

SCHOOL BOARD POLICY COMMITTEE MEETING

NOVEMBER 17, 2014

6:00 PM

EDUCATIONAL SERVICE CENTER - LIBRARY, 11200 93RD AVENUE NORTH, MAPLE GROVE

Purpose: The purpose for the School Board Policy Committee to meet is to build trust and teamwork and to leverage information in order to facilitate efficient and effective decision-making at regular Board meetings.

Outcome: Policy Committee members will understand the proposals and be prepared to recommend them to the full board.

Agenda

1. Policies for First Reading
2. Old Business
 - A. Schedule for review of policies 2015 2
3. New Business
 - A. Policy 421 - Gifts to District Personnel 3
 - B. Procedure 421 - Gifts to District Personnel 6
4. Notice of Procedure Revisions
 - A. Procedure 558 - Open Enrollment 7
 - B. Procedure 902 - Use of School District Facilities and Equipment 12
5. Next Meeting

	Year 1	Year 2	Year 3	Year 4		
100		104		102	2	
200	208	203	203	214	4	
300	311	310		312	3	
400	6	452	449	403	441	23
		437	406	413	414	
		442	416	417	423	
		443	430	418	436	
		447	434	419	435	
		448		420	440	
500	7	506	506	506	506	29
		519	502	507	516	506 - 4
		532	515	514	518	
		543	542	526	524	
		549	503	541	533	
		550	504	547	542	
		551	510	548	555	
		558	511		556	
			545			
600	5	608	613	650	602	23
		615	614	651	609	
		646	616	652	643	
		641	621	654	644	
			626	648	645	
			647	649		
700		705	725	727	707	6
		730				
		731				
800		810		806	811	3
900		926	905	921	901	10
		925		922	902	
				923	920	
				924		
		26	25	26	27	

POLICY 421- GIFTS TO DISTRICT PERSONNEL

I. PURPOSE

The purpose of this policy is to establish ethical standards of conduct for all school district personnel including any member of the school board, any superintendent, school principal, or other school district official regarding gifts from individuals, organizations or businesses. In addition, the purpose of this policy is to provide sufficient guidance to allow school district officials to avoid the appearance of impropriety or conflict of interest with respect to gifts.

II. GENERAL STATEMENT OF POLICY

School board members and school district officials may not solicit, accept or receive a gift from a vendor or provider doing business with or seeking to do business with the school district.

III. VENDOR AND PROVIDER GIFTS

A. The following items are not considered gifts under this policy:

1. An authorized political contribution to a school board member,
2. Services such as advice, consultation, information, and communication in connection with legislation and services to constituents to assist a school district official in the performance of official duties;
3. Services of insignificant value;
4. A plaque or similar memento recognizing individual services in a field of specialty or to a charitable cause;
5. A trinket or memento costing \$5 or less;
6. Informational material of unexceptional value; or
7. Food or a beverage given at a reception, meal, or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program.

B. School district personnel may accept a gift if the gift is given

1. Because of the recipient's membership in a group, a majority or whose members are not local officials, and an equivalent gift is given or offered to the other members of the group;
2. By an interested person who is a member of the family of the recipient, unless the gift is given on behalf of someone who is not a member of that family; or
3. By a national or multistate organization of governmental organizations or public officials, if a majority of the dues to the organization are paid from public funds, to attendees at a conference sponsored by that organization, if the gift is food or a beverage given at a reception or meal and an equivalent gift is given or offered to all others attending.

Legal References

Minn. Stat. § 10A.071 Certain Gifts by Lobbyists and Principals Prohibited
Minn. Stat. § 123B.02 Subd.6 Bequests, Donations, Gifts
Minn. Stat. § 471.895 Certain Gifts by Interested Persons Prohibited

ADMINISTRATIVE PROCEDURE

SUBJECT: ADMINISTRATIVE PROCEDURE STATEMENT COVERING CONFLICTS OF INTEREST

The primary purpose of this procedure is to address the following: (1) clarification and definition of prohibited conflicts of interest for ISD 279 – Osseo Area Schools' personnel; and (2) disclosure procedure.

