised:

432 RETURN TO WORK POLICY

I. PURPOSE

Jordan School District #717 recognizes the need to provide temporary, transitional work to employees who are unable to perform their regular duties due to occupational injury or illness.

II. SCOPE

This program applies to all employees who sustain an occupational illness or injury. Employees will receive assignments upon availability.

III. DEFINITIONS

1. **Occupational Illness/Injury:** For the purpose of this program, an occupational injury or illness means an injury or disease arising out of the employment with the Jordan School District and compensable under the workers' compensation laws of the State of Minnesota.
2. **Temporary Totally Disabled (TTD):** An employee who is temporarily totally disabled as a result of an occupational injury or illness is one who is medically incapable of performing any work.
3. **Temporary Partially Disabled (TPD):** A person whose medical condition permits him or her to perform some occupational function.
4. **Transitional Duty:** Is a therapeutic tool used to accelerate injured employees' return to work by addressing the physical, emotional, attitudinal and environmental factors that otherwise inhibit a prompt return to work. These assignments are meant to be temporary and may not last longer than 90 days, though Jordan District Schools permits multiple 90-day assignments back-to-back if medically warranted.
5. **Alternate Duty:** Is a part of Jordan School District's Return to Work Policy that is designed as a placement service for individuals who have reached maximum medical improvement and are still unable to perform the essential functions of their pre-injury job.

IV. GOAL

1. To provide work for employees with job related injuries or illnesses that restrict regular job performance.
2. To assist employees in the transition from injury or illness to recovery while continuing to be a productive part of the work force.

3. To prevent the deterioration of employees' work skills, health, and attitude that may result from prolonged work absence.
4. To demonstrate the districts' commitment to employee recovery.
5. To minimize the loss of productivity.

V. ROLES AND RESPONSIBILITIES

Jordan School District #717 recognizes the need to provide temporary, transitional work to employees who are unable to perform their regular duties due to occupational injury or illness.

1. Employer/Administration Roles and Responsibilities

- a. Develop a written policy with clear defined procedure (that is signed by top management).
- b. Hold all managers/supervisors/employees accountable for their participation in the program.
- c. Select a Return to Work Coordinator.
- d. Inform the insured and health care providers that the Jordan School District has an early Return to Work Program.

2. Return to Work Coordinator Responsibilities

- a. Understand and promote RTW (disability management) program
- b. Monitor progress of the returning injured/ill employees to work and monitor problems that may occur to ensure that they are addressed.
- c. If an employee is released to work with restrictions that prohibit a return to regular job duties, identify temporary, transitional work opportunities that meet the physician's restrictions.
- d. Notify the employee if temporary, transitional work is available and send a copy of the job offer to the claims adjuster.
- e. Notify the claims adjuster of the employee's acceptance or rejection of temporary, transitional work.
- f. Document the temporary, transitional work duties to show compliance with the physician's recommendations.
- g. Review the accommodation with Administration and the supervisor prior to the injured worker starting work.

3. Manager/Supervisor Responsibilities

- a. Understand and support the district's written policies/procedures.
- b. Complete accident investigation as soon as possible after the injury and forward report to the RTW Coordinator.
- c. Meet with the RTW Coordinator and employee to review the restrictions from the provider and identify accommodations or temporary, transitional work assignments.
- d. Maintain daily/weekly contact with the employee.
- e. Assure that the employee does not exceed work restrictions.
- f. Provide the employee with an employee claim form and complete the supervisor's report form.

4. Employee Responsibilities

- a. Follow procedures for reporting all injuries and illnesses immediately.
- b. Communicate with managers/supervisors about your ability to return to work.
- c. Cooperate with the medical provider regarding ability to return to work.
- d. Work with the physical capabilities outlined in the temporary, transitional work plan by the medical provider.

- e. Support coworkers and provide a positive environment when injured employees return to transitional positions.
- f. Abide by the work/safety rules at the location of the temporary, transitional work assignment.

