

**008. COMMUNITY RELATIONS**

**008.11 Community Information Program**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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.

**III. GOALS**

The Board of Education intends:

- A. To keep the community and employees regularly and adequately informed as to policies, programs, planning, needs, and accomplishments of the school system;
- B. To cooperate in every reasonable way with the news media
- C. 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;
- D. To encourage and be responsive to the advice and counsel of the community;
- E. 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;
- F. To maintain an atmosphere of mutual understanding and respect for everyone;
- G. To maintain a climate that attracts quality staff and encourages them to strive for excellence;
- H. 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
- I. To evaluate past procedures in order to improve future communication procedures.

#### **IV. 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 may be made for each page of copy requested and an additional charge based upon \$25 per hour may be made for finding information more than five (5) years old and requiring a search.

Reviewed: 12/99  
06/05  
06/14  
07/14

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

**I. GENERAL STATEMENT OF POLICY**

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. PROCEDURES**

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 that 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  
06/14  
07/14

**008. COMMUNITY RELATIONS**  
**008.2 Community Participation**  
**008.22 Volunteers**

**I. PURPOSE**

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.

**II. GENERAL STATEMENT OF POLICY**

- A. The Board authorizes the selection and use of parents/guardians, community members, and others as volunteers to assist and supplement regular school district staff. Under no circumstances shall a volunteer be considered an employee of the school district. A volunteer shall receive no wages or other consideration that has a monetary value for the performance of volunteer services. The volunteer position is not a right, but rather a privilege, which is conferred by the Board and the administration. As such, any volunteer position may be eliminated and/or the services of any volunteer may be terminated at any time at the sole discretion of the responsible school district administrator(s).
- B. Volunteers are to perform only those duties and/or functions assigned to them by the school principal or designee or, in appropriate cases, the district employee to which they have been temporarily assigned.

**III. VOLUNTEER CATEGORIES**

- A. Single-Event Volunteer—one who voluntarily provides service to the school district, without compensation, for a single event that will be completed in one (1) to three (3) school days.
- B. Short-Term Volunteer—one who voluntarily provides a service to the school district, without compensation, on an occasional basis not exceeding two (2) weeks in the aggregate during a school term.
- C. Long-Term Volunteer—one who voluntarily provides a service to the school district, without compensation, from time to time throughout the entire school year. Said service does not necessarily have to be performed on consecutive days. The intent, however, is to use a long-term volunteer over an aggregate period of time exceeding two (2) weeks through the school year. This category includes, but is not limited to, coaching, directing, advising, or serving as a school/office/classroom assistant.

#### **IV.PROCEDURES**

- A. The school principal and/or athletic director shall assume general authority and responsibility over all volunteers serving at that school site. The principal and/or athletic director who use(s) volunteers in any capacity shall be responsible for:
  - 1. Supervising the dissemination and procurement of volunteer applications and clearances.
  - 2. Reviewing volunteer applications and required clearances.
  - 3. Maintaining a file of applications and clearances.
  - 4. Ensuring volunteer intakes are conducted, as appropriate.
  - 5. Recruiting and selecting volunteers in accordance with the needs of the school as principal and staff shall determine, including the number of volunteers providing service in any one area.
  - 6. Developing and assigning duties that would be performed by volunteers in accordance with the identified needs in his/her school.
  - 7. Ensuring any necessary training of volunteers to perform the specific duties associated with their assignments.
  - 8. Terminating the services of any volunteer:
    - a. Who violates school district policy, school rules, or guidelines.
    - b. Whose presence and/or actions are deemed to constitute(s) a danger or threat to the school district, the school, the students, and/or the school's personnel.
  - 9. Informing the superintendent in a timely manner of the termination of a volunteer.
- B. Criminal history background checks shall be conducted on all long-term volunteers except student volunteers.
- C. Volunteers shall not be asked to assume the professional responsibilities of the school staff. Volunteers may provide assistance, which is supportive, under the direction of a staff member.
- D. Any school volunteer program that will require additional financial support from the school district budget will require a formal recommendation from the superintendent

or designee and approval by the Board prior to implementation.

- E. Volunteers are not to have access to or handle any materials of a personal or confidential nature, unless the volunteer is a school district employee whose job allows such and who has been assigned to do so by the building principal or designee, or as appropriate, the teacher to whom s/he has been temporarily assigned.

First Reading: June 16, 2014  
Adopted: July 21, 2014

**008. COMMUNITY RELATIONS**

**008.31 Use of School District Facilities and Equipment**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES**

A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.

B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration.

C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

**IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES**

A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.

B. Requests for use of school facilities by community groups or individuals shall be made through the school district administration. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.