1. Purpose of administrative procedure:

No public official or employee shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his or her official duties in the public interest or would tend to impair his or her independence of judgment or action in the performance of his or her official duties. Personal as distinguished from financial interest includes an interest arising from family relationships or close business or political association. In situations where a conflicting interest exists, the affected employee must follow the requirements of Section 6.

2. Persons concerned:

This statement is directed to all employees who can influence the actions of ISD 279 – Osseo Area Schools. This would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning ISD 279 – Osseo Area Schools. An employee of ISD 279 – Osseo Area Schools who has a conflicting interest must follow the disclosure procedures in Section 6.

3. Nature of conflicting interest:

For purposes of this administrative procedure, a conflicting interest is an interest, direct or indirect, with any persons or firms mentioned in Section 4. Specific examples of conflicts of interest are listed below.

- a) Owning investments in any third party dealing with ISD 279 – Osseo Area Schools.
- b) Receiving compensation for holding a position, office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with ISD 279 – Osseo Area Schools.
- c) Receiving remuneration for services from a third party with respect to individual transactions involving ISD 279 – Osseo Area Schools.
- d) Using ISD 279 – Osseo Area Schools time, personnel, equipment, supplies, or good will for other than ISD 279 – Osseo Area Schools approved activities, programs, and purposes.
- e) Receiving personal gifts or loans from third parties dealing or competing with ISD 279 – Osseo Area Schools. No personal gift of money from a third party doing business with ISD 279 should ever be accepted.
- f) Using confidential information, obtained as a result of the officer's or employee's position with ISD 279, for personal gain.

ADMINISTRATIVE PROCEDURE

4. Areas in which conflicts of interest may arise:

Conflicts of interest arise when an employee has a financial or other personal interest. Following are examples of situations that may lead to a conflict of interest. The fact that one of the interests described below exists does not necessarily mean that a conflict exists, or that any conflict that exists is material enough to prohibit a transaction. Employees of ISD 279 – Osseo Area Schools who can influence the actions of the school district should examine their interests in situations involving entities such as the following to determine if they have a conflict of interest.

- a) Persons and firms supplying goods and services to ISD 279 – Osseo Area Schools.
- b) Persons and firms from whom ISD 279 – Osseo Area Schools leases property and equipment.
- c) Persons and firms with whom ISD 279 – Osseo Area Schools is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
- d) Agencies, organizations, and associations which affect the operations of ISD 279 – Osseo Area Schools.
- e) Family members, friends, and other employees.

5. Interpretation of this statement of policy:

The existence of any of the interests described in Section 3 or interests similar to those described in Section 3 must be disclosed before any transaction is completed. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make disclosures in accordance with Section 6.

6. Disclosure procedure:

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation method exists; and
4. The officials or employees responsible for making a purchase have determined that the transaction is in the best interest of the organization.

The officials or employees should disclose the potential conflict to the employee's supervisor or if the superintendent has the conflict to the school board. The supervisor or school board shall determine whether a conflict exists and in the case of an existing conflict, and whether the contemplated transaction may be authorized as just, fair, and reasonable to ISD 279 – Osseo Area Schools.

Prepared by:
Business Services Department
Issued: March 2012

PROCEDURE 421- GIFTS TO DISTRICT PERSONNEL

I. DEFINITIONS

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given and received without the giver receiving consideration of equal or greater value in return. Additional examples of a gift subject to Policy #421 include a commission or an expense-paid trip.
- B. "Interested person" means a vendor or provider of goods or services or a potential vendor or provider of goods or services to the school district.
- C. "Provider" and "Vendor" mean a person or a representative of a person or association that has a direct financial interest in a decision that a school district official is authorized to make.
- D. "School district official" means an employee or independent contractor acting on behalf of the school district whose job duties include screening or selection of vendors or providers of goods or services offered to the school district. School district officials include specifically any superintendents, principals, business managers, resource managers, activities coordinators, executive directors, and any school district employee who is subject to the school district's Administrative Procedure covering Conflicts of Interest.

