

THE POLICY MANUAL OF THE BOARD OF EDUCATION OF SAINT PAUL PUBLIC SCHOOLS

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Adopted: 2/19/1991
Revised: 6/17/2008

Saint Paul Public Schools Policy

102.00

102.00 EQUAL OPPORTUNITY/NON-DISCRIMINATION

1. Saint Paul Public Schools does not discriminate on the basis of race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with regard to public assistance, sexual or affectional orientation, familial status, or disability. Saint Paul Public Schools also makes reasonable accommodation to the known disabilities of qualified disabled individuals. This policy applies to all areas of education, employment, and programs and services operated by the school district.
2. Every school district employee and school board member shall comply with this policy.
3. The Superintendent shall designate one or more employees to coordinate the school district's efforts to implement this policy and to comply with and carry out the district's responsibilities under the following laws and their implementing regulations: section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, and the Civil Rights Act of 1964. The Superintendent or his or her designee shall publish contact information for the employees responsible for carrying out the requirements of this paragraph.
4. Individuals may direct questions about this policy or its implementation to the responsible school district employee, designated by the Superintendent, or to the Superintendent.

LEGAL REFERENCES:

Minn. Stat.. Chapter 363A (Minnesota Human Rights Act)
Minn. Stat. § 121A.04
20 U.S.C. § 1681 et seq. (Title IX)
20 U.S.C. § 1701 et seq. (Equal Educational Opportunities)
29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)
29 U.S.C. § 794 et seq. (Rehabilitation Act)
42 U.S.C. § 2000c et seq. (Civil Rights Act—Public Education)
42 U.S.C. § 2000d et seq. (Title VI, Civil Rights Act—Federally Assisted Programs)
42 U.S.C. § 2000e et seq. (Civil Rights Act—Equal Employment Opportunity)
42 U.S.C. Ch. 126 (Americans with Disabilities Act)
29 C.F.R. Part 32
29 C.F.R. § 1630.1 et seq.
34 C.F.R. Parts 104, 106

CROSS REFERENCES:

Adopted: 12/4/1984
Revised: 6/17/2008

Saint Paul Public Schools Policy

103.00

103.00 COMPLAINTS

1. The school district takes seriously all complaints by any person. If a specific complaint procedure is provided by any other policy or procedure of the school district, a collective bargaining agreement or contract, or bylaw, that specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, this policy provides a procedure that may be used.
2. Any person may report concerns or complaints to any member of school district staff or to the Board of Education. Written communication is preferred, but a complaint may be made orally or electronically.
3. Whenever a written complaint is made directly to the School Board as a whole or to a school board member as an individual, it will be referred to the Superintendent, or if necessary, to Legal Counsel.

LEGAL REFERENCES:

CROSS REFERENCES:

- 206.01, Public Participation in Board Meeting & Exhibit: Guidelines for Public Comment
- 212.00, Complaints Against a Member of the Board of Education

Adopted: 1/6/1998
Revised: 6/17/2008

Saint Paul Public Schools Policy

105.00

105.00 SITE-BASED SHARED DECISION MAKING

1. The Saint Paul Public School's Board of Education supports collaborative decision-making at local school sites. Such support shall include consideration of requests from a school site decision-making team to enter into an agreement between the Saint Paul Public Schools and the site decision-making team, as provided in Minn. Stat. § 123B.04, subd.. 2.
2. The Board, when entering into an agreement, shall take into consideration issues of equity and accountability.
3. Each agreement shall include an achievement contract according to 123B.04, subd.. 4.
4. Each agreement shall specify a mechanism whereby the principal and the Superintendent or her/his designee shall make all decisions regarding how financial and personnel resources are best allocated at the site and from whom goods and services are purchased.
5. Each agreement shall include a statement of powers, duties, responsibilities, and authority to be delegated to and within the site.

LEGAL REFERENCES:

Minn. Stat. § 123B.04

CROSS REFERENCES:

Adopted: 6/17/2008
Revised:

Saint Paul Public Schools Policy

106.00

106.00 SCHOOL DISTRICT MISSION STATEMENT

1. The Board of Education shall adopt by resolution and publish a district mission statement.
2. The Board shall review the district mission statement every two years or after a newly elected or appointed member takes office.
3. At five- to seven-year intervals (reckoning from the years in which the current mission statement was last reviewed or revised), the Board shall conduct a comprehensive assessment of the district's mission.

LEGAL REFERENCES:

Minn. Stat. § 123B.09, subd.7

CROSS REFERENCES:

Adopted:
Revised:

6/17/2008

Saint Paul Public Schools Policy

150.00

150.00

POLICIES INCORPORATED BY REFERENCE

PURPOSE

The Board of Education provides notice by this section of the application and incorporation by reference of the following policies, which are applicable to more than one area of the Policy Manual:

Policy Number

102.00	Equal Opportunity/Non-Discrimination
103.00	Complaints
206.01	Public Participation in School Board Meetings
209.00	Development, Adoption and Implementation of Policies
210.00	Conflict of Interest
401.00	Equal Employment Opportunity
403.00	Performance Management and Accountability
405.00	Records/Personnel Records
409.00	Travel Expense Reimbursement
413.01	Chemical Use and Abuse
414.00	Tobacco-Free Environment
415.00	Harassment, Violence and Other Offensive Behavior
420.00	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
422.00	Solicitation of Staff
425.00	Nepotism
501.00	Hazing Prohibition
520.00	Information Technology Usage and Safety Policy
533.00	Wellness Policy
601.00	Educational Programming
602.00	Curriculum Development, Instruction, And Accountability
602.01	Multicultural, Intercultural, Non-Racist, Non-Sex-Biased, Gender and Disability Fair Education
603.00	School Calendar, School Year, Employment Year
603.02	Holiday Observances
609.00	Religion
610.00	Field Trips
615.00	Family Involvement
618.00	Research
707.00	Transportation Eligibility
707.05	Transportation:; Type III School Buses
710.00	Transportation: Field, Athletic, Community Education Trips
713.00	Equal Opportunity Procurement

713.01	Sweatshop Free Purchasing Policy
716.00	Advertising in the Schools
718.00	Branding;; Supplies/Stationery
812.00	School Emergency Management
812.02	Release of Students From School
814.00	Visitors to Schools
903.00	Dangerous Weapons, Firearms

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted:
Revised:

6/17/2008

Saint Paul Public Schools Policy

201.00

201.00

CODE OF CONDUCT FOR SCHOOL BOARD MEMBERS

Members of the Saint Paul Public Schools Board of Education agree that the following standards shall guide their work:

BOARD RELATIONS

Maintain a respectful and supportive working environment with other members of the Board.

FUNCTIONS AND RESPONSIBILITIES

1. Comply with all federal, state and local laws governing the roles and responsibilities of a school board member.
2. Keep informed of the proper duties and functions of a school board member and comply with all school district policies as adopted by the School Board.
3. Recognize that individual board members have no authority to bind the Board and that school business may be transacted only in legal session of the School Board.
4. Formulate written policy for the administration of schools that shall be reviewed regularly and revised as necessary.
5. Ensure that the mission and programs of the school district meet the diverse educational needs of the Saint Paul community.
6. Establish and maintain a procedure for resolving complaints and responding to criticism of district policy or personnel.
7. Ensure that all business transactions of the school district are conducted in an ethical and transparent manner.
8. Initiate and implement all reasonable efforts to secure adequate financial support for the school district's educational mission.
9. Understand the critical responsibility that board members have for selecting a superintendent, and to define with the Superintendent the Superintendent's roles and responsibilities and the goals of the district.
10. Respect the rights of others, including board members, to hold and express differing opinions.
11. Recognize that each board member functions as part of one policymaking body in the care, management and control of the District.

RELATIONSHIP WITH SUPERINTENDENT AND STAFF

1. Work collaboratively with the Superintendent and staff.
2. Hold the Superintendent accountable for the implementation of Board policies and the overall management of the school district.
3. Recognize that it is the responsibility of the Board to ensure that all schools are properly administered but that individual board members do not act in the role of administrator or district staff.

4. Provide the Superintendent with counsel and advice when requested or as seems appropriate.
5. Support the efforts of the Superintendent and staff so that they may perform their assigned responsibilities in the most effective manner.
6. Encourage and promote professional development of school staff so that quality of instruction and support services may be continually improved.
7. Collaborate with the Superintendent to regularly evaluate the Superintendent's performance.

COMMUNITY RELATIONS:

1. Actively solicit feedback from all sectors of the community regarding school district policy and the educational mission of Saint Paul Public Schools.
2. Maintain regular communication with the public so as to promote understanding and respect between the school district and all sectors of the community.

All members of the Saint Paul Public Schools Board of Education shall sign, annually, a statement acknowledging that they will abide by this Code of Conduct.

LEGAL REFERENCES:

CROSS REFERENCES:

- 210.00, Conflict of Interest
- 301.00, Board/Superintendent Relationship

Adopted: 1974
Revised 6/17/2008

Saint Paul Public Schools Policy

202.02

202.02 VACANCIES ON THE SCHOOL BOARD

APPOINTMENT PROCEDURE

1. When a vacancy occurs on the Board, the Board shall make an appointment to complete the unexpired term.
2. When a vacancy on the Board occurs through resignation, the resigning director shall submit her or his written resignation either on paper or through electronic mail. In case of the latter, the resigning member shall certify his or her intention by voice to the Chair (or to the Vice-Chair, if the Chair is resigning).
3. Except when otherwise provided by law, when a vacancy occurs on the Board, the Board shall determine an application and interview process prior to implementation of a search for candidates.
4. The Board shall publish in the district's newspaper of record and on the district's website the details of the application process, including the deadline for submission of applications.
5. In filling the vacancy, the Chair shall call for nominations from the members of the board. No member of the Board may nominate more than one person; no second for the nomination is required. The appointment shall be filled by roll-call vote.
6. Appointment shall require a majority vote of the total membership of the Board. If no nominee receives a majority vote, the Chair shall reopen nominations.

LEGAL REFERENCES:

Minn. Stat. § 123B.09, subds. 3-5

CROSS REFERENCES:

Robert's Rules of Order Newly Revised (10th ed.), §45

Adopted: 1974
Revised: 6/17/2008

Saint Paul Public Schools Policy

203.00

203.00 ANNUAL ORGANIZATIONAL MEETING AND SELECTION OF OFFICERS

1. At the time established on the agenda of the annual January organizational meeting to select officers, the currently serving Chair shall call for nominations from the Board for the Chair for the new calendar year. The Chair shall be elected by a majority roll-call vote. However, in the case of only one nomination, the Chair may declare, absent objection, the election of the Chair by unanimous consent.
2. Following the election of the Chair, the Chair shall conduct the nomination and election of the Vice-Chair, the Clerk, and the Treasurer by the method fixed in this policy for the nomination and election of the Chair.
3. No director shall hold the same Board office consecutively for more than two terms.

VICE-CHAIR'S RESPONSIBILITIES.

The Vice-Chair of the Board shall preside at meetings in the absence of the Chair or at the request of the Chair.

ABSENCE OF CHAIR AND VICE-CHAIR AT A MEETING OF THE BOARD.

In the absence of the Chair and Vice-Chair at a duly called meeting of the Board, the Clerk shall call the roll. If the Clerk establishes a quorum, the Board shall nominate and elect by majority vote a Chair Pro Tempore, who shall preside at the meeting until the Chair or Vice-Chair arrives.

LEGAL REFERENCES:

Minn. Stat. § 123B.14

CROSS REFERENCES:

203.01, Non-Voting Auxiliary Officers of the Board
204.00, School Board Procedures: Rules of Order

Adopted: 1974

Saint Paul Public Schools Policy

203.01

Revised: 9/1/1992; 6/17/2008

203.01 NON-VOTING AUXILIARY OFFICERS OF THE BOARD

ASSISTANT CLERK

At the January annual organizational meeting, the Board shall appoint by resolution a district employee to serve as Assistant Clerk and to be known as Secretary to the Board of Education, who shall, under the direction of the Superintendent,

1. Maintain an accurate and complete record of the proceedings of the Board;
2. Manage the issuance, mailing and delivery of notices of meetings;
3. Prepare the agenda and other memoranda for the information of the Board; and
4. Perform such other duties as may be directed by the Board or the Superintendent.

ASSISTANT TREASURER

At the January annual organizational meeting, the Board shall appoint by resolution a district employee to serve as Assistant Treasurer to carry out the duties of the Treasurer's office under the direction of the Treasurer.

LEGAL REFERENCES:

Minn. Stat. § 13D.01, subds. 4-6

Minn. Stat. § 123B.09, subd. 7

Minn. Stat. § 123B.12

Minn. Stat. § 123B.14

CROSS REFERENCES:

203.00, Annual Organizational Meeting and Selection of Officers

205.00, School Board Meeting Minutes

Adopted: 1974
Revised: 6/17/2008

Saint Paul Public Schools Policy 203.03

203.03 FACSIMILE SIGNATURES

Facsimile signatures of Board officers may be used upon any instrument or contract requiring a manual signature as authorized by provisions of the law.

LEGAL REFERENCES:

Minn. Stat. § 47.41
Minn. Stat. § 645.44, subd. 14

CROSS REFERENCES:

204.00 SCHOOL BOARD PROCEDURES; RULES OF ORDER

PARLIAMENTARY DOCUMENT OF AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the conduct of meetings of the Board in all cases to which they apply and in which they are not in conflict with statutory requirements and/or the policies or any special rules of order adopted by the Board.

SPECIAL RULES OF ORDER

1. Members shall make motions and speak while seated.
2. The Assistant Clerk shall enter in the minutes the names of the members making and seconding each motion.
3. The Chair shall decide the order in which Board members will be recognized to address an issue. The Chair shall make a good-faith effort to alternate between pro and con positions, if germane to the discussion. A member shall speak to an issue only after the member is recognized by the Chair.
4. The Chair may declare a recess at any time.
5. The Chair shall repeat a motion or the substance of a motion prior to voting.
6. The Chair shall call for affirmative and negative voice votes on all motions.
7. The order in which names will be called for roll-call votes shall be rotated by one name each month.
8. The Chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, the result may be entered as unanimous in the minutes provided that the minutes record the members present.
9. When abstaining from a vote of the Board owing to conflict of interest, a member shall state the reasons for his/her abstention.
10. Rules of the board may be suspended until the next successive meeting by a vote of two-thirds of the Board members present or four Board members, whichever is greater.

MAJORITY ROLL-CALL VOTE

A majority affirmative vote of a quorum shall be sufficient to transact business of the district except in cases where Minnesota statutes require a specific number of votes.

LEGAL REFERENCES:

Minn. Stat. § 13D.01, subd. 4

Minn. Stat. § 122A.41, subd. 10
Minn. Stat. § 123B.09, subds. 6 & 7
Minn. Stat. § 126C.53
Minn. Stat. § 331A.04, subd. 6
Minn. Stat. § 471.88

CROSS REFERENCES:

203.00, Annual Organizational Meeting and Selection of Officers
206.00, Board Meetings

Adopted: 1974
Revised: 4/5/1994; 6/17/2008

Saint Paul Public Schools Policy

204.01

204.01 SCHOOL BOARD MEETING AGENDA

1. The Assistant Clerk, in consultation with the Superintendent and Chair, shall develop, prepare and arrange the order of items for the final agenda for each school board meeting.
2. The recommended procedure is as follows:
 - Items to be placed on the agenda must be received by the Assistant Clerk, Chair or Superintendent no later than eight (8) days prior to the Board meeting.
 - The agenda and supporting documents will be delivered to each Board member not less than five (5) days prior to the scheduled meeting of the Board of Education.
 - Items may be added to the agenda by a motion adopted at the meeting.
3. Agenda items shall fall under one or more of the current Strategic Plan Goals as established by administration and the Board of Education.
4. The order of business of the Board of Education shall be established by Board action with the following caveats:
 - Public Comment shall be a special order of the day for a particular hour (time certain) which shall be printed on the agenda for each regular meeting.
 - The dates and times of successive meetings of the Board and/or committee of the Board meetings shall be printed on the agenda of each regular meeting.

LEGAL REFERENCES:

Minn. Stat. § 13D.01
Minn. Stat. § 123B.09, subd. 7

CROSS REFERENCES:

Adopted: 1974
Revised: 6/17/2008

Saint Paul Public Schools Policy

204.02

204.02 CONSENT AGENDA

1. For each regular meeting of the Board of Education, the Assistant Clerk, in consultation with the Chair and Superintendent, shall prepare a consent agenda containing items of routine business, which shall be considered by the Board en masse.
2. Consent Agenda Items shall fall under one or more of the current Strategic Plan Goals as established by administration and the Board of Education.
3. Items may be removed from the consent agenda for individual consideration by a request of a Board member prior to the vote on the consent agenda. Such request does not require a second or a vote.
4. A consent agenda item that has been removed to the regular agenda shall be considered immediately following the consideration of the consent agenda.
5. The result of the vote on the consent agenda shall be separately recorded in the minutes.

LEGAL REFERENCES:

Minn. Stat. § 123B.09, subd. 7

CROSS REFERENCES:

203.00, Annual Organizational Meeting and Selection of Officers
204.00, School Board Procedures: Rules of Order
204.01, School Board Meeting Agenda

Adopted: 4/5/1977 *Saint Paul Public Schools Policy* 204.03
Revised: 8/7/1982, 6/17/2008

204.03 BOARD COMPENSATION

Members of the Board of Education shall be compensated for performing their duties and responsibilities. Compensation shall be set by the Board.

LEGAL REFERENCES:

Minn. Stat. § 123B.09, subd. 12
Minn. Stat. §§ 471.87-88

CROSS REFERENCES:

Adopted: 12/16/1975
Revised: 6/17/2008

Saint Paul Public Schools Policy

204.07

204.07 SERVICE ON BOARDS AND COUNCILS

1. The Board shall appoint its members to serve on boards, committees or councils of educational, civic, service and similar organizations as required by law, written agreement, invitation or organizational structure. The Board shall annually review such appointments and assignments.
2. Members appointed by the Board to such bodies shall not take action which in any way binds the Board or School District without a prior vote by the Board to authorize said action.
3. Members appointed to such bodies shall make a report of their service at the next regular Board meeting that follows their last participation.

LEGAL REFERENCES:

Minn. Stat. § 123B.09, subs. 7 & 8
Minn. Stat. § 128C.01
Minn. Stat. § 471.59

CROSS REFERENCES:

210.00, Conflict of Interest

Adopted: 1974 *Saint Paul Public Schools Policy* 205.00
Revised: 4/5/1994, 6/17/2008

205.00 SCHOOL BOARD MEETING MINUTES

The Assistant Clerk shall compile the minutes of each meeting of the Board and attach them to the final agenda of the next regular meeting of the Board.