C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary.

D. The school district may also require a deposit and/or certificate of insurance for the proper use and repair of damage to school facilities and require that there is proper supervision for the use of school facilities.

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

**V. RULES FOR USE OF FACILITIES AND EQUIPMENT**

- A. The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use.
  
- B. Appropriate and reasonable fees may be assessed for:
  - 1. Damage to facilities and equipment;
  - 2. Charges for fire and/or police services occurring as a result of the use of the facilities; and
  - 3. Cancellation for use of facilities.
  
- C. All groups and organizations using school facilities must abide by all Board of Education policies and all state and federal laws.

Adopted: 07/10

Reviewed: 06/14  
07/14

**008. COMMUNITY RELATIONS**

**008.31 Use of School District Facilities and Equipment**

**008.311 Community Use of School District Facilities and Equipment Administrative Rules and Regulations—Rental Policies**

**ADMINISTRATIVE RULES AND REGULATIONS**

- 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 school administration 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 and not-for-profit organizations shall pay a facility-use fee as follows:

**Facility Fee Schedule**

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

- E. 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:

<b>THEATER</b>	<b>GYM</b>	<b>POOL</b>	<b>CAFETERIA</b>	<b>CLASS ROOMS</b>	<b>MEDIA CENTER</b>	<b>TRACK AND FIELD</b>
\$25/hour	\$35/hour (large gym) \$30/hour (small gym)	\$40/hour (<25) \$50/hour (<50) \$60/hour (<75) \$70/hour (>75) *Add \$10/hour to each level for non-residents	\$25/hour	\$15/hour	\$25/hour	\$25/hour (plus lights, if needed)

- F. If additional personnel is needed, groups will be charged accordingly.
- G. A deposit may be required for the proper use and repair of damage to school facilities and equipment.
- H. All groups and organizations using school facilities must abide by all Board of Education policies.
- I. The superintendent of schools may, at his/her discretion, waive any or all fees.

Adopted: 07/10

Reviewed: 06/14  
07/14

**008. COMMUNITY RELATIONS**

**008.3 Use of School Facilities**

**008.312 Community Use of School Facilities/Administrative Rules and Regulations—School Dances**

**ADMINISTRATIVE RULES AND REGULATIONS**

- A. 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.
- B. The dance must be endorsed by a school group or organization.
- C. The following procedures must be adhered to:
  - 1. Police supervision must be secured by the initiating organization. The assigned locations will be determined by the principal or designee.
  - 2. The initiating organization must provide at least five adults who are willing to supervise the dance.
  - 3. 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.
  - 4. 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.
  - 5. 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.
  - 6. Only Saint Peter 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.
  - 7. Participants must abide by all school rules and regulations.

Adopted: 07/10  
Reviewed 06/14  
07/14

**008. COMMUNITY RELATIONS**

**008.3 Use of School District Facilities and Equipment**

**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 sponsoring group shall designate one adult to 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  
06/14  
07/14

**008. COMMUNITY RELATIONS**

**008.3 Community Use of School Facilities**

**008.33 Visitors to School District Buildings and Sites**

**I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

**II. GENERAL STATEMENT OF POLICY**

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education, and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

**III. RESPONSIBILITY**

- A. The school district administration shall implement visitor procedures and requirements. The procedures should reflect input from employees, students, and advisory groups, and shall be communicated to the school community and the general public.
- B. It shall be the responsibility of the superintendent to provide coordination that may be needed throughout the process.

**IV. VISITOR LIMITATIONS**

- A. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees, or the school district.
- B. Visitors are authorized to park vehicles on school property at times and in locations specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:

1. Move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  2. If unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

First Reading: June 16, 2014

Adopted: July 21, 2014

**008. COMMUNITY RELATIONS**  
**008.4 General Policies**  
**008.41 Tobacco-Free Environment**

**I. PURPOSE**

The purpose of this policy is to maintain a tobacco-free learning and working environment.

**II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any person who is found to have violated this policy.

Previous Policy: 008.41 No-Smoking Policy: 12/99 and 00/05  
First Reading: June 16, 2014  
Adopted: July 21, 2014

## **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. 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 or other firearms in accordance with Minn. Stat.;
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, June 2014, July 2014

**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. The Superintendent of Schools shall establish a process for involving parents and community members in addressing chemical abuse problems in the district.
  