VI. PROCEDURES

1. Post-Injury Procedure

- a. Immediately following an injury send the employee for medical treatment to an approved medical provider.
- b. Immediately following an injury complete an accident investigation form.
- c. Report the claim by phone, fax or email within 24 hours, so handling of the claim can begin in a timely manner.
- d. Contact the Return to Work Coordinator and forward the accident investigation documents.
- e. Provide an Information Packet to the physician's office at the time of the initial visit. The prepared packet should include:
 - 1) **Letter to the treating physician** explaining the return to work program in place, providing information and identifying an employer contact
 - 2) **Description of the injured worker's regular job, including job duties**
 - 3) **Physician's Return to Work Status (Return to Work Capabilities) Form:** It is critical to know the work restrictions that may be placed on an injured worker by the physician.
 - 4) **Temporary, Transitional Work Job Assignment**
- f. The Return to Work Status Form should immediately be emailed to the Return to Work Coordinator for review and placement determination.
- g. Administration will review restrictions and review the temporary, transitional work assignment.
- h. Once the temporary, transitional work assignment has been determined, the Return to Work Coordinator will contact the physician to review the position and get approval. Once approval has been received from the physician, the employee will be notified.
- i. Inform the employee of the temporary, transitional work assignment and ask the employee to sign a "Transitional Offer of Employment" agreement. (See appendix C)
- j. A temporary, transitional work assignment will be determined based on job analysis and the injured worker's work capabilities.
- k. The physician will be contacted regarding the position for verification and approval.
- l. The employee will be contacted regarding the position.
- m. The employee will have 3 days to accept the position after a work related injury.
- n. The RTW coordinator will contact the employee on day 3 to determine acceptance and provide instructions.
- o. Signed acceptance will be given to the employee's Supervisor/Manager.

2. Transitional Offer of Employment

- a. If the employee refuses to work in the return to work program, temporary disability benefits or industrial accident leave benefits may not be payable.
- b. The employee will be returned to work within the restrictions given by the physician with the first priority being to assign the employee to the same job observing the prescribed restrictions.
- c. If appropriate tasks cannot be found within the same job, the employee may be placed in another job that meets the prescribed restrictions.
- d. If the physician determines the employee is not able to perform the temporary, transitional/return to work tasks, the employee will be placed on leave until appropriate work can be assigned or the restrictions are lifted.

- e. Under the RTW Program, the Jordan School District does not intend to create long-term jobs for accommodation of permanent disability. The length of a temporary, transitional work assignment is based on several factors including medical recovery, compliance with medical treatment plan, physician input and availability of work. (See Appendix D for Transitional Work)

3. Monitoring of Temporary, Transitional Work Assignment

- a. The RTW Coordinator will assist the supervisor in maintaining weekly contact with employees while in temporary, transitional work assignments.
- b. The RTW Coordinator will assist the supervisors in monitoring the assignment for appropriateness and will contact administration if there are any issues.
- c. The claims adjuster and any other involved parties will be kept informed if any changes are necessary.
- d. The RTW Coordinator should evaluate the employee's status on a monthly basis. If the restrictions are short duration, the RTW Coordinator should evaluate the employee on a weekly basis.

4. Conclusion of Temporary, Transitional Work Assignments

- a. Temporary, transitional work assignments conclude when one of the following occurs:
 - 1) Upon receipt by the Jordan District Schools of a medical report stating the employee can return to regular duties.
 - 2) Upon receipt by the Jordan District Schools of medical report stating the employee can return to regular duties.
 - 3) Upon receipt by the Jordan District Schools of a medical report stating that the employee will be permanently unable to return to the job performed at the time of injury.
 - 4) The termination date specified in the "Transitional Offer of Employment" Agreement.

APPENDIX A

Return to Work Policy

The primary goal of Jordan District Schools #717 is to accommodate injured workers by identifying or modifying jobs to meet their physical capacities and allowing them to return to work as quickly and smoothly as possible. The district is committed to individualizing return to work programs based around the individual's physical capabilities and will review all task assignments regularly to ensure duties are appropriate.

We are committed to early return to work and recognize that it speeds up the recovery process and reduces the likelihood of permanent disability. Employees are expected to show the same commitment to the program by following the Return to Work Policy and all guidelines of the Return to Work Program. The Return to Work Program requires a team approach, so employees are expected to cooperate with the management team, supervisors and medical staff should they ever become injured and unable to perform their full job duties.

Prior to working on any job site, each employee is expected to have read the entire Return to Work Policy, which includes the following sections:

- Purpose
- Scope
- Definitions
- Goals
- Roles and Responsibilities
- Procedures

If you have any uncertainty or questions regarding the content of these policies, you are required to consult your supervisor. This should be done prior to signing and agreeing to the Return to Work Policy.

I am aware of and have read the Jordan District School's Return to Work Policy, and I understand the requirements and expectations of me as an employee. Should I become injured or ill and unable to carry out my regular duties, whether it happens inside or outside the workplace, I fully recognize Jordan School District's expectations of me during my recovery.