I. PROCEDURES

- A. If a school district official is offered a gift that is not allowed under Policy 421, the school district official must inform the person offering the gift that the school district official is not allowed to accept the gift personally.
- B. The school district official may direct the person offering the gift to redirect the gift to the school district or other related entity.
- C. If any school district official has a question about whether a gift may be accepted, the school district official should consult with his or her supervisor.

Legal References

Minn. Stat. § 10A.071 Certain Gifts by Lobbyists and Principals Prohibited
Minn. Stat. § 123B.02 Subd.6 Bequests, Donations, Gifts
Minn. Stat. § 471.895 Certain Gifts by Interested Persons Prohibited

PROCEDURE 558 – ENROLLMENT OPTIONS PROGRAM

I. General Procedure

- A. This procedure applies to any student who wishes to enroll at a school in Independent School District No. 279 other than the school to which his or her residence is assigned. The procedure applies to Non-Resident Students and Resident Open-Enrolled Students. Non-Resident Students and Resident Open-Enrolled Students are admitted on the basis of available space at each grade in each building.
- B. Once a student becomes an Open Enrolled Student, the student will remain an Open Enrolled Student, subject to the policies and procedures that apply to Resident Students and the conditions specified below.
- C. If an Open Enrolled Student changes residence, the parent/legal guardian must complete an updated enrollment options form. Failure to provide an updated enrollment options form may result in a termination of Open Enrollment.

II. Definitions

A. Habitual Truant

A child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

B. Magnet School

Magnet schools offer specialized curricular themes. Magnet schools are available for all school district residents and those students who reside within the boundaries of the Northwest Suburban Integration School District (NWSISD). The following schools are Magnet Schools operated by the school district.

1. Birch Grove Elementary School for the Arts
2. Weaver Lake Elementary: A Science, Math and Technology School
3. Brooklyn Middle School: A Science, Technology, Engineering, Arts, and Math School
4. North View Middle School—An IB World School
5. Park Center Senior High—An IB World School

C. Non-Resident Student

Student whose primary source of nurturing, personal care, supervision, emotional, and financial support is at an address outside of school district boundaries, even though the student may lodge within the school district.

D. Open Enrollment

Enrollment in a school other than the school assigned to a particular address within the school district by either a Non-Resident Student or a Resident Open-Enrolled Student.

E. Resident Open- Enrolled Student

A Resident Student who attends a school district school outside of the Resident Student's assigned attendance area.

F. Resident Student

Student who receives his or her primary nurturing, personal care, supervision, emotional and financial support in a residence within the legal boundaries of the school district,

1. From age five through completion of high school, but not beyond the twenty-first birthday if not disabled; or
2. From birth through completion of high school, or until July 1 after the twenty-first birthday if disabled.

III. Open Enrollment Application Process

A. Application Timelines

1. Parents/legal guardians may apply for the current school year or the coming school year only.
2. When a student has been accepted for Open Enrollment, the student will remain a student in school district unless the school district terminates enrollment in accordance with its policies and procedures or under one of the conditions listed in section VI. below.
3. There are three application deadlines during each school year. The specific deadlines are established each year and are published on the Enrollment Center webpage at <http://www.district279.org/schools/enroll> The application deadlines each year will be on or about the following dates:
 - a. January 15
 - b. March 15
 - c. May 1

B. The parent/legal guardian completes an Application Form

1. The parent/legal guardian of each student who wishes to be a Non-Resident Student or a Resident Open-Enrolled Student must complete an application form.
2. The parent/legal guardian must complete a separate application for each student applying for Open Enrollment.
3. Application forms are available at:
 - a. The school district Enrollment Center at 7051 Brooklyn Blvd., Brooklyn Center MN 55429
 - b. The school district website <http://www.district279.org/schools/enroll>
 - c. Magnet school applications may also be available at <http://www.nws.k12.mn.us/MagnetApp.html>
 - d. School district schools can assist families in downloading application forms