LEGAL REFERENCES:

Minn. Stat. § 13D.01, subds. 4-6
Minn. Stat. V 123B.14, subd. 7

CROSS REFERENCES:

Adopted: Varies-each section Saint Paul Public Schools Policy 206.00
Revised: 6/17/2008

206.00 BOARD MEETINGS

PLACE AND TIME OF REGULAR BOARD MEETINGS

Unless otherwise determined by Board resolution, regular meetings of the Board shall be held in the administration building, 360 Colborne, on the first and/or third Tuesdays of each month, at 5:45 p.m. The provision of notice for all meetings of the Board shall be according to law.

VENUE OF BOARD MEETINGS

All meetings of the Board of Education shall be held within the boundaries of the district.

NOTICE TO BOARD MEMBERS

Regular, special, committee of the board, and committee meetings of the Board shall be posted on the main district and school bulletin boards and on the district's website; notice to the Board shall be mailed through the US Postal Service or transmitted by electronic mail or hand delivered at least three days prior to the date of the meeting. For emergency meetings, members of the Board shall be notified by telephone or electronic mail.

ADJOURNED BOARD MEETING

Only the unconsidered or interrupted items on the agenda of the immediately preceding meeting may be considered at an adjourned meeting, unless the Board suspends the aforementioned special rule of order by a two-thirds vote or by four affirmative votes, whichever is greater.

LEGAL REFERENCES:

Minn. Stat. § 13D.04
Minn. Stat. § 123B.09, subd. 6

CROSS REFERENCES:

Robert's Rules of Order Newly Revised (10th ed.), p. 90, l. 27 – p. 91, l. 21; § 22

Adopted: 1974 *Saint Paul Public Schools Policy* 206.01
Revised: Varies; 6/17/2008

206.01 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Saint Paul Public Schools Board of Education (Board) shall hear public commentary from any interested person pursuant to the guidelines established by the Board.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 2/20/2007
Revised: 6/17/2008

EXHIBIT - Saint Paul Public Schools 206.01

206.01 GUIDELINES FOR PUBLIC COMMENT

1. Public Comment is the part of the board agenda where the public has an opportunity to address the Board of Education regarding issues they wish to comment on or bring to the Board's attention.
2. It is preferred that persons wishing to utilize public comment call the Board's secretary (651) 767-8149 to be placed on the schedule at least two weeks prior to the board meeting. Information to be provided to the board secretary will be:
 - Name
 - Mailing Address
 - Phone number
 - E-mail (if available)
 - Subject to be addressed
3. Persons not calling in ahead of time to sign up for public comment may sign up the evening of the board meeting.
4. Each person desiring to speak must sign in on the "SIGN-IN LOG" and complete a "SIGN-IN FORM" including as much detail as possible on what they are speaking on and what action is asked of administration. Provide a printed/written copy of the speaker's presentation (if one is available) when they arrive at the Board meeting.
5. The *Sign-In Log & Sign-In Sheet* will be located at a table near the entrance door. The forms may be given to either the individual handling sign-in or to the Board secretary the evening of the Board Meeting.
6. Public comment is an opportunity for the Board to listen. The Board will not engage in dialogue and, as a general rule, the Board will not comment on or respond to any comments made by speakers.
7. Speakers are advised that:
 - Board meetings are telecast live as well as being taped for the official record.
 - For the speaker's own legal protection and the legal rights of staff, any complaint or issue related to personnel must be made in writing.
 - For the speaker's own legal protection and the legal rights of staff, public comments should not include names, titles or location for any staff.
8. Each speaker should state their name only at the beginning of their presentation, no additional information (such as address) is necessary.
9. Each speaker will be allotted 3 minutes to speak; a speaker may not roll

his/her time to another speaker. Presentations will be timed and a card indicating when 1 minute is remaining will be displayed as the presentation moves toward completion. When the 3-minute buzzer sounds, the speaker must complete his/her statement and allow others their turn to speak.

10. Generally, speakers will be called in the order of names received. However, if the *Sign-In Log* indicates there are a number of speakers on the same subject, they will be grouped around that subject and called in the order they signed in. Once that subject area has been covered, other speakers will then be called in the order they signed in.

209.00 DEVELOPMENT, ADOPTION AND IMPLEMENTATION OF POLICIES

DEVELOPMENT OF POLICY

Policies may be proposed by a school board member, employee, student, parent, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for consideration for placement on the agenda. The superintendent shall prepare the text for the first reading.

ADOPTION OF POLICY

1. The Board shall give notice of a proposed amendment, rescission, or adoption of policy by placing the amendment, rescission, or adoption resolution on the Board agenda for three successive readings.
2. The amendment, rescission, or adoption resolution shall be read at the first reading. Amendments may be offered at the first, second, and third reading. The vote on the amendment, rescission, or adoption shall take place at the third reading.
3. The Superintendent shall establish procedures to inform the public of proposed policies or substantive policy revisions. This procedure shall provide for the broad dissemination of pending policy issues and shall further provide for a system that will allow for and encourage public comment regarding these issues.
4. The proposals shall be distributed and public comment shall be allowed at both meetings prior to final school board action.
5. A majority vote of the total membership of the school board shall be required to amend, rescind, or adopt a policy. A policy shall take effect as of the date of its Board action, unless otherwise specified in the text of the resolution or the wording of the motion.
6. In the event of an emergency, a new or amended policy may be adopted by a majority vote of a quorum of the school board at the first or second reading. A statement regarding the emergency and the need for immediate adoption of the policy shall be read and included in the minutes. The emergency policy shall expire within one year of the emergency action. Before the expiration date, the Board may adopt the emergency policy permanently by means of the procedure detailed above.

POLICY REVISIONS WITHOUT THREE READINGS

1. Revisions that are required owing to a change in statute, rule, or other governmental mandate may be made through the consent agenda rather than through the three-reading process.
2. A Board director may request to remove such policy revision from the consent agenda and require that it be considered in three successive readings, as prescribed above. No second or vote shall be required to effect the removal of a policy revision from the consent agenda.

IMPLEMENTATION OF POLICY

1. The superintendent shall implement Board policies and develop administrative procedures, guidelines, and directives to provide greater specificity and consistency in the process of implementation. These procedures, guidelines, and directives, including employee and student handbooks, shall be subject to annual review and approval by the Board.
2. Each Board member shall have access to the policy manual and a copy shall be placed in the office of each school. Manuals shall be available in the central office and online and made available for reference purposes to other interested persons.
3. It shall be the responsibility of the Superintendent, employees designated by the Superintendent, and individual Board members to keep policy manuals current.
4. The board shall review and readopt its collection of written policies annually.

LEGAL REFERENCES:

- Minn. Stat. § 123B.02, subd. 1
- Minn. Stat. § 123B.09, subds. 1 & 7

CROSS REFERENCES:

Adopted:
Revised:

6/17/2008

Saint Paul Public Schools Policy

209.01

209.01 REGULATORY SYSTEM

POLICY AND REGULATION

1. Adopted policies and regulations shall be maintained together in the document of authority titled *The Policy Manual of the Board of Education of the Saint Paul Public Schools*. A current copy of the manual shall be made available in hard copy and by electronic means.
2. All policies and regulations, new and amended, shall be numbered to concord with the table of contents of the policy manual and shall not take the form of transient communications such as memoranda or bulletins.

DEFINITIONS

1. "Policy" shall be defined as a "guide for discretionary action," a norm narrow enough to set boundaries around administrative action but broad enough to permit administrative judgment within those boundaries.
2. "Procedure" shall be defined as "a stepwise prescription of serial actions to assure uniform compliance with a policy or a regulation and/or to ensure the orderly operation of the schools," a series of steps that defines by rule the exact manner to carry out the intent of a policy or a regulation or an administrative duty.
3. "Regulation" shall be defined as a "specification for required action," a determination that limits administrative discretion with respect to how, when, where, or by whom an action is to be taken.

RESOLUTIONS APPURTENANT TO POLICY AND REGULATION

Board resolutions that guide discretionary action, specify required action, or otherwise interpret policy shall be collected, separately indexed, cross referenced to specific policies and regulations, and appended to the policy manual.

PROCEDURE

The Superintendent shall formulate all administrative procedures. The Board of Education shall not formulate procedures except when required to do so by law. Procedures formulated on a subject of adopted policy or regulation shall be accordant with that policy or regulation, as the meaning of such policy or regulation has been decided by the Board. Procedures shall be amended or repealed by the authority that formulated them.

NON-SUBSTANTIVE CHANGES TO POLICY AND REGULATION

The Superintendent shall bring to the attention of the Board changes to legal references as a matter of record at a regular meeting of the public body. The

Superintendent may make corrections and changes necessary for accuracy, consistency, and continuity to the content and format of the policy manual.

LEGAL REFERENCE:

Minn. Stat. § 123B.09, subds. 7 & 8

CROSS REFERENCE:

Adopted: 1998
Revised: 6/17/2008

Saint Paul Public Schools Policy

210.00

210.00 CONFLICT OF INTEREST

Members of the Board of Education and employees of Saint Paul Public Schools shall avoid situations that could be viewed to affect the independence of their judgment in the performance of their School District duties.

PROHIBITIONS

1. Purchasing

A member of the Board of Education or a school district employee having any direct or indirect voluntary personal financial or beneficial interest in any contract, sale or lease for goods, property or services furnished to or used by the School District shall not with respect to such contract, sale or lease:

- Approve or recommend for approval the contract, sale or lease;
- Directly or indirectly influence the purchasing decision by establishing requirements or evaluating services or products; or
- Otherwise have any involvement in the purchasing process.

2. Gifts

A member of the Board of Education or a School District employee shall not directly or indirectly accept anything of more than nominal value from any source given in the course of, or because of, his or her School District duties, office or employment unless the source is provided in return consideration of equivalent value.

DISCLOSURE AND APPROVAL

1. If a member of the Board of Education or Superintendent questions application of this policy to any contemplated transaction, he or she shall advise the Chair of the Board of Education who shall approve or disapprove the transaction. Should the Chair of the Board of Education have a question on the application of this policy, it shall be referred to the Vice Chair.
2. If an employee questions application of this policy to any contemplated transaction he or she shall advise his or her immediate superior who shall approve or disapprove the transaction.
3. The administration of the Saint Paul Public Schools shall develop and publish procedures to assist in the implementation and observance of this policy.
4. Members of the Saint Paul Public Schools' Board of Education shall sign a statement annually certifying they have acted in compliance with the Conflict of Interest policy.

LEGAL REFERENCES:

Minn. Stat. §§ 471.87-.88

CROSS REFERENCES:

Adopted: 1974

Saint Paul Public Schools Policy

211.00

Revised: 9/1/1992, 6/17/2008

211.00

BOARD MEMBER DEVELOPMENT

ORIENTATION OF MEMBERS-ELECT OR APPOINTEES

1. At the earliest possible convenience after the election or appointment of a new director of the Board of Education, the Chair and the Superintendent shall have made arrangements for an orientation program for the member(s)-elect or appointee(s). The orientation program shall familiarize the member(s)-elect or appointee(s) with (a) the policies and practices of the Board, (b) the scope of the Board's duties and responsibilities, (c) the fundamentals of parliamentary procedure, (d) the conflict-of-interest statutes, and (e) other laws and rules that govern the official actions of members of the public body. The superintendent shall furnish Board-members elect and appointees with copies of Board policies, collective bargaining agreements, copies of the administration's current strategic plan and goals, the District budget, information regarding district facilities and operations and other materials related to the governance of the District.
2. The Board authorizes the attendance of new members and appointees who have taken the oath of office at state meetings for new board members and/or other state training and orientation meetings. Upon statement of the several members furnished at the next succeeding meeting of the public body in accordance with Policy 409.00, the Board shall authorize the reimbursement of actual expenses incurred in training and orientation to the performance of their duties.
3. The Board shall invite members-elect to attend as observers the meetings of the Board of Education before they take the oath of office.

CONTINUING PROFESSIONAL DEVELOPMENT OF DIRECTORS

1. The Board desires all members to participate in school-board and related workshops and activities sponsored by local, state and national school boards associations, as well as in the activities of other educational groups.
2. Each director who attends a member-development activity shall make a report of their service at the next regular Board meeting that follows their last participation. Materials of interest acquired at the activity shall be made available to the Board by submitting it to the Assistant Clerk for inclusion in the Board Library.
3. To the extent that Board policy and district budget allocations permit, the Board will reimburse the necessary expenses of its members who attend meetings pertaining to school activities and the objectives of the Board.

LEGAL REFERENCES:

Minn. Stat. § 123B.09, subd. 2

CROSS REFERENCES:

213.00, Board of Education Professional Development

409.00, Travel Expense Reimbursement

Adopted: 1974 *Saint Paul Public Schools Policy* 211.00
Revised: 3/5/1985; 6/17/2008

211.01 APPOINTED COMMITTEES/COUNCILS ADVISORY TO THE BOARD

1. The Board may, by resolution, appoint committees to advise the Board. Any such committees shall be advisory only and shall exist only as long as is necessary to fulfill the charge.
2. The Board shall issue a public notice of its intent to appoint members to an advisory committee at least 30 (thirty) days prior to making such appointments.
3. The Board shall give notice of the meetings of all advisory committees to each Board member and said meetings shall be open to the public.

LEGAL REFERENCES:

CROSS REFERENCES:

211.02 BOARD OF EDUCATION COMMITTEES

APPOINTMENT OF COMMITTEES

1. The Board shall establish special and standing committees of the public body by resolution. Said resolution shall specify the number of members, charge and authority, term of service, and duties of each committee so formed. Such committees are advisory in nature and have only such authority as specified by the establishing resolution.
2. The Chair of the Board shall appoint the members of each special or standing committee and designate the chair thereof.
- 3.. The Board shall receive committee reports at the regular meeting succeeding each assembly of a special and standing committee.
4. A special or standing committee of the Board shall not appoint a subcommittee without approval by resolution of the Board.

PROCEDURES FOR SCHOOL BOARD COMMITTEES

1. All meetings of committees or subcommittees shall be open to the public. The Assistant Clerk shall give notice to other members, to the Board and to the media and public four calendar days before the scheduled date of the meeting.
2. A committee or subcommittee shall act solely within the guidelines and charge established in the enabling resolution for the committee or subcommittee.
3. Actions of a committee or subcommittee shall be authorized by majority roll-call vote and shall be consistent with the governing rules of the Board.
4. The committee or subcommittee shall designate a secretary who shall record the minutes and/or actions of the body.
5. A committee or subcommittee of the Board shall, when warranted, clarify in any transactions with the public that it acts in an exclusively advisory capacity to the Board of Education.

LEGAL REFERENCES:

Minn. Stat. § 13D

CROSS REFERENCES:

Adopted: 12/4/1984
Revised: 6/17/2008

Saint Paul Public Schools Policy

212.00

212.00 COMPLAINTS AGAINST A MEMBER OF THE BOARD OF EDUCATION

1. A complaint against a member of the Board of Education or the School Board as a whole shall be submitted to the Chair of the Board of Education, in writing and shall be signed by the person or persons making the complaint. Should the complaint be against the individual serving as Chair, the complaint shall be submitted to the Vice Chair.
2. In consultation with the Board's legal counsel, the Board shall review the complaint and take action as necessary.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 6/17/2008
Revised:

Saint Paul Public Schools Policy

213.00

213.00 BOARD OF EDUCATION PROFESSIONAL DEVELOPMENT

1. Board of Education members are expected to actively participate in professional development that supports their governance role and the district's mission. These may include but are not limited to national, state or local conferences, workshops, seminars and training opportunities.
2. The Board shall annually plan and budget for participation in such professional development activities. Logistics and expense reimbursement shall be handled in accordance with school district procedures.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 6/17/2008
Revised:

Saint Paul Public School Policy: 301.00

301.00 BOARD/SUPERINTENDENT RELATIONSHIP

1. The Board of Education is responsible for the care, management and control of the school district.
2. The Board shall employ a superintendent who shall serve as an ex-officio, nonvoting member of the school board and as Chief Executive Officer of the school district.
3. The superintendent is responsible for the management of the schools, the administration of all school district policies and is directly accountable to the Board of Education.
4. Directives from the Board to the superintendent shall be the result of formal Board action.
5. The superintendent may delegate responsibilities to other school district personnel but shall continue to be accountable for actions taken under such delegation.
6. Subject to the review of the Board, the superintendent shall use professional and personal judgment in all areas of responsibility not specifically prescribed nor covered by Board policy.
7. The Board shall annually collaborate with the superintendent to evaluate the superintendent's performance.

LEGAL REFERENCES:

CROSS REFERENCES:

201.00, Code of Conduct for School Board Members

Adopted: 1974 *Saint Paul Public Schools Policy* 302.00
Revised: 6/17/2008

302.00 SUPERINTENDENT SELECTION

1. The Board shall determine, publicize, and adhere to a process for recruiting, screening, selecting and evaluating a superintendent.
2. The school Board shall provide the superintendent a written contract.

LEGAL REFERENCES:

CROSS REFERENCES:

201.00, Code of Conduct for School Board Members

Adopted: 6/17/2008 *Saint Paul Public Schools Policy* 304.00
Revised:

304.00 RECORDS: DATA MANAGEMENT

The Superintendent is designated to be the “Responsible Authority” under the Minnesota Government Data Practices Act and shall serve as the person responsible for the collection, use and dissemination of data by the District. The Superintendent shall develop and periodically revise, as necessary, procedures for data practices in the District. The Superintendent may designate one or more District employees to assist in the performance of his or her duties.

LEGAL REFERENCES:

Minn. Stat. §§ 15.1611 to 15.1699; Statutory references now 13.01 etc.
20 U.S. Code 1232 g., h., i.
Minn. Stat. § 13.02, subd. 16

CROSS REFERENCES:

405.00, Records: Personnel Records

Adopted: 6/17/2008
Revised:

Saint Paul Public Schools Policy

401.00

401.00 EQUAL EMPLOYMENT OPPORTUNITY

1. The Saint Paul Public Schools shall provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual or affectional orientation, age, family-care leave status or veteran status. The school district also shall make reasonable accommodations for disabled employees.
2. The school district prohibits the harassment of any individual for any of the categories listed above.
3. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment.
4. Every school district employee shall comply with this policy.
5. The Executive Director of Human Resources and Employee Relations shall reply to all inquiries made regarding the interpretation and application of this policy.

