

**SAINT PETER INDEPENDENT SCHOOL DISTRICT 508**  
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## 008. COMMUNITY RELATIONS

The Board of Education believes in effectively communicating with employees, students, and the community.

The Board of Education recognizes that intelligent, informed support of the schools is possible only when the community knows, understands, and participates in school activities, programs, and policies.

the Board of Education intends:

- B. To keep the community and employees regularly and adequately informed as to policies, programs, planning, needs, and accomplishments of the school system;
- C. To cooperate in every reasonable way with the news media
- D. To maintain an atmosphere which makes two-way communication between the School District and the community a vital force for the continuing improvement of the schools;
- E. To encourage and be responsive to the advice and counsel of the community;
- F. To solicit the studied recommendations of the community, staff, and students through advisory committees selected and appointed by the Board of Education to consider specific mandates and changes;
- G. To maintain an atmosphere of mutual understanding and respect for everyone;
- H. To maintain a climate that attracts good teachers and encourages them to strive for excellence;
- I. To charge the administrative staff of the schools, as well as the Board of Education, with the duty to apply this policy as an integral part of regular activities and responsibilities; and
- J. To evaluate past procedures in order to improve future communication procedures.

Reviewed: 12/99  
06/05

**008. COMMUNITY RELATIONS**  
**008.1 Community Information Program**  
**008.11 Board Meetings**

All the deliberations of the Board of Education, except for those taking place as closed meetings under Minnesota law, will be conducted publicly.

The School District will announce the date, time, and place of all regular and special meetings in advance. This announcement will include a detailed agenda whenever possible.

All interested persons are encouraged to attend regular and special Board of Education meetings. Persons attending these meetings will be provided with a copy of the agenda and at least a single copy of all supporting information will be on display for inspection.

Reviewed: 12/99  
06/05

**008. COMMUNITY RELATIONS**

**008.1 The Community Information Program**

**008.12 Community Access to School District Records**

Public records of the school system may be inspected and examined at reasonable times and without unreasonable delays except when access is prohibited by law.

Requests for information from, or copies of, identifiable records shall be granted unless the request involves a category of information that is exempted from disclosure under the law. A charge of \$0.25 shall be made for each page of copy requested and an additional charge based upon \$20 per hour shall be made for finding information more than five (5) years old and requiring a search.

Reviewed: 12/99

**008. COMMUNITY RELATIONS**

**008.2 Community Participation**

**008.21 Board of Education Meetings**

Board of Education meetings are meetings in the public to conduct business. The Board of Education will conduct School District business with order and efficiency, hearing reports, acting upon the recommendations of the Superintendent of Schools, and considering resolutions or formal policies proposed by the members themselves, and communications submitted to the Board of Education.

Reviewed: 12/99  
06/05

**008. COMMUNITY RELATIONS**

**008.2 Community Participation**

**008.22 Student Representation on the Board of Education**

The Student Council may designate a student advisory representative to the Board of Education for any or all regular meetings. The student shall be a member of the Student Council and shall be selected by the Council. The representative will be encouraged to participate in all discussions, but will not have voting rights.

Reviewed: 12/99  
06/05

**008. COMMUNITY RELATIONS**  
**008.2 Community Participation**  
**008.23 Standing Committees**

**I. STANDING COMMITTEES**

- A. Standing committees shall serve in an advisory capacity only. The Superintendent of Schools shall receive and act upon recommendations regarding a specific program.
  
- B. All members of the standing committees shall be appointed for a fixed term.