C. Submit the application to the school district Enrollment Center.

1. Each applicant for Open Enrollment may select first, second and third choice schools for admission.
2. If there is no space available at the first choice school but there is space available at a second choice school, the application for the second choice school will be accepted and the Enrollment Center will not place the student on a waiting list for the first choice school. If there is no space available at a first or second choice school but there is space available at a third choice school, the Enrollment Center will place the student at the third choice school and the Enrollment Center will not place the student on a waiting list for the first or second choice school.

3. If there is no space at any of the choices selected by the applicant, the Enrollment Center will place the student on the waiting list for the first choice school ranked by preference and then by date of receipt of the application. Any second choice applications are placed on a waiting list behind applicants who made that school their first choice and any third choice applications are placed behind the first and second choice applications on the waiting list for that school.
- D. Applications can be accepted only if there is space available at the school and grade for which an application is accepted. After each of the three application deadlines, the school district Enrollment Center will send a written notification to the parent/legal guardian at their address on record with information about whether the application for Open Enrollment is accepted. The Enrollment Center will mail the written notices approximately three weeks after the three yearly application deadlines. Parent/legal guardian will be contacted by telephone if their student is placed on the waiting list.
1. If Open Enrollment is approved, the parent/legal guardian must complete the enrollment process by the date contained in the notification.
 2. A student approved for Open Enrollment will be assigned to a geographic attendance area (sometimes referred to as a continuing census area).
 3. If the student changes residences and wishes to remain Open Enrolled in a school district school, the student must submit information about the new address to the Enrollment Center.
 4. If Open Enrollment is not approved, the school district will place the student into a pool for consideration at the next application deadline or, if there is no additional application deadline for the school year, the school district will place the student's name on the waiting list. The student's application will be considered in the next application window or as space becomes available.
- E. The parent/legal guardian must provide additional documents to complete the enrollment process.
1. Additional required documents include acceptable proof of address and photo identification. If the student is enrolling in kindergarten or first grade, the parent/legal guardian must provide a birth certificate.
 2. Specific items that satisfy these requirements are on the Enrollment Checklist found at the Enrollment Center webpage at: <http://www.district279.org/schools/enrollment-forms>
- F. The parent/legal guardian must bring the completed enrollment forms and the additional documents required to the Enrollment Center.
- G. Approval Guidelines
1. If there are more applications than space available at each deadline, applications will be approved in the following priority order for any spaces available. Random selection (or lottery) is used within each priority if the number of applications in each category exceeds the number of spaces available:
 - a. Sibling—If the applicant's sibling already attends the requested school
 - b. Child Care (for elementary students only) —If the student's child care is in the attendance area of the requested school
 - c. Employee—If the student's parent/legal guardian is employed by the school district
 2. If a student is not selected for admission after an application deadline, the student will be placed on a waiting list ranked by priority as listed above and then by the date received.
- H. Matriculation from Elementary to Secondary Schools
1. Open Enrolled students will remain in the authorized building through the grades served at that building.

2. Promotion to next level (5th to 6th and 8th to 9th)
 - a. In buildings where promotion to the next level is into a single school, Open Enrolled students will be promoted to the next level building with their class.
 - b. In buildings where promotion to the next level is split between two or more schools, Open Enrolled students will be promoted to the next level school which corresponds to the continuing census area assigned at the time of Open Enrollment.

IV. Boundary Changes for School Attendance Areas

In the event school attendance boundaries are changed in accordance with Policy #725:

- A. Open Enrolled students will be assigned to the school that serves the continuing census area to which each student is assigned at the time of Open Enrollment or reassigned if the parent or guardian changes residences during the time the student is Open Enrolled.
- B. The school district will not authorize new transfer applications into the schools affected by the boundary changes for the first year the adjustment is in effect.