I understand that if I choose not to participate in the Return to Work Program or follow this policy's guidelines, I may become ineligible for state worker's compensation benefits and, in some cases, my refusal may be grounds for termination.

Employee Signature: _____

Date: _____

APPENDIX B

Return to Work Letter to Employee

[Insert employee name and address]

RE: [Insert name]
Return to Work
[Insert date of injury]

Dear [Insert employee name],

As per our recent conversation, [insert physician's name] released you to return to modified duty work. Modified duties are available for you starting on [insert day of week], [insert date]. We expect you to begin work at [insert time]. Please report to [insert supervisor's name] in the [insert department].

During modified duty, your hours will be from [insert start time] to [insert end time] each day for a total of [number] of hours per week. Your wage will be \$[insert amount] per hour while you are on light duty work. We will coordinate your worker's compensation benefits with your wages for the hours that you work.

It is important to recognize that, as it states in Jordan School District's Return to Work Policy, you may jeopardize our workers' compensation benefits if you fail to report to modified duty work. Please contact me immediately if you have any questions, concerns or problems with these requirements.

Sincerely,

[Insert Supervisor name]
[Insert Supervisor title]

APPENDIX C

Temporary, Transitional Work Job Agreement Letter

My doctor has advised me that my physical activities at work are to be restricted on a temporary basis on my return to work for Jordan District Schools. I understand that these physical limitations are as follows:

By cosigning this agreement with me, my Manager/Supervisor acknowledges the above temporary restrictions and is able to temporarily modify my usual job or provide temporary alternative work for me as long as I continue with medical treatment. When my doctor assesses maximum medical improvement, any permanent restrictions imposed by my doctor will be used to evaluate my ability to meet the essential functions of my regular job.

I understand that it is my personal responsibility to follow my doctor's restrictions at all times, on the job and off. Therefore, if I am asked to perform a task at work which is outside the restrictions outlined above, I must notify my Manager/Supervisor immediately.

This agreement is in effect until _____, at which time I will return to Dr. _____ for recheck. After my appointment I will return to the District Office/RTW Coordinator with an updated list of restrictions or a full medical release.

Employee Signature: _____

Date: _____

Treating Physician Signature: _____

Date: _____

Manager/Supervisor Signature: _____

Date: _____

APPENDIX D

Temporary, Transitional Work

APPENDIX E

Return to Work Capabilities Form to be Completed by Physician

Patient Name: _____

Physician Name: _____

Date: _____

730 DATA REQUEST POLICY FOR PUBLIC DATA

I. PURPOSE

The purpose of this policy is to set forth the procedure regarding a public request to inspect or obtain public data and to comply with the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13.

II. DEFINITIONS AND CONSTRUCTION

This policy must be construed as consistent with the MGDPA and Minnesota Rules Chapter 1205. All terms used herein that are defined by the MGDPA must be given the same definition as listed in the MGDPA and Rules Chapter 1205. Nothing in this policy shall be interpreted to contradict any other school district policy.

III. RIGHT TO ACCESS PUBLIC DATA

All data collected, created, received, maintained or disseminated by the school district, which is classified by state statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district in this policy.

IV. MAKING A DATA REQUEST

To inspect data or request copies of public data in the school district's possession, a person should make a written request using the form found in Attachment B and submit this request to the appropriate data practices official or designee described in Attachment C. The school district reserves the right to accept verbal requests for data or reduce verbal requests to writing, at its sole discretion.

V. PROCESSING A REQUEST

Upon receipt of a written request, the school district will process it within a reasonable time, depending upon the nature and volume of the request. If the response to a request will take longer than fifteen (15) business days and the requester has provided contact information, the school district may notify the person of the approximate amount of time it will take to process the request.

- If it is unclear what data the individual is requesting, the school district will seek clarification.

- If the school district does not have the data, it will notify the person in writing as soon as reasonably possible.
- If the school district has the data, and the data may lawfully be disclosed to the person, the school district will respond to the request by doing one of the following:
 - o Arrange a date, time, and place for the person to inspect the data without cost to the person, or
 - o Provide the person with copies of the data. The person may choose to pick up the copies, or the school district will mail or fax copies of the data to the person. The school district will provide electronic copies (such as e-mail), only if the school district keeps the data in electronic format. Prepayment of copies is required unless other arrangements are approved by the responsible authority. Further information about copy charges is included on Attachment B.
 - o Upon request, the school district will inform the requester as to the meaning of any data disclosed pursuant to this policy.
- If the school district determines that the requested data is classified so as to deny the requesting person access, the school district shall inform the requesting person of the determination either orally at the time of the request, or in writing as soon after that time as possible.
 - o Upon the request of any person denied access to data, the responsible authority or designee shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of law upon which the denial was based.

