

DRAFT

Board Packet

Woodbury Leadership Academy Board of Directors Meeting (Regular)
Tuesday, April 25, 2017
6:00 P.M.

Woodbury Leadership Academy School
600 Weir Drive, Woodbury, MN – Room 1500

Meeting: Board of Directors Regular Meeting

Date: Tuesday, April 25, 2017

Time: 6:00 P.M.

Location: Woodbury Leadership Academy School – 600 Weir Drive, Woodbury, MN 55125 – 1st Grade Pod Area (Room 1500)

AGENDA

1. Meeting Call to Order and Roll Call

- 1.1 Meeting Call to Order (Barbara Young, Board Chair) Info (1 minute)
1.2 Roll Call (Barbara Young, Board Chair & Kylie Griffith, Board Secretary) Info (1 minute)

2. WLA Mission & Vision

- 2.1 WLA Mission (Presenter: Jessica Erickson, Board Member) Info (1 minute)
 - The mission of WLA is to empower dedicated staff to deliver academically rigorous curriculum to students and prepare them with exceptional leadership skills.

2.2 WLA Vision (Presenter: Jessica Erickson, Board Member) Info (1 minute)
 - The vision of WLA is to be a sustainable K-8 public school where learning empowers students to be future leaders and global citizens.

3. Approval of Agenda

- 3.1 Approval of Meeting Agenda (Presenter: Barbara Young, Board Chair) Action (1 minute)

4. Conflict of Interest Declaration

- 4.1 Conflict of Interest Declaration (Presenter: Barbara Young, Board Chair) Info (1 minute)

5. Approval of Previous Minutes

- 5.1 Approval of Previous Meeting Minutes (Presenter: Barbara Young, Board Chair) Action (2 minutes)

6. Public Comment

- 6.1 WLA Board of Directors Procedure on Public Comment Info (10 minutes)
*Woodbury Leadership Academy welcomes and values the contribution of stakeholders in creating a learning environment where students can achieve goals and aspirations. Individuals must sign up in advance to speak during the Public Comment by signing up prior to the start of the meeting. **The sign-up ends when the meeting is called to order.** Individuals when addressing the board must indicate their name, connection to the school, and the subject they are addressing, noting if it is related to an agenda specific item or a non-agenda related topic. Individuals will have two (2) minutes to address the board. The Board will not engage in a discussion or debate with individuals, but will take the information and find answers if appropriate. Individuals **MUST NOT** include names of school employees and/or titles, or names of students in their remarks for their own legal protection and the legal rights of staff or students. Issues with school employees should be made directly to the School Administration in accordance with school policy. Professional conduct is expected when participating in the public comment. No protesting, signs, or posters are allowed during open forums. Per Minnesota's Open Meeting Law, if a person becomes disruptive or abusive and chooses to disregard the policy requirements, they will be asked to leave the meeting.*

7. Committee Reports

- 7.1 Governance Committee Report (Presenter: Ro Krejci, Board Member) Info (3 minutes)

8. Board and Administration Reports

- | | | |
|------------|--|------------------|
| 8.1 | Finance Report (Presenter: Judith Darling, BKDA Representative) | Info (3 minutes) |
| 8.2 | Board Report (Presenter: Barbara Young, Board Chair) | Info (3 minutes) |
| 8.3 | Executive Director Report (Presenter: Bert Strassburg, Executive Director) | Info (8 minutes) |

9. Development & Discussion

- | | | |
|------------|--|------------------------|
| 9.1 | 200 Series Policies Updates (Presenter: Ro Krejci, Board Member) | Discussion (5 minutes) |
| 9.2 | SEAC Committee Yearly Summary (Presenter: Bert Strassburg, Executive Director) | Info (5 minutes) |
| 9.3 | 2017-2018 Enrollment Update (5 minutes) | Info (5 minutes) |

10. Consent Agenda

- | | | |
|---------------|--|--------------------------|
| 10.1 | Approval of Consent Agenda (Barbara Young, Board Chair) | Action (1 minute) |
| 10.1.1 | Recommended Financial Statements and Transactions for Approval | |

11. Business/Board Action

- | | | |
|-------------|--|--------------------------|
| 11.1 | Approve the 1 st Reading (review) of Policies 201.1, 302, 610, and 500 Series | Action (1 minute) |
| 11.2 | Approve the 2 nd (Final) Reading of 200 Series Policies and Policy 701
(Presenter: Barbara Young, Board Chair) | Action (1 minute) |

12. Board Communication & Future Items

- | | | |
|-------------|--|-----------------------|
| 12.1 | Board Communication (Barbara Young, Board Chair) | Discussion (1 minute) |
| 12.2 | Future Items (Barbara Young, Board Chair) | Discussion (1 minute) |

13. Housekeeping

- | | | |
|-------------|--|-----------------|
| 13.1 | Next Regularly Scheduled WLA Board of Directors Meeting <ul style="list-style-type: none"> • Date: Tuesday, May 23, 2017 • Time: 6:00 P.M. • Location: WLA – 600 Weir Drive, Woodbury, MN 55125 – 1st Grade Pod Area • (Room 1500) – Enter through WLA Front Entrance | Info (1 minute) |
| 13.2 | Delegation of Public Comment Items (if necessary) (Board Chair) | Info (1 minute) |

14. Adjournment

- | | | |
|-------------|---------------------------|--------------------------|
| 14.1 | Adjournment (Board Chair) | Action (1 minute) |
|-------------|---------------------------|--------------------------|

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: April 25, 2017
AGENDA: Approval of the Agenda
RE: Approval of the Agenda

Recommendation: Approve the agenda of the WLA Board of Directors Regular Meeting for Tuesday, April 25, 2017 at 6 PM as presented.

TO: Board of Directors
FROM: Kylie Griffith, Board Secretary
DATE: April 25, 2017
AGENDA: Approval of Previous Minutes
RE: Approval of Previous Minutes (Tuesday, March 28, 2017)

Recommendation: Approve the previous minutes from the WLA Board of Directors Regular Meeting held on Tuesday, March 28, 2017 at 6 PM as presented.

Meeting Minutes: March 28th, 2017



A regular meeting of the Board of Directors of Woodbury Leadership Academy was held on March 28th, 2017 at 6:00 P.M. at the 1st Grade Pod Area

Directors Present: Mandi Folks, Kylie Griffith, Ro Krejci, Anna Yang, Barbara Young

Directors Absent: Karin Swainey

Administration/Advisors Present: Bert Strassburg (ED)

Others in Attendance: WLA staff

1. Call to Order and Roll Call

Ms. Young called the meeting to order at 5:00 PM. Ms. Griffith took roll call of members.

2. WLA Mission and Vision

Ms. Yang read the WLA Mission and Vision Statements.

Ms. Folks arrived at 5:04 PM.

3. Approval of Agenda

Ms. Griffith moved "to approve the agenda of the WLA Board of Directors regular meeting for Tuesday, March 28, 2017 at 5 P.M. as presented." Ms. Krejci seconded. Motion passed unanimously.

4. Conflict of Interest Declaration

Ms. Young asked if there were any conflicts of interest of members for items on the agenda. None were noted.

5. Approval of Previous Minutes

Ms. Yang moved "to approve the minutes from the WLA Board of Directors regular meeting held on Wednesday, March 1st, 2017 at 6 P.M. as presented." Ms. Folks seconded. Motion passed unanimously.

6. Public Comment

There was no public comment.

7. Presentations

Facilities Update: Mr. Strassburg gave an update on the status of facilities for the next school year and beyond. Various bills are working their way through the legislative process regarding the fate of Crosswinds and the 600 Weir Drive building. All options appear to allow for WLA to stay in our current location for one more year.

The Facilities Committee is investigating financing/investor options for construction of a new facility for the 2018-19 school year.

8. Committee Reports

Governance Committee: Ms. Griffith reported the committee will review the 200 series of the Board Policies in April, modifying existing policies if needed and adding new policies that are required. The Committee also discussed modifying the bylaws to eliminate the Vice-Chair position and change the term of Board members to align with the school/fiscal year. This change would be in line with the terms stated in the VOA agreement. Next meeting will be April 3rd, 2017 at 5:00 P.M.

9. Board and Administration Reports

Finance Report: Mr. Strassburg presented the February Financial Statements and Disbursement listing and reported that he is working with Ms. Darling (BKDA) on a preliminary budget for next year.

Board Report: Ms. Young stated that the purpose of charter schools is to work in new and innovative ways and challenged Board members to think of innovative ideas for WLA to fulfill its leadership mission.

Executive Director Report: Mr. Strassburg presented current enrollment numbers and monthly enrollment history. Grade 5 students have presented a business plan for a school store, which will be opening Wednesday, March 29th. The school dance was a huge success, with attendance at approximately 325 students/parents/staff. Testing season has started: WIDA testing is completed, MCA testing is scheduled for April 24th to May 5th, and NWEA MAP testing will be done in May. A VOA site visit is scheduled for Thursday, March 30th. The current authorizer agreement runs thru June 2018 and the renewal conversation is beginning.

10. Development & Discussion

2017-2018 WLA Academic Calendar: Mr. Strassburg presented the proposed 2017-2018 school calendar which aligns with ISD 833 for busing purposes. The calendar provides for two less contact days than current year, and includes two days of listening sessions before the start of classes.

WLA Bylaws & Policy Updates: Mr. Strassburg stated that the Governance Committee will be proposing changes to the bylaws as stated in the Governance report. They will also be working on updating Board Policies, beginning with the 200 series. Policy numbers will be consistent with the MSBA policies for schools.

11. Consent Agenda

Motion by Ms. Krejci "to approve the Consent Agenda as presented." Seconded by Ms. Yang.

1. Financial Statements

a. Approve the February 2017 Financial Statements and Transactions as presented.

2. Personnel Transactions

a. Approve the hiring of Amy Cahlander, Receptionist, effective 4/5/2017.

3. Acceptance of Gifts

a. Approve the acceptance of a \$60 cash donation from a parent.

Motion passed unanimously.

12. Business/Board Action

1. Approve the 2017-2018 Academic Calendar

Ms. Krejci moved to "Approve the 2017-2018 WLA Academic calendar as presented."

Ms. Erickson seconded. Motion passed unanimously.

2. Approve the 1st Reading of 200 Series Policies

Ms. Yang moved to "approve the 1st reading/review of the following 200 series policies:

Policy 201: Board of Directors Election Procedure

Policy 203: Operation of the School Board – Governing Rules

Policy 203.2: Order of the Regular School Board Meeting

Policy 203.5: School Board Meeting Agenda

Policy 203.6: Consent Agendas

Policy 206: Public Participation in School Board Meetings/Complaints

About Persons at School Board Meetings and Data Privacy

Considerations

Policy 208: Development, Adoption, and Implementation of Policies

Policy 210.1: Conflict of Interest Policy – Charter School Board Members

Policy 211: Criminal or Civil Action Against School District, School

Board Member, Employee or Student

Policy 214: Out of State Travel by School Board Members

Policy 216: Purchasing, Procurement, and Contracting Policy"

Ms. Folks seconded. Motion passed unanimously.

3. Resolution to Amend the WLA Bylaws

Ms. Yang moved "to approve the resolution to amend the Woodbury Leadership Academy by-laws:

Whereas, we, the WLA Board of Directors, believe that it is in the

school's best interest to make revisions to the WLA Bylaws, and

Whereas, previous revisions to the WLA Bylaws were last approved by

the WLA Board of Directors in October 2016,

Now, therefore, we the WLA Board of Directors hereby move to eliminate

the Vice-Chair Office from the Board of Directors and assign the

duties instead to the Office of Board Secretary.

Further, we move to add 6 months to the term of all current board member

seats to that the term of office for WLA Board members follow the

fiscal calendar instead of the yearly calendar. The Governance

Committee is charged with bringing forth any changes outlined

above (and additional as needed) to the WLA Bylaws and Policies

impacted to the board's regular meeting in May 2017."

Ms. Griffith seconded. Motion passed unanimously.

13. Board Communication and Future Items

Ms. Young opened up the opportunity for Board members to discuss any other items not on the agenda or to request items to be added to future board agendas. Ms. Young offered to look into innovation training. Ms. Krejci suggested a Board retreat to do some training.

14. Housekeeping Items

The next Board meeting is scheduled for Tuesday, April 25th, 2017 at 6:00 P.M. in the 1st Grade pod area.

15. Adjournment

Ms. Krejci moved to adjourn. Ms. Erickson seconded. Motion passed unanimously.

The meeting adjourned at 6:11 P.M.

Attendance 2016-2017 School Year

Trustee	16 August	23 August	27 Sept	11 Oct	25 Oct	15 Nov	13 Dec	24 Jan	1 March	28 March	25 April	23 May	27 June	25 July
B. Young	•	•	•	•	•	•	•	•	•	•				
K. Griffith	•	N	•	•	•	•	•	•	•	•				
C. MacDonald	•	•	N	•	N	•	N	•						
E. Jungmann	•	•	•	•	•	•	•	N						
R. Krejci	•	•	•	•	•	•	•	•	•	•				
A. Yang				•	•	•	•	•	•	•				
J. Goveronski				•	•	•	•	•						
M. Folks								•	•	•				
K. Swainey								•	•	N				
J. Erickson									•	•				
Staff														
B. Strassburg		•	•	•	N	•	•	•	•	•				

• Present N Notified Absence U Un-notified Absence ■ Not Applicable

Minutes submitted by Kylie Griffith, Board Secretary.

TO: Board of Directors
FROM: Ro Krejci, Governance Committee Chair
DATE: April 25, 2017
AGENDA: Governance Committee Report
RE: Meeting Minutes

Information: Minutes from the WLA Governance Meetings held on Monday, April 3, 2017,

Governance Committee Meeting Minutes

Date and Time of Meeting: Monday, April 3rd, 2017 at 5:00 P.M.

Location: WLA – 600 Weir Drive, Woodbury, MN 55125 – Room 2604 (Ms. Griffith's Room)

1. Meeting Call to Order and Roll Call

1.1 Meeting Call to Order at 5:05 P.M.

1.2 Roll Call:

Members in Attendance: Kylie Griffith, Bert Strassburg and Nancy Bauman
Others in Attendance: NA

2. WLA Mission and Vision

2.1 WLA Mission read by Kylie Griffith

2.2 WLA Vision read by Kylie Griffith

3. Development, Discussion and Action

3.1 Parent/Family Handbook Review

Reviewed notes taken by members on the Parent/Family Handbook. Discussed having consistent language and clarity throughout document, including changing name from "Family Handbook" to "Parent-Student Handbook."

3.2 Employee Handbook Review

Reviewed notes taken by members on the Employee Handbook. Discussed what items need to be included, and what policies and forms should be added into handbook.

3.3. Additional Meetings Needed:

It was discussed and decided to add another regular governance committee meeting to the schedule. The meeting is scheduled for Wednesday, April 19th, 2017 at 5:00 P.M. at WLA room 2604, Ms. Griffith's Room.

4. Housekeeping:

4.1 Next regularly schedule WLA Board of Directors Governance Committee Meeting

- Date: Wednesday, April 19th, 2017
- Time: 5:00 P.M.
- Location: WLA - 600 Weir Drive, Woodbury, MN 55125 – Room 2604 (Ms. Griffith's Room)

5. Adjournment

5.1 Adjournment at 5:42 P.M.



Woodbury, MN
District 4228

March 2017 Financial Statements

Prepared by:
Judith Darling, CPA
Finance Manager

BKDA
Beltz, Kes, Darling
& Associates
Committed to the Success of Charter Schools

Woodbury Leadership Academy
Woodbury, Minnesota

March 2017 Financial Statements

Table of Contents

Executive Summary	Page 3
Enrollment Graph	Page 5
Balance Sheet	Page 6
Statement of Revenues and Expenditures	Page 7

Supplemental Information – See Separate Document

Checks and Wires

Cash Receipts

Journal Entries

Woodbury Leadership Academy
Woodbury, Minnesota
March 2017 Financial Statements

Executive Summary

Balance Sheet

The beginning balances shown on the Balance Sheet are based on the actual ending information as of June 30, 2016 while the ending balances reflect the YTD balances.

Cash and Investments represent the amount of cash available to use for the operations of our school.

Accounts Receivable are amounts owed to the school by an outside vendor or parent. Typically this could be for a school lunch program, before/after school program or a vendor credit.

Due From Other Governmental Units represents a credit received from the Department of Revenue related to an Unemployment Insurance Tax reduction.

PY State Aid Receivable represents the amount that the State owes the School for the prior year. This is directly related to the holdback. The majority of this will be paid to the school by the state during August, September, and October of 2016.

CY State Aid Receivable/ (Deferred Revenue) represents the estimated amount that the State owes the School for the current fiscal year. If this amount is negative that indicates that the State has overpaid the school at this point in time.

Federal Aids Receivable represents the amount of federal funds that are owed to the School at this point in time.

Prepays represent items that have been paid for as of June 30th but the expense will not be realized until after July 1.

Salaries and Wages Payable as well as Payroll Deductions and Contributions relate to salaries and benefits owed as of June 30th but will not be paid until after July. This primarily consists of the “summer paychecks” and related benefits for the teachers. Payroll Deductions and Contributions may have a debit balance at month end due to the timing of payments to the vendors.

Accounts Payable represent amounts due to vendors for invoices received but not yet paid as of the end of the period.

The Line of Credit Payable is the amount we owe on the line of credit as of month end. At this time, we do not have a line of credit available to us.

Summary of Key Indicators

- **ENROLLMENT:** Our enrollment at the end of March remains at 254. Our budget is based on an average enrollment of 248. Our average enrollment for the year is projected to be 252.
- **CASH FLOW:** Our cash flow continues to be strong.
- **P&L:** YTD, our net income is \$129,678.