V. Transportation

- A. When students are approved to attend a school outside of their regular attendance area transportation is the responsibility of the parent/legal guardian. Transportation may be provided from an existing bus stop that serves the approved school under the following conditions:
 1. The student registers with the school district Transportation Department for bus service each school year and is approved to use an existing stop.
 2. Space is available on existing bus routes.
 3. Parents/legal guardians accept ultimate responsibility for ensuring that their student can get safely to and from the assigned bus stop.
- B. A parent/legal guardian of a Non-Resident student in a family living at or below the federal poverty level may seek reimbursement for the cost of transportation to school district schools. A parent/legal guardian who wishes to claim reimbursement must contact the Enrollment Center for instructions and assistance to claim reimbursement.
- C. Magnet School Transportation
The school district will provide transportation within the school district to any elementary student attending a magnet school who lives more than 0.8 miles from the school and to any secondary student attending a magnet school who lives more than 1 mile from the school.

VI. Termination of Open Enrollment

- A. The school district will terminate the enrollment of an Open Enrolled student at the end of a school year if the student is a habitual truant, the student has been provided appropriate services to prevent truancy or educational neglect and the student has been referred to juvenile court.
- B. The school district will terminate the enrollment of a Non-Resident student over the age of 17 if the student is absent without lawful excuse for one or more periods on 15 school days and has not otherwise withdrawn from school.

- C. The school district will terminate the enrollment of a Non-Resident student in accordance with its policies and procedures including policies and procedures governing student discipline and failure to provide accurate information concerning the current residence of the student.

Procedure 558 Revised: 9/10/13
Procedure 558 Revised: 12/20/05
Procedure 558 Adopted: 9/2/03

Legal References:

Minn. Stat. § 124D.03 Enrollment Options Program
Minn. Stat. § 124D.08 School Boards Approval to Enroll in Nonresident District
Minn. Stat. § 124D.68 High School Graduation Incentives Program
Minn. Stat. § 260A Truancy Programs
Minn. Stat. § 260C.007 Subd. 19 Habitual Truant
O P: Atty Gen 180g, Dec. 27, 1928 Definition of Residence for School Attendance

Cross References:

725 Establishing School Attendance Boundaries

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota

PROCEDURE 902 – SCHOOL/COMMUNITY RELATIONS – USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

Appendix A – Staffing and Rental Fee Structure

Appendix B – Indoor Facility Rate Schedule

Appendix C – Outdoor Facility Rate Schedule

Appendix D – Staffing and Equipment Rate Schedule

I. General Rules and Regulations

- A. Permits are not transferable and are issued only for the dates, hours, and areas specified.
- B. Every group must have competent adult leadership. The individual whose name appears on the permit will be responsible for the group's conduct while using the facility. Additional supervision must be supplied by the applicant as required by the District.
- C. The person and/or organization will reimburse the ~~school~~ District for any damage to the school and its property by any participant and/or others involved.
- D. Except for emergency situations, only equipment requested and approved on the permit will be issued for use by the group.
- E. Special ~~lighting effects and additional~~ equipment, such as projectors, [microphones](#) public address systems, etc., must be identified in the permit request. [Appropriate event planning information forms will be sent to the permit holder to be completed and submitted to facilities scheduling.](#) If, in the judgment of the ~~Executive~~ Director of Community ~~Education, Engagement,~~ the operation of special school equipment requires school personnel, provision for this service will be arranged and the additional service costs noted on the permit.
- F. The school district has established [after hours emergency](#) procedures to be followed during emergencies. The Community Education Building / Stadium Supervisor will supervise the operation of the facility under the direction of the Community Education Coordinator. All users must follow direction of the Building / Stadium Supervisor or may be denied future use.
- G. The use of tobacco is prohibited for all persons on school district property. (See Policy 921 - Non-use of Tobacco on School Premises.)
- H. The use or possession of drugs and alcohol is prohibited for all persons on school district property. (See Policy 922 - Non-use of Chemicals on School Premises.)
- I. Students and non-students, including adults and visiting youths, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a

look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school contracted vehicles, or entering upon or departing from school premises, property or events. (See Procedure 506 – Student Discipline)

- J. All users of ~~school~~ district computer stations must comply with the acceptable use policy for network/internet use. (See Policy 524 – Network/Internet Acceptable Use By Students.)
- K. All users of District Facilities must comply with Policy 926 – Conceal & Carry on School Premises.
- L. Gambling is not permitted on school district property with the exception of school-sponsored events that have a gambling permit (when required) and are in operation solely for fund raising to benefit students and school programs.
- M. Failure to comply with ~~school~~ district policies, procedures, rules and regulations may result in the termination of the permit and will impact consideration of future permit requests.
- N. Employee usage after regular school hours shall be confined to the employee’s immediate work station or other authorized areas necessary for conducting district business. Gyms, pools, cafeterias, auditoriums, shops and stadiums shall not be considered as workstations for any employee before or after normal school hours.
- O. Playgrounds are available for public use during non-school hours without a permit. Stadiums and athletic fields can be scheduled for community use during non-school hours by following the normal permitting procedure. Joint powers agreements between municipalities and District 279 will be honored in relationship to the policy and procedures for use of school district facilities and equipment. Playgrounds, stadiums and athletic fields shall not be used after 9:00 p.m. without prior approval.
- ~~O.P.~~ On days school is in session, the Maple Grove Sports Dome is available for rental from 6am – 2pm, November 1 – April 30. The community education facilities scheduling department issues permits -based on the priority levels.
- ~~P.Q.~~ Building security procedures require all individuals to use designated entrances. Propping locked doors or gates open is strictly prohibited.

II. Classification of Organizations Using School Facilities, Listed According to Priority of Scheduling

Permits will be issued within their priority levels in the order in which they are received.

- A. Required Priority by Law: Government elections and caucuses
- B. Priority ~~III~~: District Groups and Functions

1. District-sponsored and school-sponsored events including, but not limited to, District staff development and committees, School Board meetings and special hearings, District Community Education activities, concerts, athletic events, parent/teacher advisory groups, and school fundraisers intended for school families. The District 279 Foundation and the Wastebasket Revue, Inc., which are initiated by District 279 employees and benefit students district-wide, are specifically designated as Priority ~~1-I~~ groups.
2. District functions have first priority provided that requests have been submitted within the annual time line (see IV, D) and lower priority classifications (see Appendix A) have not yet been scheduled.

C. Priority ~~2II~~: District Fundraisers, Governmental, Municipally-Affiliated Athletic Associations, and Youth Groups

Fundraisers generated by the District intended for the general public, such as but not limited to tournaments (booster club or school sponsored), dinners, and craft fairs-

~~1.~~ 1.

- ~~2.1.~~ 2.1. Governmental usage, such as Parks and Recreation activities (including youth athletic camps), public hearings, police and fire examinations.
- ~~3.2.~~ 3.2. Youth and character-building organizations composed primarily of ISD 279 residents including, but not limited to, Scouts, YMCA, 4-H, K-12 nonpublic school activities, and faith community youth recreation (a roster of members and their addresses may be required).

D. Priority ~~3III~~: ~~Civic~~, Non-profit, Neighborhood and Faith-based Groups

Groups which originate within the school ~~D~~istrict and are devoted to community interest.

1. Civic/Fraternal/Non-profit organizations with limited membership, including, but not limited to, Lions, Jaycees, Rotary, and community theater groups.
2. Faith community worship services.
3. Neighborhood groups located within the school district boundaries with restricted clientele of up to 50 individuals for informal recreational purposes including but not limited to homeowner's groups and independent athletic teams operating outside of community organizations.
- 2.4. Permit requests will not be granted for games, leagues or tournaments.

~~E.~~ Priority 4: Neighborhood Groups

- ~~1.5.~~ This category is intended for neighborhood groups located within the District boundaries with restricted clientele of up to 50 individuals for informal recreational purposes. Permit requests will not be granted for games, leagues or tournaments.

~~2.6. Examples of neighborhood groups include but are not limited to, faith-based groups, homeowners' groups and independent athletic teams operating outside of community organizations, located within District boundaries.~~

F.E. Priority 5IV: Commercial Groups

1. School facility use permits may be issued on a limited basis for commercial groups depending on space availability and the ability of the group to meet the qualification requirements as described in Section III Authorization Procedures.
2. Groups in this priority classification may include, but are not limited to, local businesses, individual and home businesses, colleges and universities, commercial dance studios and private agencies.
3. Any group that does not qualify as a Priority ~~2II, or 3-III or 4~~ organization may apply for a permit as a commercial group.

III. Authorization Procedures

- A. In order for the permit originator's group to qualify for use of school facilities, a minimum of 80% of its membership must reside or work within school Ddistrict boundaries. This provision does not apply to Priority 5-4 commercial groups or fundraisers generated by the school Ddistrict.
- B. Facility requests that generally duplicate existing school or community activities may be denied.
- C. Permits will not be granted for any request which may be detrimental to the best interests of the school Ddistrict.
- D. Facilities will not be available for any use which might result in any undue damage or wear, or is not consistent with the use for which the space was designed.
- E. All organizations which charge registration or admittance fees will be required to adhere to the following standards:
 1. A uniform rate structure
 2. Equal registration opportunities

IV. Application Procedures

- A. Permit application fees are non-refundable. In the rare event that the district needs to schedule emergency maintenance at a district facility once a permit has been approved and issued, every effort will be made to relocate the event to a different location within the district. If no suitable location can be found, a complete refund,

including the permit application fee, will be issued to the organization making the request.

- B. Building use permit applications may be obtained on the District's web page at www.CatchtheEnergy.org and go to Facilities Scheduling, or by calling or visiting the Community Education facilities scheduling program staff.
- C. All permit requests must be filled out completely and submitted with the permit application fee (see Appendix B) at least fourteen (14) ~~five (5)~~ working days prior to the date of use. In order to ensure that groups hosting large events are able to secure the dates and facilities requested, it is strongly encouraged that permit applications be submitted 90 days in advance.
- D. All permit requests are processed according to the priority classification categories (see Appendix A).
- E. Processing permits for the upcoming school year begins in May. Requests made after June 15th will be filled as space and time are available.
- F. The Community Education Division will, upon receipt of a "Request to Use Facilities" form, verify space availability, compute applicable costs, and upon approval will issue a permit for the activity. Copies of the permit will be sent to all necessary parties.
- G. District sponsored and school sponsored events must meet the following criteria:
 - 1. Complete the permit process for use of school district facilities and equipment.
 - 2. The building principal or administrative designee is required to be on site for the entirety of the event (building/field supervisors may be needed in lieu of principal/administrative designee).
 - 3. All event revenues (such as registration fees, admissions) are made payable to ISD 279.
 - 4. District 279 will comply with State High School League requirements when hosting events.

V. Permit Cancellations

If the permit holder needs to cancel any dates on a permit;

- A. Cancellations for events involving less than 200 people must be made at least one (1) business day in advance of the scheduled date.
- B. Cancellations for events involving 200 or more people must be made at least nine (9) business days in advance of the scheduled date.

VI. Security

- A. Police support may be required for any event to host over 100 people and/or if the nature of the event warrants additional security.

- B. Community Education will work with local law enforcement to determine and hire the appropriate number of police staff.

VII. Swimming Pool Facilities

District swimming pools may be used by community groups. Information regarding community use of District swimming pools may be obtained by contacting the appropriate City Parks and Recreation Department listed below:

North View Middle School - Brooklyn Center

Brooklyn Middle School - Brooklyn Park

Maple Grove Middle School - Maple Grove

Osseo Middle School - Maple Grove

VIII. Food Service

Food may be served in District schools under the following regulations:

- A. Food and beverages must be served in the cafeteria or other approved locations within the school buildings.
- B. A Food Service employee must be on duty when the kitchen facilities are used.
- C. While potluck meals are generally discouraged in district facilities, anyone wishing to have potluck meals must adhere to laws and regulations established by state and local health departments.
- D. Dinners and banquets may be catered through the District catering service or by an outside catering service. The District Director of Food Service must approve any requests for food service.
- E. Food service requests must be submitted to the Director of Food Service a minimum of three weeks in advance of the event.

IX. Indemnification and Liability Insurance

- A. All organizations (including an individual, informal groups, commercial entities, political subdivisions, and nonprofit entities regardless of legal status) [understand that as a condition of the use of the facility they](#) must agree to [defend and](#) indemnify and hold harmless the [school](#) district, its officers and employees against any and all losses, claims, damages or liability to which the organization, its officers, or participants may become subject in connection with the conduct of any activity on the premises by the authorized organization. All organizations must agree to reimburse the [school](#) district, its officers and employees in connection with defending any actions relating thereto.

~~B. All commercial and nonprofit organizations that are legally established within the state of Minnesota are required to furnish a yearly certificate confirming general liability insurance in the minimum amount s of \$1,000,000 combined single limit.~~

B. All non-district groups, falling in Facility Scheduling Priorities II, III or IV including PTO's, PTA's, and Booster Clubs, are required to provide a certificate of Liability Insurance in the amount of \$1000.00.

C. School-sponsored curricular, co-curricular, and extracurricular groups and activities are excluded from this requirement since they are included in District coverage.

X. Rate Schedule, Invoicing and Payments

A. Rates apply to groups according to the Rate Schedule for Facility Use (Appendix B or C).

B. For all groups in priority classification categories ~~3III, 4~~ and ~~IV5~~, the following invoicing and payment schedule shall apply:

1. Prepayment

a. Prepayment of 90% of the estimated charges for the event are required a minimum of 30 days prior to the event date or at the time the permit is requested if less than 30 days prior to the event.

b. Prepayment equal to one month's estimated charges will be due a minimum of 30 days prior the first event date for all long term permit holders in priority classification categories ~~3III, and 4IV-and-5~~, which have been specifically approved by the school board.

2. Permits will be cancelled if prepayment has not been received a minimum of 30 days prior to the first event.

~~a.~~ Following the initial prepayment, payment for all final invoices is due upon receipt.

C. The District may assess additional fees for staff services, facility rental, refuse removal, and other services as necessary.

D. If an outstanding balance exists from a previous event, the outstanding balance and 100% of the estimated amount for the new event will be required at least 30 days before the new event. Final payments are due upon receipt of an invoice from the District.

Procedure Revised: 9/23/14
Procedure Revised: 6/8/11
Procedure Revised: 2/12/10
Procedure Revised: 7/17/07
Procedure Revised: 10/16/01
Procedure 902 Dated: 10/6/98

(formerly Procedure 1331)
Procedure Revised: 6/4/96
Procedure Revised: 12/20/83
Procedure Dated: 7/6/82

Legal References

M.S. 124D.18-124D.57 – Purpose of community education programs
M.S. 123B.51 - Schoolhouses and sites; uses for school and non-school purposes; closings

Cross References

Procedure 506 – Student Discipline
Policy 524 – Network/Internet Acceptable Use by Students
Policy 921 - Non-use of Tobacco on School Premises
Policy 922 - Non-use of Chemicals on School Premises
Policy 926 – Conceal & Carry on School Premises

School Board
INDEPENDENT SCHOOL DISTRICT 279
Maple Grove, Minnesota