Nothing in this policy or the MGDPA requires the school district to create data; collect new data; or to provide data in a specific form or arrangement if the school district does not keep the data in that form or arrangement, in response to a data request.

Nothing in this policy or the MGDPA requires the school district to respond to questions that are not requests for data.

Attachment A

Copy Costs -Public Requests

The school district charges members of the public for copies of government data as authorized under Minnesota Statutes, section 13.03, subdivision 3(c). A member of the public must pay for the copies before the school district will provide the copies.

For 100 or Fewer Paper Black and White Copies-\$.25 per Page

The charge for 100 or fewer pages of black and white, letter or legal size paper copies, is \$.25 for a one-sided copy and \$.50 for a two-sided copy.

More than 100 Paper Black and White Copies or Other Types of Copies-Actual Cost

The charge for more than 100 pages of black and white paper copies, or any other types of copies, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data.

The school district charges the actual cost of preparing summary data. Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals.

In determining the actual cost, the school district includes the cost of the employee time, the cost of the materials (paper, DVD, etc.), and mailing costs (if any). If the request is for copies of data that the school district cannot reproduce itself, such as photographs, it will charge the actual cost it must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data and make copies is based upon the lowest hourly rate of the appropriate staff member. There is no charge for time spent separating public from not public data.

If the request involves copies of public data that has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program, device, method, technique, process, database, or system developed with a significant expenditure of public funds by the school district, the responsible authority may charge a reasonable fee for the information in addition to the costs of making and certifying the copies. Any fee charged must relate to the actual development costs of the information. The responsible authority, upon the request, shall provide sufficient documentation to explain and justify the fee being charged.

Attachment B

Data Request Form -Requests for Public DATA

Date of request: _____

Method of Access to Data:

(note: inspection is free but there is a charge for copies)

Inspection Copies Both (inspection and copies)

Description of Requested Information:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form or additional pages.

Contact Information:

Name: _____

Address: _____

Phone number: _____

Email address: _____

You do not have to provide any of the above contact information. However, if you want the school district to mail or e-mail you copies of data, the school district will need some contact information. In addition, failure to provide contact information could delay the processing of your request. If the school district does not understand your request and needs to get clarification from you, without contact information, the school district may not be able to process all, or a portion of, your request until you contact the school district again.

Attachment C

Responsible Authorities

Type of Data Requested	Name	Position	Address	Fax Number
General Public Data		Superintendent		
Public Financial Data		Director of Business Services		
Public Personnel Data		Director of Human Resources		
Public Data - [School Name]		Building Principal		

[The above categories are meant as examples. School districts should designate as many or as few responsible authorities as necessary to ensure that all data requests are responded to in a reasonable fashion.]

First Reading: 5/20/14
Second Reading: 6/17/14
Adopted: 6/17/14

731 DATA REQUEST POLICY FOR SUBJECTS OF DATA

I. PURPOSE

The purpose of this policy is to set forth the procedure for an employee or other individual to inspect or obtain data about that individual or that individual's minor child maintained by the school district and to comply with the Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes Chapter 13.

II. DEFINITIONS AND CONSTRUCTION

This policy must be construed as consistent with the MGDPA and Minnesota Rules Chapter 1205. All terms used herein that are defined by the MGDPA must be given the same definition as listed in the MGDPA and Minnesota Rules Chapter 1205. This policy does not confer upon an individual the right to access data not otherwise provided in any applicable law or other school district policy. Nothing in this policy shall be interpreted to contradict any other school district policy.

III. RIGHT TO ACCESS DATA

Upon request to a responsible authority or designee, an individual shall be informed whether that individual, the individual's minor child or person for whom the individual has been appointed guardian is the subject of stored data and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data shall be shown that public or private data about themselves without any charge and, if desired, shall be informed of the content and meaning of that data. Except as required by law, after an individual has been shown this and informed of its meaning, the school district need not disclose the data to that individual for six months unless additional data on the individual has been collected or created.