LEGAL REFERENCES:

Minn. Stat. Chapter 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4301 *et seq.* (Employment and Re-employment Rights of Members of the Uniformed Services)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

CROSS REFERENCES:

102.00, Equal Opportunity/Non-Discrimination
602.00, Multicultural, Intercultural, Non-Racist, Non-Sex-Biased, Gender and Disability Fair Education

403.00 PERFORMANCE MANAGEMENT AND ACCOUNTABILITY

DEFINITION:

Performance Management is the systematic process by which an organization involves its employees, as individuals and members of a group, in improving organizational effectiveness toward the accomplishment of the mission and goals.

PERFORMANCE MANAGEMENT

The Superintendent shall establish accountability systems at all levels in the organization and report regularly to the Board on implementation progress and results.

In order to ensure effective operation of the school district's programs and ultimately the success of students, district staff will operate within a system of accountability based on performance management.

The Superintendent will ensure that administrators, within their areas of responsibility, implement the following key elements of a performance management system:

- Set goals, aligned with the district's mission, which are specific, measurable, achievable, realistic and timely
- Measure progress toward goals, including individual employee performance reviews, at regular intervals
- Provide implementation support
- Use results to determine appropriate action
- Implement improvements to accelerate progress toward goals

LEGAL REFERENCES:

CROSS REFERENCES:

- 150.00 Policies Incorporated by Reference
- 602.00 Curriculum Development, Instruction and Accountability

Adopted: 6/17/2008
Revised:

Saint Paul Public Schools Policy

405.00

405.00 RECORDS: PERSONNEL RECORDS

The Superintendent shall maintain adequate personnel records, including records of all applicants for employment, transfer, promotion, demotion, and termination.

LEGAL REFERENCES:

CROSS REFERENCES:

304.00, Records, Data Management

Adopted: 1974 *Saint Paul Public Schools Policy* 408.00
Revised: 9/7/1982; 11/20/1990; 6/17/2008

408.00 STAFF: HIRING

1. The Board delegates to the Superintendent and his or her designees the task of entertaining applications for employment or promotions, interviewing applicants, and undertaking the administration of all personnel matters.
2. Therefore, the Superintendent shall be the sole person responsible for making final nominations to the Board for appointments in the School District. Such nominations shall be subject to Board approval.
3. The Board shall not entertain applications for employment or promotion, or undertake the administration of personnel matters.
4. The Board may choose to meet with finalists for positions in the Superintendency prior to receiving the Superintendent's recommendation.

LEGAL REFERENCES:

CROSS REFERENCES:

401.00, Equal Employment Opportunity

409.00 TRAVEL EXPENSE REIMBURSEMENT

The School District shall reimburse employees and school board members for travel expenses incurred while:

1. Representing the School District in an official capacity
2. Conducting School District business
3. Attending professional meetings.

AUTHORIZATION

All school district business expenses to be reimbursed shall be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary school district business-related expenses.

REIMBURSEMENT

1. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration and other reasonable and necessary expenses must be attached to the reimbursement form.
2. Automobile travel for employees and school board members shall be reimbursed at the mileage rate set by the school board. School Board members will not be reimbursed for local automobile mileage to and from meetings. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
3. An employee or a school board member may draw on the travel-advance fund of the district to cover expenses for travel to conventions or conferences held outside of the metropolitan Twin Cities Area.

ESTABLISHMENT OF TRAVEL PROCEDURES

The superintendent shall develop travel procedures that detail the responsibilities of an employee or a school board member traveling on behalf of the district, the requirements for reimbursement and the timelines for submission of the reimbursement request.

LEGAL REFERENCES:

- Minn. Stat. § 471.665 (Mileage Allowances)
- Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
- Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)
- Minn. Op. Atty. Gen. No. 161B-12 (January 24, 1989) (Operating Expenses of Car)

CROSS REFERENCES:

Adopted: 10/16/1979
Revised: 6/17/2008

413.00 DRUG-FREE WORKPLACE

1. Use and/or possession of controlled substances, toxic substances, or alcohol at or in any school or work location is prohibited as general policy. Paraphernalia associated with controlled substances is also prohibited.
2. No person, as defined below, shall use or possess alcohol, toxic substances or controlled substances at or in any school or work location.
3. The school district will act to enforce this policy and to discipline or take appropriate action against any person who violates this policy.

DEFINITIONS

1. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor.
2. "Controlled substances" include narcotic drugs, hallucinogenic drugs, prescription drugs, amphetamines, barbiturates, marijuana, anabolic steroids or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
3. "Toxic substances" includes glue, cement, aerosol paint or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
4. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
5. "Possess" means to have on one's person, in one's effects or in an area subject to one's control.
6. "School or work location" includes any school district building (whether leased or owned) or on any school district premises; in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time students are under the supervision of the school district.
7. "Person" means any school district personnel (whether an employee, independent contractor, or volunteer), school board member, or member of the public, but does not include a student.

EXCEPTIONS

1. An adult person who has a current prescription from a physician for medical treatment with a controlled substance is permitted to possess such controlled substance and associated necessary paraphernalia. The person may be required to provide a copy of the prescription. At all times such person must keep the controlled substance on his or her person or in

- a locked cabinet or locked vehicle. The person must also comply with the relevant procedures established by District administration.
2. It shall not be a violation of this policy for an employee, under the supervision of the school nurse, to possess at or in a school or work location, for a student's own use, a controlled substance and associated necessary paraphernalia for which the student has a current physician's prescription. At all times such employee must keep the controlled substance on his or her person or in a locked cabinet or locked vehicle. The employee shall comply with the District's student medication policy and relevant procedures established by District administration.
 3. Minors are not permitted to possess controlled substances in a school or work location except with the express permission of the superintendent. When such express permission is given, the minor shall comply with any other relevant procedures established by District administration.
 4. It shall not be a violation of this policy for a person of legal drinking age to possess an alcoholic beverage at or in a school or work location when the possession is within the exceptions of Minn. Stat. § 624.701, subd.. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder). Possession of alcohol in a school or work location pursuant to the exceptions of Minn. Stat. § 624.701, subd.. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

ENFORCEMENT

1. Employees/School District Personnel
 - Each employee shall abide by the terms of this policy and applicable procedures and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above no later than five (5) calendar days after such conviction.
 - Upon hire or assignment to work on any federal grant, the employee shall be provided with written notice of this Drug-Free Workplace policy and shall be required to acknowledge that he or she has received the policy.
 - An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, termination or discharge as deemed appropriate by the school board.
 - In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to non-renewal, suspension, or termination as deemed appropriate by the school board.
 - Sanctions against employees, including non-renewal, suspension, termination, or discharge shall be pursuant to and in accordance with

applicable statutory authority, collective bargaining agreements and school district policies.

2. Board of Education Members

Each Board of Education member shall abide by the terms of this policy and applicable procedures when serving in the member's capacity as a representative of the District.

3. Members of the Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

LEGAL REFERENCES:

Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)

Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)

Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)

Minn. Stat. § 624.701 (Liquor in Certain [School] Buildings or Grounds)

20 U.S.C. §§ 7101-7140, 7161-7165 (Safe and Drug-Free Schools and Communities Act)

21 U.S.C. § 812 (Schedules of Controlled Substances)

41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)

21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)

34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

CROSS REFERENCES:

413.01, Chemical Use and Abuse

504.00, Drug Free Schools

516.00, Students – Medications/Medical Procedures

413.01 CHEMICAL USE AND ABUSE

1. It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
2. The school district shall establish and maintain in every school a chemical abuse pre-assessment team as required under Minn. Stat. 121A.25-29.
3. It shall be the responsibility of the superintendent, with the advice of the school board, to establish a school and community advisory team (which shall report to the superintendent or the superintendent's designee) to address chemical abuse problems in the district.
4. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and drug-free workplaces.

DEFINITIONS

1. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.
2. "Chemicals" includes but is not limited to alcohol, toxic substances and controlled substances as defined in the school district's Drug-Free Workplace and Drug-Free Schools policies.

LEGAL REFERENCES:

- Minn. Stat. §§ 121A.25-121A.29 (Chemical Abuse)
- 20 U.S.C. §§ 7101-7165 (Safe and Drug Free Schools and Communities)
- 41 U.S.C. §§ 701-707 (Drug Free Workplace Act)

CROSS REFERENCES:

- 413.00, Drug-Free Workplace
- 504.00, Drug-Free Schools
- 516.00, Students – Medications/Medical Procedures

Adopted:
Revised:

3/2/1987
8/1/1988;6/17/2008

Saint Paul Public Schools Policy

414.00

414.00

TOBACCO-FREE ENVIRONMENT

1. No person shall use tobacco or tobacco-related devices in any indoor area or upon any grounds or property that is owned, leased or contracted for by the school district. This prohibition extends to all facilities, whether owned, rented or leased, and to all vehicles that the school district owns, leases, rents, contracts for or controls. This prohibition extends to all events and activities sponsored by the Saint Paul Public Schools.
2. No student under age 18 shall possess tobacco or tobacco-related devices in or upon any grounds or property that is owned, leased or contracted for by the school district. This prohibition extends to all facilities, whether owned or leased, and to all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition extends to all events and activities sponsored by the Saint Paul Public Schools.

DEFINITIONS

1. "Tobacco" means cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
2. "Tobacco-related devices" means cigarette papers or pipes for smoking.
3. The term "use" includes smoking, chewing or otherwise ingesting tobacco.
3. The term "smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe or any other lighted tobacco or plant product intended for inhalation.

EXCEPTION

It shall not be a violation of this policy for an American Indian to offer tobacco on school district property as a part of a traditional American Indian spiritual or cultural ceremony. An American Indian is a person who is a member of an American Indian tribe as defined under Minnesota law.

ENFORCEMENT

1. Students who violate this tobacco-free policy shall be subject to school district disciplinary procedures.
2. School district personnel and school board members who violate this tobacco-free policy shall be subject to applicable discipline procedures.
3. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law and school district policies.

4. School administrators may call the local law enforcement agency to assist with enforcement of this policy.

DISSEMINATION OF POLICY

1. This policy shall appear in the student handbook.
2. The school district shall develop a method of discussing this policy annually with students and employees.

LEGAL REFERENCES:

- Minn. Stat. § 144.413 (Definitions)
- Minn. Stat. § 144.4165 (Tobacco Products Prohibited in Public Schools)
- Minn. Stat. § 144.4167 (Permitted Smoking)
- Minn. Stat. § 144.417 (Commissioner of Health, Enforcement, Penalties)
- Minn. Stat. § 609.685 (Sale of Tobacco to Children)

CROSS REFERENCES:

- 413.00, Drug-Free Workplace
- 504.00, Drug-Free Schools

415.00 HARASSMENT, VIOLENCE AND OTHER OFFENSIVE BEHAVIOR

The purpose of this policy is to maintain a respectful learning and work environment in Saint Paul Public Schools that is free from harassment and violence based on an individual's race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with respect to public assistance, sexual or affectional orientation, or disability. Individuals subjected to such harassment or violence have unreasonable burdens placed upon their rights to learn and work. Students, school district personnel, and members of the school district community should strive to create an environment that is free of harassment and violence and must conduct themselves in a manner consistent with the spirit and intent of this policy.

GENERAL STATEMENT OF POLICY

1. Prohibition

The school district prohibits harassment or violence, described by this policy, by or toward a student, school district personnel, or member of the school district community.

2. Responsibility to Report and Take Appropriate Action

- School district personnel -- School district personnel must take timely and appropriate action when they know or should know of the existence of harassment or violence, described by this policy, by or toward a student.
- Supervisors -- Administrators, managers, supervisors, and school board members must take timely and appropriate action when they know or should know of the existence of harassment or violence, described by this policy, by or toward school district personnel or members of the school district community.
- Others: -- Students, school district personnel, or members of the school district community who suspect harassment or violence, described by this policy, should report it to the designated individual in their workplace or educational setting.

3. Investigation and Corrective Action

The school district will act promptly to investigate all complaints, either formal or informal, oral or written, of harassment or violence and to discipline or take other appropriate action against any student, school district personnel, or member of the school district community who is found to have violated this policy. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies. The investigation and resolution of complaints shall be carried out by administrative procedures.

4. Retaliation

Retaliation by a student, school district personnel, or member of the school district community against any individual who makes a good faith report of alleged harassment or violence or any individual who testifies, assists, or participates in an investigation, or in a proceeding or hearing relating to such harassment or violence, is prohibited. The school district will discipline or take appropriate action against any student, school district personnel, or member of the school district community who engages in retaliation. Retaliation includes any form of intimidation, reprisal, or harassment.

REPORTING

The Superintendent shall implement administrative procedures that ensure that complaints of harassment or violence are addressed in an appropriate and timely manner. These procedures shall include designation of site-based and district-level personnel responsible for receiving and investigating oral and written complaints.

TRAINING

1. Dissemination of Policy

The contents of this policy shall be—

- Conspicuously posted throughout each school building in areas accessible to students, school district personnel, and members of the school district community, along with the name and contact information of personnel responsible for receiving complaints;
- Given to individual school district personnel at the time of hire; and
- Included in the student handbook.

2. Training

The school district will develop and implement a method of discussing this policy with students and school district personnel. The district shall ensure that students and school district personnel receive additional training as necessary regarding behavior that constitutes a violation of this policy and steps necessary to change or report the behavior.

DEFINITIONS

For purposes of this policy, terms have the following meaning:

1. Harassment Described By This Policy

Harassment described by this policy includes physical or verbal conduct, or communication directed at an individual that is—

- Based on an individual's race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with respect to public assistance, sexual or affectional orientation, or disability
- Has the purpose or effect of creating an environment that is intimidating, hostile, or offensive with respect to that individual or otherwise adversely affects the individual's employment, educational opportunities, or access to a benefit from the school district;
- Racial or religious harassment

- Sexual harassment.
2. **Member of the School District Community**
A member of the school district community means any agent, volunteer, contractor, or other individual engaged in a school district activity or program.
 3. **Racial or Religious Harassment**
Racial or religious harassment consists of physical or verbal conduct or communication relating to an individual's race or religion when the conduct
 - Has the purpose or effect of creating an intimidating, hostile, derogatory, or offensive employment, educational, or school district environment;
 - Has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education; or otherwise adversely affects an individual's employment, educational opportunities, or access to a benefit from the school district.
 4. **Racial or Religious Violence**
Racial or religious violence is a physical act of aggression or assault or the threat of aggression or assault upon another because of, or in a manner reasonably related to, race or religion. This act may also constitute a criminal law violation.
 5. **School District Personnel**
School district personnel include employees, school board members, and persons subject to the supervision and control of the district.
 6. **Sexual Harassment**
Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other physical or verbal conduct or communication of a sexual nature when—
 - That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment, educational, or school district environment;
 - Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education or a benefit from the school district; or
 - Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education or access to a benefit from the school district.
 7. **Sexual Violence**

Sexual violence is a physical act of aggression or force or the threat of aggression or force which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts (as defined

in Minn. Stat. § 609.341). This act may also constitute a criminal law violation.

8. Violence Described By This Policy

Violence described by this policy includes sexual, racial, and religious violence.

LEGAL REFERENCES:

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

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

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

CROSS REFERENCES:

102.00, Equal Opportunity/Non-Discrimination

501.00, Hazing Prohibition

609.00, Religion

602.00, Multicultural, Intercultural, Non-Racist, Non-Sex-Biased, Gender and Disability Fair Education

SPPS Rights and Responsibilities, A Student Behavior Handbook for Elementary and Secondary Schools

SPPS Human Resource Department Procedures

SPPS Office of Student Services Procedures

Adopted:
Revised:

6/17/2008

Saint Paul Public Schools Policy

420.00

420.00

STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

STUDENTS

It is the policy of the school board that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases shall be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases shall include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

EMPLOYEES

It is the policy of the school board that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

CIRCUMSTANCES AND CONDITIONS

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district shall be made on a case by case basis. Such decisions shall be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties) and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination shall be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily

fluids, who have oozing skin lesions or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

STUDENTS WITH SPECIAL CIRCUMSTANCES AND CONDITIONS

The school, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, shall weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

EXTRACURRICULAR STUDENT PARTICIPATION

Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

PRECAUTIONS

The school district shall develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

INFORMATION SHARING

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

REPORTING

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

PREVENTION

The school district shall, with the assistance of the Commissioners of Health

and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. Planning materials, guidelines, and other technically accurate and updated information;
2. A comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. Cooperation and coordination among school districts and Service Cooperatives;
4. A targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. Involvement of parents and other community members;
6. In-service training for district staff and school board members;
7. Collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. Collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. Participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources including public health funds and foundations, department professional development funds, federal block grants or other federal or state grants.

VACCINATION AND SCREENING

The school district shall develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law.

LEGAL REFERENCES:

- Minn. Stat. § 121A.23 (Health-Related Programs)
- Minn. Stat. Chapter 363A (Minnesota Human Rights Act)
- Minn. Stat. §§ 144.441-442 (Tuberculosis)
- 20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)
- 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
- 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
- Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), cert. denied, 493 U.S. 892, 110 S.Ct. 239 (1989)
- School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
- 16 EHLR 712, OCR Staff Memo, April 5, 1990

CROSS REFERENCES:

421.00 STAFF DEVELOPMENT

Site Professional Development Teams shall be established at each location. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, different subject areas, and special education.

DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

1. The Advisory Staff Development Committee shall develop a Staff Development Plan that shall be annually reviewed and approved by the School Board.
2. The Staff Development Plan shall support the mission of Saint Paul Public Schools.
3. The Advisory Staff Development Committee shall assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
4. The Advisory Staff Development Committee shall evaluate staff development efforts at the site.
5. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in "Reporting" 7below.

DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

1. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. Twice yearly, the School Board shall review the site plans for consistency with the Staff Development Plan.
2. The Site Professional Development Team shall demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
3. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced below.

STAFF DEVELOPMENT FUNDING

1. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers vote to waive the requirement to reserve basic revenue for staff development, the School District shall reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and

communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; pre-service and in-service education for special education professionals and paraprofessionals and other related costs for staff development efforts.

- The School District shall allocate 50 percent of the reserved revenue to each school site in the district on a per teacher basis and shall retain such funds for each school site until used.
 - The School District shall allocate 25 percent of the reserved revenue to make grants to school sites for best practices methods. These grants may be used by the school sites for: any purpose authorized by Minn. Stat. § 120B.22, subd.. 2, or § 122A.60; the costs of curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; substitute teachers for staff development purposes and other staff development efforts determined by the Site Professional Development Team.
 - The School District may retain 25 percent of the revenue to be used for district-wide staff development efforts.
2. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs. This additional expenditure does not need to follow the allocation described above.
 3. If the School District operates a career teacher program, it shall reserve from its basic revenue an amount equal to five dollars (\$5) times the number of resident pupil units to provide staff development for the career teacher program.
 4. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

1. Annually the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
2. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds shall meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures shall be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan on a quarterly basis.