First Reading: 08/08/96  
Adopted: 09/12/96

Reviewed: 12/99  
06/05

**008. COMMUNITY RELATIONS**  
**008.2 Community Participation**  
**008.24 Community Task Force**

- I. It shall be the policy of the Board of Education to set up a Community Task Force as it may deem expedient or advisable.
- II. To provide a consistent method of selection and communication, the following procedures will be implemented:
  - A. The Board of Education has the prerogative to appoint qualified and interested persons to a task force in accordance with criteria and guidelines which it may determine.
  - B. The Board of Education shall charge the task force with its functions and objectives, set deadlines, and provide conditions or arrangements necessary to implement the charge. Members of the task force shall be given a concise, written statement of the charge(s).
  - C. All appointees shall meet with the chairperson of the board or the chairperson's designee to be sure the charge(s) is/are clearly understood by the member of the task force.
  - D. Members of the task force shall deal only with the charge(s) outlined.
  - E. The board chair and/or designee shall call the first meeting of the task force and shall meet with the task force to clarify further the task and help select a chairperson for the committee.
  - F. If the task force reaches more than one solution to the charge, such recommendations shall be prioritized before presentation to the Board of Education.
  - G. The task force shall report its findings to the Board of Education at a regularly scheduled meeting.

Reviewed: 12/99  
06/05

**008. COMMUNITY RELATIONS**  
**008.2 Community Participation**  
**008.25 Volunteer Aides**

To promote stronger school-community ties and to tap valuable human resources present outside the school setting, the School District encourages community members to volunteer.

Reviewed: 12/99  
06/05

**008. COMMUNITY RELATIONS**  
**008.3 Community Use of School Facilities**

**I. RENTAL POLICIES**

- A. School buildings may be used by community groups, but all school and school-related functions take precedence.
- B. Only responsible community organizations and businesses where activities do not undermine the School District’s educational mission may use the school buildings.
- C. The principal shall determine if the facility is available, if it is, the reservation shall be noted on the principal's calendar and the School District calendar.
- D. Community organizations and businesses shall pay a facility-use fee as follows:

**Facility Fee Schedule**

THEATER	GYM	POOL	CAFETERIA	CLASS ROOMS	MEDIA CENTER	TRACK AND FIELD
\$20/hour	\$25/hour (large gym) \$20/hour (small gym)	\$40/hour (<25) \$50/hour (<50) \$60/hour (<75) \$70/hour (>75) *Custodial **Add \$10/hour to each level for non-residents	\$20/hour	\$10/hour	\$20/hour	\$20/hour (plus lights, if needed)

The Superintendent of Schools may, at his/her discretion, waive any or all fees.

- For-profit organizations and businesses may use school facilities at the discretion of the Superintendent of Schools. The minimum facility-use fee, however, shall be as follows:

THEATER	GYM	POOL	CAFETERIA	CLASS ROOMS	MEDIA CENTER	TRACK AND FIELD
\$20/hour*	\$25/hour* (large gym) \$20/hour* (small gym)	\$40/hour (<25) \$50/hour (<50) \$60/hour (<75) \$70/hour (>75) *Custodial **Add \$10/hour to each level for non-residents	\$20/hour*	\$10/hour*	\$20/hour*	\$20/hour* (plus lights, if needed)

- If additional personnel is needed, groups will be charged accordingly.
- All groups and organizations using school facilities must abide by all Board of Education policies.

First Reading: 3/13/03  
 Adopted: 4/10/03

Reviewed: 03/13/03  
06/05

## **008. COMMUNITY RELATIONS**

### **008.3 Use of School Facilities**

#### **008.31 Community Use of School Facilities/Administrative Rules and Regulations**

1. All dances held on school grounds or in school buildings must have the approval of the building level principal. If no building principal is available for approval, approval may be sought through the Superintendent of Schools.
2. The dance must be endorsed by a school group or organization.
3. The following procedures must be adhered to:
  - a. Police supervision must be secured by the initiating organization. The assigned locations will be determined by the principal or designee.
  - b. The initiating organization must provide at least five adults who are willing to supervise the dance.
  - c. If the initiating organization is other than the building level student council, that organization will assume all responsibility for any financial loss as a result of the dance.
  - d. For dances held indoors, all coats, purses, and etc. must be left at the entrance site and will not be permitted in the dance area.
  - e. Once students have entered the dance area whether the dance is held inside or outside, students will not be permitted to leave the dance site and return.
  - f. Only Saint Peter High School students and their guests are permitted to attend these dances. Guests will be permitted entrance only after receiving a guest pass, which can be obtained in the building level office.