IV. MAKING A DATA REQUEST

To inspect data or request copies of data on the individual that are in the school district's possession, the individual should make a written request using the form found in Attachment B and submit this request to the appropriate data practices official described in Attachment C. The school district reserves the right to accept verbal requests for data, or reduce verbal requests to writing, at its sole discretion.

V. PROCESSING A REQUEST

The school district will respond to a written request submitted pursuant to this policy immediately, if possible, and within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.

- If it is unclear what data the individual is requesting, the school district will seek clarification.
- If the school district does not have the requested data, it will notify the individual in writing as soon as reasonably possible.
- If the school district has the requested data, and the data may lawfully be disclosed to the individual, the school district will respond to the request by doing one of the following:
 - o Arrange a date, time, and place for the individual to inspect the data without cost to the individual, or
 - o Provide the individual with copies of the data. The individual may choose to pick up the copies, or the school district will mail or fax copies of the data to the individual. The school district will provide electronic copies (such as e-mail), only if the school district keeps the data in electronic format. Prepayment of copies is required unless other arrangements are approved by the responsible authority. Further information about copying charges is included on Attachment B.
- If the school district determines that the requested data is classified so as to deny the requesting person access, the school district shall inform the requesting person of the determination either orally at the time of the request, or in writing as soon after that time as possible.
 - o Upon the request of any person denied access to data, the responsible authority or designee shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of law upon which the denial was based.

Nothing in this policy or the MGDPA requires the school district to create data; collect new data; or to provide data in a specific form or arrangement if the school district does not keep the data in that form or arrangement, in response to a data request.

Nothing in this policy or the MGDPA requires the school district to respond to questions that are not requests for data.

VI. IDENTIFICATION

The school district reserves the right to require that an individual requesting private data on the individual or the individual's minor child provide valid photo identification at the time that the data is requested or provided.

The school district will not disclose private data on anyone other than the individual requesting data or that individual's minor child without receiving a valid release signed by the subject of the data.

VII. RIGHTS OF DATA SUBJECTS

A. Challenging Inaccurate or Incomplete Data

Consistent with the MGDPA, any person who believes that information contained in the school district's records regarding that individual, the individual's minor child, or person over whom the individual has been appointed legal guardian is inaccurate or incomplete may request that the school district amend those records. To exercise this right, the individual must notify the responsible authority described in Attachment C in writing of the nature of the disagreement. Upon receiving such notification, the school district will take action as required by the MGDPA. Please note that the submission of a challenge to data does not guarantee that the school district will amend its records.

B. Information Provided When Data is Requested by the School District

Consistent with the MGDPA and other applicable law, certain circumstances may require the school district to notify an individual who is asked to provide the school district with private or confidential data concerning that individual of the ways in which the school district can use the data collected.

C. Other Rights of Data Subjects

Nothing in this policy shall be construed as limiting the rights provided by the MGDPA. Individuals who are the subject of data in the school district's possession have all of the rights afforded by Minnesota Statutes, Section 13.04.

Attachment A

Copy Costs-Data on Individuals

The school district charges individuals for copies as authorized under Minnesota Statutes, section 13.03, subdivision 3(c). The individual must pay for the copies before the school district will provide the copies.

For 100 or Fewer Paper Black and White Copies-\$.25 per Page

The charge for 100 or fewer pages of black and white, letter or legal size paper copies, is \$.25 for a one-sided copy and \$.50 for a two-sided copy.

More than 100 Paper Black and White Copies or Other Types of Copies-Actual Cost

The charge for more than 100 pages of black and white paper copies, or any other types of copies, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data. In determining the actual cost, the school district includes the cost of the employee time, the cost of the materials (paper, DVD, etc.), and mailing costs (if any). If the request is for copies of data that the school district cannot reproduce itself, such as photographs, it will charge the actual cost it must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data and make copies is based upon the lowest hourly rate of the appropriate staff member. There is no charge for time spent separating public from not public data.

Attachment C

Responsible Authorities

Type of Data Requested	Name	Position	Address	Fax Number
Human Resources and Personnel Data		Director of Human Resources		
Student Cumulative File		Superintendent		
Student Disciplinary Records- [School Name]		Building Principal		
Student Special Education Records		Director of Special Education		

[The above categories are meant as examples. School districts should designate as many or as few responsible authorities as necessary to ensure that all data requests are responded to in a reasonable fashion.]

First Reading: 5/20/14
 Second Reading: 6/17/14
 Adopted: 6/17/14