Other Items:

- **2017-2018 Budget:** We have been working on the 2017-2018 budget and will be presenting a copy for your review and approval at the May board meeting.

Supplemental Information for March 2017

Reports are provided that show the checks that were written, receipts that were posted, and journal entry transactions that were recorded during March 2017.

Please feel free to contact Judith Darling at judarling@bkda.org or 651-463-2233 ext. 202 should you have questions related to the financial statements.

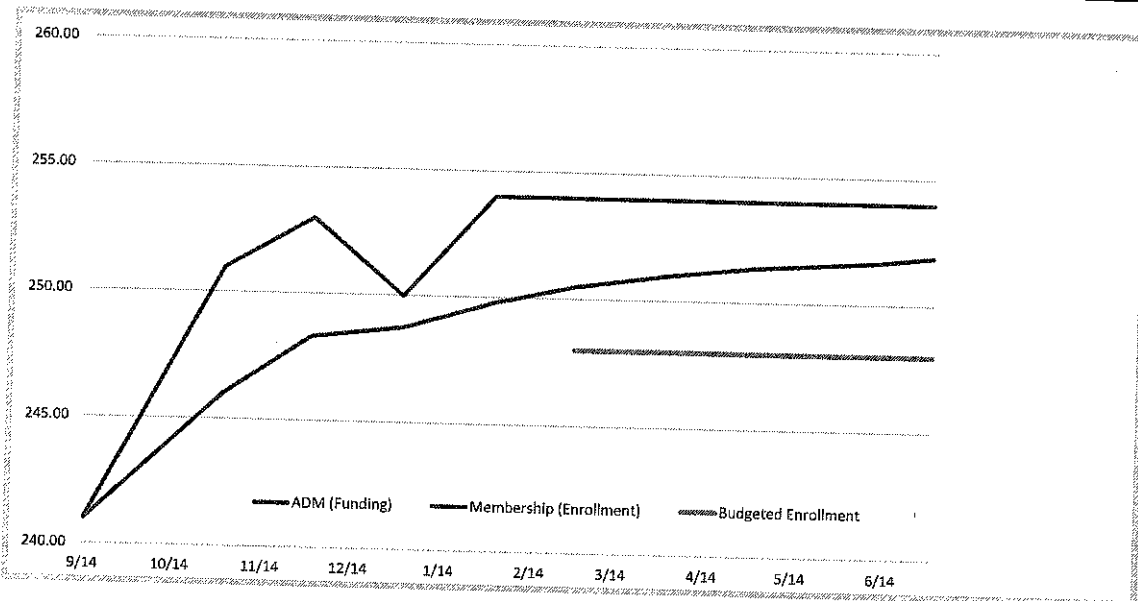
**Woodbury Leadership Academy
Woodbury, Minnesota**

**Attendance / Enrollment Report
2016-2017**

Average Daily Membership (ADM)											
Grade	9/14	10/31	11/30	12/31	1/31	2/28	3/31	4/30	6/11	6/30	
K	46	48	49	50	51	51	52	52	53	53	
1	57	58	58	58	58	59	59	59	59	59	
2	33	34	34	34	34	34	34	34	34	34	
3	32	32	32	32	31	31	31	31	31	31	
4	32	33	34	34	34	34	34	35	35	35	
5	23	24	25	25	25	25	25	25	25	25	
6	8	8	8	8	8	8	7	7	7	7	
7	10	10	9	9	9	9	9	9	8	8	
GRAND TOTAL	241	246	248	249	250	251	251	251	252	252	

Membership (Enrollment) as of:											
Grade	9/14	10/31	11/30	12/31	1/31	3/8	3/31	4/30	6/11	6/30	
K	46	50	50	52	55	55	55	55	55	55	
1	57	59	59	58	59	59	59	59	59	59	
2	33	34	34	33	35	35	35	35	35	35	
3	32	32	32	31	30	30	30	30	30	30	
4	32	34	35	35	35	35	35	35	35	35	
5	23	25	26	26	25	25	25	25	25	25	
6	8	8	8	7	7	7	7	7	7	7	
7	10	9	9	8	8	8	8	8	8	8	
GRAND TOTAL	241	251	253	250	254	254	254	254	254	254	

Budgeted Enrollments as of:											
Grade	9/14	10/31	11/30	12/31	1/31	3/8	3/31	4/30	5/30	6/30	
K	60	60	60	60	51	51	51	51	51	51	
1	66	66	66	66	58	58	58	58	58	58	
2	44	44	44	44	33	33	33	33	33	33	
3	44	44	44	44	31	31	31	31	31	31	
4	44	44	44	44	34	34	34	34	34	34	
5	44	44	44	44	26	26	26	26	26	26	
6	22	22	22	22	7	7	7	7	7	7	
7	20	20	20	20	8	8	8	8	8	8	
GRAND TOTAL	344	344	344	344	248	248	248	248	248	248	



**Woodbury Leadership Academy
Woodbury, Minnesota**

**Balance Sheet
March 31, 2017**

	Balance July 1, 2016	Balance March 31, 2017
<u>Assets</u>		
Current Assets		
Cash and Investments	391,695	558,426
Accounts Receivable	503	503
Due from Other Governmental Units	5,465	0
PY State Aid Receivable	227,641	7,768
CY State Aid Receivable/(Deferred Rev)	0	187,007
Federal Aids Receivable	7,384	0
Prepaid Expenses and Deposits	37,649	2,155
Total Current Assets	670,337	755,858
Total All Assets	670,337	755,858
<u>Liabilities and Fund Balance</u>		
Current Liabilities		
Salaries and Wages Payable	74,132	49,348
Line of Credit Payable /Loan Payable	0	0
Accounts Payable	14,840	14,910
Payroll Deductions and Contributions	43,455	24,012
Deferred Revenue	0	0
Total Current Liabilities	132,427	88,270
Fund Balance		
Fund Balance 7-1-2016	537,910	537,910
Net Income To Date	0	129,678
Total Fund Balance	537,910	667,588
Total Liabilities and Fund Balance	670,337	755,858

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
March 31, 2017

	FY 2016 Actual 290 ADM	FY 2017 Amended Budget 248 ADM	March 2017 YTD Activity	75% Percent of Amended Budget
General Fund - 01				
Revenues				
State Revenues				
General Education Aid	1,830,586	1,667,712	1,206,266	72.3%
Literacy Aid	23,104	36,233	0	0.0%
Charter School Lease Aid	0	0	0	0.0%
Long-Term Facilities Maintenance Revenue	0	8,486	0	0.0%
Special Education Aid	329,085	311,362	113,272	36.4%
PY Over/Under Accrual	4,225	0	0	0.0%
Endowment Aid	6,730	6,981	10,171	145.7%
CY Estimated State Aid Receivable/(Deferred Rev)			187,007	0.0%
Total State Revenues	2,193,730	2,030,774	1,516,716	74.7%
Federal Revenues				
Federal CSP Grant (Imp 002)	52,302	0	0	0.0%
Federal CSP Grant \$225K (Imp 003, 9-30-16)	59,702	165,141	165,298	100.1%
Federal Special Education Aid	26,066	38,980	12,608	32.3%
PBIS Individuals with Disabilities Grant		15,000	0	0.0%
Title II	4,540	4,406	0	0.0%
Total Federal Revenues	142,609	223,527	177,906	79.59%
Local Revenues				
Interest Earnings	94	125	117	94.0%
Donations and Grants	4,241	100	776	775.8%
Give to the Max (course 200)	4,017	3,026	3,026	100.0%
Fees from Students (Field Trip, Other)	4,143	6,125	4,619	75.4%
Miscellaneous Revenues	2,072	250	4	1.6%
Sale of Merchandise/Fundraising - Net	6,448	1,000	1,467	146.7%
Total Local Revenues	21,015	10,626	10,010	94.2%
Total Revenues	2,357,354	2,264,927	1,704,631	75.3%
Expenditures				
100's Salaries	887,081	906,119	607,839	67.1%
200's Benefits	187,536	206,119	158,533	76.9%
305 Contracted Services	310,196	314,748	266,930	84.8%
315 Technology Services (New Code)	0	12,000	6,907	57.6%
320 Communications Services	0	550	400	72.7%
329 Postage	1,117	750	378	50.4%
330 Utilities	47,158	47,158	39,299	83.3%
340 Property and Liability Insurance	6,244	8,768	8,774	100.1%
350 Repairs and Maintenance	54,218	63,359	44,685	70.5%
360 Transportation for Field Trips	568	3,063	534	17.5%
366 Travel, Conferences, and Staff Training	595	2,000	738	36.9%
369 Field Trips / Registration Fees	609	3,063	1,507	49.2%
370 Building Lease	29,492	29,492	24,577	83.3%
370 Other Rentals and Operating Leases	0	250	0	0.0%

Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
March 31, 2017

	FY 2016 Actual 290 ADM	FY 2017 Amended Budget 248 ADM	March 2017 YTD Activity	75% Percent of Amended Budget
401 Supplies - Non Instructional	14,612	25,050	9,640	38.5%
401 Maintenance Supplies	0	2,000	35	1.8%
405 Non-Instructional Software and Licensing	7,507	10,225	7,052	69.0%
406 Instructional Software		1,200	1,198	99.9%
430 Instructional Supplies	1,340	14,940	10,702	71.6%
455 Non-Instructional Tech Supplies (new code)	0	500	382	76.3%
456 Instructional Tech Supplies (new code)	0	1,000	630	63.0%
460 Textbooks and Workbooks	2,360	10,000	1,800	18.0%
461 Standardized Tests	0	0	0	0.0%
470 Media/Library Resources	0	0	0	0.0%
490 Food Purchased	840	300	698	232.8%
530 Furniture and Other Equipment	0	5,000	0	0.0%
555 Technology Equipment	15,859	1,515	513	33.9%
556 Instructional Technology Equipment (new code)	0	2,485	2,485	100.0%
580 Capital Leases (copier)	1,459	8,499	5,991	70.5%
740 Interest Expense	0	3,000	0	0.0%
810 Judgment Agnst Sch Dist	10,000	0	0	0.0%
820 Dues and Memberships, Fees	28,870	30,133	3,903	13.0%
State Special Ed Expenditures	351,962	333,007	186,736	56.1%
Federal CSP Grant (002)	52,302	0	0	0.0%
Federal CSP Grant (003)	59,702	165,141	166,547	100.9%
Federal Special Education Program	26,066	38,980	18,031	46.3%
PBIS individuals with Disabilities		15,000	0	0.0%
Title II	4,540	4,406	185	4.2%
Give to the Max CRS 200	3,061	0	(2,934)	0.0%
Directors Discretionary Fund CRS 104	0	15,000	0	0.0%
Subtotal Expenditures	2,105,292	2,284,820	1,574,693	68.9%
Transfers to Other Funds	0	0	0	
Total Expenditures	2,105,292	2,284,820	1,574,693	68.9%
General Fund Net Income	252,062	(19,893)	129,938	
Beginning General Fund Balance 7-1-2016		410,138	410,138	
Projected Ending General Fund Balance 6-30-2017		390,245	540,076	17.1%

**Woodbury Leadership Academy
Woodbury, Minnesota
Statement of Revenues and Expenditures
March 31, 2017**

	FY 2016 Actual 290 ADM	FY 2017 Amended Budget 248 ADM	March 2017 YTD Activity	75% Percent of Amended Budget
Fund 04 Program				
Revenues				
040 Tuition Revenue	104,303	5,000	240	4.8%
Total Revenues	104,303	5,000	240	4.8%
Expenditures				
Salaries and Wages	23,858	2,174	0	0.0%
Employee Benefits	3,636	326	0	0.0%
Purchased Services	450	2,500	500	20.0%
Supplies and Materials, Snacks	5,672	0	0	0.0%
Equipment	2,673	0	0	0.0%
Total Expenditures	36,289	5,000	500	10.0%
Fund 04 Program Surplus	68,014	(0)	(260)	
Beginning Fund 04 Balance 7-1-2016		127,047	127,047	
Projected Ending Fund 04 Balance 6-30-2017		127,047	127,047	
Total All Funds				
Revenues				
State Revenues	2,193,730	2,030,774	1,516,716	74.7%
Federal Revenues	142,609	223,527	177,906	79.6%
Local Revenues	125,318	15,626	10,250	65.6%
Total Revenues	2,461,657	2,269,927	1,704,871	75.1%
	2,461,657	2,269,927	1,704,871	
Expenditures				
Salaries and Wages	910,939	908,293	607,839	66.9%
Employee Benefits	191,173	206,445	158,533	76.8%
Purchased Services	450,647	487,699	395,229	81.0%
Supplies and Materials	32,330	80,215	32,137	40.1%
Equipment	19,990	17,499	8,989	51.4%
Short Term Financing Costs	0	3,000	0	0.0%
Other (Fundraising, Special Ed, Dues, etc.)	536,503	586,668	372,467	63.5%
Total Expenditures	2,141,582	2,289,820	1,575,193	68.8%
	2,141,582	2,289,820	1,575,193	
Total Revenues All Funds	2,461,657	2,269,927	1,704,871	75.1%
Total Expenditures All Funds	2,141,582	2,289,820	1,575,193	68.8%
Net Income - All Funds	320,075	(19,893)	129,678	
		(19,893)	129,678	
Beginning Fund Balance, All Funds, July 1, 2016	217,835	537,910	537,910	
Projected Fund Balance, All Funds, June 30, 2017	537,910	518,017	667,588	

The Working Budget estimates shown on this report are prepared using both the school's estimates and consultant estimates and are prepared for internal use only. This report has not been compiled, reviewed or audited and should not be relied upon for other uses

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: April 25, 2017
AGENDA: Consent Agenda
RE: Recommended Financial Statements and Transactions for Approval

RECOMMENDATION: Approve the Woodbury Leadership Academy Financial Statements and Transactions for March 1 – March 31, 2017, as presented.

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 03/01/2017 - 03/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
ANCH	1337	WX 1	1337	Anchor Bank	03/14/2017	\$140.62	3337	E 01 005 110 000 000 305	Service Charge
ANCH	1001	WX 1	1001	Public Employee Retirement Association	03/15/2017	\$981.97	3329	B 01 215 017	Payroll Deductions PERA
ANCH	1002	WX 1	1002	Teachers Retirement Association	03/15/2017	\$5,344.84	3330	B 01 215 018	Payroll Deductions TRA
ANCH	1003	WX 1	1003	Internal Revenue Service	03/15/2017	\$6,399.28	3331	B 01 215 010	Payroll Deductions FICA
ANCH	1003	WX 1	1003	Internal Revenue Service	03/15/2017	\$3,137.83	3331	B 01 215 011	Payroll Deductions Fed Tax
ANCH	1004	WX 1	1004	MN Department of Revenue Service	03/15/2017	\$1,389.78	3332	B 01 215 013	Payroll Deductions MN Tax
ANCH	1128	WX 1	1128	AssociatedBank	03/15/2017	\$270.83	3333	B 01 215 022	Payroll Deductions - HSA
ANCH	1019	WX 1	1019	USPS	03/16/2017	\$4.94	3355	E 01 005 110 000 000 329	Postage
ANCH	1027	WX 1	1027	Amazon.com	03/16/2017	\$37.00	3342	E 01 010 720 000 000 401	Health Office supplies: Vaseline
ANCH	1027	WX 1	1027	Amazon.com	03/16/2017	\$17.75	3350	E 01 010 203 000 000 430	Green Paper
ANCH	1027	WX 1	1027	Amazon.com	03/16/2017	\$20.90	3351	E 01 010 420 000 740 401	Excersie Ball
ANCH	1027	WX 1	1027	Amazon.com	03/16/2017	\$22.90	3356	E 01 010 420 000 740 401	Excersie Ball
ANCH	1027	WX 1	1027	Amazon.com	03/16/2017	\$96.18	3359	E 01 010 203 000 000 460	Dictionaries, Math Dictionary, Tesaurus
ANCH	1032	WX 1	1032	Walmart	03/16/2017	\$34.18	3341	E 01 010 203 000 000 401	Friends of WLA Dance supplies
ANCH	1032	WX 1	1032	Walmart	03/16/2017	\$16.49	3339	E 01 010 720 000 000 401	Health office supplies: Qitips
ANCH	1032	WX 1	1032	Walmart	03/16/2017	\$84.82	3353	E 01 010 203 000 000 401	Friends of WLA dance supplies
ANCH	1125	WX 1	1125	Party City	03/16/2017	\$39.15	3345	E 01 010 203 000 000 401	Friends of WLA dance supplies
ANCH	1143	WX 1	1143	Cub Foods	03/16/2017	\$29.15	3358	E 01 010 203 000 000 490	Friends of WLA dance supplies
ANCH	1148	WX 1	1148	Domino's Pizza	03/16/2017	\$321.38	3354	E 01 010 203 000 000 490	Friends of WLA dance pizza
ANCH	1169	WX 1	1169	NCS Pearson, INC	03/16/2017	\$168.75	3344	E 01 010 420 000 740 433	Sped: Vineland/BASC - # Evaluation tools
ANCH	1170	WX 1	1170	Oriental Trading.com	03/16/2017	\$64.97	3352	E 01 010 720 000 000 401	Drawstring bags for First Aid Kits
ANCH	1200	WX 1	1200	Dollar Tree	03/16/2017	\$57.00	3346	E 01 010 203 000 000 401	Friends of WLA dance supplies
ANCH	1291	WX 1	1291	Booth Law Group, LLC	03/16/2017	\$549.00	3347	E 01 010 420 640 419 366	SpEd Law Conference
ANCH	1321	WX 1	1321	Craigs List	03/16/2017	\$70.00	3343	E 01 005 107 000 000 305	Receptionist/front door security advertising
ANCH	1326	WX 1	1326	FACEBOOK	03/16/2017	\$44.17	3340	E 01 005 107 000 000 305	Advertising on Facebook
ANCH	1345	WX 1	1345	Guitar Center	03/16/2017	\$180.96	3348	E 01 010 203 000 000 401	Friends of WLA dance supplies
ANCH	1346	WX 1	1346	Hobby Lobby	03/16/2017	\$12.15	3349	E 01 010 203 000 000 401	Friends of WLA dance supplies
ANCH	1347	WX 1	1347	US Plastics	03/16/2017	\$109.74	3357	E 01 010 720 000 000 401	Health Office Supplies
ANCH	1348	WX 1	1348	Como Planetarium	03/16/2017	\$210.00	3360	E 01 010 203 000 000 369	3rd Grade Field Trip
ANCH	1012	WX 1	1012	U.S. Postal Service	03/23/2017	\$1.40	3386	E 01 005 110 000 000 329	Postage
ANCH	1027	WX 1	1027	Amazon.com	03/23/2017	\$9.49	3378	E 01 005 110 000 000 401	3 Hole punch
ANCH	1027	WX 1	1027	Amazon.com	03/23/2017	\$36.44	3379	E 01 010 203 000 000 460	Childrens Dictionary
ANCH	1027	WX 1	1027	Amazon.com	03/23/2017	\$22.97	3381	E 01 010 720 000 000 401	Red Emergency Bag
ANCH	1027	WX 1	1027	Amazon.com	03/23/2017	\$3.96	3383	E 01 010 203 000 000 430	One hole punch
ANCH	1027	WX 1	1027	Amazon.com	03/23/2017	\$71.60	3384	E 01 010 203 000 000 430	Construction paper, punches, blue tape