**008. COMMUNITY RELATIONS**  
**008.3 Use of School Facilities**  
**008.32 Indoor Swimming Pool**

**I. GENERAL STATEMENT OF POLICY**

- A.** The Board of Education is committed to making the pool available to the community. School or school-related functions have precedence over other uses of school facilities.
- B.** The administration may deny or restrict the participation of any individual or group who may be a safety hazard to other persons, to equipment, to the facility, or to herself/himself.

**II. EMPLOYMENT**

- A.** Preference for employment shall be given to those people holding a valid WSI certificate. Those persons holding an Advanced Lifesaving Certificate may be employed as guards.
- B.** All Water Safety Instructors, Life Guards, and Supervisors employed for the indoor swimming pool shall be selected by the School District and shall hold proper certification for their position.

**III. RESPONSIBILITY FOR USE**

The designated activity representative from the sponsoring group shall be responsible for the conduct of the group, the care of the building and equipment, and the payment of scheduled charges or damage costs for each community function involving the use of the pool.

Reviewed: 12/99  
06/05

**008. COMMUNITY RELATIONS**  
**008.4 General Policies**  
**008.41 No Smoking Policy**

All School District buildings, grounds, and vehicles are non-smoking areas for all persons at all times.

Reviewed: 12/99  
06/05

## **008.4 GENERAL POLICIES**

### **008.42 Non-Student Weapons Policy**

#### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff, and the public.

#### **II. GENERAL STATEMENT OF POLICY**

Any non-student, including adults and visitors, shall not possess, use, or distribute a weapon when in a school location except as provided in this policy. The School District will act to enforce this policy and to discipline or take appropriate action against any teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

#### **III. DEFINITIONS**

##### **A. "Weapon"**

1. A "weapon" means any object, device or instrument that, through its use, is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. "School Location" includes any school 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.

- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

#### **IV. EXCEPTIONS**

- A. It shall not be a violation of this policy if a non-student falls within one of the following categories:

1. licensed peace officers, military personnel, or students participating in military training, who are on duty performing official duties;
2. persons authorized to carry a pistol under Minn. Stat., Section 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;
3. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;
  - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
  - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
4. ceremonial color guards in possession of dangerous weapons, BB guns, or replica firearms;
5. persons in possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or school location.

- B. Policy Application to Instructional Equipment/Tools

While the school district takes a firm "Zero Tolerance" position on the

possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

## **V. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON-STUDENTS**

### **A. Employees**

1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

### **B. Other Non-students**

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

First Reading: October 9, 2003  
Approved: November 6, 2003  
Reviewed: June 2005

**008. COMMUNITY RELATIONS**

**008.4 General Policies**

**008.43 Chemical Use and Abuse**

**I. PURPOSE**

The purpose of this policy is to assist the School District in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

**II. GENERAL STATEMENT OF POLICY**

- a. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with School District policies with respect to a Drug-Free Workplace/Drug-Free School.
- b. 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.
- c. The School District shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for making recommendations and responding to each reported case.
- d. It will be the responsibility of the Superintendent of Schools to establish a process for involving parents and community members in addressing chemical abuse problems in the district.
- e. The School District shall establish and maintain a program to educate employees, students, and others regarding this policy and the goals of achieving drug-free schools and workplaces.

**First Reading: April 12, 2007**

**Adopted: May 10, 2007**

**Reviewed: \_\_\_\_\_**

**008. COMMUNITY RELATIONS**

**008.5 Students, Employees, Parents, Other Persons**

**008.51 Public Complaints**

**I. PURPOSE**

The School District takes seriously all concerns or complains by students, employees, parents, or other persons. The purpose of this policy is to provide a procedure for reporting concerns or complaints.