- c. 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: June 16, 2014**  
**July 21, 2014**

## **008.4 GENERAL POLICIES**

### **008.44 WASTE REDUCTION AND RECYCLING**

#### **I. PURPOSE**

The purpose of this policy is to establish a resource recovery program to promote:

- A. the reduction of waste;
- B. the separation and recovery of recyclable and reusable commodities;
- C. the procurement of recyclable commodities and commodities containing recycled materials;
- D. the disposition of waste materials and surplus property; and
- E. the establishment of a program of education to develop an awareness of environmentally sound waste management.

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

It is the policy of the school district to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

#### **III. DEFINITIONS**

- A. "Lamp recycling facility" means a facility operated to remove, recover, and recycle for reuse mercury or other hazardous materials from fluorescent or high intensity discharge lamps.
- B. "Mixed municipal solid waste" means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.
- C. "Packaging" means a container and any related material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels.
- D. "Postconsumer materials" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.

- E. "Rechargeable battery" means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner).
- F. "Recyclable commodities" means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources.
- G. "Recyclable materials" means materials that are separated from mixed municipal solid waste for the purpose of recycling, including paper, glass, plastics, metals, automobile oil, and batteries. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.
- H. "Recycling" means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use.
- I. "Resource conservation" means the reduction in the use of water, energy, and raw materials.
- J. "Reusable commodities" means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition.
- K. "Source-separated compostable materials" means materials that:
  - 1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
  - 2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
  - 3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no other person is willing to accept the paper for recycling;
  - 4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA's class I or class II, or equivalent, compost standards and where process residues do not exceed 15 percent by weight of the total material delivered to the facility; and
  - 5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of

composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials.

- L. "Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
  - 1. Reusing the product in its original form;
  - 2. Increasing the life span of a product;
  - 3. Reducing material or the toxicity of material used in production or packaging; or
  - 4. Changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

#### **IV. WASTE DISPOSAL**

- A. The school district will attempt to decrease the amount of waste consumable materials by:
  - 1. Reduction of the consumption of consumable materials whenever practicable;
  - 2. Full utilization of materials prior to disposal;
  - 3. Minimization of the use of non-biodegradable products whenever practicable.
- B. Each school district facility will have containers for at least three of the following recyclable materials: paper, glass, plastic, and metal.
- C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located.
- D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. Determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. Develop and implement a plan for managing the potential liability; and
3. Submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or implementing inconsistent solid waste management activities.

- E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:
1. Solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
  2. The land unless approved by the PCA; or
  3. The waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
    - i. Permitted to do do by the operator of the system and the PCA;
    - ii. The school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
    - iii. The school district keeps records of the amount of waste antifreeze generated, maintains these records on site, and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.
- F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
1. In solid waste; or

2. In a wastewater disposal system.
- G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:
1. In a solid waste processing facility; or
  2. In a solid waste disposal facility.
- H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4.
- I. The school district may not place batteries or battery products in mixed municipal solid waste.
- J. The school district may not place yard waste:
1. In mixed municipal solid waste;
  2. In a disposal facility;
  3. In a resource recovery facility, except for the purposes of reuse, composting, or co-composting; or
  4. In a plastic bag except as provided by statute.
- K. The school district may not place a telephone directory:
1. In solid waste;
  2. In a disposal facility; or
  3. In a resource recovery facility, except a recycling facility.
- L. The school district may not:
1. Place major appliances in mixed municipal solid waste; or

2. Dispose of major appliances in or on the land or in a solid waste processing or disposal facility.
- M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube.
- N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries.

**V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS**

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district.
- B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste.
- C. Whenever practicable, the school district will:
1. purchase uncoated office paper and printing paper unless the coated paper is made with at least 50 percent postconsumer material;
  2. purchase recycled content paper with at least ten percent postconsumer material by weight;
  3. purchase paper which has not been dyed with colors, excluding pastel colors;
  4. purchase recycled content paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
  5. use soy-based inks or no more than two colored inks, standard or processed, except in formats where they are necessary to convey meaning;

6. use reusable binding materials or staples and bind documents by methods that do not use glue;
  7. produce reports, publications, and periodicals that are readily recyclable;
  8. print documents on both sides of the paper where commonly accepted publishing practices allow; and
  9. purchase copier paper that contains at least ten percent post-consumer material by fiber content.
- D. After July 1, 1998, the school district may not use a specified product included on the prohibited products list published in the State Register.
- E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains postconsumer material.
- F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids.

**VI. OTHER**

It is the policy of the school district to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and state levels.

Reviewed: 12/09  
07/10  
10/10  
06/14  
07/14

**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.
- B. 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.
- C. 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.
- D. 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.

Reviewed: June 16, 2014  
July 21, 2014

## **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. Exceptions may be made under special circumstances by unanimous vote of the Selection Committee.

#### **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: June 16, 2014  
 July 21, 2014