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

REPORTING

1. By October 15 of each year, the School District and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures and submit it to the Commissioner of the Department of Education (Commissioner).
 - a. The report shall include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - b. The report shall provide a breakdown of expenditures for:
 - Curriculum development and curriculum training programs;
 - Staff development training models, workshops, and conferences and
 - The cost of releasing teachers or providing substitute teachers for staff development purposes.

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

2. The School District shall utilize the reporting form and/or system designated by the Commissioner. The report shall be signed by the Superintendent and staff development chair.

LEGAL REFERENCES:

Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.22, subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.40, subds. 7 & 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, subds. 4 & 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, subds. 2 & 2b (General Education Revenue)

CROSS REFERENCES:

422.00 SOLICITATION OF STAFF

Collections in the Saint Paul Schools from staff members by or for charitable agencies shall be limited to (1) Saint Paul Public Schools Foundation, Incorporated and any other charitable organization organized exclusively to receive and disburse funds, property and gifts for the exclusive benefit of Saint Paul Public Schools, and (2) registered combined charitable organizations, registered at the time of staff member solicitation with the Office of the Attorney General pursuant to Minn. Stat.s Chapter 309. The registered combined charitable organization must also be approved to participate in the state employee combined charitable campaign. Any registered combined charitable organization failing to obtain a contribution commitment from a minimum of five percent of the total number of staff contributing in a single unified fundraising campaign will be excluded from the following year's campaign. Such excluded organization may reapply for participation after the one year of exclusion.

Any registered combined charitable organization must also comply with the registration and campaign procedure requirements of this policy in order to participate in the solicitation of staff members. Saint Paul Public Schools Foundation, Incorporated and any other like charitable organization must comply with the campaign procedure requirements of this policy in order to participate in the solicitation of staff members.

REGISTRATION

On or before May 1 of every year, each combined charitable organization desiring to solicit collections from staff members in the Saint Paul Schools shall file a letter of application with, and on a form provided by, the Executive Director, Business and Financial Affairs, accompanied by a true and correct copy of its most recent annual report filed by it with the Office of the Attorney General pursuant to Minn. Stat.s Section 309.53, as amended and a copy of the letter indicating acceptance by the State Department of Employee Relations. The Superintendent shall approve or disapprove each annual registration by July 1, and if approved such approval shall be contingent on subsequent Office of the Attorney General registration for the calendar year in which staff members will be solicited.

CAMPAIGN PROCEDURES

Each duly registered and approved combined charitable organization and Saint Paul Public Schools Foundation, Incorporated and any other like charitable organization soliciting collections from staff members in the Saint Paul Schools:

1. Shall participate in a single, unified fund raising campaign in the Saint Paul Schools once each school year on such dates as designated by the Board of Education upon recommendation of the Superintendent.
2. Shall conduct its annual fund raising campaign in the Saint Paul Schools in accordance with procedures established by the Superintendent.
3. Shall not, directly or indirectly, coerce any staff members to contribute to its annual fund raising campaign.
4. Shall not distribute to any other person or entity for fund raising purposes the names of staff members making or not making contributions to its annual fund raising campaign in the Saint Paul Schools.
5. May utilize bi-weekly payroll deduction if the Payroll Department receives the written request of the contributing staff members.
 - Each staff member requesting payroll deduction shall be considered to consent to such deduction and to the transmission of the amount so deducted to the designated charitable organization.
 - The Payroll Department shall retain the amounts so deducted and shall transmit the sum total of the deductions to the accounts of the contributing staff members. Such transmission shall be considered as payments to the contributing staff members of the amounts so transmitted. Payroll deduction shall not be considered as an assignment to the designated charitable organization of any interest in the monies so deducted other than as agent of the contributing staff members.
 - The School District shall not be liable to the designated charitable organization or to any contributing staff member for any failure to make a proper deduction or transmittal of the amounts designated for payroll deduction.
 - The School District may charge a reasonable fee to each designated charitable organization for processing and administering payroll deduction.
6. May allow a staff member to designate his or her contribution for any charitable agency whether or not such charitable agency normally receives funds from the registered combined charitable organization.

SOLICITATION OF STUDENTS

Students shall not be solicited for charitable contributions by any outside agency.

MAGAZINE DRIVES

Magazine sales or subscription drives may be held in the schools provided that the vendor guarantees delivery of products to buyers.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 1/3/1978
Revised: 6/17/2008

Saint Paul Public Schools Policy

425.00

425.00 NEPOTISM

No employee or independent contractor of the School District shall be assigned to a position in which that employee is directly supervised by another employee who is (1) a member of his or her immediate family (parent, spouse, child, or sibling); (2) an in-law; or (3) a member of the employee's household.

In the event that marriage or adoption of an employee or of a member of an employee's family or household places his or her assignment in conflict with this policy, transfers or other actions required to achieve compliance may be delayed until completion of the school year in which the conflict arises.

The provisions of this policy shall not apply to any assignment made prior to the adoption of this policy by the Board.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 12/16/1997
Revised: 6/17/2008

501.00 HAZING PROHIBITION

1. No student, teacher, administrator, volunteer, contractor, other employee of the School District or member of the Board of Education shall plan, direct, encourage, aid or engage in hazing.
2. No teacher, administrator, volunteer, contractor, other employee of the School District or member of the Board of Education shall permit, condone or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. Prohibition of hazing extends to behavior that occurs on or off school property during and after school hours.
5. A person who engages in an act that violates the district's prohibition of hazing or any law prohibiting hazing in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
6. The School District shall act to investigate all complaints of hazing and will discipline any student, teacher, administrator, volunteer, contractor, other employee of the School District or member of the Board of Education who is found to have violated this policy.

DEFINITIONS

1. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the students to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - Any activity or communication that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects

the mental health or dignity of the student or discourages the student from remaining in school.

- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of the School District policies or regulations.
2. “Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization need not be an official school organization to fall under this definition.

REPORTING PROCEDURES

1. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to an appropriate School District official designated by this policy.
2. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the Human Resources Department or to the Office of the Superintendent.
3. Teachers, administrators, volunteers, contractors, other employees of the School District and members of the Board of Education shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or that which may constitute hazing, shall inform the building principal immediately.
4. Submission of a good-faith complaint or report of hazing will not affect the complainant’s or reporter’s future employment, grades or work assignments.

SCHOOL DISTRICT ACTION

1. Upon receipt of a complaint or report of hazing, the School District shall undertake or authorize an investigation by the Executive Director to whom the principal reports or a third party designated by the School District.
2. The School District may take immediate steps to protect the complainant, reporter, students, or others pending completion of an investigation of hazing. Upon completion of the investigation, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences shall be sufficiently severe to deter violations and to appropriately discipline prohibited behavior.

REPRISAL

The School District shall discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, other employee of the School District or member of the Board of Education who retaliates against any person who makes a good faith report of alleged hazing or against any

person who testifies, assists or participates in an investigation, or against any person who testifies, assists or participates in proceedings or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

LEGAL REFERENCES:

Minn. Stat. § 121A.69

CROSS REFERENCES:

506.00, Student Discipline

415.00, Harassment, Violence and Other Offensive Behavior

Adopted: 1974
Revised: 6/17/2008

Saint Paul Public Schools Policy 501.02

501.02 STUDENT VEHICLE USE: PARKING ON SCHOOL PREMISES

Students who drive vehicles to school may park their vehicles in designated student-parking areas.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 1974
Revised: 6/17/2008

Saint Paul Public Schools Policy

501.03

501.03 STUDENT DRESS CODE

1. The principal or the principal's designee shall mandate minimum standards of cleanliness and neatness.
2. Footwear is required.
3. There shall be no other restrictions, except as previously stated, on any student's hair style or manner of dress unless the hair style or manner of dress presents a clear and present danger to the student's health and safety, causes an interference with work or creates classroom or school disorder.

LEGAL REFERENCES:

CROSS REFERENCES:

501.04, Student Dress: Uniforms

Adopted: 11/19/1996
Revised: 6/17/2008

Saint Paul Public Schools Policy

501.04

501.04 STUDENT DRESS: UNIFORMS

Schools may mandate a student uniform only after the Board of Education has adopted a uniform requirement for that school. Schools shall adhere to the district's published procedures for adopting a student uniform and must be in compliance with Minn. Stat. 123B.36, subd.. 4.

LEGAL REFERENCES:

Minn. Stat. § 123B.36, subd. 4

CROSS REFERENCES

501.03, Student Dress Code

502.00 ATTENDANCE AREAS: RESIDENT STUDENTS

1. Every resident student shall be assigned to a designated school determined by attendance boundaries set by the Board of Education. Unless otherwise provided by law, a resident student is a student who resides with the student's parent or legal guardian in the Saint Paul Public School District. Each resident student shall attend the school in the student's own attendance area unless other placement or transfer has been authorized by district administration.
2. Establishment of such attendance areas shall be upon recommendation of the superintendent and approval by the Board and shall be preceded by community participation and discussion. Factors to be considered when establishing attendance areas include, but are not limited to, the following:
 - Size of building/pupil capacity;
 - Distances to be traveled;
 - Improved racial and economic integration;
 - Geographical, topographical or physical obstructions;
3. Once a student is enrolled in attendance at a school in accordance with this policy, the student may be allowed to continue at the same school until completion of the highest grade in that school even if the student's residence changes to another attendance area within the Saint Paul Public School District. In such instances, transportation shall be provided only to students eligible under the Board of Education's Transportation Eligibility Policy.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 1974
Revised 6/17/2008

Saint Paul Public Schools Policy 503.00

503.00 ATTENDANCE: ABSENCES AND EXCUSES FOR RELIGIOUS HOLIDAYS AND OBSERVANCES

Absence or tardiness of pupils because of religious holidays and observances shall be recorded as excused absences or tardiness, at the written request of the parent or guardian and pupils shall be allowed to make up the work.

LEGAL REFERENCES:

Minn. Stat. § 120A.35

CROSS REFERENCES:

Adopted: 8/27/2002
Revised: 6/17/2008

Saint Paul Public School Policy

503.01

503.01 ATTENDANCE: HOMELESS CHILDREN & YOUTH

SERVICES

Homeless children and youth, as defined by federal law, shall be provided services comparable to those received by other students including transportation to and from their school of origin to the extent possible. The district shall designate a liaison for homeless children and youth who shall ensure that their rights are protected and they have the opportunity to reach the same high academic standards expected of all students.

ENROLLMENT

Immunizations, guardianship, residential status or other documentation shall not be barriers to immediate enrollment of homeless children and youth. Where appropriate, the enrolling school or office shall refer the parent or guardian to the district homeless liaison for assistance in obtaining appropriate documentation. The district homeless liaison shall also assist unaccompanied youth with placement/ enrollment choices.

PLACEMENT

To the extent feasible, homeless children and youth shall remain in their school of origin and transportation shall be provided. To the extent provided by federal law, homeless children and youth have the right to stay in their school of origin for the entire time they are homeless, unless a parent or guardian chooses otherwise.

DISPUTE RESOLUTION

Disputes regarding the educational placement of a homeless child or youth shall be expeditiously addressed through the dispute resolution process mandated by the Minnesota Department of Education. Parents or guardians and unaccompanied youth shall be informed of the process and in the event of a dispute, the homeless child or youth must be immediately enrolled in the school of choice while the dispute is being resolved.

LEGAL REFERENCES:

42 U.S.C. § 11431 et seq. (McKinney-Vento Homeless Assistance Act)

CROSS REFERENCES:

Adopted: 1974
Revised: 9/7/1982; 8/12/1986; 3/11/1997;6/17/2008

503.02 ATTENDANCE: STUDENT ENTRANCE AGE

To be admitted to kindergarten, a child shall be at least five (5) years of age on or before September 1. For admittance to the first grade, a child shall be at least six (6) years of age by September 1.

EXCEPTIONS:

1. At the request of a parent or guardian, an individual evaluation to determine a child's readiness for a possible placement in the regular school program may be provided for a child whose fifth or sixth birthday falls between September 1 and December 31, inclusive, even though the child does not meet the above age requirements. Licensed staff employed by the Saint Paul Public Schools will provide such evaluation and their decision shall be final.
2. A child not five or six years old by September 1 who moves his or her residence to Saint Paul may be admitted to kindergarten or first grade provided that he or she has been in regular attendance in kindergarten or first grade in an accredited school. School records or satisfactory evidence of such attendance shall be presented at the time of enrollment.
3. A child with a disability who does not meet the minimum entrance age requirements above shall be admitted to school district programs as required by law.
4. The district may establish pre-kindergarten programming for children younger than five (5) years old.

LEGAL REFERENCES:

- Minn. Stat. § 120A.05
- Minn. Stat. § 120A.20
- Minn. Stat. § 125A.03

CROSS REFERENCES:

Adopted: 1974 *Saint Paul Public Schools Policy* 503.03
Revised: 9/7/1982; 6/17/2008

503.03 RELEASE OF STUDENTS FROM SCHOOL

Students shall be released from school programs during school hours in accordance with established administration procedures.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 1974
Revised: 6/17/2008

Saint Paul Public Schools Policy

503.04

503.04 STUDENT ENROLLMENT: TUITION AND FEES

The Board shall set tuition for nonresident students consistent with restrictions imposed by law, if any. In general, students whose parents or guardians reside outside the Saint Paul Public School District are considered to be nonresidents and, therefore, tuition students. Resident students who have reached the age of 21 also shall be required to pay tuition unless they qualify for a free education under applicable law.

LEGAL REFERENCES:

Minn. Stat. § 120A.20, subd.1 (c)
Minn. Stat. § 123A.488, subd. 2
Minn. Stat. § 123B.88, subd. 5
Minn. Stat. § 125A.11
Minn. Stat. § 125A.47

CROSS REFERENCES:

Adopted: 10/16/1979
Revised: 6/17/2008

Saint Paul Public Schools Policy

504.00

504.00 DRUG-FREE SCHOOLS

1. Use and/or possession of controlled substances, toxic substances, or alcohol at or in any school or work location, by students, is prohibited as general policy. Paraphernalia associated with controlled substances is also prohibited.
2. No student shall use or possess alcohol, toxic substances or controlled substances at or in any school or work location.
3. The school district will act to enforce this policy and to discipline or take appropriate action against any student or other person who violates this policy.

DEFINITIONS

1. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor.
2. "Controlled substances" include narcotic drugs, hallucinogenic drugs, prescription drugs, amphetamines, barbiturates, marijuana, anabolic steroids or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
3. "Toxic substances" includes glue, cement, aerosol paint or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
4. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
5. "Possess" means to have on one's person, in one's effects or in an area subject to one's control.
6. "School or work location" includes any school district building (whether leased or owned) or on any school district premises; in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time students are under the supervision of the school district.

EXCEPTIONS

It shall not be a violation of this policy for a parent/guardian to possess on, at or in a school or work location, for his or her student's own use, a controlled substance and associated necessary paraphernalia for which the student has a current physician's prescription. The parent/guardian and student shall comply with the District's student medication policy and relevant procedures established by District administration.

ENFORCEMENT

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

LEGAL REFERENCES:

- Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
- Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
- Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
- Minn. Stat. § 624.701 (Liquor in Certain [School] Buildings or Grounds)
- 20 U.S.C. §§ 7101-7140, 7161-7165 (Safe and Drug-Free Schools and Communities Act)
- 21 U.S.C. § 812 (Schedules of Controlled Substances)
- 41 U.S.C. §§ 702, 703, 706, 707 (Drug-Free Workplace Act)
- 21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
- 34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

CROSS REFERENCES:

- 413.01, Chemical Use and Abuse
- 413.00, Drug-Free Workplace
- 516.00, Students – Medications/Medical Procedures

Adopted: 1974

Saint Paul Public Schools Policy

506.00

Revised: 9/7/1982; 6/17/2008

506.00 STUDENT DISCIPLINE

1. It shall be the responsibility of each principal and staff to encourage and maintain an atmosphere of discipline and mutual respect. Discipline is defined as controlled behavior, designed to develop within an individual responsibility for his/her own actions in accordance with socially accepted conduct. It is the development of a mature individual capable of self-control and direction and a creation of academic conduct and environment.
2. Staff members shall observe the procedural requirements of the district's elementary and secondary student behavior handbooks and state and federal law when serving disruptive students.
3. The current *Student Behavior Handbook: Rights and Responsibilities* shall govern student behavior and discipline in the elementary and secondary schools of the District.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 1974

Saint Paul Public Schools Policy

506.02

Revised: 9/7/1982; 6/17/2008

506.02

STUDENT DISCIPLINE: EXPULSION AND EXCLUSION

1. The administration and the Board shall follow the Minnesota Pupil Fair Dismissal Act when considering the expulsion or exclusion of a student.
2. Only the Board shall have the authority to expel or exclude a student from school. The Superintendent shall, however, develop procedures to initiate, on the Board's behalf, the expulsion or exclusion of a student.
3. When a student has been proposed for expulsion, the school administrator must arrange for the provision of homebound or other appropriate alternative educational services for the student until a decision on the proposed expulsion has been finalized by the Board.

LEGAL REFERENCES:

Minn. Stat. §§ 121A.40 to 121A.56

CROSS REFERENCES:

Adopted: 1974

Saint Paul Public Schools Policy

506.03

Revised: 9/7/1982; 6/17/2008

506.03 STUDENT DISCIPLINE: SUSPENSION

1. A school administrator shall follow the Minnesota Pupil Fair Dismissal Act when suspending a student.
2. Administration shall provide a semi-annual Suspensions Tracking Report, disaggregated by race/ethnicity, gender, income status, special education and English language learner designation.