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 03/01/2017 - 03/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH		WX	1 1027	Amazon.com		03/23/2017	\$11.99	3385	E 01 010 203 000 000 430	Copier paper - lavender
ANCH		WX	1 1027	Amazon.com		03/23/2017	\$25.03	3388	E 01 010 720 000 000 401	Band aids
ANCH		WX	1 1027	Amazon.com		03/23/2017	\$28.23	3389	E 01 005 110 000 000 401	Labels and scotch tape
ANCH		WX	1 1032	Walmart		03/23/2017	\$3.22	3382	E 01 005 110 000 000 401	Dish Soap/Sponges - Q-tips, Boxes
ANCH		WX	1 1032	Walmart		03/23/2017	\$22.31	3382	E 01 010 720 000 000 401	Dish Soap/Sponges - Q-tips, Boxes
ANCH		WX	1 1047	MN Association of Charter Schools		03/23/2017	\$15.00	3380	E 01 005 010 000 316 366	Board Finance Training - Erickson
ANCH		WX	1 1303	American Red Cross		03/23/2017	\$21.24	3387	E 01 010 720 000 000 401	CPR face shields (3)
ANCH		WX	1 1001	Public Employee Retirement Association		03/31/2017	\$1,073.24	3390	B 01 215 017	Payroll Deductions PERA
ANCH		WX	1 1002	Teachers Retirement Association		03/31/2017	\$5,329.84	3391	B 01 215 018	Payroll Deductions TRA
ANCH		WX	1 1003	Internal Revenue Service		03/31/2017	\$6,598.88	3392	B 01 215 010	Payroll Deductions FICA
ANCH		WX	1 1003	Internal Revenue Service		03/31/2017	\$3,361.82	3392	B 01 215 011	Payroll Deductions Fed Tax
ANCH		WX	1 1004	MN Department of Revenue Service		03/31/2017	\$1,460.43	3393	B 01 215 013	Payroll Deductions MN Tax
ANCH		WX	1 1128	AssociatedBank		03/31/2017	\$270.83	3394	B 01 215 022	Payroll Deductions - HSA
							Check Total:			\$38,224.65
ANCH	5024	CH	1 1082	Delta Dental of MN		03/01/2017	\$773.60	3285	B 01 215 009	March dental premiums
ANCH	5025	CH	1 1064	HealthPartners - Group		03/01/2017	\$3,797.44	3286	B 01 215 008	March medical premiums
ANCH	5026	CH	1 1240	Keys to Communication		03/01/2017	\$1,593.75	3287	E 01 010 401 000 740 394	Speech: 19.75hrs@\$85 2/14-2/23/2017
ANCH	5027	CH	1 1097	PLIC - SBD GRAND ISLAND		03/01/2017	\$662.01	3289	B 01 215 007	March Life/ADD/STD premiums
ANCH	5028	CH	1 1342	Sean Johnson		03/01/2017	\$185.00	3290	E 01 010 640 000 316 366	Professional Development
ANCH	5028	CH	1 1342	Sean Johnson		03/01/2017	\$284.41	3290	E 01 010 203 000 000 430	Music Curriculum
ANCH	5029	CH	1 1241	Sheila Merzer		03/01/2017	\$805.00	3291	E 01 010 408 000 740 394	Autism services: 2/13-2/14/2017
ANCH	5029	CH	1 1241	Sheila Merzer		03/01/2017	\$632.50	3292	E 01 010 408 000 740 394	Autism services: 2/22-2/23/2017
ANCH	5030	CH	1 1261	State of Minnesota		03/01/2017	\$25.00	3288	E 01 005 110 000 000 305	2015 State tax return filing fee
ANCH	5031	CH	1 1116	Strategic Staffing Solutions		03/01/2017	\$1,356.25	3293	E 01 010 420 000 740 394	Psychologist 12/16-2/3/2017 15.5hrs@\$87.1
ANCH	5032	CH	1 1098	Teachers on Call		03/01/2017	\$832.00	3294	E 01 010 201 000 000 305	Kindergarten
ANCH	5032	CH	1 1098	Teachers on Call		03/01/2017	\$880.00	3294	E 01 005 105 000 000 305	Administration
							Check Total:			\$1,356.25
							Check Total:			\$1,356.25
							Check Total:			\$1,437.50
							Check Total:			\$662.01
							Check Total:			\$469.41

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 03/01/2017 - 03/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	5032	CH	1 1098	Teachers on Call		03/01/2017	\$872.00	3294	E 01 010 203 000 000 305	Elementary
					Check Total:			\$2,584.00		
ANCH	5033	CH	1 1302	Toshiba Financial Services		03/01/2017	\$772.73	3295	E 01 010 605 000 000 380	Copier Lease
ANCH	5033	CH	1 1302	Toshiba Financial Services		03/01/2017	\$423.04	3295	E 01 010 203 000 000 401	Overages
					Check Total:			\$1,195.77		
ANCH	5034	CH	1 1328	Woodbury Leadership Academy		03/08/2017	\$51,000.00	3318	B 01 101 000	Covering checks issued out of wrong bank
					Check Total:			\$51,000.00		
ANCH	5035	CH	1 1008	Beltz, Kes, Darling & Associates		03/09/2017	\$1,225.00	3319	E 01 005 110 000 000 305	Prepare and file the 2015 990 return
					Check Total:			\$1,225.00		
ANCH	5036	CH	1 1054	Integrative Therapy, LLC.		03/09/2017	\$2,751.00	3320	E 01 010 420 000 740 394	OT: 32.75hrs@\$84 2/11-2/24/2017
					Check Total:			\$2,751.00		
ANCH	5037	CH	1 1150	JR Computer Associates		03/09/2017	\$750.00	3321	E 01 005 605 000 000 315	Monthly tech service
					Check Total:			\$750.00		
ANCH	5038	CH	1 1334	Mary Kelly		03/09/2017	\$1,800.00	3322	E 01 010 420 000 419 303	Sped Director: 2/21-2/23/2017 22.5hrs@\$80
					Check Total:			\$1,800.00		
ANCH	5039	CH	1 1313	Nancy Baumann		03/09/2017	\$412.60	3323	E 01 005 110 000 000 401	Reim: School Dance supplies/postage/marke
ANCH	5039	CH	1 1313	Nancy Baumann		03/09/2017	\$15.47	3323	E 01 005 110 000 000 329	Reim: School Dance supplies/postage/marke
ANCH	5039	CH	1 1313	Nancy Baumann		03/09/2017	\$1.84	3323	E 01 005 107 000 000 401	Reim: School Dance supplies/postage/marke
ANCH	5039	CH	1 1313	Nancy Baumann		03/09/2017	\$14.48	3323	E 01 005 110 000 000 401	Reim: School Dance supplies/postage/marke
ANCH	5039	CH	1 1313	Nancy Baumann		03/09/2017	\$18.96	3323	E 01 010 203 000 000 401	Reim: School Dance supplies/postage/marke
					Check Total:			\$463.35		
ANCH	5040	CH	1 1013	Region V Computer Services		03/09/2017	\$1,170.50	3327	E 01 005 108 000 000 405	FY2017 Quarterly Fee - recvd 3.9.17
ANCH	5040	CH	1 1013	Region V Computer Services		03/09/2017	\$1,170.50	3328	E 01 005 108 000 000 405	FY2017 Quarterly Fee - recvd 3.9.17
					Check Total:			\$2,341.00		
ANCH	5041	CH	1 1233	Reno Mothes		03/09/2017	\$250.00	3324	E 01 010 420 000 740 394	DAPE: 5hrs@\$50 2/2-2/23/2017
					Check Total:			\$250.00		
ANCH	5042	CH	1 1241	Sheila Merzer		03/09/2017	\$575.00	3325	E 01 010 408 000 740 394	Autistm Specialist 2/27-3/3/2017
					Check Total:			\$575.00		
ANCH	5043	CH	1 1098	Teachers on Call		03/09/2017	\$704.00	3326	E 01 005 105 000 000 305	Para - front door
ANCH	5043	CH	1 1098	Teachers on Call		03/09/2017	\$208.00	3326	E 01 010 201 000 000 305	Kindergarten
ANCH	5043	CH	1 1098	Teachers on Call		03/09/2017	\$416.00	3326	E 01 010 203 000 000 305	1st and 2nd grade
					Check Total:			\$1,328.00		

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 03/01/2017 - 03/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description
ANCH	5044	CH	1 1042	Caitlin Ronayne		03/20/2017	\$34.18	3361	E 01 010 203 000 000 490	Reimbursement: Fit club food
					Check Total:			\$34.18		
ANCH	5045	CH	1 1279	Ravindra Soni		03/20/2017	\$162.00	3362	R 04 005 570 000 000 040	Kids Club Overpayment
					Check Total:			\$162.00		
ANCH	5046	CH	1 1008	Beltz, Kes, Darling & Associates		03/24/2017	\$4,650.00	3364	E 01 005 110 000 000 305	March Financial Mgmt & Accounting Service
					Check Total:			\$4,650.00		
ANCH	5047	CH	1 1335	Bert Strassburg		03/24/2017	\$150.00	3366	E 01 005 110 000 000 320	Cell phone reimbursement Jan-March 2017
					Check Total:			\$150.00		
ANCH	5048	CH	1 1082	Delta Dental of MN		03/24/2017	\$464.90	3367	B 01 215 009	April dental insurance premiums
					Check Total:			\$464.90		
ANCH	5049	CH	1 1064	HealthPartners - Group		03/24/2017	\$4,403.42	3370	B 01 215 008	April medical premiums
					Check Total:			\$4,403.42		
ANCH	5050	CH	1 1336	Hennepin County Medical Center		03/24/2017	\$443.00	3368	E 01 010 720 000 000 305	Nursing Services 4.25hrs
ANCH	5050	CH	1 1336	Hennepin County Medical Center		03/24/2017	\$250.00	3368	E 01 010 640 000 316 366	Nursing Services Class/Staff training
					Check Total:			\$693.00		
ANCH	5051	CH	1 1054	Integrative Therapy, LLC.		03/24/2017	\$2,121.00	3371	E 01 010 420 000 740 394	OT: 25.25hrs@\$84 2/28-3/12/2017
					Check Total:			\$2,121.00		
ANCH	5052	CH	1 1240	Keys to Communication		03/24/2017	\$1,785.00	3372	E 01 010 401 000 740 394	2/28-3/9/2017 20hrs@\$85 2hrs@\$42.50
					Check Total:			\$1,785.00		
ANCH	5053	CH	1 1139	Perpich Center for Arts Education		03/24/2017	\$22,480.57	3365	E 01 005 850 000 348 370	April Lease
					Check Total:			\$22,480.57		
ANCH	5054	CH	1 1108	Scholastic Book Fairs - 8		03/24/2017	\$489.91	3369	R 01 005 000 000 000 619	Book Fair Sales
					Check Total:			\$489.91		
ANCH	5055	CH	1 1241	Shella Merzer		03/24/2017	\$172.50	3373	E 01 010 408 000 740 394	3/10/2017 Staff Meeting
					Check Total:			\$172.50		
ANCH	5056	CH	1 1116	Strategic Staffing Solutions		03/24/2017	\$1,006.25	3375	E 01 010 420 000 740 394	Psychology: 11.5hrs@\$87.50 2/10-2/24/2017
					Check Total:			\$1,006.25		
ANCH	5057	CH	1 1098	Teachers on Call		03/24/2017	\$208.00	3374	E 01 010 203 000 000 305	GenEd
ANCH	5057	CH	1 1098	Teachers on Call		03/24/2017	\$704.00	3374	E 01 005 105 000 000 305	Admin/Front Door
ANCH	5057	CH	1 1098	Teachers on Call		03/24/2017	\$880.00	3376	E 01 005 105 000 000 305	Paras
					Check Total:			\$1,792.00		

WOODBURY LEADERSHIP ACADEMY

Payment Register by Check No.

Payment Date Range: 03/01/2017 - 03/31/2017

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void	Date	Amount	Voucher #	Account Code	Description	
ANCH	5058	CH	1 1293	Tierney		03/24/2017	\$240.00	3377	E 01 010 630 000 000 456	Replacement lamp	
							Check Total:	\$240.00			
							Bank ANCH Total:	\$155,247.46			
PB		WX	1 1034	Premier Bank		03/14/2017	\$33.00	3334	E 01 005 110 000 000 305	Overdraft Fee	
PB		WX	1 1034	Premier Bank		03/14/2017	\$70.90	3335	E 01 005 110 000 000 305	Bankcard	
PB		WX	1 1034	Premier Bank		03/14/2017	\$20.00	3336	E 01 005 110 000 000 305	ePN/Fees	
PB		WX	1 1014	Trusted Employees		03/16/2017	\$166.50	3338	E 01 005 110 000 000 305	Volunteer background checks	
PB		WX	1 1047	MN Association of Charter Schools		03/21/2017	\$447.42	3363	E 01 005 110 000 000 820	Monthly Association payment	
PB		WX	1 1034	Premier Bank		03/31/2017	\$10.00	3409	E 01 005 110 000 000 305	ACH Processing Fee	
							Check Total:	\$747.82			
							Bank PB Total:	\$747.82			
							Report Total:	\$155,995.28			

WOODBURY LEADERSHIP ACADEMY

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
------------	------	-------	--------	--------------	------------	--------------	----------	----------	----------	----------	----------	--------	----------	----------	----------------	----------------	------------------

1240 4228 ANCH CR0317
FY17 Interest Earned

1238 Credit A 03/31/17
4228 R 01 005 000 000 092 FY17 Interest Earnings

14.64 0.00

Receipt Total:	14.64	\$14.64	\$0.00
Deposit Total:		\$14.64	\$0.00
Report Total:		\$154,380.59	\$0.00

WOODBURY LEADERSHIP ACADEMY
Journal Entry Listing

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
2395	201709	03/20/2017	P	JE		Reissue State Dated Chks	Reissue chk#4559	B	01	101	000				Cash & Cash Equiv	34.18	0.00
							Reissue chk#4709	B	04	101	000				Cash & Cash Equiv	162.00	0.00
							Reissue chk#4559	E	01	010	203	000	000	490	Food	0.00	34.18
							Reissue chk#4709	R	04	005	570	000	000	040	Tuition From Patrons	0.00	162.00
																\$196.18	\$196.18

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: April 25, 2017
AGENDA: Business/Board Action
RE: 1st Reading of Board Policies

RECOMMENDATION: Approve the 1st reading/review of the following policies:

- Policy 201.1 Board of Directors Election Procedure**
- Policy 302 Early Admission to Kindergarten Policy**
- Policy 501 School Weapons Policy**
- Policy 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person**
- Policy 503 Student Attendance**
- Policy 504 Student Dress and Appearance**
- Policy 505 Distribution of Non-school Sponsored Materials on School Premises by Students, Family Members of Student(s), and Employees**
- Policy 506 Student Discipline**
- Policy 514 Bullying Prohibition Policy**
- Policy 515 Protection and Privacy of Pupil Records**
- Policy 516 Student Medication**
- Policy 521 Student Disability Non-discrimination**
- Policy 522 Student Sex Non-discrimination**
- Policy 524 Internet Acceptable Use and Safety Policy**
- Policy 525 Violence Prevention Policy**
- Policy 526 Hazing Prohibition**
- Policy 530 Immunization Requirements**
- Policy 531 The Pledge of Allegiance**

- Policy 532** **Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds**
- Policy 533** **Wellness**
- Policy 537** **Kindergarten Lottery Policy**
- Policy 538** **Enrollment**
- Policy 541** **Cell Phones and Other Electronics Policy**
- Policy 610** **Field Trips**

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

Policy 201.1: Board of Directors Election Procedure

I. PURPOSE

The Board of Directors shall be composed of up to 9 members. Each Director shall serve for a three (3) year term or until the Director dies, resigns, is removed or the term otherwise expires as provided by law or by the Bylaws of WLA. The composition of the Board of Directors shall be in compliance with Minn Stat §124E.07 of the Minnesota Statutes.