**II. GENERAL STATEMENT OF POLICY**

- A. Students, parents, employees, or other persons, may report concerns or complaints to the School District. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the Superintendent. A person may file a complaint at any level of the School District; i.e., teacher, principal, Superintendent, or Board of Education. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. The Board of Education encourages the public to attempt to resolve concerns and complaints with the teacher/advisor/coach prior to contacting the principal, Superintendent, or Board of Education.
- C. The appropriate administrator shall respond to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The response to the complaining party shall be consistent with the rights of others pursuant to Minnesota law.

## **008. COMMUNITY RELATIONS**

### **008.6 Hall of Fame**

#### **I. PURPOSE:**

- A. The purpose of the Hall of Fame is to honor those Alumni who have attained exceptional personal or professional achievements and who have made significant contributions in either their careers, community, nation, and/or world. The Hall of Fame recognizes outstanding and exceptional professional and/or humanitarian achievement, such as to bring unusual honor to an individual. By induction into the Saint Peter High School Hall of Fame, they will forever be recognized as representing our best.

#### **II. CRITERIA FOR SELECTION:**

- A. A Hall of Fame member must be a graduate of Saint Peter High School with a graduation date of twenty (20) years prior to induction or a retired staff/faculty member having served a minimum of ten (10) years in the District. Employees will be considered as candidates five (5) years after ending service with Saint Peter Schools.

#### **III. SELECTION COMMITTEE:**

- A. The Selection Committee will be comprised of five (5) people:
  - 1. High School Principal
  - 2. High School Guidance Counselor
  - 3. One member of the All-School Reunion Committee
  - 4. One member of the Saint Peter Education Foundation
  - 5. One member of the Saint Peter Public Schools Board of Education
- B. Each member will serve for three (3) years; however, the same person may be selected for two (2) consecutive terms.
- C. The final duty of the Selection Committee each year will be to seat the committee for the next selection process.

#### **IV. NOMINATION AND SELECTION PROCESS:**

- A. Nomination forms will be available at all school buildings and on the district web site.
- B. Nomination forms may be completed by any interested individual and should be sent to or dropped off at Saint Peter High School, marked attention Superintendent of Schools, Hall of Fame Selection. All nominations will be **confidential**.
- C. The Selection Committee may contact the nominees to request additional information.

- D. The Selection Committee will review the nominations and select a maximum of six (6) inductees. (**First Year**—there will be a maximum of twelve (12) inductees selected).
- E. The Selection Committee should make every attempt to select Inductees from a wide spectrum of ages and categories.)
- F. Nominations not selected for induction will be kept on file for future years, pending additional achievements or new nominations.
- G. The Committee will meet and select nominees every other year, beginning in 2008.
- H. Deadline for nominations will be January 30 of the year the selections will take place.

**V. SELECTION NOTIFICATION:**

- A. The Superintendent of Schools or her/his designee will notify individuals of their selection to the Hall of Fame.

**VI. RECOGNITION OF HALL OF FAME INDUCTEES:**

- A. The recognition and presentation of membership into the Saint Peter High School Hall of Fame will be done at a designated ceremony during the All-Class Reunion when that is being held during the selection year. On all other years, the recognition will be held during fall Homecoming activities.
- B. The Selection Committee will be responsible for planning and conducting the induction ceremony and reception.
- C. Each inductee will receive a plaque with the appropriate recognition.
- D. A permanent display listing all Hall of Fame Inductees will be established in a highly visible location within the high school.

**VII. AMENDMENT PROCEDURE:**

- A. This policy may be amended by two-thirds vote of the Selection Committee and approval of the Board of Education.

First Reading:           November 13, 2008  
 Adopted:                December 11, 2008  
 Reviewed:               \_\_\_\_\_