LEGAL REFERENCES:

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

Minn. Stat. § 121A.575

CROSS REFERENCES:

Adopted: 1974 *Saint Paul Public Schools Policy* 506.05
Revised: 12/4/1984; 9/7/1982; 6/17/2008

506.05 LAW ENFORCEMENT INTERROGATIONS AND INVESTIGATIONS

The Superintendent shall develop procedures governing the interviewing and interrogation of students while on school property by law enforcement officers and other agents performing law enforcement functions. Representatives of private concerns, such as private detectives and attorneys, shall not be permitted to interview students while on school property.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 1974
Revised: 6/17/2008

Saint Paul Public Schools Policy 507.00

507.00 SCHOOL SPONSORED ACTIVITIES: CLUBS

1. Organizations of students to provide group activities which are in conformance with the educational objectives of the school system shall be permitted to the extent that they contribute to the training and development of the student.
2. Such organizations or clubs shall be under the direction and supervision of regular school personnel and shall conduct their activities in accordance with the laws of the state, the policies of the Board and administrative regulations.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 1974 *Saint Paul Public Schools Policy* 507.01
Revised: 9/7/1982; 6/17/2008

507.01 SCHOOL SPONSORED ACTIVITIES: PERFORMANCES

School choruses, bands, and other performing groups may perform in other than school functions provided participation is voluntary for each group member and the event has the approval of the principal.

Performing groups shall not participate in enterprises whose primary purpose is to advertise a commercial product or organization. However, they may receive support from individuals, business firms, institutions, or civic organizations.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 1974 *Saint Paul Public Schools Policy* 507.02
Revised: 12/4/1984; 6/17/2008

507.02 ATHLETICS: DISTRICT-WIDE ATHLETIC COUNCIL

The Saint Paul Public High School Athletic Administrative Council shall be appointed by and report to the Superintendent to guide and control the athletic program of the Saint Paul Public Secondary Schools. The Superintendent shall ensure that one member from the Board of Education is appointed to the council.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 11/10/1992
Revised: 9/17/1996; 6/17/2008

Saint Paul Public Schools Policy

508.00

508.00 PUPILS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEP)

1. The Superintendent shall develop guidelines that are designed to address conditional procedures with pupils who have Individualized Education Programs (IEP).
2. Prior to the use of any conditional procedures, a range of positive interventions will be implemented to encourage and enhance the development of appropriate desired behaviors and to promote skill acquisition. In addition, the Total Special Education System (TSES) and the Saint Paul students' "Rights and Responsibilities" handbook outline faculty responsibilities and conditional procedures that are common practices for all District pupils. When the use of a conditional procedure for behavior reduction is implemented on a planned basis for a pupil receiving special education services, it must be a part of a comprehensive educational program and TSES, which includes goals and objectives on the pupil's IEP; the goals and objectives shall specifically address the corresponding behaviors that the pupil needs to acquire or demonstrate.
3. When conditional procedures are employed, the Saint Paul Public Schools shall adhere to Minnesota Rules addressing conditional procedures. The District will develop guidelines that are designed to assure that the practices used are in the best interest of the pupil; that the conditional procedures are implemented in a considerate, effective, humane manner; and that they are the least restrictive procedures possible. These guidelines apply to all pupils with disabilities who have an IEP and are enrolled in the Saint Paul Public Schools.
4. In accordance with Minnesota Rules addressing conditional procedures, the Saint Paul School District shall:
 - Plan, develop, and make available professional development activities for all staff, contracted personnel, and volunteers who work with pupils with disabilities and that have (IEPs). These activities shall be determined by the IEP Team, the site and/or the school district and shall specifically emphasize the promotion of positive behavioral intervention and instruction in how to avoid the abuse of conditional procedures.
 - Make available an array of skilled professionals (teachers licensed in the field of Special Education, School Social Workers, School Psychologists) knowledgeable in the field of disabilities and competent in the use of behavioral intervention and management strategies, as resources for training and advising in the design and administration of conditional procedures.
5. The Superintendent shall review this policy annually.

LEGAL REFERENCES:

Minnesota Rule § 3525.0210

Minnesota Rule § 3525.1100 (Requiring Policy Addressing Conditional Procedures)

Minnesota Rule § 3525.2900

CROSS REFERENCES:

Adopted:
Revised:

10/20/09

Saint Paul Public Schools Policy

510.00

510.00 GRADUATION

1. It is the policy of the school district that all students must meet the graduation standards of the State of Minnesota (Minn. Stat. § 120B.024 – Graduation Requirements, Course Credits), including state-wide test and credit requirements in order to graduate.
2. Basic course credit requirements for Saint Paul Public School high school diploma also include:
 - Health & Wellness credit
 - Fitness & Physical Education credit
 - Family & Consumer Science, Industrial Technology or Business credit
 - Elective credits
 - Post High School Planning
3. Additional requirements may be established by each high school, as approved by Superintendent (designee) and shall be made known prior to the student enrollment process.
4. Students meeting or exceeding all school district graduation requirements may walk across the graduation ceremony stage to receive a diploma.
5. Participants in graduation exercises shall be required to wear caps and gowns for the exercises (unless the Superintendent waives the requirement). During commencement exercises, graduating students shall not carry items or otherwise alter the cap and gown (exemptions must be approved by the Superintendent).

LEGAL REFERENCES:

Minn. Stat. § 120B.02 – Educational Expectations for Minnesota’s Students
Minn. Stat. § 120B.023 – Benchmarks
Minn. Stat. § 120B.024 – Graduation Requirements, Course Credits
Minn. Stat. § 120B.07 – Early Graduation
Minn. Stat. § 120B.11 – School District Process
Minn. Rules Parts 3501.0010-3501.0180 – Rules Relating to Graduation Standards – Mathematics and Reading
Minn. Rules Parts 3501.0200-3501.0290 – Rules Relating to Graduation Standards – Written Composition
Minn. Rules Parts 3501.-0505-3501.0635 – K-12 Standards
20 U.S.C. § 6301, *et. Seq.* – *No Child Left Behind*

CROSS REFERENCES:

Adopted: 1974
Revised: 7/7/1981; 4/17/1984; 6/17/2008

510.01 STUDENTS: PROMOTION AND RETENTION

ELEMENTARY STUDENT PROMOTION AND RETENTION

1. Students who demonstrate a readiness for work at the next level for the grade to which the student has been assigned and who indicate a readiness for work at the next grade level shall be promoted to a higher grade.
2. Students who do not demonstrate a readiness for work at the next level for the grade to which the student has been assigned shall be retained only if the principal, in consultation with a team of staff members which include the student's teacher, determines that the student is likely, if retained, to mature and achieve academic and/or social proficiencies at grade level or above. The Individualized Education Program (IEP) team shall make the decision to retain a student who has an IEP.
3. No student shall be retained in a grade without consultation between the school and the parents/guardians. An academic improvement plan should be used when appropriate.

SECONDARY STUDENT PROMOTION AND RETENTION

1. The secondary school principal shall identify students who are making normal progress as determined by teacher grading practices and credit accrual and shall assign such students to appropriate grade classifications: Grade 7; Grade 8; Grade 9 (Freshman); Grade 10 (Sophomore); Grade 11 (Junior); Grade 12 (Senior). The principal shall notify parents/guardians of student promotions.
2. Promotion shall be determined by credit accrual. Students in grade 7 and 8 must successfully achieve 80 percent of all credits to move to grade nine. If it is determined that a student is not likely to achieve a grade level, the principal must provide an alternative education plan for the student to help that student master the appropriate outcomes for the assigned grade; the principal shall consider interventions and the possibility of formal evaluation.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 1974
Revised: 1/8/1985; 6/17/2008

Saint Paul Public Schools Policy

510.03

510.03 CLASS RANKINGS

1. Class rankings and the honor-point averages for members of the senior class shall not be made public. This shall apply to school newspapers, yearbooks, public announcements, and public news media. In addition, no valedictorian or salutatorian shall be named.
2. The top ten students ranked by grade-point average (GPA) of each high school's senior class (except in the case of ties) will be identified and recognized in alphabetical order.
3. In addition, each high school may, with the involvement of students, staff, and community, develop a plan to identify and recognize other student achievements.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 8/10/1976
Revised: 2/1/1994; 6/17/2008

Saint Paul Public Schools Policy

516.00

516.00 STUDENTS: MEDICATIONS/ MEDICAL PROCEDURES

1. The following provisions shall be followed when administering medications or medical procedures to students at school.
2. Medications and medical procedures that must be administered during the school day in order for a student to attend school shall be administered by the school nurse or by a designee of the principal whom the school nurse has trained and delegated the function of medication administration or provision of medical procedures.
3. Medications must be supplied by the parent or guardian and brought to school in the original, labeled container.
4. The school nurse shall be notified in writing by the parent or guardian when medication must be administered during the school day. For medication prescribed for a period of two weeks or longer, a written order signed by a prescribing health professional and the custodial parent or guardian is required. Such orders shall be renewed annually and whenever medication, dosage, or administration changes. For medication prescribed for a period of less than two weeks, a written request for administration signed by the custodial parent or guardian is required.
5. Upon written recommendation of the prescribing health professional and custodial parent or guardian and consultation of the school nurse, a student may be allowed to self-administer and/or self-carry medication.
6. A secondary student may possess and use nonprescription pain relief medication in a manner consistent with the labeling if the school nurse has received a written authorization from the custodial parent or guardian permitting the student to self-administer and self-carry the medication. Such authorizations must be renewed annually. A student's privilege to possess and use nonprescription pain relievers may be revoked if it is determined the student is abusing the privilege.
7. Medications and medical procedures that can be administered to the student appropriately before or after school will be the responsibility of the parent(s) or guardian.
8. Controlled substances prescribed to students must always be kept in a locked cabinet and shall never be carried by a student or self-administered.

LEGAL REFERENCES:

Minn. Stats. §§ 121A.22 to 121A.222

CROSS REFERENCES:

Adopted: 1974
Revised: 9/1/1981; 6/17/2008

Saint Paul Public Schools Policy

516.01

516.01 STUDENTS: IMMUNIZATION

1. No students may enroll in a pre-school, elementary or secondary program of the District until the student has submitted a written statement to the school nurse from a physician, public health clinic or the student's parent or guardian of the date(s) (month/day/year) on which the student has received the immunizations required by the Minnesota School Immunization Law.
2. A student will be exempted from immunization requirements under the following circumstances:
 - For any immunization, if a physician submits a signed statement that an immunization is contra-indicated for medical reasons, or that laboratory confirmation of the presence of adequate immunity exists; or
 - For any and all immunizations, if the student's parent or guardian submits a notarized statement that the child has not been immunized because of the conscientiously held beliefs of the parent or guardian.
3. Each elementary and secondary school and pre-school program shall collect immunization records for each student enrolled. When a student transfers to a different school, the school nurse shall transfer the immunization file to the student's new school within 30 days of the transfer.
4. A transferring student shall have a maximum of 30 days to submit immunization records. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school by the Board of Education until such time as the appropriate proof of immunizations or exemption documentation has been provided.

LEGAL REFERENCES:

Minn. Stat. § 123.70, Health Standards: Immunizations

CROSS REFERENCES:

520.00 INFORMATION TECHNOLOGY USAGE AND SAFETY POLICY

1. The publications *Guidelines for Acceptable Use by Employees* and *Guidelines for Acceptable Use by Students* contain additional information further describing acceptable use of information technology resources in the Saint Paul Public Schools.
2. The Board of Education provides
 - Access
The Board of Education offers employees, students and other authorized individuals access to a variety of information technology (including, but not limited to, the Internet, wide and local area networks, e-mail, information systems, electronic resources, computers, cellular devices and other hardware and software applications.)
 - Use as a Privilege
The use of the school district information technology resources and access to use of the Internet is a privilege, not a right. Unacceptable use of the school district technology resources, including e-mail and the Internet, may result in one or more of the following consequences: suspension or cancellation of use or access privileges; discipline under applicable district policies and procedures, or civil or criminal liability under applicable laws.

RESPONSIBILITY OF USE

1. Responsibility
The proper use of information technology resources, and the educational value to be gained from proper use, is the joint responsibility of students, parents or guardian and employees of the school district. Individual users of Saint Paul Public Schools information technology resources have the responsibility to:
 - Comply with all existing Board of Education policies as they may be interpreted to apply to technology resources
 - Find, evaluate, and effectively use information resources
 - Respect the privacy of other users, and not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users without permission
 - Help maintain the security of the district technology resources
 - Recognize and honor the intellectual property rights of others and
 - Immediately disclose inadvertent access of unacceptable materials or an unacceptable Internet site to an appropriate school district administrator.
2. Acceptable Uses

Acceptable uses of information technology resources:

- are consistent with or support the mission of the Saint Paul Public Schools
- Encourage efficient, cooperative and creative methods to perform the user's job duties or educational tasks
- Are related to instructional, administrative, and other support activities consistent with the mission of the district
- Include authorized and appropriate access to voice, video, and data systems, software or data, both locally and at and from other sites and
- Include system administration or maintenance of district technology resources by authorized district personnel.

3. Unacceptable Use

Unacceptable uses of information technology resources include, but are not limited to:

- Providing, assisting in, or gaining unauthorized or inappropriate access to the district's technology resources, including any type of voice, video or data information server
- Activities that interfere with the ability of other users to use the district's technology resources or the network connected services effectively
- Activities that result in the unauthorized loss of another user's work or unauthorized access to another user's work/data
- Distribution of any material in such a manner that might cause congestion of the voice, video, and data networks
- Using technology resources to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - Pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors; or
 - Abusive or threatening materials, including hate mail, or harassing or discriminatory materials that violate school district policies,
- publishing materials without the author's permission
- Using technology resources for a commercial, political or profit making enterprise, except as specifically agreed to by the district
- Using technology resources to access a another user's file or account without permission
- Using technology resources to engage in any illegal act or violate any local, state or federal statute or law
- Using the school district system to violate copyright laws or usage licensing agreements, or otherwise using another person's intellectual property without the person's prior approval or proper citation
- Using the school district system to post private information about another person or to post personal contact information about oneself or other persons
- Using a digital signature other than the user's without authorization and

- Using technology resources to monitor another user's information, attempt security breaches or disruption of communication unless explicitly authorized by the district as part of a user's job duties.

LIMITED EXPECTATION OF PRIVACY

1. Limited Privacy

By authorizing use of the school district information technology resources, the school district does not relinquish control over materials on the system, or materials contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

2. Violations

Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law. An individual search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

3. Parent or Guardian Rights

Parents or guardians have the right at any time to review the contents of their child's files and e-mail files. Parents or guardian have the right to request the termination of their child's individual account at any time.

4. Data Privacy

Data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under various laws.

5. Investigative Uses

The school district will cooperate fully with local, state and federal authorities in any investigation concerning, or related to, any illegal activities not in compliance with school district policies conducted through the school district system.

6. School District's Rights

The school district reserves all rights to control its information technology resources. Among other rights, the school district may monitor or restrict a user's use of information technology resources including, but not limited to, the Internet; search any computer or electronic data storage devices that are assigned to a user or used on any district computer or network; and retrieve, alter and delete any data created, received or maintained by any user using district information technology resources.

LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district information technology resources is at the individual's own risk. The system is provided on an "as is, as available" basis. The school district shall not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, portable storage devices, school district fixed or removable data storage devices, external drives or servers, or for delays or changes in, or interruptions of service or missed deliveries or non deliveries of information or materials, regardless of

the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district shall not be responsible for unauthorized financial obligations or consequential damages from the use of district technology resources arising through use of the school district resources or the Internet.

CONTENT FILTER

1. Internet Access

With respect to any computers with Internet access, the district will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures shall be designed to address the safety and security of minors when using direct electronic communications and to block or filter Internet access by minors to inappropriate materials including, but not limited to, any materials or any visual depictions that:

- Are obscene
- Contain child pornography or
- are harmful to minors.

2. Harmful to Minors

The term “harmful to minors” includes any material or picture, image, graphic image file, or other visual depiction that:

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

INTERNET USE AGREEMENT

As a condition of access to the school district’s Internet and technology resources, users must agree to, accept, and abide by the Information Technology Usage and Safety Policy and the Guidelines for Acceptable Use, as they may be amended from time to time.

LEGAL REFERENCES:

Children’s Internet Protection Act of 2000 (CIPA) 47 U.S.C. § 254
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
20 U.S.C. 1232g (FERPA)
Minn. Stat. § 125B.15
Minn. Stat., Chapter 13 (Minnesota Government Data Practices Act)

CROSS REFERENCES:

SPPS Technology Department Guidelines for Acceptable Use by Employees
and Students

Adopted: 5/16/2006
Revised: 6/17/2008

Saint Paul Public Schools Policy

533.00

533.00 WELLNESS POLICY

1. The school district provides tools, strategies, techniques and connections to develop healthy and optimistic learners.
2. School district personnel engage in collaborative efforts between school and community services to ensure a continuum of services.
3. The school environment shall promote and protect student safety, well being and ability to learn by providing programming, curriculum and services that address healthy behavior, skills and knowledge.
4. School district personnel shall seek to accommodate special needs by identifying barriers to learning.

REPORTING

The Superintendent shall implement administrative procedures that ensure the implementation of the wellness policy. These procedures shall include designation of site-based and district-level personnel responsible for the implementation of the policy.

TRAINING

The school district shall develop and implement a method of discussing this policy with students and school district personnel. The district shall ensure that students and school district personnel receive additional training as necessary, regarding behaviors that promote good health and steps to change or improve health.

PHYSICAL ACTIVITY

1. Schools shall strive to make continuous progress toward physical education classes that meet or exceed the National Standards.
2. Students shall demonstrate an understanding of skills and techniques to achieve and maintain life-long personal fitness.
3. Students shall have access to physical education class and/or fitness-oriented activities regardless of behavioral or academic status.
4. Schools shall refrain from using exercise as a consequence for negative behaviors.
5. Schools shall work to develop and coordinate physical activity opportunities before, during and after school.
6. Students at the elementary level shall participate in frequent, active recess.
7. Schools shall engage students in a variety of physical activities throughout all disciplines.
8. Schools shall hire physical education teachers that are certified and licensed instructors.
9. Schools shall maintain safe and developmentally appropriate fitness equipment and activity areas.