II. GENERAL ELECTION PROCESS

- A. Elections shall be held annually the week prior to the regular December Board meeting.
- B. The Board shall appoint three election officials at the October Board meeting.
- C. Election officials shall be individuals who are not nominated for the Board and have no family member nominated for the Board.
- D. The Board of Directors will appoint either a current Board Director or ex officio to oversee the election process.
- E. All completed voting ballots must be delivered in person by the voter or by USPS no later than the election day.
- F. One or more election officials will be responsible for verifying receipt of all ballots and for keeping ballots secured in a locked box until counting.
- G. All election officials work to count all ballots and resolve any ballot disputes.
- H. Counting results are shared with Board Chair and all voting and ballot records are given to the Board at the following Board meeting.

III. NOMINATIONS FOR BOARD OF DIRECTORS

Beginning sixty (60) days in advance of WLA's January regular Board meeting, the Board of Directors will solicit nominations for all of the Board member positions that will be filled at the regular Board meeting in January. A Self-Nomination Application form will be considered valid if received by the nomination deadline and the applicant meets all of the requirements as outlined in the WLA Bylaws.

IV. VOTING ELIGIBILITY

- A. Parents or legal guardians of a student enrolled at WLA shall have one vote.
- B. All paid WLA staff shall have one vote.
- C. All WLA community Board members shall have one vote.

- D. No one may have more than one vote.
- E. All eligible voter names will be compiled onto an election checklist used during ballot counting to verify one vote per person.

V. DETERMINING THE ELECTION WINNERS

- A. The nominees for each seat with the highest number of votes is the winner.
- B. In the event of a tie, the Board shall hold a tie breaking vote. The vote tallies for each candidate will be certified at the following Board meeting to be published in the Board meeting minutes.
- D. Disputed ballots shall only be considered valid if all election officials reach a unanimous agreement over the dispute.
- E. All election ballots and election records shall be kept for a minimum of one (1) year.

VI. VOTING PROCEDURES

- A. A ballot shall consist of one numbered ballot sheet, one signature card, one privacy envelope, one voting envelope and one instruction sheet for proper ballot submission.
- B. Sample voting instructions:
WLA Election for Board of Directors - Month, Date, Year

Voting deadline is the close of business on Friday, _____

- Mark your election choices on the ballot sheet with a pen. You may only choose listed candidates. No write-ins will be accepted.
 - Insert one completed ballot sheet into the privacy envelope and seal it.
 - Print and sign your name on the signature card.
 - Insert the sealed privacy envelope and completed signature card into the voting envelope and seal it.
 - Deliver the sealed voting envelope to the WLA main office by the deadline.
 - The sealed voting envelope may be sent by USPS to the WLA main office but must arrive by the deadline.
- C. A new ballot may be issued by the election officials in the event an issued ballot is lost, damaged, etc.
 - D. Without being opened, voting envelopes shall be initialed and dated by an election official before being put in the voting box.
 - E. The voting box must be securely locked in the main office when it is not attended by an election official.

VII. COUNTING PROCEDURES

- A. The election officials will complete the count of all ballots before the following Board meeting.
- B. Invalid ballots will be kept separate and tallied at the end for reporting to the Board.
Reasons for invalid ballots include:
 - No name or signature on privacy envelope
 - Ineligible voter
 - Not an official ballot
 - Ballot received after the deadline

- Marking too many candidates.
 - *Note: If the intent is clearly marked on the ballot sheet and the election officials unanimously agree on the validity of the ballot, it will be considered valid.*
- C. One election official will verify the receive date on voting envelope. The official will open the voting envelope and hand the signature card and privacy envelope to a second election official. The voting envelope will be placed in its own pile to be counted.
- D. Voting envelopes with a receive date after the deadline shall be marked "Deadline" and placed unopened in the invalid ballot box.
- E. The second election official will cross check the printed name on the signature card with the election checklist to ensure there is only one vote per person.
- F. After passing the cross check, the unopened privacy envelope containing the ballot sheet will be put into a counting box. Ballots without the privacy envelope should also be placed into the counting box for counting. Signature cards will be placed in their one pile to be counted.
- G. In the event that more than one ballot is received from the same person, only the first vote will be counted. The unopened privacy envelope shall be marked "Duplicate" and placed in the invalid ballot box. Ballots without a privacy envelope shall have the ballot sheet marked "Duplicate" instead and placed in the invalid ballot box.
- H. Ballots without a properly signed signature card will not be counted. The unopened privacy envelope will be marked "No Signature" and placed in the invalid ballot box. Ballots without a privacy envelope shall have the ballot sheet marked "No Signature" instead and placed in the invalid ballot box.
- I. After all voting envelopes are opened and signatures cross-checked, the ballots in the counting box should be mixed and then counted.
- J. Each election official will tally all ballots. If all counts do not agree, they will be recounted.
- K. The number of ballots will be verified with the number of opened, valid voting envelopes.
- L. The election certification report will be filled out and given to the Board Chair, to be included in the Board meeting minutes for the next meeting.
- M. The Board Chair and the WLA Executive Director will be contacted with the results.
- N. The Board Chair will contact all candidates to inform them of the results, thank them for their participation, and remind the winners of the date for their first meeting.
- O. All election ballots and election documents will be given to the Board for storage with the school records for a minimum one (1) year.

VIII. CAMPAIGN GUIDELINES

WLA will only allow candidates to submit a prepared campaign statement and biography for distribution to its stakeholders. It is highly recommended that all candidates carefully prepare and submit this documentation to be posted on the WLA school website and a hard copy will be distributed to stakeholders via (students folders, USPS mail)

A. Items in Candidate Statement and Biography should include:

1. Biography highlights which may include educational experience, CM experience,
woodburyleadershipacademy.com

committee appointments, volunteer work awards, and/or honors received.

B. Not Permitted

1. Shall not print and distribute materials promoting or opposing a candidate using district resources.
2. Shall not use school grounds or school events to promote or oppose a candidate.
3. Signs advocating for or against candidates or ballot measures shall not be posted on district property in any area accessible for the general public or in classrooms.
4. Publicly owned vehicles shall not be used to carry or display political material.
5. Shall not pressure employees or Board members.
6. Shall not use the school's internal mail or email system to communicate campaign-related information.
7. Smear campaigning will not be tolerated.

If any of the campaigning guidelines are violated the WLA Director will contact the candidate directly.

Woodbury Leadership Academy

Adopted: _____

302: EARLY ADMISSION TO KINDERGARTEN POLICY

I. PURPOSE

State law requires that Kindergarten students must attain the age of five years on or prior to September 1 of the enrollment year, unless the local school board has adopted a policy for early enrollment in select cases. Woodbury Leadership Academy's mission is to provide all students with a rigorous education, build leadership skills, and foster high expectations. Some students with exceptionally advanced abilities may require placement beyond their traditionally scheduled grade level. The purpose of this policy is to explain criteria for early admission to Kindergarten at Woodbury Leadership Academy.

II. GENERAL STATEMENT OF POLICY

Woodbury Leadership Academy recognizes that beginning school before the age of five may be appropriate for some children and therefore allows early enrollment in Kindergarten in select cases.

III. OTHER CONDITIONS

In order to be eligible for early admission consideration, components 1 through 3 must be completed one week before the admission lottery date. The information will be reviewed and components 4 and 5 will be discussed at that time. If components 1 through 3 are not completed one week before the admission lottery date, the child will not be included in the admission lottery.

1) Woodbury Leadership Academy requires the child undergo a comprehensive psychological, developmental, and academic evaluation performed by a licensed psychologist or relevant school officials responsible for academic testing. The school may request to see results for a variety of assessments. The child must achieve a measured score in the superior range on a nationally-normed standardized intellectual and/or academic assessment test appropriate for 3 to 5 year olds such as but not limited to:

- Wechsler Intelligence Scales for Children,
- Stanford-Binet Intellectual Assessment Scale (5th Edition)
- Stanford-Binet, Form L-M,
- Reynolds Intellectual Assessment Scales,
- Kaufman Assessment Battery for Children (2nd Edition)
- Differential Ability Scales
- MCA-II or other standardized, academic tests

2) The child must be recommended for early admission to Kindergarten by a licensed psychologist and/or school official responsible for testing. The parent/guardian is solely

Woodbury Leadership Academy

responsible for the cost of any evaluations. This requirement may be waived upon mutual agreement of the parents and faculty of Woodbury Leadership Academy.

3) The child must have attended a formal preschool or other non-home educational setting and must be recommended by the staff of this other program for early admission to Kindergarten through our short questionnaire about the child's development. The child's teacher must complete Woodbury Leadership Academy's Child Development Questionnaire. The parent should give the questionnaire to their child's teacher with a stamped addressed envelope so that the teacher can return the questionnaire directly to Woodbury Leadership Academy.

4) The child must be physically and developmentally capable of the demands and activities of the school day (i.e. toilet, lunch, physical education routines, following a sequence of directions, etc.) Woodbury Leadership Academy may ask the parent to provide physician certification for this capability.

5) The child must undergo a skills and developmental screening based on the curriculum of our Kindergarten program. Woodbury Leadership Academy is looking for 70-80% mastery of Woodbury Leadership Academy Kindergarten benchmarks in order to approve early admission.

IV. PLACEMENT DECISIONS

Decisions for consideration for Early Admission to Kindergarten will be made by the school administration with input from the Kindergarten teachers. The decision of the administration is final. Note: All decisions for early admission to Kindergarten are provisional (i.e., on a trial basis). If it is later determined by the faculty and the administration that the early admission is not resulting in a successful outcome, placement at Woodbury Leadership Academy may need to be reconsidered.

Adopted: May 27, 2014

501 SCHOOL 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

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. Woodbury Leadership Academy will act to enforce this policy and to discipline or take appropriate action against any student, 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 designed as a weapon or 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"**
- "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 Woodbury Leadership Academy.

- 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. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the Director's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the Director's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to the Director, teacher or staff member or immediately notifies the Director, teacher or staff member of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons 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;
 4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 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 §§ 624.714 and 624.715.
 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;

6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. possession of dangerous weapons, BB guns, or replica firearms with written permission of the director or other person having general control and supervision of the school or the director of a child care center; or
8. persons who are on unimproved property owned or leased by a child care center, school or school unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While Woodbury Leadership Academy takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. 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.

D. Firearms in School Parking Lots and Parking Facilities

A school may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

- A. Woodbury Leadership Academy takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;

4. parent or guardian notification; and
 5. recommendation to the director of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion

While Woodbury Leadership Academy takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the Director may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

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

B. Other Nonstudents

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, that school 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.

Adopted: June 10th, 2014

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing Woodbury Leadership Academy's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of Woodbury Leadership Academy. At no time does Woodbury Leadership Academy relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of Woodbury Leadership Academy. At no time does Woodbury Leadership Academy relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to Woodbury Leadership Academy, and stolen property.
- B. "Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. Woodbury Leadership Academy shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of Woodbury Leadership Academy, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with Woodbury Leadership Academy's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Woodbury Leadership Academy

Adopted: July 22, 2014

503 STUDENT ATTENDANCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

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

2. Parent or Guardian's Responsibility

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

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records for his/her class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it

Woodbury Leadership Academy

is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. director's Responsibility

- a. It is the director's responsibility to require students to attend all assigned class. It is also the director's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the director's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, the students of the Woodbury Leadership Academy are **REQUIRED** to attend all assigned classes every day school is in session.

B. Attendance Procedures

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

1. Excused Absences

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

Woodbury Leadership Academy

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

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within the number of days absent from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the director or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

Woodbury Leadership Academy

- a. The following are examples of absences which will not be excused:
 - (1) Truancy. An absence by a student which was not approved by the parent and/or Woodbury Leadership Academy.
 - (2) Any absence in which the student failed to comply with any reporting requirements of Woodbury Leadership Academy's attendance procedures.
 - (3) Vacations with family more than five (5) days in a school year..
 - (4) Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).
 - (5) Any other absence not included under the attendance procedures set out in this policy.

- b. Consequences of Unexcused Absences
 - (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act.
 - (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
 - (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
 - (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) Work missed because of unexcused absence must be made up within five (5) days from the date of the student's return to school.
 - (b) After the third cumulated unexcused absence in a trimester, Woodbury Leadership Academy

Woodbury Leadership Academy

will notify the parent/guardian by email and may refer the student to the appropriate Human Services Agency.

- (c) After such notification, the student or his or her parent or guardian may, within five (5) business days, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

C. Tardiness

1. Definition: Students are expected to be in their assigned classroom at designated times. Failure to do so constitutes tardiness.
2. Reporting Tardiness
 - a. A student is considered tardy if he/she arrives after the start of the school day.
 - b. Students tardy at the start of school must report to the school office for an admission slip.
3. Excused Tardiness

Valid excuses for tardiness are:

 - a. Illness.
 - b. Serious illness in the student's immediate family.
 - c. A death in the student's immediate family or of a close friend or relative.
 - d. Medical, dental, orthodontic, or mental health treatment.
 - e. Court appearances occasioned by family or personal action.
 - f. Physical emergency conditions such as fire, flood, storm, etc.

Woodbury Leadership Academy

- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned classroom at the designated time class period commences without a valid excuse.
- b. Three (3) unexcused tardies are equivalent to one unexcused absence. Woodbury Leadership Academy will send a letter home to the parents/guardians indicating three unexcused tardies have turned into one unexcused absence.

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

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school.
- 2. School-initiated absences will be accepted and participation permitted.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

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

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Statute provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Statute and is absent

Woodbury Leadership Academy

from instruction in a school, as defined in Minn. Statute, without valid excuse within a single school year for:

1. Three days if the child is in elementary school

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Statute provides that the director shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Statute and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Statute;
4. That this notification serves as the notification required by Minn. Statute;
5. That alternative educational programs and services may be available.
6. That the parent or guardian has the right to meet with the director to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Statute;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, or restriction
9. That it is recommended that the parent or guardian accompany the child to school for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven (7) school days if the child is in elementary school, and who has not lawfully withdrawn from

Woodbury Leadership Academy

school.

2. Woodbury Leadership Academy shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

POLICY 504 STUDENT DRESS AND APPEARANCE

Adopted: August 12, 2014

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

A. The policy of Woodbury Leadership Academy is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s). Students attending Woodbury Leadership Academy may participate in scheduled "Free Dress Days" upon which they are permitted to wear clothing other than their uniform. Students' dress and appearance must always adhere to this policy.

B. Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

C. Inappropriate clothing includes, but is not limited to, the following:

1. Shorts, tank tops, tops that expose the midriff or are deemed too revealing by Woodbury Leadership Academy staff, and other clothing that is not in keeping with community standards.
2. Clothing bearing a message that is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Woodbury Leadership Academy's Harassment and Violence Policy # 413.
5. Any apparel or footwear that would damage school property.

D. Hats are not allowed in the building except with the approval of the building Director (i.e., student undergoing chemotherapy; medical situations).

E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

F. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

A. When, in the judgment of the Director, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

B. The Director may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the Director for approval.

Adopted: July 22, 2014

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS, FAMILY MEMBERS OF STUDENT(S), AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students', family members' of student(s), and employees' free speech rights, taking into consideration the educational objectives and responsibilities of Woodbury Leadership Academy.

II. GENERAL STATEMENT OF POLICY

- A. Woodbury Leadership Academy recognizes that students, family members of student(s), and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of Woodbury Leadership Academy, the Board of Directors adopts the following regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Non-School-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by Woodbury Leadership Academy. Examples of non-school-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

Woodbury Leadership Academy

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of Woodbury Leadership Academy for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption, which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. "School activities" means any activity sponsored by Woodbury Leadership Academy including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement in a permanent medium about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.
- H. "Slanderous" is a false and unprivileged verbal statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

Woodbury Leadership Academy

- A. Students, family members of student(s), and employees of Woodbury Leadership Academy have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school-sponsored material.
- B. Requests for distribution of non-school-sponsored material will be reviewed by administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students, family members of student(s), and employees of non-school-sponsored materials on Woodbury Leadership Academy property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with Woodbury Leadership Academy's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;

Woodbury Leadership Academy

4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of Woodbury Leadership Academy staff, use of Woodbury Leadership Academy equipment, or other resources;
6. whether distribution would require that non-school persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school, and school parking lots.
- C. Distribution shall not impede entrance to or exit from school premises in any way.
- D. No one shall coerce a student or staff member to accept any publication.
- E. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student, family member of student(s), and employee wishing to distribute (as defined in this policy) non-school-sponsored material must first submit for approval a copy of the material to the director and the Board or Directors at least 48 hours before the upcoming Board of Director's meeting, together with the following information:
 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her classroom teacher.
 2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.

Woodbury Leadership Academy

4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within 48 hours of the upcoming Board of Director's meeting, the director and the Board of Directors will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within 48 hours after the Board of Director's meeting, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by Woodbury Leadership Academy, administration, the Board of Directors, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with Woodbury Leadership Academy' Student Discipline Policy.
- B. Distribution by any employee of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with Woodbury Leadership Academy policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave Woodbury Leadership Academy property immediately and, if necessary, the police will be called.

506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with Woodbury Leadership Academy's expectations for student conduct. Such compliance will enhance Woodbury Leadership Academy's ability to maintain discipline and ensure that there is no interference with the educational process. Woodbury Leadership Academy will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The Board of Directors recognizes that individual responsibility and mutual respect are essential components of the educational process. The Board of Directors further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of Woodbury Leadership Academy is that a fair and equitable school-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the Board of Directors, with the participation of school administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of Woodbury Leadership Academy.