NUTRITIONAL QUALITY OF FOODS AND BEVERAGES SOLD AND SERVED DURING AND OUTSIDE THE SCHOOL DAY

1. Foods and beverages sold or served at school shall meet or exceed the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
2. Nutrition Services shall provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; shall accommodate the religious, ethnic and cultural diversity of the student body in meal planning; shall accommodate the special dietary needs of students and shall provide clean, safe and pleasant settings and adequate time for students to eat.
3. To the maximum extent practicable, all schools in our district shall participate in available federal school meal programs (including the School Breakfast Program, National School Lunch Program [including after-school snacks] and Summer Food Service Program.)
4. Schools shall provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and shall establish linkages between health education and school meal programs and with related community services.
5. The school district shall provide students access to hand washing or hand sanitizing before they eat meals or snacks.
6. The school district shall discourage tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities.
7. Schools shall not use foods or beverages as rewards for academic performance or good behavior unless they meet the standards of food or beverages sold individually (Refer to District Wellness Committee Procedures) or unless this practice is allowed by a student's individual education plan (IEP) or behavior intervention plan and shall not withhold food or beverage as punishment. Rewards and incentives shall be used that do not undermine the health of students or reinforce unhealthy eating habits.
8. The District shall, to the extent possible, arrange bus schedules and schools shall utilize methods to encourage school breakfast participation.
9. School meals served through the National School Lunch and Breakfast Programs shall:
 - Offer a variety of fruits and vegetables;
 - Serve only low-fat (1%) and fat-free milk, except when whole or 2% milk is recommended for students with special nutritional needs; offer lactose reduced milk when requested by students and/or parent or guardian.
 - Ensure that half of the served grains are whole grain.
10. Elementary Schools-During The School Day
Food in elementary schools should be sold as balanced meals, given young children's limited nutrition skills.
11. Middle/Junior High and High Schools-During The School Day

- The only beverages sold through the reimbursable meal lines, a la carte (snack line), and student accessible vending machines shall be water, 8 ounce milk, and 4 ounce 100 % fruit juice.
- All foods sold individually through a la carte (snack lines) in the cafeteria, and or student accessible vending machines shall meet the nutrition and portion size standards outlined in the District Wellness Committee Procedures.

12. Middle/Junior High and High Schools-Outside The School Day

All food and beverages sold individually through student accessible vending machines and school stores outside of the school day (school day is defined as the period from ½ hour before school starts until after the school bell rings at the end of the school day) shall meet the District Wellness Committee Procedures. Guidelines.

13. Sharing of Foods and Beverages -- Schools should not allow students to share their food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
14. Snacks served during the school day or in after-school care or enrichment programs shall make a positive contribution to children's diets and health. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.
15. Celebrations -- Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually.

NUTRITION EDUCATION AND PROMOTION

The school district aims to teach, encourage and support healthy eating by students. Schools shall provide nutrition education and engage in nutrition promotion that:

1. Is offered as a comprehensive (PreK-12th Grade) part of a sequential, standards based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
2. Is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects;
3. Includes enjoyable, developmentally-appropriate, culturally relevant, participatory activities such as contests, promotions, nutrition center made taste testings, farm visits and school gardens;
4. Teaches media literacy with an emphasis on food marketing;
5. Promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods and health-enhancing nutrition practices;
6. Emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);

7. And links with school meal programs, other school foods and nutrition-related community services.

FOOD MARKETING

1. School based marketing shall be consistent with nutrition education and health promotion. As such, schools shall limit food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or foods and beverages sold individually.
2. School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains and low-fat dairy products is encouraged.

FUNDRAISERS

1. Fundraising efforts should support healthy eating by emphasizing the sale of non-food items or healthy food items.
2. Fundraising activities that involve the sale of food and beverages should take place outside the school day and must meet the District Wellness Committee Procedures.

STAFF WELLNESS

School staff serve as role models for students and are the key to successful implementation of student wellness programs. Therefore, the district and schools shall offer staff wellness programs, which may include workshops and presentations on health promotion, education and resources that enhance morale, encourage healthy lifestyles, prevent injury, reduce chronic diseases, and foster exceptional role modeling.

IMPLEMENTATION AND EVALUATION

1. District Wellness Committee
The District Wellness Committee, with representation from Nutrition Services, Student Health and Wellness, Employee Health, Guidance and Related Services, Health Education and Physical Education, parents or guardians and community members, shall support monitoring and evaluation of the policy.
2. School Wellness Committees
Individual schools shall establish a wellness committee consisting of school staff, parent or guardians, students and members of the community that meets monthly and is recognized as a standing committee. The wellness committee shall develop an annual action plan that supports the implementation of the wellness policy and participates in evaluation.
3. The wellness policy shall be implemented throughout the school district.
4. The District Wellness Committee shall set forth the nutrition guidelines and procedures for selection of all foods made available on campus.
5. The superintendent or designee shall ensure compliance with the wellness policy and shall provide an annual report, upon request, of the school district's compliance with the policy to the school board.
6. Schools shall incorporate wellness policy implementation plans within

school continuous improvement plans.

COMMUNICATIONS WITH FAMILIES

1. The district shall support family efforts to provide a healthy diet and daily physical activity for their children.
2. The district encourages parents or guardian to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
3. The district shall provide information about ways to promote healthy lifestyles.

EXEMPTIONS

Exemptions from this policy may be granted by the Board of Education upon recommendation of the Superintendent based upon the best interests of the School District.

LEGAL REFERENCES:

- 42 U.S.C. § 1751 et seq. (Richard B. Russell National School Lunch Act)
- 42 U.S.C. § 1771 et seq. (Child Nutrition Act of 1966)
- P.L. 108-265 (2004) § 204 (Local Wellness Policy)
- 7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
- 7 C.F.R. § 210.10 (School Lunch Program Regulations)
- 7 C.F.R. § 220.8 (School Breakfast Program Regulations)

CROSS REFERENCES:

- 419.00, Smoking

601.00 EDUCATIONAL PROGRAMMING

DEFINITIONS

1. “Academic standards” means content-based outcomes at each grade level, some of which are mandated within state standards.
2. “Graduation requirements” mean those courses and tests required to earn a diploma.

ACADEMIC STANDARDS (1)

1. The district will adopt academic standards, which shall be the basis for the educational program.
2. The district will implement high school and preparatory content standards in all learning areas in accordance with the Minnesota Department of Education rules.
3. The academic standards implementation process and educational program decision-making process will include students, parents or guardians, staff, and community representatives. The processes will include individuals who can represent the needs of special education, English language learners, and other unique student populations.
4. The academic standards implementation committees will determine where, when, and in what instructional program all student achievement of standards will be assessed.

THE PRE K-12 EDUCATIONAL PROGRAM (2)

1. The school district will provide an educational program appropriate for all students reflecting varied interests and needs.
2. The educational program will be coordinated systematically through the district.
3. The school district will establish learner results toward which all learning in the school district should be directed and for which all school district learners will be held accountable.
4. Instruction must be provided, sometime during the district PreK-12 program, in at least the following subject areas:
 - Language arts
 - Mathematics and science
 - Social studies, including history, geography, and government
 - Health and physical education
 - The arts
 - Vocational and technical education; and
 - World languages.

5. The basic instructional program shall minimally include all courses required for each grade level by the Minnesota Department of Education.
6. The district will provide learning opportunities for all students sufficient to meet state and local graduation requirements.
7. The district will identify and evaluate learners who need special services, accommodations, or programs to meet standards.
8. Innovative and adaptive education programs, including online learning options, Alternative Learning Centers (ALCs), Post Secondary Enrollment Options (PSEO), service-learning or work-based learning, may be developed and offered to meet the unique and changing needs of students.

GRADUATION REQUIREMENTS (3)

1. District graduation requirements will minimally include:
 - The state-required graduation tests in accordance with the rules established by the Minnesota Department of Education.
 - The state requirements for graduation as established by Minnesota law.
 - Successful completion of:
 - 86 total quarter credits at a regularly-scheduled (non-block) high school, or
 - 56 total quarter credits at a four-period block-scheduled high school.
2. High School credits toward graduation can be obtained prior to ninth grade by taking qualifying courses in junior high or middle school.
3. The school district will establish procedures for determining credit for learning obtained outside of the district which would qualify for graduation including courses taken at institutions of higher education.

LEGAL REFERENCES:

- (1) Minn. Stat. § 120B.02b Educational Expectations for Minnesota's Students
 Minn. Stat. § 120B.021 Subd 1 and 1a Required Academic Standards
 Minn. Stat. § 120B.11 Subd. 2 Adopting Policies
 Minn. Stat. § 120B.22 Elective Standards
 Minn. Stat. § 120B.023 Benchmarks
 Minn. Rules § 3501.0010-3501.0180 Reading and Mathematics
 Minn. Rules § 3501.0200-3501.0290 Written Composition
 Minn. Rules § 3501.0505-3501.0550 Academic Standards for Language Arts
 Minn. Rules § 3501.0700-3501.0745 Academic Standards for Mathematics
 Minn. Rules § 3501.0800-3501.0815 Academic Standards for the Arts
 Minn. Rules § 3501.0900-3501.0955 Academic Standards in Science

- (2) Minn. Stat. § 120A.22 Subd 9 Curriculum
Minn. Stat. § 123A.06 State-Approved Alternative Programs and Services
Minn. Stat. § 124D.09 Post Secondary Enrollment Options
Minn. Stat. § 124D.095 Online Learning Options
Minn. Stat. § 124D.50 Service-Learning and Work-Based Curriculum and Programs
Minn. Rule §3525 Children with a Disability
Section 504 of the Rehabilitation Act of 1973, as amended
29 U.S.C. § 794
Title I of the Elementary and Secondary Education Act

 - (3) Minn. Stat. § 120B.024 Graduation Requirements; Course Credits
Minn. Stat. § 120B.14 Advanced Academic Credit
Minn. Stat. § 120B.16 Secondary Credit for Students
Minn. Stat. § 122A.60 Staff Development Program
- 20 U.S.C. § 5801 – Purpose
20 U.S.C. § 6301 – No Child Left Behind

CROSS REFERENCES:

- Policy 421.00 Staff Development
- Policy 510.00 Graduation
- Policy 510.01 Students: Promotion and Retention

Adopted: 1974
Revised: 9/7/1982, 6/17/2008

Saint Paul Public Schools Policy

601.01

601.01 ACHIEVEMENT

1. Academic achievement is based on the premise that "all children can learn" and that children have diverse capabilities and interests and individual patterns of growth and learning.
2. Therefore, it important that teachers have as much and as accurate knowledge of each student as is possible through tests and other classroom-based ways of assessing student learning and growth, including observations of students' intelligence, achievement, work habits, skills, health, and home environment.
3. It is recognized that many factors which cannot be clinically tested (attitude toward others and work habits, for example) may influence a student's success as much as knowledge of subject areas.
4. In fairness to all students, achievement shall be judged
 - In relation to a student's learning capacity
 - In reference to any special education modifications or accommodations mandated by the student's Individual Education Plan (IEP), and
 - In terms of the degree of the student's mastery of the course work, as judged by the teacher with reference to District Standards in the specific content area.

LEGAL REFERENCES:

CROSS REFERENCES:

602.00 CURRICULUM DEVELOPMENT, INSTRUCTION, AND ACCOUNTABILITY

DEFINITIONS

1. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
2. "Curriculum" means district or school-adopted programs and written plans for providing students learning experiences that lead to expected knowledge and skills.

SYSTEMS ACCOUNTABILITY (1)

1. The district will establish a system to review and improve instruction, curriculum, and assessment which will include input by students, parents or guardians, and local community members to meet the Minnesota academic standards. The school district will be accountable to the public and the state through annual reporting.
2. Systems Accountability procedures are intended to ensure student, parent or guardian, and local community member participation in planning for instruction and curriculum affecting academic standards.
3. A district curriculum advisory committee shall provide assistance at the request of the superintendent. The advisory membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its learning sites, and shall include representation from parents or guardians, teachers, support staff, students, community residents, and administration.

CURRICULUM DEVELOPMENT AND INSTRUCTIONAL PRACTICES (2)

3. Curriculum development and instructional practices shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.
4. The district will establish a long-range curriculum development program that will provide for periodic reviews and continuous improvement of each curricular area.
5. District curriculum adoptions will occur on a staggered schedule for fiscal responsibility and ease of implementation.
6. The ongoing process of curriculum development will:
 - Provide for articulation of courses for students from pre-kindergarten through grade 12;

- Identify minimum objectives for each course and at each elementary and junior high / middle school grade level;
- Use research-based instructional strategies;
- Provide for continuing evaluation of programs for the purpose of attaining school district objectives;
- Provide a process for ongoing monitoring of student progress;
- Integrate academic standards in the scope and sequence of the district curriculum;
- Be multicultural, intercultural, non-racist, non-sex-biased, gender and disability-fair;
- Meet state and federal education requirements.

SELECTION, ADOPTION, AND REVIEW OF CURRICULAR AND INSTRUCTIONAL MATERIALS (3)

5. The district will have in place procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other curricular and instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents or guardians, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.
6. In reviewing curricular and instructional materials, the professional staff shall select materials which:
 - Support the goals and objectives of the educational programs;
 - Consider the needs, ages, and maturity of students;
 - Foster respect and appreciation for cultural diversity and varied opinions; and
 - Fit within the constraints of the school district budget.
7. The district will have in place a procedure for review of concerns or complaints of students and parents or guardians regarding the curriculum or instructional materials used.

COURSE ADDITION, DELETION, REVISION, OR INTEGRATION

1. The district's curricular offerings will have the flexibility for change that may be necessary due to:
 - Increasing or declining enrollment;
 - New direction brought by the school district or school goals, outcomes, and/or mission statement;
 - Refinement / modification of the existing curriculum as a result of the continuous improvement planning process or changes in learner outcomes; or
 - Changes needed to accommodate academic standards requirements.

ASSESSMENT AND EVALUATION PROGRAM (4)

1. The school district will maintain a program and process of evaluation, including standardized testing, which will provide information about student learning and educational program effectiveness. This process will meet state requirements and provide appropriate feedback about the educational progress of each student to the parents or guardians and to the staff to inform instructional decisions.
2. The assessment and evaluation process will incorporate a plan to evaluate how testing procedures impact any particular student groups.
3. In accordance with state law, the district will annually adopt and publish a test administration plan including the state-mandated tests in accordance with Minnesota law.
4. The school district will assess student performance in elementary, middle, junior, and senior high school academic standards while taking into consideration individual student needs as mandated by state and federal law.
5. The district will establish guidelines and procedures to assess student achievement, formatively and summatively, in all academic areas. The guidelines will address remediation, acceleration, or continuous progress needs for student achievement.

LEGAL REFERENCES:

- (1) Minn. Rule § 3501.0160 District Reporting Requirements
Minn. Stat. § 120B.11 Subd 3 District Advisory Committee
- (2) Minn. Stat. § 120A.22 Subd 9 Curriculum
Minn. Stat. § 120B.02b Educational Expectations for Minnesota's Students
Minn. Stat. § 120B.021 Subd 1 and 1a Required Academic Standards
Minn. Stat. § 120B.023 Benchmarks
Minn. Stat. § 120B.024 Graduation Requirements; Course Credits
Minn. Stat. § 120B.10 Findings; Improving Instruction and Curriculum
Minn. Stat. § 120B.11 Subd 1 and 2 School District Process for Reviewing Curriculum, Instruction, and Student Achievement
Minn. Stat. § 120B.22 Elective Standards
Minn. Rule § 3500.0550 Inclusive Educational Program
Minn. Rules § 3501.0010-3501.0180 Reading and Mathematics
Minn. Rules § 3501.0200-3501.0290 Written Composition
Minn. Rules § 3501.0505-3501.0550 Academic Standards for Language Arts
Minn. Rules § 3501.0700-3501.0745 Academic Standards for Mathematics
Minn. Rules § 3501.0800-3501.0815 Academic Standards for the Arts
Minn. Rules § 3501.0900-3501.0955 Academic Standards in Science

- (3) Minn. Stat. § 120A.22 Subd 9 Curriculum
- (4) Minn. Stat. §120B.11 Subd Biennial Evaluation; Assessment Program
Minn. Stat. § 120B.35 Student Academic Achievement and Growth

20 U.S.C. § 5801 - Purpose

20 U.S.C. § 6301 – No Child Left Behind

CROSS REFERENCES:

- Policy 601.00 Educational Programming
- Policy 602.01 Multicultural, Intercultural, Non-Racist, Non-Sex-Biased,
Gender and Disability Fair Education
- Policy 510.00 Graduation
- Policy 510.01 Students: Promotion and Retention

Adopted: 2/21/1978
Revised: 5/7/1991; 6/17/2008

Saint Paul Public Schools Policy

602.00

602.01 MULTICULTURAL, INTERCULTURAL, NON-RACIST, NON-SEX-BIASED, GENDER AND DISABILITY FAIR EDUCATION

The Superintendent shall adopt and each school shall teach a multicultural, intercultural, non-racist, non-sex-biased, gender and disability-fair curriculum in all subject areas. This curriculum shall integrate the existing course content of all disciplines' learning experiences, which include the history, culture, heritage, contributions, and perspectives of all peoples in an equitable and accurate manner. Instruction shall prepare students to live productively in a pluralistic society by engaging them in multicultural, gender and disability-fair activities that respect human dignity and enhance the development of self-worth of students and staff.

LEGAL REFERENCES:

Minnesota Rule § 3500.0550

CROSS REFERENCES:

Adopted: 1974
Revised: 6/17/2008

Saint Paul Public Schools Policy 603.00

603.00 SCHOOL CALENDAR, SCHOOL YEAR, EMPLOYMENT YEAR

The Board of Education shall approve the school calendar for each academic year on or before April 1 of the calendar year in which such academic year commences.

The Board, upon the recommendation of the Superintendent, shall establish the employment year for employees of the Saint Paul Public Schools in accordance with the provisions of collective bargaining agreements.

LEGAL REFERENCES:

Minn. Stat. § 124.19
Minn. Stat. § 126.12

CROSS REFERENCES:

Adopted: 8/23/1977
Revised: 6/17/2008

Saint Paul Public Schools Policy

603.01

603.01 SCHOOL DAY -- STUDENT ARRIVAL AND DEPARTURE TIME

1. Students shall arrive on the school grounds no earlier than (1) the starting time of the school breakfast program, if they are eating breakfast; or (2) the arrival time of the school bus on which they are regularly transported; or (3) fifteen minutes prior to the start of the school program in which they are enrolled.
2. At the conclusion of the school day, all students shall leave the building promptly unless they are engaged in a school-approved and supervised activity.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 1974 *Saint Paul Public Schools Policy* 603.02
Revised: 9/7/1982; 12/4/1984; 6/17/2008

603.02 HOLIDAY OBSERVANCES

Schools shall discourage programs and festivities arranged to celebrate holidays and other special days, and shall strive to eliminate them, except where such observances are required by law. On Martin Luther King's birthday, Washington's birthday, Lincoln's birthday, and Veterans' Day at least one hour of the school program shall be devoted to a patriotic observance of the day. Required programs for observances shall be simple in nature and the natural outgrowth of the instructional program.

LEGAL REFERENCES:

Minn. Stat. § 120A.42

CROSS REFERENCES:

503.00, Attendance: Absences and Excuses for Religious Holidays and Observances
609.00, Religion

Adopted: 8/19/1975

Saint Paul Public Schools Policy

607.00

Revised: 9/7/1982; 6/17/2008

607.00

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

1. Instructional materials provided by the Board of Education shall:
 - Enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
 - Present opposing sides of controversial issues so that students may develop with guidance the practice of critical analysis;
 - Be representative of contributions by race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with regard to public assistance, sexual or affectional orientation, familial status, or disability.