III. AREAS OF RESPONSIBILITY

- A. The Board of Directors. The Board of Directors holds all school personnel responsible for the maintenance of order within Woodbury Leadership Academy and supports all personnel acting within the framework of this discipline policy.
- B. The Director. The Director shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The Director shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the Board of Directors for approval and shall be attached as an addendum to this policy.
- C. The Director or designee. The Director or designee is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final Board of Directors approval. The Director or designee shall give direction and support to all school personnel performing their duties within the framework of this policy. The Director or designee shall consult with parents of students conducting themselves in a manner contrary to the policy. The Director or designee shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. The Director or designee, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the Director. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other school Personnel. All school personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the Director. A school employee, school bus driver, or other agent of a school, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by Woodbury Leadership Academy. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of Woodbury Leadership Academy or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of Woodbury Leadership Academy's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of Woodbury Leadership Academy's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
 - 9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
 - 10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics,

drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of Woodbury Leadership Academy's Weapons Policy;
14. Violation of Woodbury Leadership Academy's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of Woodbury Leadership Academy's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or Woodbury Leadership

Academy's Student Transportation Safety Policy;

24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of Woodbury Leadership Academy's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of Woodbury Leadership Academy's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of Woodbury Leadership Academy' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of Woodbury Leadership Academy by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school personnel;
36. Violation of Woodbury Leadership Academy's Harassment and Violence Policy;

37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of Woodbury Leadership Academy's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by Woodbury Leadership Academy, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of Woodbury Leadership Academy or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of Woodbury Leadership Academy is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of Woodbury Leadership Academy. At a minimum, violation of school rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. Woodbury Leadership Academy shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if

warranted by the student's misconduct, as determined by Woodbury Leadership Academy. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, Director, or other school personnel, and verbal warning;
- B. Confiscation by school personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school policy, rule, regulation, procedure, or state or federal law. If confiscated by Woodbury Leadership Academy, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;

- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by Woodbury Leadership Academy.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, Director, or other school employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or the Director, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than ten (10) times in a school year, Woodbury Leadership Academy shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student From a Class.
 1. Teachers will follow Responsive Classroom protocols for behavior

modification first.

2. Teacher will seek further staff support (from other cooperating teachers, educational assistants, or the Director) if Responsive Classroom protocols are not successful.
3. Students will only be removed from the classroom for a private conference with a staff member, if there is a safety concern for students, staff or volunteers, or relocation to a mentor classroom.

D. Responsibility for and Custody of a Student Removed From Class.

1. Students will be accompanied by a teacher, cooperating teacher, educational assistant, mentor student, or the Director to the designated location.
2. Director, cooperating teacher, or educational assistant will take control and be responsible for the student they accompany from the classroom.

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. After student conference, the student will be escorted back to the classroom by the Director, educational assistant, mentor student, or cooperating teacher.
2. The student will return after conferencing and discussing the expectations within the classroom.

F. Procedures for Notification.

1. Parents/Guardians will be notified of their child's removal from their classroom on the day that it occurs.
2. The Director or the classroom teacher will be responsible for making parent contact.

G. Disabled Students; Special Provisions.

1. Same procedures as outlines in "C" with the involvement of the Special Education personnel. Any procedures determined appropriate and/or included in the students' Individualized Education Programs (IEPs) or 504 Plan.
2. Consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and

3. Any procedures determined appropriate for referring students in need of special education services to those services.
- H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. Establishment of a chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.26;
 2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
 3. Establishment of teacher reporting procedures to the chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.29.
- I. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
1. Classroom teachers and other staff will be responsible for frequent communication with parents or guardians in attempts to improve student's behavior.
- J. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.
1. Classroom teachers and other staff will use the Response to Intervention (RTI) Model for early detection of behavioral problems.

IX. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

Woodbury Leadership Academy shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding, which may result in suspension, exclusion or expulsion.

Woodbury Leadership Academy shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable Board of Directors regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the Director, under rules promulgated by the Board of Directors, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the Director shall provide the Board of Directors with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, Woodbury Leadership Academy shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder or behavioral health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. The Director must not use the refusal of a parent or guardian to consent to the Director of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The Director may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to

surrounding persons or property or where Woodbury Leadership Academy is in the process of initiating an expulsion, in which case the Director may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The Director shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The Director shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, the Director shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After the Director notifies a student of the grounds for suspension, the Director may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by

the Director or the administration's designee; and

- c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.
9. The Director shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the Board of Director's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a Board of Directors action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the Board of Directors.
2. "Exclusion" means an action taken by the Board of Directors to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the Board of Directors.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of Woodbury Leadership Academy's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. Woodbury Leadership Academy shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by Woodbury Leadership Academy, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. Woodbury Leadership Academy shall record the hearing proceedings at school expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. Woodbury Leadership Academy shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The Board of Directors may appoint an attorney to represent Woodbury Leadership Academy in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by Woodbury Leadership Academy. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for Woodbury Leadership Academy.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the Board of Directors and served upon the parties within two (2) days after the close of the hearing.
17. The Board of Directors shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The Board of Directors may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the Board of Directors must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the Board of Directors may appeal the decision to the Commissioner within twenty-one (21) calendar days of Board of Directors action pursuant to Minn. Stat. § 121A.49. The decision of the Board of Directors shall be implemented during the appeal to the Commissioner.
19. Woodbury Leadership Academy shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. Woodbury Leadership Academy must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student

and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, the Director shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in Woodbury Leadership Academy.

X. ADMISSION OR READMISSION PLAN

The Director shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, Director or others school official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

The policy of Woodbury Leadership Academy is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, Woodbury Leadership Academy will proceed with discipline –

up to and including expulsion – as if the student did not have a disability, unless the student’s educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student’s disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that Woodbury Leadership Academy had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student’s disability, Woodbury Leadership Academy shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

Woodbury Leadership Academy may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student’s case has been referred to juvenile court. Woodbury Leadership Academy may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

Woodbury Leadership Academy will notify students and parents of the existence and contents of this policy in such a manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents on the school’s website, woodburyleadershipacademy.com, and to all new students and parents upon enrollment. This policy shall also be available upon request in the building’s main office.

XVI. REVIEW OF POLICY

The Director and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the Director for consideration by the Board of Directors, which shall conduct an annual review of this policy.

Adopted: June 10th, 2014

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of Woodbury Leadership Academy or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school property and/or with or without the use of school resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school's policies and procedures. Woodbury Leadership Academy may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

III. DEFINITIONS

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

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

1. harming a student or a group of students;
 2. damaging a student's or a group of students' property;
 3. placing a student or a group of students in reasonable fear of harm to person or property;
 4. creating a hostile educational environment for a student or a group of students; or
 5. intimidating a student or a group of students.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school property or at school-related functions" means all school buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, Woodbury Leadership Academy does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school official designated by this policy. A person may report bullying anonymously. However, Woodbury Leadership Academy's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. Woodbury Leadership Academy encourages the reporting party or complainant to use the report form available from the director of each building or available from Woodbury Leadership Academy office, but oral reports shall be considered complaints as well.
- C. The building director, the director's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or Woodbury Leadership Academy human rights officer by the reporting party or complainant.
- D. A teacher, school administrator, volunteer, contractor, or other school employee

shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building report taker immediately. School personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.

- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. Woodbury Leadership Academy will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Woodbury Leadership Academy's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL ACTION

- A. Upon receipt of a complaint or report of bullying, Woodbury Leadership Academy shall undertake or authorize an investigation by school officials or a third party designated by Woodbury Leadership Academy.
- B. Woodbury Leadership Academy may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, Woodbury Leadership Academy will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school policies; and regulations.
- D. Woodbury Leadership Academy is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of Woodbury Leadership Academy. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

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

VII. TRAINING AND EDUCATION

- A. Woodbury Leadership Academy annually will provide information and any applicable training to school staff regarding this policy.
- B. Woodbury Leadership Academy annually will provide education and information to students regarding bullying, including information regarding this school policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of Woodbury Leadership Academy is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. Woodbury Leadership Academy may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

Woodbury Leadership Academy will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

Woodbury Leadership Academy recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by Woodbury Leadership Academy, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

B. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in Woodbury Leadership Academy, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in Woodbury Leadership Academy.

C. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone

Woodbury Leadership Academy

number of the student's parent(s). Directory information does not include a student's social security number. It also does not include personally identifiable data which references religion, race, color, social position, or nationality. Data collected from nonpublic school students, other than those who receive shared time educational services, shall not be designated as directory information unless written consent is given by the student's parent or guardian.

D. Education Records

1. What constitutes "education records." Education records means those records which: (1) are directly related to a student; and (2) are maintained by Woodbury Leadership Academy or by a party acting for Woodbury Leadership Academy.
2. What does not constitute an education record. The term, "education records," does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of Woodbury Leadership Academy, provided education records maintained by Woodbury Leadership Academy are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by Woodbury Leadership Academy which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

Woodbury Leadership Academy

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
- (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within Woodbury Leadership Academy.
- e. Records that only contain information about an individual after he or she is no longer a student at Woodbury Leadership Academy and that are not directly related to the individual's attendance as a student.

E. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

F. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

G. Legitimate Educational Interest

"Legitimate educational interest" includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as

Woodbury Leadership Academy

health care, counseling, student job placement, or student financial aid.

4. Perform a task directly related to responding to a request for data.

H. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. Woodbury Leadership Academy may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument, which provides to the contrary.

I. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who Woodbury Leadership Academy reasonably believes knows the identity of the student to whom the education record relates.

J. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

K. Responsible Authority

“Responsible authority” means *Director of Woodbury Leadership Academy*.

L. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at Woodbury Leadership Academy and regarding whom Woodbury Leadership Academy maintains education records. Student also includes applicants for enrollment or registration at Woodbury Leadership Academy and individuals who receive shared time educational services from Woodbury Leadership Academy.

M. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

N. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

O. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such

Woodbury Leadership Academy

consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;

4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Woodbury Leadership Academy to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

VI. **DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. Woodbury Leadership Academy shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and

Woodbury Leadership Academy

- e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, Woodbury Leadership Academy shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, Woodbury Leadership Academy shall provide the student with a copy of the records disclosed.
 4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
 5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life

Woodbury Leadership Academy

insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

Woodbury Leadership Academy may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within Woodbury Leadership Academy whom Woodbury Leadership Academy determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom Woodbury Leadership Academy has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which Woodbury Leadership Academy would otherwise use employees;
 - b. is under the direct control of Woodbury Leadership Academy with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.),

Woodbury Leadership Academy

suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, Woodbury Leadership Academy will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual’s attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to Woodbury Leadership Academy that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum,

Woodbury Leadership Academy

Woodbury Leadership Academy shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization, the information is destroyed when no longer needed for the purposes for which the study was conducted, and Woodbury Leadership Academy enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy or return to Woodbury Leadership Academy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of Woodbury Leadership Academy to whom information is disclosed violates this provision, Woodbury Leadership Academy may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that Woodbury Leadership Academy makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the

Woodbury Leadership Academy

existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. § 2331. If Woodbury Leadership Academy initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for Woodbury Leadership Academy to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against Woodbury Leadership Academy, Woodbury Leadership Academy may disclose to the court, without a court order or subpoena, the student's education records that are relevant for Woodbury Leadership Academy to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, Woodbury Leadership Academy may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within Woodbury Leadership Academy and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information Woodbury Leadership Academy has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;

Woodbury Leadership Academy

15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the director or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the director where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a school board under Minn. Stat. § 260B.171, Subd. 3. The director must notify the counselor immediately and must place the disposition order in the student's permanent education record. The director also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the director believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The director may also notify other school employees, substitutes, and volunteers who are in direct contact with the student if the director determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the director must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the director where the student attends if it is information from a peace officer's record of children received by the school board under Minn. Stat. § 260B.171, Subd. 5. The director must place the information in the student's education record. The director also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the director believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The director may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the director determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the director must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise

Woodbury Leadership Academy

required by law.

The director must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the school board of such action; or

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.

C. Nonpublic School Students

Woodbury Leadership Academy may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. **RELEASE OF DIRECTORY INFORMATION**

A. Classification

Directory information is public except as provided herein.

Woodbury Leadership Academy

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, Woodbury Leadership Academy may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," Woodbury Leadership Academy may release records that only contain information about an individual obtained after he or she is no longer a student at Woodbury Leadership Academy and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of Woodbury Leadership Academy).

C. Present Students and Parents

Woodbury Leadership Academy may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure Woodbury Leadership Academy shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that Woodbury Leadership Academy has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let Woodbury Leadership Academy designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify Woodbury Leadership Academy in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform Woodbury Leadership Academy in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to prevent Woodbury Leadership Academy from disclosing or requiring the student to disclose the student's name, identifier, or school e-

Woodbury Leadership Academy

mail address in a class in which the student is enrolled.

4. Woodbury Leadership Academy shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. Woodbury Leadership Academy may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. Woodbury Leadership Academy will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

Woodbury Leadership Academy

In certain cases state law intends, and clearly provides, that certain information contained in the education records of Woodbury Leadership Academy pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

IX. **DISCLOSURE OF CONFIDENTIAL RECORDS**

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

Woodbury Leadership Academy

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by Woodbury Leadership Academy. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

C. Investigative Data

Data collected by Woodbury Leadership Academy as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. Woodbury Leadership Academy may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if Woodbury Leadership Academy determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to Woodbury Leadership Academy.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school students, school employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by Woodbury Leadership Academy, or by the chief attorney for Woodbury Leadership Academy, not to pursue the civil legal action. However, such investigation may subsequently become active if Woodbury Leadership Academy or its attorney decides to renew the civil legal action;

Woodbury Leadership Academy

- b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent Woodbury Leadership Academy maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. **DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school records pertaining to the student, including any tests or reports upon which the action proposed by Woodbury Leadership Academy may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

XI. **DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS**

- A. Woodbury Leadership Academy will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name,

Woodbury Leadership Academy

address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, the director, in writing by the last business day in September each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, Woodbury Leadership Academy will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect Woodbury Leadership Academy's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent Woodbury Leadership Academy has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, Woodbury Leadership Academy may

Woodbury Leadership Academy

only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent Woodbury Leadership Academy from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of Woodbury Leadership Academy provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. Woodbury Leadership Academy has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, Woodbury Leadership Academy must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of Woodbury Leadership Academy.

D. Notification

Woodbury Leadership Academy shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a third party outside of Woodbury Leadership Academy improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, Woodbury Leadership Academy may not allow that third party access to personally identifiable information from education records for at least five (5)

years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The director of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building director shall submit to the School Board a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of Woodbury Leadership Academy. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The director shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable

Woodbury Leadership Academy

- information from the education records of the student;
- b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event Woodbury Leadership Academy discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
- a. the names of the additional parties to which the receiving party may disclose the information on behalf of Woodbury Leadership Academy;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom Woodbury Leadership Academy disclosed information from an education record. Woodbury Leadership Academy shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

Woodbury Leadership Academy

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of Woodbury Leadership Academy.
5. Woodbury Leadership Academy shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom Woodbury Leadership Academy disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as Woodbury Leadership Academy maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

Woodbury Leadership Academy shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in Woodbury Leadership Academy to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

Woodbury Leadership Academy shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

Woodbury Leadership Academy

1. The right to a response from Woodbury Leadership Academy to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, Woodbury Leadership Academy shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to Woodbury Leadership Academy a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, Woodbury Leadership Academy shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

Woodbury Leadership Academy may presume that either parent of the student has authority to inspect or review the education records of a student unless Woodbury Leadership Academy has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. Woodbury Leadership Academy shall charge a reasonable fee for

Woodbury Leadership Academy

providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, Woodbury Leadership Academy shall consider the following:

- a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by Woodbury Leadership Academy in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
 3. The cost of providing copies shall be borne by the parent or eligible student.
 4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy or other rights of the student may request that Woodbury Leadership Academy amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes Woodbury Leadership Academy to make. The request shall be signed and dated by the requestor.
2. Woodbury Leadership Academy shall decide whether to amend the education records of the student in accordance with the request within

Woodbury Leadership Academy

thirty (30) days after receiving the request.

3. If Woodbury Leadership Academy decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If Woodbury Leadership Academy refuses to amend the education records of a student, Woodbury Leadership Academy, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, Woodbury Leadership Academy decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, Woodbury Leadership Academy decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of Woodbury Leadership Academy, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by Woodbury Leadership Academy as part of the education records of the student so long as the record or contested portion thereof is maintained by Woodbury Leadership Academy; and
 - b. if the education records of the student or the contested portion thereof is disclosed by Woodbury Leadership Academy to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after Woodbury Leadership Academy has received the request, and the parent of the student or the eligible student shall be given notice of the date,

Woodbury Leadership Academy

place, and time reasonably in advance of the hearing.

2. The hearing may be conducted by any individual, including an official of Woodbury Leadership Academy who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. Woodbury Leadership Academy shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means *Darlah Krug, director*.
- C. Any request by an individual with a disability for reasonable modifications of Woodbury Leadership Academy's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

Woodbury Leadership Academy

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. Woodbury Leadership Academy may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

Woodbury Leadership Academy shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by Woodbury Leadership Academy to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom Woodbury Leadership Academy has determined to have legitimate educational interests; and
6. That Woodbury Leadership Academy forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left

Woodbury Leadership Academy

Behind Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

Woodbury Leadership Academy shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

Woodbury Leadership Academy shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by Woodbury Leadership Academy shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the main office of the school.

Adopted: June 24th, 2014

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

Woodbury Leadership Academy acknowledges that some students may require prescribed drugs or medication during the school day. Woodbury Leadership Academy's licensed school nurse, trained health clerk, director, or teacher will administer prescribed medications in accordance with law and school procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that Woodbury Leadership Academy may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between Woodbury Leadership Academy and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the director and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by Woodbury Leadership Academy under Minn. Stat. § 121A.21). Woodbury Leadership Academy administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 - 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. Woodbury Leadership Academy has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-

administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If Woodbury Leadership Academy employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:

- a. that are used off school grounds;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if Woodbury Leadership Academy has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. Woodbury Leadership Academy may revoke a student's privilege to possess and use nonprescription pain relievers if Woodbury Leadership Academy determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as state in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed nonsyringe injectors of epinephrine that enables the student to:

- a. possess nonsyringe injectors of epinephrine; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to nonsyringe injectors of epinephrine in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering nonsyringe injectors of epinephrine when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- K. "Parent" for students 18 years old or older is the student.

Adopted: May 27, 2014

521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of Woodbury Leadership Academy is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions, comments, or complaints should contact the Director regarding grievances or hearing requests regarding disability issues.

Adopted: July 8th, 2014

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. Woodbury Leadership Academy provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by Woodbury Leadership Academy on the basis of sex.
- B. It is the responsibility of every school employee to comply with this policy.
- C. The school board hereby designates the director as its Title IX coordinator. This employee coordinates Woodbury Leadership Academy's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the director as the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the director.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school official designated by this policy or may file a grievance. Woodbury Leadership Academy encourages the reporting party or complainant to use the report form available from the director at the Woodbury Leadership Academy office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to the director.
- B. The director is the person responsible for receiving oral or written reports or

grievances of unlawful sex discrimination toward a student. Any adult school personnel who receives a report of unlawful sex discrimination toward a student shall inform the director immediately.

- C. Upon receipt of a report or grievance, the director must notify Woodbury Leadership Academy's Chair of Board of Directors immediately, without screening or investigating the report. The director may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the director to the Chair of Board of Directors. If the report was given verbally, the director shall personally reduce it to written form within 24 hours and forward it to the Chair of Board of Directors. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the director. If the complaint involves the director, the complaint shall be made or filed directly with the Chair of Board of Directors by the reporting party or complainant.
- D. The school board hereby designates the director as Woodbury Leadership Academy human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the Chair of the Board of Directors.
- E. Woodbury Leadership Academy shall conspicuously post the name of the Title IX coordinator, including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Woodbury Leadership Academy will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Woodbury Leadership Academy's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of Woodbury Leadership Academy, the director as the Title IX coordinator, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school officials or by a third party designated by Woodbury Leadership Academy.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have

knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, Woodbury Leadership Academy should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, Woodbury Leadership Academy may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. Woodbury Leadership Academy's director as the Title XI coordinator shall make a written report to the Chair of the board of directors upon completion of the investigation. If the complaint involves the Chair of the Board of Directors, the report may be filed directly to the Vice President of the Board of Directors. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL ACTION

- A. Upon conclusion of the investigation and receipt of a report, Woodbury Leadership Academy will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School action taken for violation of this policy will be consistent with requirements of Minnesota and federal law and school policies.
- B. The result of Woodbury Leadership Academy's investigation of each complaint filed under these procedures will be reported in writing to the complainant by Woodbury Leadership Academy in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

Woodbury Leadership Academy will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, and employee organizations.
- B. Woodbury Leadership Academy shall review this policy and Woodbury Leadership Academy's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Adopted: July 22, 2014

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to Woodbury Leadership Academy's computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to Woodbury Leadership Academy's computer system and the Internet, including electronic communications, Woodbury Leadership Academy considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to Woodbury Leadership Academy's computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Woodbury Leadership Academy expects that faculty will blend thoughtful use of Woodbury Leadership Academy's computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

Woodbury Leadership Academy is providing students and employees with access to Woodbury Leadership Academy's computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. Woodbury Leadership Academy's system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of Woodbury Leadership Academy and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of Woodbury Leadership Academy's system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of Woodbury Leadership Academy's system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other

applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of Woodbury Leadership Academy's system and Internet resources or accounts are considered unacceptable:
1. Users will not use Woodbury Leadership Academy's system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use Woodbury Leadership Academy's system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use Woodbury Leadership Academy's system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use Woodbury Leadership Academy's system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change Woodbury Leadership Academy's system software, hardware, or wiring or take any action to violate Woodbury Leadership Academy's security system, and will not use Woodbury Leadership Academy's system in such a way as to disrupt the use of the system by other users.
 5. Users will not use Woodbury Leadership Academy's system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of

Woodbury Leadership Academy

that person.

6. Users will not use Woodbury Leadership Academy's system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

a. This paragraph does not prohibit the posting of employee contact information on school webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by Woodbury Leadership Academy as directory information and verification is made that Woodbury Leadership Academy has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

(2) such information is not classified by Woodbury Leadership Academy as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

c. These prohibitions specifically prohibit a user from utilizing Woodbury Leadership Academy's system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace", "Facebook", "InstaGram", and "Twitter".

Woodbury Leadership Academy

7. Users must keep all account information and passwords on file with the designated school official. Users will not attempt to gain unauthorized access to Woodbury Leadership Academy's system or any other system through Woodbury Leadership Academy's system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on Woodbury Leadership Academy's system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use Woodbury Leadership Academy's system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use Woodbury Leadership Academy's system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of Woodbury Leadership Academy. Users will not use Woodbury Leadership Academy's system to offer or provide goods or services or for product advertisement. Users will not use Woodbury Leadership Academy's system to purchase goods or services for personal use without authorization from the appropriate school official.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school premises also may be in violation of this policy as well as other school policies. Examples of such violations include, but are not limited to, situations where Woodbury Leadership Academy's system is compromised or if a school employee or student is negatively impacted. If Woodbury Leadership Academy receives a report of an unacceptable use originating from a non-school computer or resource, Woodbury Leadership Academy may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to Woodbury Leadership Academy's computer system and the Internet and discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. In the case of a school employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the director. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school employee, the director.

Woodbury Leadership Academy

VI. FILTER

- A. With respect to any of its computers with Internet access, Woodbury Leadership Academy will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. 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
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- D. Woodbury Leadership Academy will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of Woodbury Leadership Academy's computer system and use of the Internet shall be consistent with school policies and the mission of Woodbury Leadership Academy.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of Woodbury Leadership Academy's system, Woodbury Leadership Academy does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on Woodbury Leadership Academy's system.

Woodbury Leadership Academy

- B. Routine maintenance and monitoring of Woodbury Leadership Academy's system may lead to a discovery that a user has violated this policy, another school policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School employees should be aware that Woodbury Leadership Academy retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school employees should be aware that data and other materials in files maintained on Woodbury Leadership Academy's system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. Woodbury Leadership Academy will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through Woodbury Leadership Academy's system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of Woodbury Leadership Academy.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL LIABILITY

Use of Woodbury Leadership Academy's system is at the user's own risk. The system is provided on an "as is, as available" basis. Woodbury Leadership Academy will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or non-deliveries of

Woodbury Leadership Academy

information or materials, regardless of the cause. Woodbury Leadership Academy is not responsible for the accuracy or quality of any advice or information obtained through or stored on Woodbury Leadership Academy's system. Woodbury Leadership Academy will not be responsible for financial obligations arising through unauthorized use of Woodbury Leadership Academy's system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of Woodbury Leadership Academy policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school policies.
 - 2. Disclaimers limiting Woodbury Leadership Academy's liability relative to:
 - a. Information stored on school diskettes, hard drives, or servers.
 - b. Information retrieved through school computers, networks, or online resources.
 - c. Personal property used to access school computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though Woodbury Leadership Academy may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 - 7. Notification that, should the user violate Woodbury Leadership

Woodbury Leadership Academy

Academy's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of Woodbury Leadership Academy's system and of the Internet if the student is accessing Woodbury Leadership Academy's system from home or a remote location.
- B. Parents will be notified that their students will be using school resources/accounts to access the Internet and that Woodbury Leadership Academy will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that Woodbury Leadership Academy's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. Woodbury Leadership Academy's administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

Woodbury Leadership Academy

- C. Woodbury Leadership Academy Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Adopted: July 22, 2014

525 VIOLENCE PREVENTION POLICY

I. PURPOSE

The purpose of this policy is to identify measures that Woodbury Leadership Academy will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The Woodbury Leadership Academy Board of Directors is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities, and on school grounds, buses or field trips while under school supervision.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of Woodbury Leadership Academy to strictly enforce its School Weapons Policy #501.
- B. It is the policy of Woodbury Leadership Academy to strictly enforce its Harassment & Violence Policy #413.
- C. It is the policy of the Woodbury Leadership Academy to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. Woodbury Leadership Academy administration shall periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the Woodbury Leadership Academy Board of Directors for review and adoption.
- E. Woodbury Leadership Academy shall implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our school, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The Woodbury Leadership Academy Board of Directors will review and approve

policies to prevent and address violence in our school. The Director or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.

- B. The Woodbury Leadership Academy Board of Directors and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. Woodbury Leadership Academy will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- E. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. Å§ 121A.05.

IV. PREVENTION STRATEGIES

- A. Woodbury Leadership Academy has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our school, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.
- B. Adopt a crisis management policy to address potential violent crisis situations in the school.
- C. Provide training in recognition, prevention, and safe responses to violence, and development of a positive school climate.
- D. In-service training for personnel in aspects of reporting, visibility and supervision as deterrents to violence.
- E. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- F. Establish a curriculum committee that explores ways of teaching students proactive character/ values education (universal values, e.g. honesty, personal responsibility, self-discipline, cooperation and respect for others.)

- G. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- H. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- I. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy and identify differences in behavior and values that conflict with their own.
- J. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- K. Establish clear school expectations that prevent and deter violence.
- L. Establish conflict resolution training, conflict management, or peer mediation for staff and students to teach conservative approaches to settling disputes through Responsive Classroom.
- M. Develop opportunities to elicit students' ideas about particular safety problems in the building.
- N. Develop a name identification system for quick identification of the student in case of emergency.
- O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge will be issued for easy identification that the visitor is authorized to be present in the building.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, nurses, teachers, or administration who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of Woodbury Leadership Academy policies designed to

protect their personal safety.

- C. Students will be provided with information as to Woodbury Leadership Academy rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. Woodbury Leadership Academy staff shall be knowledgeable of violence prevention policies and report any violation to administration immediately. Woodbury Leadership Academy staff will be informed annually as to Woodbury Leadership Academy policy regarding weapons and violence prevention.

Adopted: April 22nd, 2014

526 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of Woodbury Leadership Academy and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. Woodbury Leadership Academy will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy who is found to have violated this policy.

III. DEFINITIONS

- A. "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 school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity

Woodbury Leadership Academy

that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. 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.
4. Any activity 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.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school policies or regulations.

- B. "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 does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school official designated by this policy.
- B. The building director, the assistant director, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or Woodbury Leadership Academy human rights officer by the reporting party or complainant.
- C. Teachers, administrators, volunteers, contractors, and other employees of Woodbury Leadership Academy shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building report taker immediately. School personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

Woodbury Leadership Academy

- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. Woodbury Leadership Academy will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Woodbury Leadership Academy's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, Woodbury Leadership Academy shall undertake or authorize an investigation by school officials or a third party designated by Woodbury Leadership Academy.
- B. Woodbury Leadership Academy may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, Woodbury Leadership Academy will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school policies, and regulations.
- D. Woodbury Leadership Academy is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of Woodbury Leadership Academy. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

Woodbury Leadership Academy will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of Woodbury Leadership Academy 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 a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. DISSEMINATION OF POLICY

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

Woodbury Leadership Academy

- B. Woodbury Leadership Academy will develop a method of discussing this policy with students and employees.

IMMUNIZATION REQUIREMENTS

I. Purpose

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. General Statement of Policy

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. Student Immunization Requirements

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
 2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic which administers immunizations. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or

guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III. A. or III. B., above, or statement of immunization set forth to the superintendent of the school district by October 1 of each school year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III. A. or III. B., above, or Section IV. below. 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 until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. Exemptions from Immunization Requirements

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. Notice of Immunization Requirements

- A. The school district will develop and implement a procedure to:
 - 1. notify parents and students of the immunization requirements and the consequences for failure to provide the required documentation;
 - 2. review student health records to determine whether the required information has been provided; and
 - 3. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.
- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size of at least equal to the font size and style as the immunizations requirement and on the same page as the immunization requirements.

VI. Immunization Records

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student without the consent of the student's parent or guardian. Under all other circumstances, immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. Other

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Children, Families and Learning stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (Jan.17, 1968)
Op. Atty. Gen. 169-W (July 23, 1980)

Cross References: Policy 515 - Protection and Privacy of Pupil Records

Adopted: April 22nd, 2014

531 THE PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school administration or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

/532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

[Note: Minnesota Laws 2009, Chapter 96, makes a number of changes to the laws and rules governing the use of “conditional procedures” with respect to special education students. Specifically, Chapter 96 repeals, EFFECTIVE AUGUST 1, 2011, Minn. Stat. §§ 121A.66, 121A.67, Subd. 1, as well as Minn. Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp. 5. These laws and rules will be replaced, effective August 1, 2011, with a restrictive procedures law which generally addresses the restraint of special education students. Also note that the new restrictive procedures law contains a significant staff training component, found at Minn. Stat. § 125A.0942, Subds. 1, 2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use the new procedures.]

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

Woodbury Leadership Academy is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of **Woodbury Leadership Academy**’s discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student’s behavior will be taken by staff when a student’s behavior violates **Woodbury Leadership Academy**’s discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

Woodbury Leadership Academy

For purposes of this policy, the following terms have the meaning given them in this section:

- A. “Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. “Peace officer” means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between **Woodbury Leadership Academy** and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury or to prevent serious property damage.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

- A. Removal By Crisis Team

Woodbury Leadership Academy

If the behavior of a student with an IEP escalates to the point where the student's behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team may be summoned. The crisis team may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school personnel may report a crime committed by a student with an IEP to appropriate authorities. If **Woodbury Leadership Academy** reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school's policy, Protection and Privacy of Pupil Records.

[Note: If the school uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]

Woodbury Leadership Academy

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of **Woodbury Leadership Academy**, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
6. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

[Note: Until August 1, 2012, a school may use prone restraints under the following conditions:

Woodbury Leadership Academy

- a. *The district has provided to the Minnesota Department of Education (MDE) a list of staff who have had specific training on the use of prone restraints;*
- b. *The district provides information on the type of training that was provided and by whom;*
- c. *Prone restraints may only be used by staff who have received specific training;*
- d. *Each incident of the use of prone restraints is reported to MDE within five (5) working days on a form provided by MDE or on a school's restrictive procedure documentation form; and*
- e. *A school, prior to using prone restraints, must review any known medical or psychological limitations that contraindicate the use of prone restraints.*

MDE will report back to the chairs and ranking minority members of the legislative committees with primary jurisdiction over education policy by February 1, 2012, on the use of prone restraints in the schools.]

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If **Woodbury Leadership Academy** seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive

Woodbury Leadership Academy

procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

533 WELLNESS

[Note: All schools that receive funding from the federal school lunch program are required by the Child Nutrition and WIC Reauthorization Act of 2004 ("the Act") to have a Wellness Policy that includes nutrition guidelines, goals for nutrition education, and physical activity to promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, the school board, school administrators, and the public in the development of the wellness policy. The Act also requires a plan for measuring implementation of the policy and the designation of at least one person charged with operational responsibility for ensuring the school is in compliance with the policy. The Act provides for technical assistance and information from the Secretary of Agriculture to aid state and local educational agencies and school food authorities in establishing healthy school nutrition environments, reducing childhood obesity, and preventing diet-related chronic diseases.]

I. PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. **Woodbury Leadership Academy** encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

Woodbury Leadership Academy

- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. GUIDELINES

A. Foods and Beverages

[Note: The Act requires that schools have nutrition guidelines, selected by the school], for all foods available on the school campus during the school day with the objective of promoting student health and reducing student obesity.]

1. All foods and beverages made available on campus (including concessions and a la carte cafeteria items) will be consistent with the current USDA Dietary Guidelines for Americans.
2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
4. **Woodbury Leadership Academy** will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

[Note: The Act requires that school's wellness policy provide an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act (42 U.S.C. 1771 et seq.) and sections 9(f)(1) and 17(a) of the National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a), as those regulations apply to schools.]

5. **Woodbury Leadership Academy** will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
6. **Woodbury Leadership Academy** will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.

Woodbury Leadership Academy

7. **Woodbury Leadership Academy** will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

B. School Food Service Program/Personnel

1. **Woodbury Leadership Academy** will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. **Woodbury Leadership Academy** shall designate an appropriate person to be responsible for **Woodbury Leadership Academy's** food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
3. As part of **Woodbury Leadership Academy's** responsibility to operate a food service program, **Woodbury Leadership Academy** will provide continuing professional development for all food service personnel in schools.

C. Nutrition Education and Promotion

[Note: The Act requires that wellness policies include goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the school determines is appropriate.]

1. **Woodbury Leadership Academy** will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.

Woodbury Leadership Academy

2. **Woodbury Leadership Academy** will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
3. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

D. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

E. Communications with Parents

1. **Woodbury Leadership Academy** recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. **Woodbury Leadership Academy** will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. **Woodbury Leadership Academy** encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. **Woodbury Leadership Academy** will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

Woodbury Leadership Academy

IV. IMPLEMENTATION AND MONITORING

[Note: The Act requires that the wellness policy establish a plan for measuring implementation of the policy, including designation of at least one or more persons within the school or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the requirements of the wellness policy.]

- A. After approval by the school board, the wellness policy will be implemented throughout **Woodbury Leadership Academy**.
- B. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, or the building director, as appropriate.
- C. **Woodbury Leadership Academy's** food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.
- D. The administration or designee will ensure compliance with the wellness policy and will provide an annual report of **Woodbury Leadership Academy's** compliance with the policy to the school board.
- E. **Woodbury Leadership Academy** will post this wellness policy on its website, to the extent it maintains a website.

Adopted: August 12, 2014

537 KINDERGARTEN LOTTERY POLICY

I. PURPOSE

The purpose of this policy is to establish a clear understanding of the Woodbury Leadership Academy Kindergarten lottery process.

II. GENERAL STATEMENT OF POLICY

Woodbury Leadership Academy practices a Kindergarten enrollment process that is fair and balanced. Woodbury Leadership Academy will not limit admission or establish any criteria or requirements for admission that are inconsistent with MN Statutes 124D.10 subdivision 9.

III. DEFINITION

“Enrolled” means when the application is received and a student is placed in an open position within a grade level.

IV. PROCEDURE

- A. The Kindergarten lottery for children eligible to enter Kindergarten in September will be held each year on the first business day in February.
- B. All applications for the following school year will be available the first business day in December for pickup at the school or on the website at www.woodburyleadershipacademy.com
- C. A completed application is required for anyone wishing to be considered for enrollment. It is the responsibility of the applicant to retain confirmation from Woodbury Leadership Academy of the receipt of application. If confirmation of receipt is not received, it is upon the applicant to follow up with Woodbury Leadership Academy to request the confirmation.
- D. All applications must be received by the school by 3:30 pm the last business day in January. All applications received after the deadline will be stamped according to date received.
- E. Openings will be filled per Minnesota State Statute as follows:
 - i. A sibling of an enrolled student and/or a foster child of that

student's parents/guardians.

- a. It is the parent's/guardian's responsibility to submit a completed enrollment application for a sibling who is entering kindergarten. Any applications received after the due date will be added to the waiting list.
 1. When one twin/multiple is drawn to fill an open position, the other twin/multiples are automatically considered a sibling of an enrolled student and receive sibling preference.
 2. If the Kindergartner has siblings in other grades, they will now be considered a sibling of an enrolled student and receive sibling preference.
 - ii. Child/children of Woodbury Leadership Academy staff.
 - a. It is the parent's/guardian's responsibility to submit a completed enrollment application for a child of a teacher who is entering kindergarten. Any applications received after the due date will be added to the waiting list.
 - b. A person is considered a staff member after completing their first day of work as outlined in their contract.
 - iii. General Lottery
 - a. General lottery applications will be pulled randomly by two Enrollment Committee members or one Enrollment Committee member and the Director. The names are added, in the order drawn, to fill all openings. The applications will be pulled in accordance with enrollment policy 538.
 - b. Parents/guardians will be notified in writing (electronic or otherwise) within 10 business days of the lottery results.
- F. Waiting list placement will begin with the first student in sequence after all the existing openings are filled. After the February lottery has taken place, all new registrations will be placed in sequence on the waiting list.

V. REVIEW

The Board of Directors will review this policy annually after the yearly lottery process.

Note: The applicability and enforceability of this policy 537 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.

Policy 538: Enrollment

Adopted: July 12th, 2016

I. PURPOSE

The purpose of this policy is to establish a clear understanding of the Woodbury Leadership Academy enrollment process.

II. GENERAL STATEMENT OF POLICY

Woodbury Leadership Academy practices an enrollment process that is fair and balanced. Woodbury Leadership Academy will not limit admission or establish any criteria or requirements for admission that are inconsistent with MN Statutes 124D.10 subdivision 9.

III. DEFINITIONS

“Enrolled” means when the application is received and a student is placed in an open position within a grade level and enrollment materials have been received by the school.

IV. PROCEDURES

- A. All applications for the following school year will be available the first business day in December for pickup at the school or on the website at www.woodburyleadershipacademy.com
- B. All applications must be received by the school by the last business day in January. All applications will be stamped according to date received.
- C. Lottery will take place on the first business day in February.
- D. Kindergarten: Refer to the Kindergarten Enrollment Policy #537.
- E. Grades 1-6:
 - i. A completed application is required for any student wishing to be considered for enrollment. Applications do not carryover from year to year and must be resubmitted. Current students of Woodbury Leadership Academy need to return Letter of Intent to return for the following school year.
 - ii. Openings will be filled per Minnesota State Statute as follows:
 - a. A sibling of an enrolled student and/or a foster child of that student's parents/guardians.
 - b. When one twin/multiple is drawn to fill an open position, the other twin/multiples are automatically considered a sibling of an enrolled student and receive sibling preference.
 - c. If the student has siblings in other grades, they will now be woodburyleadershipacademy.com

- considered a sibling of an enrolled student and receive sibling preference.
- d. Child/children of Woodbury Leadership Academy staff
 1. A person is considered a staff member after completing their first day of work as outlined in their contract.
 - e. General Lottery Waiting lists, if needed, should be re-established after the lottery that follows each enrollment deadline. Families may not retain a waiting number from a previous year. Waiting lists should not be established before enrollment deadline in lieu of lotteries; open enrollment is **NOT** first-come, first-served prior to the enrollment deadline.
 1. New applications will be drawn randomly by two Enrollment Committee members OR one Enrollment Committee member and the Director. The applications will be pulled starting with the highest grade.
 2. New applicants are added to the existing waiting list in the order drawn.
 - iii. Annual lottery results will be mailed (electronically or otherwise) within 10 days after the lottery.
 - iv. As students from the list are offered positions and/or become enrolled, positions on the lists will be adjusted accordingly.
 - v. The waiting list is intended for the sole purpose of enrollment and distribution of information deemed appropriate by Woodbury Leadership Academy. Woodbury Leadership Academy will not sell, distribute or otherwise disseminate waiting list information. Woodbury Leadership Academy will not use this list for solicitation purposes other than to gather interest and involvement in those things related to enrollment, expansion or related interests at Woodbury Leadership Academy.

F. It is the policy of Woodbury Leadership Academy to comply with Federal and State laws prohibiting discrimination. Woodbury Leadership Academy will not discriminate with regard to a person's age, color, creed, culture, disability, ethnic, origin, family care leave status, gender, marital status, political affiliation, status with regard to public assistance, race, religion, sexual preference/orientation, socioeconomic status, veteran's status or any other protected class.

V. STUDENT WITHDRAWAL

When a student withdraws from Woodbury Leadership Academy, a Student Withdrawal Form must be completed and returned by a parent/guardian to the Woodbury Leadership Academy's business office. To obtain the Student Withdrawal Form, please contact the business office.

Woodbury Leadership Academy will recognize a request of records from another school district as an official notification of that student's withdrawal.

Note: The applicability and enforceability of this Policy 538 is limited to, and qualified by, Minnesota or Federal law that, at the time any such circumstance within the scope of the policy arise, may be contrary to some aspect or all of the policy.

Adopted: July 22, 2014

541 CELL PHONES AND OTHER ELECTRONICS POLICY

I. PURPOSE

All types of electronic devices are a distraction to the learning environment.

II. GENERAL STATEMENT OF POLICY

- A. Cell phones and other electronics must be off and out of sight during school hours in the school building or at school related events unless given special authorization by administration. Any staff member can confiscate them.
- B. The following procedures will be used for noncompliance:
 - i. First offense: device(s) confiscated for remainder of the day.
 - ii. Second offense: device(s) confiscated and only returned to parent/guardian.
 - iii. Repeated infractions or failure to comply with staff members will result in further disciplinary action.
- C. The school is not responsible if such items are lost, stolen, or damaged. We recommend that students not bring them to school.

FIELD TRIPS

I. Purpose

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. General Statement of Policy

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place *during the school day*, relate directly to a course of study and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day, but not overnight. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal before being advanced to the superintendent for final approval. The superintendent will give consideration to factors involved in the trip including, but not limited to, the age and grade level involved, the number of out of school trips, the distance and time involved, staffing, instructional costs and benefits. Financial contributions by students may be required. (Minn. Stat. 123B.36 Authorized Fees). The organizers of any supplementary field trip in which students are required to make financial

contributions shall provide multiple opportunities so all students may have the ability to earn money to cover the cost of the field trip.

C. Extended Trips

Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament competition).

1. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.
2. Extended field trips should be scheduled during non-school days whenever possible.
3. The school board will approve or disapprove any extended field trip that will take place during non-school days, including the summer months.

III. Regulations

- A. School rules of conduct and student discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.
- D. Students must have completed any assigned homework for the period of time of the extended field trip prior to leaving on said extended field trip.
- E. Extended field trips will adhere to the U.S. State Department's travel advisories. Advisors responsible for the extended field trip shall monitor the state department's information for travel.
- F. The organizer of all supplemental or extended field trips will provide information to parents giving them an opportunity to endorse the proposed trip.

IV. School Board Review

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. 123B.36 (Authorized Fees)
Minn. Stat. 123B.37 (Prohibited Fees)
Minn. Stat. 123B.49 (Co-curricular and Extracurricular Activities;
Insurance)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675
(8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: Policy 403 - Discipline, Suspension, and Dismissal of School District
Employees
Policy 423 - Employee-Student Relationships
Policy 506 - Student Discipline
Policy 707 - Transportation of Public School Students
Policy 709 - Student Transportation Safety Policy
Policy 710 - Extracurricular Transportation

TO: Board of Directors
FROM: Bert Strassburg, Executive Director
DATE: April 25, 2017
AGENDA: Business/Board Action
RE: 2nd Reading of Board Policies 200 Series and Policy 701

RECOMMENDATION: Approve the 2nd reading/review of the following policies:

- 201: Legal Status of the Board of Directors**
- 203: Operation of the Board of Directors - Governing Rules**
- 203.2: Order of the Regular Board of Directors Meeting**
- 203.5: Board of Directors Meeting Agenda**
- 203.6: Consent Agendas**
- 206: Public Participation/Complaints and Data Privacy**
- 208: Development, Adoption and Implementation of Policies**
- 210.1: Conflict of Interest - Charter School Board Members**
- 211: Criminal or Civil Action Against the School, BOD, Employee or Student**
- 701: Purchasing, Procurement, and Contracting**

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

*MSBA/MASA Model Policy 201
Orig. 1995
Rev. 2009*

POLICY 201: LEGAL STATUS OF THE BOARD OF DIRECTORS

I. PURPOSE

The care, management, and control of the school is vested by statutory and constitutional authority in the Board of Directors (BOD). The BOD shall carry out the mission of the school with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the BOD in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The BOD is the governing body of the school. As such, the BOD has the responsibility for the care, management, and control over the school.
- B. Generally, elected members of the BOD have binding authority only when acting as a BOD legally in session, except where specific authority is provided to BOD members or officers individually. Generally, the BOD is not bound by an action or statement on the part of an individual BOD member unless the action is specifically directed or authorized by the BOD.

III. DEFINITION

"Board of Directors: and "BOD" means the governing body of the school.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the BOD consists of nine elected directors; three teachers, three parents of enrolled students; and three community members. The term of office is three years.
- B. There may be other ex officio members of the BOD as provided by law. The Executive Director is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the BOD.

V. POWERS AND DUTIES

- A. The BOD has powers and duties specified by statute. The BOD's authority includes implied powers in addition to specific powers granted by legislature.
- B. The BOD exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The BOD shall superintend and manage the school; adopt rules for its organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The BOD shall have the general charge of the business of the school, its facilities and property, and of the interest of the school.
- E. The BOD, among other duties, shall perform the following in accordance with applicable law:
 - 1. Conduct the business of the school and pay indebtedness and proper expenses;
 - 2. Employ and contract with necessary qualified teachers and discharge the same for cause;
 - 3. Provide services to promote the health of its pupils;
 - 4. Provide school buildings and erect needed buildings;
 - 5. Purchase, sell, and exchange school property and equipment as deemed necessary by the BOD for school purposes;
 - 6. Provide for payment of claims against the school, and prosecute and defend actions by or against the school, in all proper cases;
 - 7. Employ and discharge necessary employees and contract for other services;
 - 8. Provide for transportation of pupils to and from school, as governed by statute; and
 - 9. Procure insurance against liability of the school, its officers, and employees.
- F. The BOD, at its discretion, may perform the following:
 - 1. Provide library facilities, public evening school, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
 - 2. Furnish school lunches for pupils and teachers on such terms as the BOD determines;
 - 3. Enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
 - 4. Lease rooms or buildings for school purposes;
 - 5. Authorized the use of school facilities for community purposes that will not interfere with their use for school purposes;
 - 6. Authorize cocurricular and extracurricular activities;

7. Receive, for the benefit of the school, bequests, donations or gifts for any proper purpose; and
8. Perform other acts as the BOD shall deem to be reasonably necessary or required for the governance of the school.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers)
Minn. Stat. § 123B.02 (General Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14 (School District Officers)
Minn. Stat. § 123B.23 (Liability Insurance)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities;
Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular
Purposes)
Minn. Stat. § 123B.85 (Definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W, 911
(1924)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

MSBA/MASA Model Policy 203

Orig. 1995

Rev. 2009

POLICY 203: OPERATION OF THE BOARD OF DIRECTORS – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the Board of Directors (BOD).

II. GENERAL STATEMENT OF POLICY

An orderly BOD meeting allows BOD members to participate in discussion and decision of school issues. Rules of order allow BOD members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for BOD meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the BOD consistent with Minnesota statutes;
- C. *Robert's Rules of Order, Revised* (latest edition) where not inconsistent with A. or B., above.

Legal References: Minn. Stat. CH. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
Minn. Stat. § 123B.14 (Officers)

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

MSBA/MASA Model Policy 203.2
Orig. 1997
Rev. 2007

POLICY 203.2: ORDER OF THE REGULAR BOARD OF DIRECTORS MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular Board of Director (BOD) meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the BOD to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The BOD shall conduct an orderly BOD meeting. The BOD will, at all regular BOD meetings, follow an agenda order similar to:

1. Call to Order and Roll Call
2. Reading of the Mission and Vision Statements
3. Approval of Agenda
4. Conflict of Interest Declaration
5. Approval of Previous Minutes
6. Public Comment
7. Presentations
8. Committee Reports
9. Board and Administration Reports
10. Consent Agenda
11. Business/Board Action
12. Board Communication and Future Items
13. Housekeeping
14. Adjournment

B. Items in this order may be considered as part of a consent agenda:

1. Financial Statements, Cash Disbursements and Receipts
2. Personnel Transactions
3. Contracts
4. Acceptance of Gifts

- C. The BOD may depart from the order of business with the consent of the majority of BOD members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agenda)

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

MSBA/MASA Model Policy 203.5
Orig. 1997
Rev. 2012

POLICY 203.5: BOARD OF DIRECTORS MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the Board of Directors (BOD) meeting agenda to ensure that the BOD can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

It is the policy of the BOD that BOD meetings shall be conducted in a manner to allow the BOD to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all BOD members may provide input, it shall be the responsibility of the BOD chair (chair) and the school Executive Director (ED) to develop, prepare and arrange the order of items for the tentative BOD meeting agenda for each BOD meeting.
- B. Persons wishing to place an item on the agenda must make a request to the chair or ED in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired and pertinent background information. The chair and ED shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to all BOD members three (3) calendar days prior to the scheduled BOD meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the BOD shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the BOD or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject

matters. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board –
Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board
Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

MSBA/MASA Model Policy 203.6
Orig. 1997
Rev. 1999

POLICY 203.6: CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of Board of Director (BOD) meetings, the BOD may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The Executive Director (ED), in consultation with the BOD chair, may place items on the consent agenda. By using a consent agenda, the BOD has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to BOD action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual BOD member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the BOD. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the BOD. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

*MSBA/MASA Model Policy 203.6
Orig. 1997
Rev. 1999*

POLICY 203.6: CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of Board of Director (BOD) meetings, the BOD may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The Executive Director (ED), in consultation with the BOD chair, may place items on the consent agenda. By using a consent agenda, the BOD has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to BOD action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual BOD member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the BOD. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the BOD. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

MSBA/MASA Model Policy 206

Orig. 1995

Rev. 2015

POLICY 206: PUBLIC PARTICIPATION IN BOARD OF DIRECTORS MEETINGS / COMPLAINTS ABOUT PERSONS AT BOARD OF DIRECTORS MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The Board of Directors (BOD) recognizes the value of participation by the public in deliberations and decisions on school matters. At the same time, the BOD recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the Board of Directors (BOD) is to encourage discussion by citizens of subjects related to the management of the school at BOD meetings. The BOD may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The BOD shall, as a matter of policy, protect the legal rights to privacy and due process to employees and students. purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature

of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined by Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the terms of any agreement settling any dispute arising out of the employment relationship, including an ED buyout agreement, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school BOD, collect by the school as a result of the applicant' application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; and any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; provided, however, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail

address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School employees have a legal right to privacy related to matters which may come before the BOD, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the BOD of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. §122A.33, Subd. 3.
- B. School students have a legal right to privacy related to matters which may come before the BOD, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. §121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Citizens who wish to have a subject discussed at a public BOD meeting are encouraged to notify the ED's office in advance of the BOD meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Citizens who wish to address the BOD on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The BOD chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the BOD, or the proceedings may be directed to leave.
4. The BOD retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the BOD. If a group or organization wishes to address the BOD on a topic, the BOD reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the BOD in accordance with governing law.
6. The BOD chair shall promptly rule out of order any discussion by any person, including BOD members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the BOD are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the BOD.
8. Depending upon the number of persons in attendance seeking to be heard, the BOD reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the ED.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school should be directed to the ED's office.
4. Complaints which are unresolved at the ED's level may be brought before the BOD by notifying the BOD in writing.

C. Open Forum

The BOD shall normally provide a specified period of time when citizens may address the BOD on any topic, subject to the limitations of this policy. The BOD reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The BOD may decide to hold certain types of public meetings where the public will not be invited to address the BOD. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the BOD.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the BOD will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personal Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

*MSBA/MASA Model Policy 208
Orig. 1995
Rev. 2015*

POLICY 208: DEVELOPMENT, ADOPTION AND IMPLEMENTATION OF POLICIES

[Note: The provisions of this policy are recommendations. The procedures for policy development, adoption, and implementation are not specifically provided by statute.]

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the Board of Directors (BOD) and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the BOD and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for Woodbury Leadership Academy (WLA) with the force and effect of law. BOD policy provides the general direction as to what the BOD wishes to accomplish while delegating implementation of policy to the administration.
- B. The BOD's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The BOD shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a BOD member, employee or student of WLA. Proposed policies or ideas shall be submitted to the director for review prior to possible placement on the BOD agenda.

IV. ADOPTION OF POLICY

- A. The BOD shall give notice of proposed policy changes or adoption of new

policies by placing the item on the agenda of two BOD meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to the final BOD vote, which may be at the second meeting.

- B. The final vote taken to adopt the proposed policy shall be approved by a simple majority vote of the BOD at the second meeting.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the BOD. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The BOD shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the BOD has no control, the modified policy may be approved at one meeting at the discretion of the BOD.

V. IMPLEMENTATION OF POLICY

- A. The Executive Director shall be responsible for implementing BOD policies and developing administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the BOD.
- B. Each BOD member shall have access to this policy manual, and a copy shall be placed in the Executive Director's office. Manuals shall be available in the Executive Director's office and made available for reference purposes to other interested persons.
- C. The Executive Director, employees designated by the Executive Director, and individual BOD members shall be responsible for keeping the policy manuals current.
- D. The BOD shall review policies at least once every three years. The Executive Director shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the BOD shall review the following policies annually:
 - 410 Family and Medical Leave Policy;
 - 413 Harassment and Violence;
 - 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse;
 - 415 Mandated Reporting of Maltreatment of Vulnerable Adults;
 - 506 Student Discipline;
 - 514 Bullying Prohibition Policy;
 - 522 Student Sex Nondiscrimination;

524 Internet Acceptable Use and Safety Policy;
616 School District System Accountability; and
806 Crisis Management Policy.

- E. When no BOD policy exists to provide guidance on a matter, the Executive Director is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of WLA. Under such circumstances, the Executive Director shall advise the BOD of the need for a policy and present a recommended policy to the BOD for approval.

Legal References: Minn. Stat. § 123B.02, Subd.1 (School District Powers)

Minn. Stat. § 123B.09, Subd.1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

WOODBURY LEADERSHIP ACADEMY

Adopted: July 2014

Revised: _____

MSBA/MASA Model Policy 210.1

Orig. 2001

Rev. 2014

POLICY 210.1: CONFLICT OF INTEREST – CHARTER SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest for charter school board members and to engage in charter school business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the charter school Board of Directors (BOD) is to conform with statutory conflict of interest laws and act in a manner that will avoid any conflict of interest or the appearance thereof.

III. CONFLICTING BUSINESS RELATIONSHIPS

- A. An individual is prohibited from serving as a member of the BOD of a charter school if the individual, an immediate family member, or the individual's partner is a full or part owner or principal with a for-profit or nonprofit entity or independent contractor with whom the charter school contracts, directly or indirectly, for professional services, goods or facilities. An individual is prohibited from serving as a BOD member if an immediate family member is an employee of the school. A violation of this prohibition renders a contract voidable at the option of the Commissioner of Education (Commissioner) or the charter school BOD. A member of a charter school BOD who violates this prohibition is individually liable to the charter school for any damage caused by the violation. An individual may serve as a member of the BOD if no conflict of interest under this paragraph exists.
- B. No member of the BOD, employee, officer, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when: (1) the board member, employee, officer, or agent; (2) the immediate family of the board member, employee, officer, or agent; (3) the partner of the board member, employee, officer, or agent; or (4) an organization that employs, or is about to employ, any individual in clauses (1) to (3), has a financial or other interest in the entity with which the charter school is contracting. A violation of this provision renders the contract void.

- C. Any employee, agent, or board member of the authorizer of a charter school who participates in the initial review, approval, ongoing oversight, evaluation, or the charter renewal or nonrenewal process or decision is ineligible to serve on the BOD of a school chartered by that authorizer.
- D. The charter school board member conflict of interest provisions do not apply to compensation paid to a teacher employed as a teacher by the charter school or a teacher who provides instructional services to the charter school through a cooperative formed under Minn. Stat. Ch. 308A when the teacher also serves on the charter school BOD.
- E. A charter school board member, employee, or officer is a local official with regard to the receipt of gifts. A board member, employee, or officer must not receive compensation from a group health insurance provider.

Legal References: Minn. Stat. § 10A.071, Subd. 1 (Certain Gifts by Lobbyists and Principals Prohibited)
Minn. Stat. § 124D.10, Subd. 4a (Charter Schools; Conflict of Interest)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

MSBA/MASA Model Policy 214
Orig. 2005
Rev. 2009

POLICY 214: OUT-OF-STATE TRAVEL BY BOARD OF DIRECTORS MEMBERS

[Note: School districts are required by statute to adopt a policy addressing this issue.]

I. PURPOSE

The purpose of this policy is to control out-of-state travel by Board of Directors (BOD) members as required by law.

II. GENERAL STATEMENT OF POLICY

BOD members have an obligation to become informed on the proper duties and functions of a board member, to become familiar with issues that may affect the school, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as board members. Occasionally, it may be appropriate for board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the BOD finds it proper for board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as board members. Travel to regional or national meetings of the National Charter School Conference is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from school should be preapproved by the BOD.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school-related expenses

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school 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.

- B. Automobile travel shall be reimbursed at the mileage rate set by the BOD. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the BOD's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The school administration shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The administration shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd.2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op Atty. Gen. 161b-12 (Aug 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

*MSBA/MASA Model Policy 211
Orig. 1995
Rev. 2006*

POLICY 211: CRIMINAL OR CIVIL ACTION AGAINST SCHOOL, BOARD OF DIRECTORS MEMBER, EMPLOYEE OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance as to the school's position, rights, and responsibilities when a civil or criminal action is pending against the school, or a Board of Directors (BOD) member, school employee or student.

II. GENERAL STATEMENT OF POLICY

- A. The school recognizes that, when civil or criminal actions are pending against a BOD member, school employee, or student, the school may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school acknowledges its statutory obligations with respect to providing assistance to BOD members and teachers who are sued in connection with performance of school duties. Collective bargaining agreement and school policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school shall defend and indemnify any BOD member or school employee for damages in school-related litigation, including punitive damages, claimed or levied against the BOD member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school, upon written request of the teacher involved, the school shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of

the teacher with the school. The school will choose legal counsel after consultation with the teacher.

C. Data Practices

Educational data and personnel data maintained by the school may be sought as evidence in a civil proceeding. The school will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the Executive Director. No BOD member or employee may release data without consultation in advance with the school official who is designated as the authority responsible for the collection, use, and dissemination of data.

D. Service of Subpoenas

It is the policy of the school that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school receives information relating to activities of a criminal nature by an employee, the school will investigate and take appropriate disciplinary action, which may include discharge, subject to school policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school employee, the BOD may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school. The decision as to whether to reimburse shall be made at the discretion of the BOD. A BOD

member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the BOD is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. It is the policy of the school to cooperate with law enforcement officials. The school will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the ED or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, BOD members or school employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Actions Against Teachers)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Depriving Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

WOODBURY LEADERSHIP ACADEMY

Adopted: _____

Revised: _____

POLICY 701: PURCHASING, PROCUREMENT, AND CONTRACTING POLICY

I. PURPOSE

The purpose of this policy is to:

- Establish procedures for carrying out purchasing, procurement and contracting functions of Woodbury Leadership Academy (WLA)
- Provide efficient management of public monies
- Ensure compliance with all applicable state and federal laws including requirements when using federal funds to make purchases under Minnesota's federal Charter Schools Program (CSP).

II. GENERAL STATEMENT OF POLICY

It is the policy of the WLA board to utilize resources to the benefit of our students' education and to establish procedures for all expenditures made with charter school funds to ensure efficiency, economy, legal compliance, internal control, ethical behavior by all staff /board members, and fairness in dealing with vendors.

III. GENERAL PURCHASING PROCEDURES

- A. Authorization:** The WLA school director, in conjunction with the board treasurer, are responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, efficiency, and compliance with all applicable laws. The approved WLA expenditure budget (as adopted by the Board of Directors) is authorization for the director to make purchases within the budget under his/her control. To be valid, all contracts must be approved by the school board. The school board may empower the director to enter into contracts that will be subsequently approved by the board.
- B. Scope:** Purchasing procedures apply to procurement of equipment, supplies, and services used to support the educational process. Expenditure of charter school funds may only be for the public purposes of the charter school and may not benefit an individual.
- C. Administrative Approval:** In order to provide efficient budget management, the director, must approve all expenditures. Expenditures greater than \$5,000 must also be approved by the board treasurer.
- D. Monitor:** The director will monitor and facilitate best practices and ensure best pricing. The director, in collaboration with the board treasurer will make a monthly report to the WLA board regarding expenditures including variances to the approved budget.
- E. Economy:** Good business practice dictates that products will be purchased for the lowest price for acceptable quality. Lower prices can be achieved through researching best prices, cultivating business relationships, negotiating price contracts, buying in quantity, competitive quotation, or formal bid process.

F. Purchasing Methods: All charter school purchases must be made through methods authorized by WLA board. Approved methods include purchase orders, request for a check, reimbursement to employees upon presentation of receipts for school district purchases. Advanced payment will only be made when required by the vendor.

G. Requesting Goods and Services:

1. Requisitions for purchase orders. The school is to have a written procedure for the process of generating a purchase order for goods or services.
2. Request for check. Services or supplies received and invoiced prior to initiating a purchase order may be paid by filling out a "request for check" form and getting director approval. Examples include attorneys, auditors, employee reimbursement for purchase of goods or mileage, and other contracted services where the total cost cannot be determined ahead of time.
3. Employee reimbursement. Employees may be reimbursed for school expenses using a "request for check" form by attaching receipts and getting the director's approval. State sales tax cannot be reimbursed, so purchasing cards or purchase orders should be used whenever possible.
4. Advance payment. From time-to-time it may become necessary to get an advance payment for goods or services. Upon approval of the director, advance payment will be made for such things as extended field trips, conference travel by staff and/or for vendors who won't accept a purchase order. All receipts, along with any unspent funds must be turned in upon completion.

H. Receiving/Return/Storing: The director or his/her designee, upon receipt of ordered goods, will make an inspection to insure accuracy of the order and condition of the goods. The initialed and dated packing slip/invoice should be filed for matching with the purchase order (if applicable) and the invoice for payment.

I. Invoice/Payment: Payment for goods and services will be made only after the receipt of the goods or services, with rare exceptions. MN Statute 471.425 requires payment within 35 days with exception for a negotiated shorter payment period between vendor and school. No company shall be paid late fees for payment within the 35 days.

J. Outstanding Purchase Orders and Year End Cleanup: Purchase orders remain unfilled and open until all items have been received and paid. Full year purchase orders (i.e., blanket POs for cell phone bills) and any unfilled purchase orders at June 30 of the fiscal year must be closed out and if necessary renewed with a different PO # for the new fiscal year. Authorization to make future purchases cannot extend beyond the end of the fiscal year.

IV. PROCEDURES FOR PURCHASES FROM \$10,000-\$49,999 WITH NON-FEDERAL MONEY

A. A contract for supplies, materials, equipment or construction estimated to cost from \$10,000 to \$49,999 must be made by obtaining two (State Statute) or more competitive quotes or by sealed bid. Charter school contracts of this size must be in compliance with MN Statute 471.345. The director and the board

treasurer must oversee this process.

V. PROCEDURES FOR PURCHASES \$50,000 AND OVER WITH NON-FEDERAL MONEY

- A. A contract for supplies, materials, equipment or construction estimated to cost \$50,000 and over must be solicited by sealed bid after a public notice period. Contracts of this size must be in compliance with MN Statute 471.345. The director and the board treasurer must oversee this process.

VI. PROCEDURES FOR USING FEDERAL FUNDS TO PURCHASE MATERIALS, PRODUCTS, OR SERVICES UNDER MINNESOTA'S FEDERAL CHARTER SCHOOLS PROGRAM (CSP)

- A. Follow the steps as outlined above for General Purchasing Procedures. This will assist the school in following a free and open competitive process in securing those products or services. It will allow the school to properly document their purchasing activities and decisions. In addition, this policy will assist the school in following the special rules for particular kinds of purchases typically used under the federal Charter School Program. The federal requirements for these administrative areas are found in the Code of Federal Regulations (CFR) at 34 CFR 80.36 for governmental sub-recipients and 34 CFR 74.40- 48 for sub-recipients that are non-profit organizations (e.g. CSP sub-grantees). These regulations are found at www.ed.gov/policy/fund/reg.

- B. The Federal CSP has permitted three Procurement Methods as follows:

1. Small purchases (34 CFR 80.36(d)(1)):

- a. May be used for procurement of \$100,000 or less in the aggregate:
- b. Small purchases are usually made through the use of purchase orders for purchases of goods and written contracts for purchases of consultant vendor services;
- c. Proposals must be solicited from three to five qualified sources (Federal CSP Grant Requirements) consistent with the nature and requirements of the procurement;
- d. Competition is sought through oral or written price quotations; and
- e. For procurement of goods, catalogs or price lists may also be used.

2. Competitive Proposals (34 CFR 80.36(d)(3)):

- a. A procurement in excess of the small purchase threshold (more than \$100,000) may not be inappropriately broken up into smaller components solely to qualify for the less complicated procedures followed under the "small purchases" approach.

3. Noncompetitive proposals/sole source procurement (34 CFR Part 80.36(d) (4))

- a. Noncompetitive negotiations may be utilized only under very limited circumstances. The CSP sub-grantee must show that another method of procurement was infeasible because:
 - b. The item or service was only available from a single source;
 - c. A public emergency or condition requiring urgency existed which did not permit the use of competitive procurement; or
 - d. Competition was determined to be inadequate after receiving proposals from numerous sources.
- C. Contracting with small and minority firms and women's business enterprises (34 CFR Part 80.36 (e)). Grantees and sub-grantees will take all necessary affirmative steps to assure that small and minority firms and women's business enterprises are used when possible. Affirmative steps include:
1. Placing qualified small and minority business and women's business enterprises on solicitation lists;
 2. Assuring that small and minority business and women's business enterprises are solicited whenever they are potential sources;
 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
 4. Establishing delivery schedules, where the requirements permits, which encourage participation by small and minority business and women's business enterprises; and
 5. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.
- D. The Administrative Process. 111e administrative procedures shall include a system of contract administration that includes the following:
1. WRITTEN PROCUREMENT PROCEDURES
 - a. For procurements within the small purchase threshold (\$100,000) the procurement procedure ensures that the purchase of unnecessary or duplicate items is avoided; and a cost or price analysis will be performed for every proposed procurement action, including contract modifications, and documentation to that effect is maintained in the procurement file.
 2. SELECTION PROCEDURES
 - a. The charter school selection procedures ensure that:

1. Awards will be made to the bidder/offer or whose offer is responsive to the solicitation and is most advantageous to the CSP sub-grantee, price and other factors considered;
11. Any and all offers may be rejected when it is in the CSP sub-grantee's interest to do so;
111. The CSP subgrantee ensures that the award is only made to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement;
- 1v. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources; and
- v. The school will check references, contact current and prior clients. check resource organization web sites, etc.
- v1. The school ensures that there are protest procedures in place to handle and resolve disputes relating to procurement and in all instances report such disputes to the State (34 CFR 80.36(b)(12)).

3. CONTRACT ADMINISTRATION PROCEDURES

- a. If a charter school has contract administration procedures it will:
 - t. Insure all purchase orders (and contracts) are signed by the authorized official(s) of the CSP sub-grantee;
 - u. Determine the adequacy of contractor performance (34 CFR 80.36(b)(2)); and
 - iii. Establish reasonable payment schedules defining amount and timing of funds to be paid (we recommend payment *after* services rendered).
 - iv. Insure items delivered and paid for are consistent with the purchase order and/or contract for the goods or services;
 - v. Provide that timely payment to vendors occurs once the order is delivered, inspected, accepted, and payment authorized.

4. WRITTEN CONTRACTS WITH VENDORS WILL INCLUDE THE FOLLOWING:

- i. Provisions or conditions that allow for administrative, contractual or legal remedies in instances in which a contractor violates or breaches the contract term, and provisions which provides for such remedial actions as may be appropriate;
 - u. Provisions for termination by the recipient, including the manner by which termination shall be effected and the basis for settlement; and
 - iii. Conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

5. RECORDS TO BE MAINTAINED

- a. According to 34 CFR 80.36(b) (9), as a CSP subgrantee the school will maintain records to detail the significant history of a procurement. These records include, but are not limited to documentation on:
 1. The rationale for selecting the method of procurement used;

- ii. The rationale for selecting/rejecting the contractor;
- iii. The rationale for selecting the type of contract;
- iv. The basis for the *cost* or price of a contract;
- v. The receipt of an adequate number of price or rate quotations from qualified sources; and
- vi. Justification for lack of competition when competitive bids or offers are not obtained.