2. Schools and departments shall place principle above personal opinion and reason above prejudice in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of instructional materials. In addition, students shall be permitted to read or view school materials in which they have an interest. Reasonable efforts shall be made to comply with requests from parents/guardians that certain materials be withheld from their children.

LEGAL REFERENCES:

CROSS REFERENCES:

607.01, Textbook Selection and Adoption

Adopted: 1974 *Saint Paul Public Schools Policy* 607.01
Revised: 6/17/2008

607.01 TEXTBOOK SELECTION AND ADOPTION

Textbooks in each subject area and grade level shall be considered for adoption in accordance with a regular adoption cycle established by the Superintendent.

LEGAL REFERENCES:

CROSS REFERENCES:

607.00, Textbooks and Instructional Materials
Adopted: 1974 *Saint Paul Public Schools Policy* 609.00

Revised: 12/4/1984; 10/21/1997; 6/17/2008

609.00 RELIGION

1. The School District shall neither promote nor disparage any religious belief or non-belief. Instead, the School District encourages all students and employees to have appreciation for and tolerance of each other's views.
2. The School District supports the inclusion of religious music, art, drama and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
3. The history and contemporary values and the origin of various religions, holidays, customs and beliefs may be explained in an unbiased and nonsectarian manner.
4. To the extent possible, special school events, such as public meetings, hearings, and dedications, shall be scheduled at times which are not likely to conflict with observance of religious holidays.

RESPONSIBILITY

1. It shall be the responsibility of the Superintendent to ensure that the study of religious materials, customs, beliefs and holidays in the School District is in keeping with the following guidelines:
 - The proposed activity must have a secular purpose;
 - The primary objective of the activity must be one that neither advances nor inhibits religion;
 - The activity must not foster excessive governmental relationships with religion.
2. The Superintendent is granted authority to develop and implement directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 3/6/1979 *Saint Paul Public Schools Policy* 610.00
Revised: 10/21/1980; 10/21/1986; 6/17/2008

610.00 FIELD TRIPS

1. No student shall be allowed to participate in a field trip without the written authorization of his or her parent/guardian.
2. No student, staff member or travel agent shall plan, organize, solicit participants for, or conduct principally recreational student-vacation trips during school hours or during school-sponsored activities conducted outside school hours. School functions shall not be held to raise funds for a student vacation trip. These prohibitions shall not apply to student-vacation trips that are directly and conclusively connected to the adopted curriculum and its standards.
3. The Superintendent shall establish uniform procedures for securing administrative approval for field trips, assuring that trips are related to student learning, informing parents/guardians, securing parental/guardian authorization and providing for the care and safety of students on field trips.

STATE, REGIONAL AND NATIONAL STUDENT COMPETITIONS OR HONORS

The Board recognizes the value of student participation in competition at the regional, state and national levels. The Superintendent shall establish procedures for student participation.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 1974

Saint Paul Public Schools Policy

611.00

Revised: 5/20/1986; 6/17/2008

611.00 PARENT/GUARDIAN CONFERENCES: COMMUNICATION

1. Principals, teachers and other school personnel shall take steps to assure adequate and equitable communications with all parents/guardians. Such steps may include use of interpreters and/or translated documents where effective in communicating with parents/guardians with limited English language proficiency.
2. Parent/guardian-teacher conferences shall be conducted in each school in the spring and fall of each school year.
3. Principals shall ensure that school staff communicates with each student's parent/guardian to update the parent/guardian on instruction, roles, and student progress. School staff shall provide these updates at least once in the fall and once in the spring of every school year.
4. Principals shall develop school-family communication plans/programs with staff and parents/guardians.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 5/14/2002
Revised: 6/17/2008

Saint Paul Public School Policy

615.00

615.00 FAMILY INVOLVEMENT

1. Each school site shall collaborate with its community of families to ensure family involvement in the education of their children. Each school shall implement a strategy that:
 - Takes a research-based, comprehensive approach to parent involvement and expectations that includes the following elements:
 - Parenting
 - Communicating
 - Volunteering
 - Learning at Home
 - Decision Making
 - Collaborating with the Community
 - Shares responsibility for high expectations and student performance.
 - Builds the involvement capacity of school, program staff and families.
 - Increases access and engagement of *all* families with children.
2. The end result will be to insure integration of family-school involvement throughout district activities, including development and evaluation of district and school improvement plans.

LEGAL REFERENCES:

20 U.S.C. § 6318 (Parental Involvement)
Minn. Stat. § 124D.8955 (Parent and Family Involvement Policy)

CROSS REFERENCES:

Adopted: 1974
Revised: 6/17/2008

Saint Paul Public Schools Policy

618.00

618.00 RESEARCH

1. The District may permit educational research by staff members of the school system when the conduct of such projects does not conflict with the major functions of the schools.
2. The District may permit educational research by outside individuals or organizations when the conduct of such projects does not conflict with the major functions of the schools.
3. The Superintendent shall develop procedures by which these research projects may be cleared.

LEGAL REFERENCES:

CROSS REFERENCES:

304.00, Records

Adopted: 1974

Saint Paul Public Schools Policy

701.00

Revised: 5/2/1995; 6/17/2008

701.00 INVESTMENTS AND BANKING

DEPOSITORIES

The Board shall designate depositories for District funds each year at its organizational meeting in January.

NAMING CUSTODIANS

At its annual organization meeting, the School Board shall designate several banks to act as custodian for safekeeping of the collateral pledged to secure School District deposits.

INVESTMENTS

1. The Board authorizes the Chief Business Officer to invest any and all surpluses of District funds, when, in his/her judgment, the investments are advantageous to the District.
2. Such investments shall be made in conformity with the District investment policy and shall be for a term no longer than five (5) years.

LEGAL REFERENCES:

Minn. Stat. § 118A.02

CROSS REFERENCES:

705.00, Investments

Adopted: 3/17/1973 *Saint Paul Public Schools Policy* 701.01
Revised: 1974; 9/7/1982; 12/4/1984; 5/2/1995; 6/17/2008

701.01 GENERAL FUND BALANCE

1. The administration shall plan and manage annual revenue and expenditure budgets that provide an unreserved general fund balance of at least five percent (5%) of annual general fund expenditures.
2. If the general fund balance should fall below five percent of annual general fund expenditures within a given year or the next succeeding year, the Superintendent shall alert the Board to the circumstances and recommend appropriate short-term actions to maintain the desired balance.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 1974
Revised: 12/4/1984; 6/17/2008

Saint Paul Public School Policy 702.01

702.01 BONDED OFFICERS AND EMPLOYEES

1. Board members and employees who are responsible for transactions involving monies of the District shall be bonded in such amounts as the Board determines.
2. The District treasurer shall give a corporate bond to the state. The Board shall fix the specific amount of the bond in an amount sufficient to protect the District's interest and shall approve the bond. The District shall pay the bond premium.

LEGAL REFERENCE:

CROSS REFERENCE:

Adopted: 1974 *Saint Paul Public Schools Policy* 702.02
Revised: 5/2/1995, 6/17/2008

702.02 IMPREST CASH ACCOUNTS

Schools and departments may, with the authorization of the Board, establish imprest cash funds (petty-cash accounts). Each account shall be maintained in a separate bank account, administered by the appropriate administrator according to accounting procedures established by the Office of Business and Financial Affairs, and shall be audited annually. Disbursements shall be made by check.

LEGAL REFERENCES:

Minn. Stat. § 123B.11

CROSS REFERENCES:

Adopted: 8/22/1972
Revised: 6/17/2008

Saint Paul Public Schools Policy 703.00(717.00)

703.00 ANNUITIES

As permitted by law, the Board authorizes the purchase of tax-sheltered retirement annuities for employees who wish to acquire such annuities with monies allocated and deducted from their salaries.

LEGAL REFERENCES:

Federal Internal Revenue Code 403(b)
Minn. Stat. § 123.35, Subds. 12 123B.02 & Subd. 15

CROSS REFERENCES:

Adopted: 5/2/1995
Revised: 6/17/2008

Saint Paul Public Schools Policy

705.00

705.00 INVESTMENTS

The investment policy of the District shall include the following five objectives:

LIQUIDITY

The Chief Business Officer shall in all transactions consider liquidity as a priority in order to supply cash when needed to support the educational programs of the District.

SAFETY

The District shall do business with those firms that offer the District protection in regard to safekeeping, delivery and receipt of investments. Firms that do not meet these standards shall not be considered. Local financial institutions shall be given priority over non-local institutions.

YIELD

The District shall maximize its yield on investment of available cash. When funds are available for investing, several firms shall be contacted for quotes.

POOLED INVESTMENT CONCEPT

Whenever possible, the District shall combine available cash from various accounts and funds in order to maximize yield. Earnings on pooled investments shall be allocated to accounts and funds based on the cash balances in those accounts.

BORROWING

1. The District shall utilize the services of a municipal-bond consultant when issuing either short- or long-term obligations or when refunding existing obligations.
2. The investment activities of the District shall include short-term cash-flow analysis. The Chief Business Officer shall manage the investment of public monies so that the maturity coincides with expenditure needs.
3. The monthly and annual activities of the District shall include long-term projections. In November of each year, the Chief Business Officer shall make a cash projection that covers the current calendar year plus the subsequent calendar year. The long-term projections shall identify projected monthly cash balances over this two- year period.

The management of the District's funds shall be monitored on a daily basis.

LEGAL REFERENCES:

Minn. Stat. § 118A.04

Minn. Stat. § 118A.05
Minn. Stat. § 118A.06
Minn. Stat. § 118A.07

CROSS REFERENCES:

701.00, Investments and Banking

Adopted: 7/22/1975
Revised: 6/17/2008

Saint Paul Public Schools Policy

706.00

706.00 GRANTS AND GIFTS

Gifts

The Board may accept, on behalf of and for the School District, a bequest or gift of money or property for a purpose deemed by the Board to be suitable, and to utilize such money or property so designated.

LEGAL REFERENCES:

Minn. Stat. § 123.40, Subd. 6
Minn. Stat. § 465.03

CROSS REFERENCES:

Adopted:
Revised:

4/18/1978

9/7/1982; 12/4/1984; 5/28/1996; 3/21/2006; 6/17/2008

Saint Paul Public Schools Policy

707.00

707.00

TRANSPORTATION: ELIGIBILITY

1. The District provides transportation to and from school for:
 - Pupils for whom the District is required to provide transportation under the provisions of Minnesota statutes which include pupils who are eligible by reason of distance or handicapping condition.
 - Pupils who reside one or more miles from their attendance area school or from a school they are attending under a program approved by the Commissioner of the Minnesota Department of Education.
 - Pupils coming from or going to a licensed day care facility, the residence of a relative, the residence of a person chosen by the pupil's parent or guardian, or from a school based day care facility that is exempt from Minnesota day care licensing requirements, if that facility or residence is within the attendance area or transportation area of the school the pupil attends.
 - Pupils who would otherwise encounter extraordinary hazardous traffic conditions while walking to or from school as determined by using uniform criteria established by the administration.
 - Nonresident pupils attending a pupil school within the District under an approved alternative attendance program for that portion of the trip to and from school which is within the school attendance area.
 - Students defined as homeless under the Federal Regulations.
 - Resident pupils attending a non-public school in another school district which offers grades or departments which are not available within the District, but only for that portion of the trip to and from school which is within the District boundaries.
 - Resident pupils attending the Minnesota State Academies for the Blind and the Deaf.
2. The District shall provide equal transportation for public and non-public school students to the extent required by law and rule.
3. The District may provide transportation for a non-resident student who is attending a non-public school within the District, or an East Metro Integration District school, under contract to the student's district of residence if the student is attending a daycare facility within the District. The daycare for a nonpublic student must be within the attendance areas of the non-public school. The transportation shall be provided on a space available basis and the student's district of residence shall agree to pay the district the average full-time equivalent pupil cost for the type of transportation provided in the year in which the service is rendered.
4. The District may provide transportation to non-resident pupils attending the Minnesota State Academies for the Blind and the Deaf under contract to the pupil's district of residence provided that there is existing capacity

available of District buses. The district of residence shall pay the average full-time equivalent pupil cost for the service, including an aide, if provided, in the year in which the service is rendered.

LEGAL REFERENCES:

CROSS REFERENCES:

- 707.02, Transportation: Student Conduct
- 707.04, Transportation: Student School Bus Safety Training
- 707.05, Transportation: Type III School Buses
- 710.00, Transportation: Field, Athletic, Community Education Trips

Adopted: 11/15/1994
Revised: 3/16/1999; 6/17/2008

Saint Paul Public Schools Policy

707.02

707.02 TRANSPORTATION: STUDENT CONDUCT

1. Transportation service is a privilege that is granted to the student contingent upon the exhibition of proper behavior according to set guidelines.
2. Minnesota statutes provide that transportation is a privilege and not a right for an eligible student. Students shall be required to conduct themselves in a manner which is consistent with established standards for classroom behavior as listed in the *Rights and Responsibilities Handbook* and in the publications of the District Transportation Department while riding on the school bus and while at the school bus stop. Parents or guardian are responsible for ensuring that their children know and understand these standards of conduct.
3. While Minnesota statutes require, or allow, the District to furnish transportation to eligible students, it does not relieve parents or guardian of transported students from the responsibility of supervision of their children until such time as their child boards the bus in the morning and after their child leaves the bus at the end of the school day. Once a student boards the school bus, and only at that time does he or she become the responsibility of the School District. The District's responsibility shall end when the child is delivered to the regular school bus stop at the close of the school day.
4. In cases where transported students do not conduct themselves properly on a school bus, the bus driver shall report the unacceptable student conduct to the school principal on the District Incident Report Form.
5. Conduct on the school bus and the penalties assessed for misconduct, are primarily the responsibility of the building principal, however the Chief Academic Officer and the Transportation Administrator may become involved in student discipline matters as necessary. Incidents of unacceptable student conduct shall be dealt with promptly, following an investigation by building principal (or designee), and that discipline will be applied uniformly and fairly throughout the District.
6. Students who cause serious or repeated disciplinary problems on the school bus shall have their riding privileges suspended or revoked. The parent or guardian shall be responsible for ensuring that the student travels safely to and from school.
7. If it is determined that a student is responsible for vandalism to a school bus, either owned by the District or under contract to the District, the parent or guardian shall be responsible for making restitution to the District for the cost of the repairs to the school bus.

LEGAL REFERENCES:

CROSS REFERENCES:

707.00, Transportation: Eligibility

707.04, Transportation: Student School Bus Safety Training

707.05, Transportation: Type III School Buses

710.00, Transportation: Field, Athletic, Community Education Trips

Adopted: 11/15/1994
Revised 6/17/2008

Saint Paul Public Schools Policy

707.04

707.04 TRANSPORTATION: STUDENT SCHOOL BUS SAFETY TRAINING

1. Each building principal, in cooperation with the Transportation Department, shall ensure that all students receive school-bus safety instruction that complies with the requirements of Minnesota statutes.
2. Each public school principal, principal of a nonpublic school transported at District expense, or classroom teacher, if directed by the building principal, shall certify to the District Transportation Department on the appropriate certification form that all students transported by school bus have satisfactorily demonstrated knowledge and understanding of the school bus competencies required by statute within the time period specified in law. The Transportation Department shall report to the Superintendent, or his/her designee, any school that is not in compliance.

LEGAL REFERENCES:

Minn. Stat. § 123B.90

CROSS REFERENCES:

707.00, Transportation: Eligibility

707.02, Transportation: Student Conduct

707.05, Transportation: Type III School Buses

710.00, Transportation: Field, Athletic, Community Education Trips

Adopted: 11/15/1994
Revised: 6/17/2008

707.05 TRANSPORTATION: TYPE III SCHOOL BUSES

1. A Type III school bus is restricted to passenger cars, station wagons, vans and buses having a maximum manufacturer's rated seating capacity of ten people, including the driver, and a gross rating of 10,000 pounds or less. Type III vehicles are divided into two categories.
 - Vehicles owned by the District Transportation Department or by school bus companies under contract to the District, and;
 - Private vehicles owned by District staff or volunteers.
2. Each Type III school bus, whether owned by the District or one of its school bus contractors, or by a school staff person or volunteer, shall be free from any structural damage which might lead to or cause injury to a child due to jagged or sharp edges. Each Type III vehicle shall be maintained in good mechanical condition, have all operational and safety systems in proper working order, and shall be free from any defects which might lead to student injury.
3. Each Type III vehicle shall be inspected by the Minnesota State Patrol and shall display on the lower left windshield a valid State of Minnesota School Bus Inspection sticker.
4. The condition of each Type III vehicle, and the safety/emergency equipment in the vehicle, shall be subject to additional inspection by District Transportation Department staff. Inspections shall be made utilizing the inspection criteria contained within the Minnesota State School Bus Inspection Handbook.
5. Type III school buses owned by the District Transportation Department or by District school bus contractors may transport students to or from school, or on school related activities, as assigned by the Transportation Department staff. All Type III school buses owned by the District, or by a bus company under contract to the District, must meet the school bus inspection and equipment requirements of Minnesota statutes.
6. A privately owned vehicle operated by an employee or school volunteer may only be utilized for the transportation of a student(s) if the following criteria are met:
 - The vehicle carries a current Minnesota State School Bus Inspection sticker.
 - The vehicle meets the age and equipment requirements contained in Minnesota statutes.
 - The principal, or his or her designee, has determined that a good and sufficient reason for transporting the student exists and that no other form of transportation is reasonably available.
 - The principal or his or her designee has approved the use of a privately owned vehicle to transport.

7. Each person operating a Type III school bus transporting District students must be registered and approved by the District Transportation Department. Each driver who does not possess a valid commercial driver's license with current school bus endorsement must comply with the criminal background and licensing requirements of Minnesota statutes for drivers of Type III school buses.
- 8 The Transportation Department shall conduct a check of the driver's license record of each person seeking to transport students in a Type III vehicle in conjunction with the regular drivers license checks run on District and contract school bus drivers. Permission to transport students shall be denied based upon the disqualifying driving offenses for school bus drivers contained in Minnesota statutes and the District contract standards for school bus drivers.
- 9 All drivers transporting students in Type III vehicles must have in their possession a valid Minnesota driver's license, or equivalent out-of-state driver's license, while transporting students.
- 10 All students who are provided transportation for field trips, athletic trips or other school-sponsored events by the School District, or under arrangements made by the School District, must be transported from the school site to the field trip, game site or event location by vehicles owned by or arranged by the Transportation Department. This policy does not prohibit a parent or guardian from arranging for the transportation of his/her own child to or from school-sponsored events in a private passenger vehicle.
- 11 In the event of an accident, either vehicular or personal injury, while transporting a student in a Type III vehicle owned by a staff person or volunteer, the driver shall immediately notify the Transportation Department and the building principal.
- 12 The driver of the Type III vehicle shall file a written report with the Transportation Department within two (2) working days of the accident. The accident report shall include all information required by the Transportation Department.

LEGAL REFERENCES:

Minn. Stat. §§ 169.01 subd.. 6 (5); 169.443 subd.. 6; 123B.01 & subd.. 1(8)

CROSS REFERENCES:

707.00, Transportation: Eligibility

707.02, Transportation: Student Conduct

707.05, Transportation: Type III School Buses

710.00, Transportation: Field, Athletic, Community Education Trips

Adopted: 6/17/2008
Revised:

Saint Paul Public Schools Policy

710.00

**710.00 TRANSPORTATION: FIELD, ATHLETIC, COMMUNITY
EDUCATION TRIPS**

1. All transportation provided to students for field, athletic and Community-Education trips, and all school bus and motor coach transportation provided to staff, parents, guardians or participants in District programs and activities shall be provided using vehicles owned or arranged by the Transportation Department.
2. This policy does not prohibit a parent or guardian from arranging for the transportation of his/her own child to or from school-sponsored events in a private passenger vehicle.

LEGAL REFERENCES:

CROSS REFERENCES:

707.05, Transportation: Type III School Buses

Adopted:
Revised:

9/4/1973
5/19/1987; 5/16/1995; 6/17/2008

Saint Paul Public Schools Policy

713.00

713.00

EQUAL OPPORTUNITY PROCUREMENT

1. The District shall maintain a centralized purchasing department with sound accounting procedures.
2. The District shall seek business and/or bids from all eligible vendors and consultants, regardless of race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with regard to public assistance, sexual or affectional orientation, familial status or disability.
3. The District's Purchasing Department shall endeavor to procure from small and protected class businesses.

PURCHASING PRACTICE

1. The Purchasing Department shall perform the administrative functions necessary to the procurement of goods and services for the Board of Education, and maintain accurate records of all transactions for audit purposes.
2. The Board of Education shall award all contracts which exceed the dollar limit specified in Minn. Stat. § 471.345 (Uniform Municipal Contracting Law) requiring solicitation by public notice, while awards under that amount shall be made by the Chief Business Officer of the District or his/her designee.
3. Any purchase or lease of goods and/or services for the District shall be made in accordance with Minn. Stat. § 471.345, Uniform Municipal Contracting Law, and Minn. Stat. § 123B.52, Independent School District, Contracts.
4. The Request for Payment form shall be used to pay the following claims:
 - For purchase of recurrent goods and services that have an established price.
 - For self-generated expenses, rent, etc.
 - For purchases which are made by administrators for the District within dollar limits as defined in the Business Affairs Procedure Manual.
 - For selected purchases that require agreement between the Chief Business Officer or his/her designee and the appropriate budget director or his/her designee prior to the purchase. When feasible, the pay voucher shall show at least two quotations or shall be identified as the only known source of supply. Date and names of agreeing parties shall be shown on the pay voucher.
 - For purchases of books registered under the copyright laws, there shall be no specified dollar limit, but such purchases shall be approved prior to payment by the Chief Business Officer or his/her designee and identified by reference to the proper enabling statute.

- For payment of emergency repairs, equipment, or services without reference to dollar limits as provided for by state statutes. Paying documents for emergency repairs shall bear the signature of the Superintendent or his/her designee and reference the resolution of the Board ratifying the Superintendent's or designee's action.

LEGAL REFERENCES:

Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 123B.52

CROSS REFERENCES:

102.00, Equal Opportunity/Non-Discrimination
607.00, Textbooks and Instructional Materials
713.01, Sweatshop Free Purchasing Policy

Adopted: 4/25/2006
Revised: 6/17/2008

Saint Paul Public Schools Policy

713.01

713.01 SWEATSHOP FREE PURCHASING POLICY

SCOPE

This policy applies to School District purchases and leases in excess of \$1,000 of all apparel, footwear and sports and athletic gear and related equipment.

DEFINITIONS

1. “Production” or “produced” means the manufacture (including cutting and/or assembly by weaving, sewing, knitting, felting or other means), finishing and warehouse distribution of apparel, footwear and sports and athletic gear and related equipment.
2. A “non-poverty wage” is a nationwide wage and benefit level, adjusted to reflect that country’s level of economic development using the World Bank’s most recent Gross National Income Per capita Purchasing Power Parity, which is comparable to the level of wages required for a full-time worker in the United States to produce an annual income equal to or greater than the United States Department of Health and Human Services’ most recent poverty guideline for a family of three plus an additional 20 percent of the wage level paid either as hourly wages or health benefits.
3. “Responsible manufacturer” means an establishment engaged in production that can demonstrate all of the following:
 - Compliance with all applicable local and international laws and workplace regulations regarding wages and benefits, workplace health and safety and the fundamental conventions of the International Labor organization, including those regarding forced and child labor and freedom of association;
 - Wages that meet the higher standard of (1) the legal minimum wage; (2) the prevailing wage in the industry in the country of production; or (3) a non-poverty wage as defined in Definitions, item 2.
 - Required working hours for hourly and quota-based production workers cannot exceed the less of (1) 48 hours per week or (2) the limits on regular hours allowed by the law of the country of manufacture with a least one day off in every seven-day period, as well as holidays and vacations and all overtime hours must be worked voluntarily;
 - No discrimination in employment – including in hiring, salary, benefits, advancement, discipline, termination or retirement – on the basis of race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with regard to public assistance, sexual or affectional orientation, familial status, or disability.
 - No sexual, psychological or verbal harassment or abuse and no corporal punishment;

- No forced use of contraceptives or forced pregnancy tests;
- No termination of workers without just cause and the provision of a mediation or grievance process to resolve workplace disputes;
- Respect for workers' rights to freedom of association and collective bargaining with no harassment, intimidation or retaliation against workers for exercising the above rights; and
- Agreement to (1) adopt a neutrality position with respect to employee attempts to organize a union, meaning that management will not communicate with workers to discourage them from organizing a union; and (2) agreement to voluntarily recognize a union when a majority of workers have signed cards authorizing union representation.

REQUIREMENTS

1. The School District shall award contracts for products covered by this policy to bidders which act as, or contract with, responsible manufacturers as defined in "Definitions," item 3.
2. With every bid and quotation for products covered by this policy, prior to award, the vendor must submit the following information:
 - The names, addresses, contact person and telephone numbers of each facility involved in the production of products proposed to be provided by the vendor;
 - The manufacturer's signed statement that each of such production facilities, including that of any subcontractor, is a responsible manufacturer as defined in "Definitions," item 3.
 - Any other information deemed necessary by the purchasing agent for the enforcement of this policy.
3. In the event that any information provided by the vendor pursuant to this section changes during the specified time period of the contract, the vendor shall submit updated information to the School District.

VERIFICATION AND DISCLOSURE

Vendors shall report the name and location of every facility engaged in the production and distribution of applicable products for the School District, along with a signed statement from each manufacturer declaring compliance with the District's standards listed above. It is understood by the vendors and manufacturers that to verify compliance, the School District will make this information public by posting the information on the School District Purchasing website. Interested parties will have access to the posted information and can conduct their own research to verify compliance with the policy. If a violation is reported, the District will follow up as indicated in Violations and Enforcement.

VIOLATIONS AND ENFORCEMENT

Upon determination by the School District of a violation of the standards of a responsible manufacturer, the School District and the vendor shall consult. The intention is for the situation to be corrected by working in partnership

with the vendor to influence the vendor to change its practices or to use its bargaining position with the offending manufacturer to change its practices, rather than to cease doing business with the vendor or manufacturer.

EXCEPTION

The School District may accept and award a bid to a supplier or vendor who has not met the requirements herein if, after reasonable investigation, it appears that the required item or brand of item is procurable by the School District from only that supplier or vendor.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 4/18/1995
Revised: 6/17/2008

Saint Paul Public Schools Policy

715.00

715.00 PREVAILING WAGES: INDEPENDENT CONTRACTORSHIP

1. Persons employed directly on School District construction projects worksites by contractors or subcontractors of whatever tier shall be paid at least the prevailing wage rate, including the prevailing hours of labor overtime premium, in accordance with the provisions of Minn. Stat.s §§ 177.42 and 177.43 as may be amended from time to time.
2. District administrators shall implement this policy by preparing bid specifications and contract forms consistent with provisions of Minnesota law.
3. If pursuant to the appropriate specification sections, the contractor or any subcontractor proposes to subcontract any portion of the work to a self-employed subcontractor of whatever tier, then such written proposal must contain information sufficient for the owner and the contract administrator to determine to their satisfaction that the proposed self-employed subcontractor will perform the subcontracted work as a bona-fide independent contractor rather than as an employee of the contractor or subcontractor proposing the self-employed subcontractor. Any such proposal shall be submitted prior to commencement of work and shall be subject to approval by the owner and the contract administrator. In making their determination, the owner and contract administrator will apply the factors utilized by the Internal Revenue Service, the Minnesota Department of Revenue and the Minnesota Department of Labor and Industry.

LEGAL REFERENCES:

Minn. Stat.. § 471.345, subd. 7
Minn. Stat. § 177.42
Minn. Stat.. § 177.43
Minn. Stat.. § 177.42, subd. 6

CROSS REFERENCES:

Adopted:
Revised

6/3/75
8/27/02; 6/17/2008

Saint Paul Public School Policy

716.00

716.00 ADVERTISING IN THE SCHOOLS

1. No one shall employ by direct or indirect reference the name of the school district to endorse a commercial product or business enterprise.
2. Advertising to support district or school publications is permissible provided the subject matter meets criteria established by the Superintendent.

LEGAL REFERENCE:

CROSS REFERENCE:

Adopted: 1974 *Saint Paul Public Schools Policy* 718.00
Revised: 9/7/1982; 6/17/2008

718.00 BRANDING: SUPPLIES/STATIONERY

1. Standards for use of district logos and other branding tools shall be determined at the direction of the Superintendent or the Superintendent's designee.
2. No school, administrative office or special program of the District shall design or print stationery. No school, administrative office or special program of the District shall alter by additional printing uniformly designed letterhead supplies. Schools, administrative offices, and special programs of the District shall order letterhead stationery and envelopes through the Graphic Services Department following district branding and identity standards.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 1974
Revised: 6/17/2008

Saint Paul Public School Policy 719.00

719.00 FOOD SERVICE

1. The District shall take part, as feasible, in the National School Lunch and other food programs which may become available.
2. The Superintendent shall establish rules, regulations and procedures regarding participation in programs for free and reduced-price meals and supplementary food.
3. The anonymity of children receiving free or reduced-price meals shall be assured and no child will be discriminated against because of race, color or national origin.

LEGAL REFERENCE:

CROSS REFERENCE:

Adopted: 6/17/2008
Revised:

Saint Paul Public Schools Policy

719.01

719.01 CAFETERIA RESPONSIBILITIES

1. The principal of each school shall establish the breakfast and lunch schedule consistent with recommendations issued by the United States Department of Agriculture's Food and Nutrition Service. The school's schedule shall provide reasonable and adequate time for breakfast and lunch.
2. The principal shall assign and train members of the school's staff to serve as lunchroom supervisors; the supervisors shall ensure that the cafeteria is kept clean and orderly throughout the times allotted for breakfast and lunch.
3. The Superintendent shall publish and periodically revise procedures to guide principals, school-assigned lunchroom supervisors, and Nutrition Services' staff.

LEGAL REFERENCES:

CROSS REFERENCES:

USDA Food and Nutrition Services: Healthy Schools

Adopted: 9/4/1990
Revised: 6/17/2008

Saint Paul Public Schools Policy

801.01

801.01 BUILDINGS AND GROUNDS: NAME SELECTION

New names of schools and school programs and school mascots and logos shall reflect the diversity of the District.

NAMING OF SCHOOLS AND BUILDINGS

The Board shall name all district-owned schools and buildings. The Board shall name the schools in consultation with the school community.

NAMING OF SCHOOL PROGRAMS

Elementary and secondary school programs that are located within a building that already has a name, or are assigned to a building that will house several programs, may recommend to the Board of Education a name to identify the program that is consistent with its goals and purposes.

AREAS WITHIN BUILDINGS

The Superintendent shall develop procedures for the naming of areas within buildings.

MASCOTS AND LOGOS

The Board shall approve names of mascots and logos.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 12/6/1977
Revised: 6/17/2008

Saint Paul Public Schools Policy

802.00

802.00 BUILDINGS AND GROUNDS MANAGEMENT

Building and grounds maintenance, remodeling and physical improvement are the responsibility of the Office of Plant Planning and Maintenance. Such work shall be performed only by qualified individuals or groups with prior written approval by the Chief of Operations or designee.

LEGAL REFERENCES:

CROSS REFERENCES:

Adopted: 5/5/1981
Revised: 6/17/2008

Saint Paul Public Schools Policy

802.02

802.02 PETITIONS FOR CONSENT FOR REZONING

1. When the School District is petitioned for Consent of Adjoining Property Owners to Rezoning, the Board shall review the proposed rezoning to determine if the School District is adversely affected. The rezoning proposer, before submitting the petition for Consent of Adjoining Property Owners to Rezoning to the Board of Education, shall contact all affected property owners informing them about the proposed rezoning.
2. If the Board determines that the proposed rezoning will have no adverse effects on the School District, the Clerk of the Board shall sign the consent form with a disclaimer indicating that the Board neither supports nor disapproves the proposed rezoning. If the Board determines that the proposed rezoning will adversely affect the School District, the Clerk of the Board shall inform the proposer that the Board declines to sign the consent form.

LEGAL REFERENCES:

Minn. Stat. § 462.357, subd. 5
Saint Paul Legislative Code § 61.801

CROSS REFERENCES:

Adopted: 5/16/2006
Revised: 6/17/2008

Saint Paul Public Schools Policy

812.00

812.00 SCHOOL EMERGENCY MANAGEMENT

1. The school district shall have in place a school district emergency operations plan created in consultation with local community response agencies likely to be involved in assisting with a school emergency and employing the National Incident Management System (NIMS).
2. Tailored school emergency response plans shall be developed by each school building in the district. This policy and the building plans shall be reviewed and updated as appropriate by the Safety and Security Administrator.
3. The Superintendent shall create procedures for implementation of the District Emergency Response Plan.

LEGAL REFERENCES:

Minn. Stat. § 121A.035
Homeland Security Presidential Directive/HSPD-5
Homeland Security Presidential Directive/HSPD-8

CROSS REFERENCES:

Adopted: 10/3/1978
Revised: 6/17/2008

Saint Paul Public Schools Policy

814.00

814.00 VISITORS TO SCHOOLS

1. For purposes of this policy, a visitor to a school shall mean a person other than a student enrolled or a staff member assigned at that school.
2. All visitors to school buildings shall report their presence and purpose to the principal or other person in charge of the school building upon arrival, except for extra curricular activities and other designated school events outside of the regular instructional school day.

LEGAL REFERENCES:

Saint Paul Legislative Code §§ 283.01- 283.03

CROSS REFERENCES:

Adopted: 1974
Revised: 12/4/1984; 5/2/1995; 6/17/2008

Saint Paul Public Schools Polic

902.00

902.00 COMMUNITY USE OF BUILDING AND GROUNDS

1. The board encourages community use of school facilities in keeping with the following general policies:
 - Facilities may be used for purposes permitted by Minn. Stat. § 123B.51 and all other applicable laws.
 - All activities shall be under competent, adult supervision and the group using the school shall assume full responsibility for any damage to building or equipment.
 - The Board shall establish a schedule of rates for use of school facilities. Such rates shall be sufficient to offset the District's costs in operating and maintaining the facility during use. The Board shall review said schedule every two (2) years or at such other times as the Board determines.
 - The Superintendent may waive fees for school-related groups whose program is considered a part of the district's educational function.
 - The board shall cooperate with recognized social service agencies and other government agencies in the use of its facilities without charge during wartime or community emergencies.
2. The administration shall implement this policy through of procedures that include an appeals process.

LEGAL REFERENCES:

Minn. Stat. § 123B.51
Minn. Stat. § 202A.19
Minn. Stat. § 202A.192
Minn. Stat. § 204B.16, subd. 6

CROSS REFERENCES:

Adopted: 9/10/2001
Revised: 6/17/2008

903.00 DANGEROUS WEAPONS, FIREARMS

1. No person shall possess, carry, use, keep, store or distribute a dangerous weapon, firearm, or pistol when in a school location. The school district will take appropriate action against any person who violates this policy. Appropriate action includes, but is not limited to, ordering the person to leave the school location, notification of the police, and disciplinary action.
2. A school administrator must refer to the police any student who brings a firearm to school unlawfully. The school board must expel a student for a period of at least one year who is determined to have brought a firearm, as defined by federal law, to school. The school board may modify this requirement on a case-by-case basis.

DEFINITIONS

1. "Dangerous weapon" means
 - Any firearm, whether loaded or unloaded
 - Any device or instrument designed as a weapon and capable of producing death or great bodily
 - Any device modified so that it may be used as a weapon and capable of producing death or great bodily harm
 - Any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm
 - Any fire that is used to produce death or great bodily harm
 - Any replica firearm, BB gun, or pellet gun.
2. A "firearm" includes a device designed to be used as a weapon, from which is expelled a projectile by the force of explosion or force of combustion.
3. "School Location" includes any school district building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
4. "Possess" includes having a dangerous weapon on one's person or in an area subject to one's control in a school location.

EXCEPTIONS

1. This policy does not apply to:
 - An active licensed peace officer
 - Security personnel acting within the course and scope of authority granted by the School District

- A person with written permission of the Superintendent (designee).
- A non-student or non-employee authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle; or
- A non-student or non-employee who keeps or stores in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045.

LEGAL REFERENCES:

Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 609.02 (Definitions of Dangerous Weapon and Great Bodily Harm)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66, subd. 1(d) (Dangerous Weapons on School Property)
Minn. Stat. § 609.666 (Firearms)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
18 U.S.C. § 930(g)(2) (Definition of Dangerous Weapon)
Saint Paul Code §§ 225.01 and 225.03

CROSS REFERENCES: