

**Hastings Area Public Schools - ISD 200**  
**School Board Meeting Agenda**

Wednesday, April 9, 2025  
Work Session  
Middle School Media Center

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- I. **Items for Discussion**
  - a. Budget Adjustments
  - b. 2025-2026 Student Representative Applications
  - c. Round Table Sign Up - Community Collaboration Series - April 22
  - d. Policy Discussions
  - e. Strategic Plan Update/Discussion

# 2025-2026 BUDGET ADJUSTMENTS



Projected overspend: \$2,400,000

Planned fund balance use: \$900,000

Adjustment target: \$1,500,000

ASSUMPTION UPDATES		TOTAL: \$328,000	
Description	FTE	Savings	
The basic formula allowance was initially projected to increase by 2.4%, however, the actual increase is 2.74%	N/A	\$100,000	
Board approved adjustment to staffing ratios for grades 5-8 to align with the most recent Metro ECSU/BrightWorks average class size study	2.0	\$228,000	
CHANGE IN FUNDING STREAMS AS ALLOWED		TOTAL: \$725,000	
Description	FTE	Savings	
Staffing costs allocated to Long Term Facilities Maintenance restricted funds	N/A	\$200,000	
Staffing costs allocated to Student Support Personnel Aid restricted funds	N/A	\$150,000	
Staffing costs allocated to Literacy Incentive Aid restricted funds	N/A	\$114,000	
Student parking fees reallocated from Operating Capital to Unassigned funds to offset lot security-related costs and supplies	N/A	\$100,000	
Multi-year Staff Development carryover restricted funds utilized to cover a portion of professional development day payroll costs	N/A	\$100,000	
Staffing costs allocated to Talented and Gifted restricted funds	N/A	\$61,000	
STAFFING		TOTAL: \$56,000	
Description	FTE	Savings	
Restructure Special Education administrative model	N/A	TBD	
Elimination of unfilled night custodian position	1.0	\$56,000	
Building non-licensed support staffing model study	N/A	TBD	
OTHER		TOTAL: \$283,510	
Description	FTE	Savings	
Early Childhood Special Education transportation schedule alignment	N/A	\$223,510	
Credit card processing fees charged to users at time of purchase	N/A	\$60,000	
Middle School athletics study for restructuring	N/A	TBD	
		<b>TOTAL: \$1,392,510</b>	



## **206.1FRM PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS - PROCEDURE & REQUEST FORM**

To speak during the public comment portion of a regularly scheduled board meeting, please review the procedures below, complete this form, and submit it in person to the district office at 1000 W. 11<sup>th</sup> St., Hastings, MN 55033 or by email to: [lhumble@isd200.org](mailto:lhumble@isd200.org).

This form, along with any documents you plan to provide to the board, may be submitted only after the meeting agenda is posted in BoardBook (typically five days before the regularly scheduled board meeting) and must be received no later than 8:00 a.m. the day before the meeting at which you intend to speak.

### **PROCEDURES AND LIMITATIONS:**

1. Speakers must have a direct connection to Hastings Public Schools, ISD #200. A “direct connection” includes being a parent or guardian of a current student, a district employee, a local business owner, or a taxpayer within the district;
2. The public comment portion of the meeting is limited to a maximum of five speakers. Priority will be given to individuals who have not spoken during public comment in the past 90 days;
3. Speakers will be called in the order their requests are received. Each individual is allotted up to three minutes to speak;
4. After being recognized by the board chair, each speaker must identify themselves and, if applicable, the group they represent. If multiple individuals from the same group wish to speak on the same topic, the group is expected to designate one representative to speak, allowing time for others to address different topics;
5. Public comment is not the place to address matters related to specific students or staff. Please reference [Policy 103](#) (Complaints - Students, Employees, Parents, Other Persons) for the appropriate method to be heard on those matters or bring concerns to district personnel, such as the building principal or superintendent;
6. Personally identifiable information, including, but not limited to names of students or school district personnel must not be disclosed in the course of public comment;
7. Speakers are expected to refrain from the use of profanity or obscenities or conduct that poses a substantial or material disruption to the board meeting;
8. If a speaker violates the procedures and limitations set forth herein, he/she may be ruled out of order, which will result in forfeiture of the remainder of the speaker’s time. Continued or repeat violations of the procedures and limitations may result in the loss of the privilege to address the board at future meetings;
9. The school board will not engage in discussion during this time, however, if a citizen's comments include inaccurate or incorrect information, the chair may provide accurate or clarifying information following the conclusion of the public comment. The chair may respond at a later time and/or direct the superintendent to follow up with the speaker.

**SPEAKER INFORMATION:**

Name: \_\_\_\_\_

Date of board meeting at which you plan to speak during public comment: \_\_\_\_\_

Are you a resident of ISD 200?  Yes  No

If not, what is your direct connection to the school district?

\_\_\_\_\_

If you will be speaking as a representative of a group, name and/or description of the group:

\_\_\_\_\_

**Topic:**

Do you plan to comment on an agenda item?

Yes – Identify the agenda item \_\_\_\_\_

No - Topic of public comment \_\_\_\_\_

Have you contacted District personnel about the topic? If so, who and when?

\_\_\_\_\_

What would you like the school board to do in response to your comments?

\_\_\_\_\_

I acknowledge that I have read and that I understand the procedures and limitations for public comment, as outlined on this form as well as in [Policy 206](#) (Public Participation in School Board Meetings), and I agree to abide by them.

\_\_\_\_\_

First and Last Name (please print)

\_\_\_\_\_

Signature

Date: \_\_\_\_\_



Hastings Public Schools  
Independent School District 200

**406.1FRM CONSENT TO RELEASE DATA - REQUEST FROM AN INDIVIDUAL**

An individual asks the government entity to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.

**Explanation of Your Rights**

If you have a question about anything on this form, or would like more explanation, please talk to the Director of Human Resources before you sign it.

Cathy Moen  
Director of Human Resources  
Hastings Public Schools 1000 West 11th Street  
Hastings, MN 55033  
(651) 480-7002  
cmoen@isd200.org

I, \_\_\_\_\_ give my permission for  
*(name of individual data subject)*  
\_\_\_\_\_ to release data about me to  
*(name of school district)*  
\_\_\_\_\_ as described on this form.  
*(name of other entity/person)*

1. The specific data I want Hastings Public Schools, Independent School District 200 to release includes

\_\_\_\_\_  
*(explanation of data)*

2. I understand that I have asked Hastings Public Schools, Independent School District 200 to release the data.

3. I understand that although the data is classified as private at Hastings Public Schools, Independent School District 200 the classification/treatment of the data at

\_\_\_\_\_  
*(name of the other entity or person)*

depends on laws or policies that apply to \_\_\_\_\_  
*(name of the other entity or person)*

This authorization to release expires \_\_\_\_\_  
*(date/time of expiration)*

Individual data subject's signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian's signature *(if needed)* \_\_\_\_\_ Date \_\_\_\_\_



## **422 POLICIES INCORPORATED BY REFERENCE**

### **I. PURPOSE**

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. To avoid undue duplication, the school district provides this notice that the following policies also apply to employees:

- A. ISD 200 Policy 505 Temporary Distribution of Non-School Sponsored Materials on School Premises by Students and Employees
- B. ISD 200 Policy 507 Corporal Punishment and Prone Restraint
- C. ISD 200 Policy 511 Student Fundraising
- D. ISD 200 Policy 518 DNR-DNI Orders
- E. ISD 200 Policy 519 Interviews of Students by Outside Agencies
- F. ISD 200 Policy 522 Sex Nondiscrimination Policy, Title IX Grievance Procedure & Process
- G. ISD 200 Policy 524 Internet and Technology Acceptable Use and Safety Policy
- H. ISD 200 Policy 535 Service Animals in Schools

### **II. NOTICE**

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

***Legal References:*** *None*

***Cross References:*** *None*

***Policy Reviewed:*** *04.04.2025*

***Policy Adopted:***

***Policy Revised:***



## **522 SEX NONDISCRIMINATION POLICY, TITLE IX GRIEVANCE PROCEDURE AND PROCESS**

### **I. GENERAL STATEMENT OF POLICY**

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education programs or activities extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

Cathy Moen  
Director of Human Resources  
Hastings Public Schools 1000 West 11th Street  
Hastings, MN 55033  
(651) 480-7002  
[cmoen@isd200.org](mailto:cmoen@isd200.org)

Alternate Title IX Coordinator:  
Andrew Hodges  
Director of Teaching & Learning  
Hastings Public Schools 1000 West 11th Street  
Hastings, MN 55033  
(651) 480-7011  
[ahodges@isd200.org](mailto:ahodges@isd200.org)

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020, and applies to alleged violations of this policy occurring on or after August 14, 2020.

~~The school district prohibits discrimination on the basis of sex in all forms, including sexual harassment.¶~~

- F. ~~The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education programs or activities extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.¶~~

#### ~~SEX DISCRIMINATION COMPLAINTS NOT INVOLVING SEXUAL HARASSMENT~~

~~Complaints of sex discrimination that do not constitute sexual harassment, as defined below, or retaliation from making a complaint of sexual harassment, should be reported to the building principal or building supervisor. The building principal or supervisor is then responsible for notifying the school district's Title IX Coordinator of the complaint. If a complaint involves the building principal or supervisor, it should be reported directly to the Title IX Coordinator. The Title IX Coordinator will ensure an investigation is completed in accordance with the requirements of applicable school district policies. The district's Title IX Coordinator is the Director of Human Resources. The Title IX Coordinator's contact information is:¶~~

~~Cathy Moen¶  
Director of Human Resources ¶  
Hastings Public Schools 1000 West 11<sup>th</sup> Street¶  
Hastings, MN 55033¶  
(651) 480-7002¶  
cmoen@isd200.org~~

#### ~~GENERAL POLICY PROHIBITING SEXUAL HARASSMENT¶~~

- G. ~~The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.¶~~

~~This policy applies to sexual harassment that occurs within the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.~~¶

~~Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator identified in Section II above.~~¶

~~Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.~~¶

~~The effective date of this policy is August 14, 2020, and it applies to alleged violations of this policy occurring on or after August 14, 2020.~~

## II. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. ~~Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.~~ This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- D. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. "Education program or activity" means locations, events, or circumstances over which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.

- F. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
  2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
  3. A parent or guardian of a child younger than 18 years old may file a formal complaint on behalf of their child.
- G. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- H. “Relevant questions” and “relevant evidence” are questions, documents, statements, ~~physical items,~~ or information that are related to the allegations raised in a formal complaint. ~~and have any tendency to make the allegations more or less likely to be true.~~ Relevant evidence ~~includes evidence~~ that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions or evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- I. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible for sexual harassment. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- J. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the

United States:

1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
  2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
  3. Any instance of sexual assault (as defined in the Clery Act, 20 United States Code section 1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 United States Code section 12291).
- L. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minnesota Statutes section 121A.41, as amended, mutual restrictions on contact between the parties, changes in work or school locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- M. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. “Title IX Coordinator” means an employee of the school district that is designated and authorized to coordinate the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
  2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the ~~Title IX Coordinator,~~ Decision-maker, or the Appellate Decision-maker. ~~in that formal complaint.~~ The Investigator may be a school district employee, school district official, or a third party

designated by the school district.

3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker ~~cannot for a formal complaint cannot~~ be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker. ~~in that formal complaint. The Decision-maker may be an administrator, supervisor, or other individual qualified to determine and impose appropriate remedies if a determination of responsibility is made.~~
4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker ~~for a formal complaint cannot~~ be the same person as the Title IX Coordinator, Investigator, or Decision-maker ~~in that formal complaint~~. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.

~~“Informal resolution facilitator” means a person who facilitates the informal resolution process if desired by the parties. The Informal resolution facilitator may be the Title IX Coordinator, but may not be the Investigator, Decision-maker or Appellate Decision-maker in the formal complaint proposed for informal resolution.~~

5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and ~~facilitator of informal resolution processes~~ ~~Informal resolution facilitator~~, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and ~~facilitator of informal resolution processes~~. ~~Informal resolution facilitator~~.

**[NOTE: It is recommended that school districts designate a primary Title IX Coordinator and at least one alternate Title IX Coordinator so that the alternate can undertake Title IX Coordinator responsibilities in the event the primary Title IX Coordinator is a party to a complaint or is otherwise not qualified under this policy to serve in that role in a particular case.]**

### **III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS**

#### **A. Equitable Treatment**

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and

respondents is not required.

2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 United States Code section 1232g, FERPA regulations, 34 Code of Federal Regulations part 99, Minnesota law under Minnesota Statutes section 13.32, or as required by law, or to carry out the purposes of 34 Code of Federal Regulations part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In

general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all

formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can

consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

#### **IV. REPORTING PROHIBITED CONDUCT**

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the school district may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

#### **V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR**

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to

provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
  - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
  - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
  - 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
  - 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
  - 6. A copy of this policy.

## **VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT**

### **A. Emergency Removal of a Student**

- 1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
  - (a) The school district undertakes an individualized safety and risk analysis;
  - (b) The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual

harassment justifies removal of the student-respondent; and

- (c) The school district determines if the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

**B. Employee Administrative Leave**

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

**VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT**

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district’s discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties’ agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties’ right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be

maintained or could be shared.

- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

## **VIII. DISMISSAL OF A FORMAL COMPLAINT**

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
  - 1. Would not meet the definition of sexual harassment, even if proven;
  - 2. Did not occur in the school district's education program or activity; or
  - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
  - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
  - 2. The respondent is no longer enrolled or employed by the school district; or
  - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

## **IX. INVESTIGATION OF A FORMAL COMPLAINT**

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the

Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.

- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

## **X. DETERMINATION REGARDING RESPONSIBILITY**

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:

1. Identification of the allegations potentially constituting sexual harassment;
  2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
  3. Findings of fact supporting the determination;
  4. Conclusions regarding the application of the school district's code of conduct to the facts;
  5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
  6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker 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 incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## **XI. APPEALS**

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
  2. New evidence that was not reasonably available at the time the determination regarding

responsibility or dismissal was made, that could affect the outcome of the matter; and

3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

## **XII. RETALIATION PROHIBITED**

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation to the Title IX Coordinator in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy

shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **XIII. TRAINING**

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
  - 1. The Title IX definition of sexual harassment;
  - 2. The scope of the school district's education program or activity;
  - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
  - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
  - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
  - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

### **XIV. DISSEMINATION OF POLICY**

- A. This policy shall be made available to all students, parents/guardians of students, school district employees, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and

all unions holding collective bargaining agreements with the school district, with the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
4. Notice of the school district's grievance procedures and grievance process referenced in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

## **XV. RECORDKEEPING**

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
  1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
  2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
  3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
  4. The documentation of certain bases or measures does not limit the school district in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:
  1. Each sexual harassment investigation including any determination regarding

responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the school district's education program or activity;

2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Personnel.

#### ~~APPLICATION OF LAWS OTHER THAN TITLE IX~~

~~C. If a formal complaint is dismissed because the allegations, if true, would not constitute sexual harassment as described above or if a Decision-maker or Appellate decision-maker makes a determination that a respondent is not responsible for sexual harassment under these procedures, the Title IX Coordinator will consider whether the alleged conduct may constitute a violation of one or both of the alternative definitions below. If an investigation has already been conducted, the Title IX Coordinator may review the investigation to determine whether prohibited sexual harassment has occurred. If the Title IX Coordinator concludes that it has, the Title IX Coordinator shall report those findings to the Decision-maker and the Decision-maker shall impose or recommend remedies. If no investigation has taken place, the complaint shall be investigated consistent with Policy 103.~~

#### ~~D. Alternative Definitions of Sexual Harassment~~

- ~~1. Minnesota Human Rights Act (Applicable to Employees and Students) "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:~~
  - ~~(a) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or education;~~
  - ~~(b) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or~~
  - ~~(c) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment, or educational environment.~~
- ~~2. Title VII (Applicable to Employees)~~

~~"Sexual harassment" mean unwelcome sexual advances, requests for sexual favors, and~~

~~other verbal or physical conduct of a sexual nature constitute sexual harassment when.¶¶~~

~~(a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,¶¶~~

~~(b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or¶¶~~

~~(c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.¶¶~~

## ~~XVI. GRIEVANCE PROCEDURE AND PROCESS¶¶~~

~~The grievance procedure and process adopted by the school district shall be included with the Policy as an addendum, and may be reviewed and revised as deemed appropriate by the school district.~~

**Legal References:** *Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)*  
*Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)* *Minn. Stat. Ch. 363A (Minnesota Human Rights Act)*  
~~20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)~~  
~~29 C.F.R. Part 1604 (Implementing Regulations of Title VII)~~  
*34 C.F.R. Part 106 (Implementing Regulations of Title IX)*  
*20 U.S.C § 1400, et seq. (Individuals with Disabilities Education Improvement Act) of 2004)*  
*29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)*  
*42 U.S.C. § 12101, et seq. (Americans with Disabilities Act)*  
*20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)*  
*20 U.S.C. § 1092 et seq. (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))*

**Cross References:** *ISD 200 Policy 102 (Equal Educational Opportunity)*  
*ISD 200 Policy 413 (Harassment and Violence)*  
*ISD 200 Policy 506 (Student Discipline)*  
*ISD 200 Policy 528 (Student Parental, Family ,and Marital Status Nondiscrimination)*

**Policy Reviewed:** ~~04.04.2025~~ ~~08.11.2022~~

**Policy Adopted:** 09.22.2021

**Policy Revised:** 09.28.2022

¶¶



~~Title IX Grievance Procedure and Process Addendum to Policy 522~~

~~I. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS~~

~~A. Equitable Treatment~~

- ~~1. The school district will treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.~~
- ~~2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent, other than supportive measures, until the school district has completed this grievance process and the respondent has been found responsible.~~
- ~~3. The school district will provide appropriate remedies to the complainant when a determination of responsibility for sexual harassment has been made against a respondent.~~

~~B. Objective and Unbiased Evaluation of Complaints~~

- ~~1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.~~
- ~~2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.~~

~~C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.~~

~~D. Confidentiality~~

~~To the extent permitted by governing law and regulations, the school district will not release private educational or personnel data about complainants, respondents, witnesses, allegations of sexual harassment, investigations, decisions, dismissals, and/or findings of responsibility. However, the school district's obligations under the implementing regulations for Title IX may require disclosure of certain private educational or personnel data to other parties and/or witnesses.~~

E. ~~Right to an Advisor~~¶¶

~~Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly during any phase of the grievance process. An advisor to a complainant or respondent may prepare written submissions on behalf of the party.~~¶¶

F. ~~Notice~~¶¶

~~The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, expected participants, and purpose of the meeting or interview, and will be provided so as to allow sufficient time for the party to prepare to participate.~~¶¶

G. ~~Consolidation~~¶¶

~~The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.~~¶¶

H. ~~Evidence~~¶¶

1. ~~During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.~~¶¶

2. ~~The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.~~¶¶

I. ~~Burden of Proof~~¶¶

1. ~~The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.~~¶¶

2. ~~The grievance process shall use a preponderance of the evidence standard~~

(i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.¶¶

J. Timelines¶¶

1. Any informal resolution process must be completed within 30 calendar days following the parties' agreement to participate in such informal process.¶¶
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five calendar days of the date the determination of responsibility or dismissal was provided to the parties.¶¶
3. Any appeal of a determination of responsibility or of a dismissal will be decided within 30 calendar days of the day the appeal was received by the school district.¶¶
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.¶¶
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.¶¶

K. Potential Remedies and Disciplinary Sanctions¶¶

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in transportation, changes in work locations, leaves of absence, monitoring of certain areas of school district buildings or property, warning, suspension, exclusion, expulsion, transfer,

~~remediation, termination, or discharge.¶¶~~

- ~~2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will impose or recommend appropriate remedies, including disciplinary sanctions/consequences. The discipline of a student-respondent must comply with the applicable provisions of Policy 506 – Student Discipline, the Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.¶¶~~

#### ~~H. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR¶¶~~

- ~~A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.¶¶~~
- ~~B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district’s ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.¶¶~~
- ~~C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation against the complainant’s wishes is not clearly unreasonable in light of the known circumstances.¶¶~~
- ~~D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:¶¶~~
  - ~~1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;¶¶~~
  - ~~2. A statement that the respondent is presumed not responsible for the alleged~~

~~conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;~~¶

- ~~3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;~~¶
- ~~4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;~~¶
- ~~5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information, and a copy of Policy 522 and this Grievance Procedures document.~~¶

### ~~III. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT~~¶

#### ~~A. Emergency Removal of a Student~~¶

- ~~1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:~~¶
  - ~~a. The school district undertakes an individualized safety and risk analysis;~~¶
  - ~~b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent, and~~¶
  - ~~c. If the school district determines the student-respondent poses such a threat, it will notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including Policy 506— Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.~~¶

#### ~~B. Employee Administrative Leave~~¶

~~The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration requirements of any applicable collective bargaining agreement or individual contract, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.~~¶

#### ~~IV. INFORMAL RESOLUTION OF A FORMAL COMPLAINT~~¶

- ~~A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.~~¶
- ~~B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.~~¶
- ~~C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.~~¶
- ~~D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent to participate in the informal resolution process. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.~~¶
- ~~E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.~~¶

#### ~~V. DISMISSAL OF A FORMAL COMPLAINT~~¶

- ~~A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:~~¶
  - ~~1. Would not meet the definition of sexual harassment, even if proven;~~¶

¶

2. ~~Did not occur in the school district's education program or activity, or~~ ¶
  3. ~~Did not occur against a person in the United States.~~ ¶
- B. ~~The school district may, in its discretion, dismiss a formal complaint or allegations therein if:~~ ¶
1. ~~The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;~~ ¶
  2. ~~The respondent is no longer enrolled or employed by the school district, or~~ ¶
  3. ~~Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.~~ ¶
- C. ~~The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal and grounds upon which an appeal may be made.~~ ¶
- D. ~~Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate, including an investigation pursuant to other school district policies.~~ ¶

## ~~VI. INVESTIGATION OF A FORMAL COMPLAINT~~ ¶

- A. ~~If a formal complaint is received by the school district, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.~~ ¶
- B. ~~If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.~~ ¶
- C. ~~When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.~~ ¶
- D. ~~During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert~~

¶

~~witnesses, and other inculpatory and exculpatory evidence.¶¶~~

- ~~E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten days to submit a written response, which the Investigator will consider prior to completion of the investigative report.¶¶~~
- ~~F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The investigative report may include recommended findings of fact and conclusions. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten days prior to a determination of responsibility.¶¶~~

## ~~VII. DETERMINATION REGARDING RESPONSIBILITY¶¶~~

- ~~A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness. The time allowed for submitting questions and answers is at the discretion of the Decision-maker.¶¶~~
- ~~B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.¶¶~~
- ~~C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.¶¶~~
- ~~D. When the exchange of questions and answers has concluded, and the parties have been provided at least ten days to review and submit a written response to the investigative report, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:¶¶~~

1. Identification of the allegations potentially constituting sexual harassment.¶¶
  2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence.¶¶
  3. Findings of fact supporting the determination.¶¶
  4. Conclusions regarding the application of the school district's code of conduct to the facts.¶¶
  5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school district's education program or activity will be provided by the school district to the complainant, and¶¶
  6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.¶¶
- E. In determining appropriate disciplinary sanctions, the Decision-maker 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 incident occurred.¶¶
- F. The written determination of responsibility must be provided to the parties simultaneously.¶¶
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.¶¶
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.¶¶

## ~~VIII. APPEALS~~¶¶

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases.¶¶
1. A procedural irregularity that affected the outcome of the matter (e.g., a

~~material deviation from established procedures),¶¶~~

- ~~2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter, and¶¶~~
- ~~3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.¶¶~~

~~B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.¶¶~~

~~C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.¶¶~~

~~D. The written decision describing the result of the appeal must be provided simultaneously to the parties.¶¶~~

~~E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.¶¶~~

~~**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)¶¶  
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)¶¶  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)¶¶  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)¶¶  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)¶¶  
20 U.S.C § 1400, et seq. (Individuals with Disabilities Education Act)¶¶  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)¶¶  
42 U.S.C. § 12101, et seq. (Americans with Disabilities Act)¶¶  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)¶¶  
20 U.S.C. § 1092 et seq. (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))¶¶~~

~~**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)¶¶  
MSBA/MASA Model Policy 413 (Harassment and Violence)¶¶  
MSBA/MASA Model Policy 506 (Student Discipline)¶¶~~

~~MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)~~¶

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~~Policy Reviewed: 09.22.2021~~¶

~~Policy Adopted: 09.22.2021~~¶

~~Policy Revised: 09.22.2021~~

¶



**522.1 TITLE IX NOTIFICATION**

Hastings Public Schools does not discriminate on the basis of sex **and prohibits sex discrimination** in ~~any~~the educational programs and activities it operates ~~as and is~~ required by Title IX of the Education Amendments of 1972 and its implementing regulations ~~not to discriminate in such a manner~~. The District’s obligation not to discriminate in its education programs and activities extends to admission and employment. Inquiries regarding the application of Title IX and its implementing regulations may be referred to the District’s Title IX Coordinator, the ~~Assistant Secretary of the~~ United States Department of Education’s **Office for Civil Rights**, or both. ~~The District’s Title IX Coordinator is:~~



<b>District Title IX Coordinator</b>	<b>Alternate Title IX Coordinator</b>
<p style="text-align: center;">Cathy Moen Director of Human Resources Hastings Public Schools 1000 West 11th Street Hastings, MN 55033 (651) 480-7002 cmoen@isd200.org</p>	<p style="text-align: center;">Andrew Hodges Director of Teaching &amp; Learning Hastings Public Schools 1000 West 11th Street Hastings, MN 55033 (651) 480-7011 ahodges@isd200.org</p>

The District’s Policy 522 sets forth the District’s sex nondiscrimination policy and Title IX grievance procedures. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to Policy 522. (~~“Sex Nondiscrimination Policy, Title IX Grievance Procedure and Process”~~) A copy of the policy is available from the Title IX Coordinator and may be accessed online at:

 [522 Sex Nondiscrimination Policy, Title IX Grievance Procedure and Process](#)

Policy Reviewed: ~~01.13.2025~~09.22.2021  
Policy Adopted: 09.22.2021  
Policy Revised: 08.25.2021



## **523 POLICIES INCORPORATED BY REFERENCE**

### **I. PURPOSE**

Certain policies as contained in this policy reference manual are applicable to students as well as to employees. To avoid undue duplication, the school district provides notice that the following policies apply to district employees as well as district students:

- A. ISD 200 Policy 413 Harassment and Violence
- B. ISD 200 Policy 417 Chemical Use and Abuse
- C. ISD 200 Policy 418 Drug-Free Workplace/Drug-Free School
- D. ISD 200 Policy 419 Tobacco Free Environment

### **II. NOTICE**

Students are charged with notice that the above cited policies are also applicable to students; in addition students are also on notice that the provisions of other policies speak for themselves and may be applicable although not specifically listed above.

***Legal References:*** *None*

***Cross References:*** *None*

***Policy Reviewed:*** *04.04.2025*

***Policy Adopted:***

***Policy Revised:***



*Hastings Public Schools*  
*Independent School District 200*

## **902.1PR COMMUNITY USE OF FACILITIES**

### **I. PHILOSOPHY**

The policy of the Hastings Public Schools is to encourage the use of school facilities by citizens living in the district. The implementation of this policy requires both individual and community cooperation. Certain rules and regulations are necessary to ensure that all community members have equal access to district facilities, to effectively administer this policy, and to support the ongoing care and maintenance of facilities used.

### **II. RULES AND REGULATIONS**

#### **A. Priority of Use**

1. Regular school activities and school organizations shall have first priority in the use of any school facility, even after a permit has been issued to another non-school district organization.
2. In the event of a conflict between non-school district organizations, all reasonable efforts will be made between parties to come to a resolution. Organizations involved will receive notice of the resolution.
3. Gym priority will be given to sports activities that require gym use for regular sports play. This priority extends to the period when the sport is in season per the Minnesota State High School League.
4. The Director of Community Education or his/her designee retains the right to make a final decision regarding building use. In all instances, this decision will bear in mind the best interests of the community.

#### **B. How to Apply**

1. Application forms for the Use of School Facilities are available online at:  
[www.hastingscommunityed.com](http://www.hastingscommunityed.com) and <https://www.hastings.k12.mn.us/>



or in person during regular business hours at:

Hastings Community Education  
Tilden Community Center  
310 River Street, Hastings, MN 55033;  
651-480-7670; [www.hastingscommunityed.com](http://www.hastingscommunityed.com)

2. Please make any special requests for equipment usage when submitting the permit.
3. Organizations using the school facilities shall agree to indemnify the district for any and all damages by any person or persons attending the activities, and likewise the school district against any and all liability and any and all damages to any person or persons.
4. Groups in Classes II-IV using any school facility **must** provide a Certificate of Liability insurance in the amount of one (1) million dollars/occurrence and one (1) million dollars/aggregate before use.
5. Classification section, *local* refers to having at least 75% of participants reside in or attend schools within the boundaries of the Hastings Public Schools.

C. Custodial fees during the school year

Hastings Public Schools (except Tilden Community Center) facilities are staffed by custodians, during the school year, Monday-Friday from 6 a.m.- 10 p.m. No custodial fees are charged for building use during those hours.

1. Saturday: A custodian is on duty at Hastings High School *only* from 7:30 a.m. to 3:45 p.m. Permits issued on Saturday for buildings other than the high school will be charged a custodial overtime fee of \$50/hour unless the Director of Community Education or his/her designee assigns a Site Supervisor to the building. Permits issued on Saturday for the high school after 3:45 p.m. will incur a custodial overtime fee of \$50/hour. The number of custodians assigned to a particular event will be decided by the building's lead custodian.
2. Sunday: No custodians are on duty in any district facility. Permits issued on Sunday will be charged a custodial overtime fee of \$50/hour unless the Director of Community Education or his/her designee assigns a Site Supervisor to the building. Please bear in mind that the custodian will need to clean the facility after your event has left the building when considering your event budget. The final charge for custodial overtime is issued after the conclusion of the event. **Summer custodial hours vary, please contact Community Education for more information.**

D. Use of kitchen facilities

You must request to use the kitchen (in addition to the cafeteria) when submitting the permit. Kitchen use requires hiring district food service personnel at a fee of \$50/hour.

E. Outdoor athletic field use

All groups wanting to reserve school fields must apply through the facility use application process. Other than standard maintenance, additional work will be done at the requester's

expense. Portable toilet requests will be charged at the current rate. The portable toilet fees may be split between user groups utilizing the same field.

- F. Please do not advertise your event until final approval is received. Hastings Community Education will inform the applicant by email when final permit approval is made and the permit is issued. Facility rental is available to non-school district groups beginning the last Monday in August. The first available date for reservation thereafter is the second Monday of September.
- G. Communication and advertising about an event must include this statement at the bottom of advertising materials: "This event is not sponsored by ISD 200. Facility rental is a community service and does not imply endorsement."

### III. INFORMATION ABOUT YOUR PERMIT

- A. All permits shall be revocable and shall not be considered a lease. The school board or its authorized agent may reject any application or cancel any permit.
- B. Permit holders may not assign, transfer, sublet, or charge a fee for the use of facilities or equipment. Once issued a valid permit, permit holders may not assign, transfer, or sublet the permit to any other individual or group. Doing so will result in the revocation of the permit and may result in the denial of the issuance of future permits.
- C. Dances open to the general public will not be issued a permit. School-sponsored dances are permitted.
- D. All state and local ordinances, including the Americans with Disabilities Act, must be observed by the permit holder and all attending the event. The permit holder will assume full responsibility for any unlawful act committed in the exercise of the permit.
- E. Carefully check your permit when sent to you to ensure its accuracy. The building will open for your use at the time indicated on the permit. **You and those attending your event will not be able to enter the building before that.** You or your designee must be in the building when the building opens for your use. Carry your permit with you for every date of your event.
- F. Payment is due 15 days from receipt of the invoice. A \$20 late fee will be charged to unpaid invoices at 30 days, and an additional \$30 late fee will be charged to unpaid invoices at 60 days. After 60 days unpaid, the user and/or organization will be restricted from facility use until the balance is paid in full.

### IV. INFORMATION ABOUT FACILITY USE

- A. All activities must be under competent adult supervision. The custodian on duty is there to

supervise the operation of the facility, not the group or its activities.

- B. Please carefully consider any special request for equipment use. Requests may include the following: PA systems, tables, chairs, podiums, internet access, spotlights, LCD projector and screen, microphones, including wireless mics. Equipment not requested on the application will not be available for use. See fees for equipment below.
- C. Use of any school equipment, especially soundboards and lighting, must receive prior approval. Please note on your permit application what equipment you are requesting to use. A Light and Sound Technician must be on duty for all events booked in the Middle or High School Auditorium. Additional fees may apply.
- D. School District staff are viewed as community members after normal business hours and are subject to school board policies and facilities use procedures and any fees that are associated. No staff member may assume they have access to any building without a facilities permit.
- E. Furniture and equipment owned by the district cannot be moved unless permission is granted from and supervised by the custodian on duty.
- F. You must have prior approval to move any non-school district equipment, decorations, etc. into the facility you have rented. All items must be removed promptly at the end of your event.
- G. Groups must furnish their own first aid kits.
- H. Concessions may not be set up in the school building or on the school grounds without the expressed permission of the Community Education Director or designee. The sale of food must be included in the permit and will require a food handler's license. Food trucks will require a City permit.
- I. Food and drink are strictly prohibited in the Auditoriums and High School Auditorium Lobby. A fine of \$150 will be charged to users in violation of this rule.
- J. Any damage to district property occurring from the renter, either unintentional or intentional misuse, will be repaired by the district at the renter's expense.
- K. The following are prohibited in school facilities and on school grounds:
  - 1. smoking;
  - 2. intoxicating beverages, liquors, and other substances;
  - 3. illegal and banned substances; and

4. disorderly conduct.

L. Snow removal

If snow removal is required when a community group is scheduled in a facility on a day when the facility is otherwise not being used, the cost of snow removal will be billed to the group holding the permit for the facility. Snow must be removed when accumulation reaches three (3) inches or as determined by the district Buildings and Grounds Director.

M. Propping doors to facilitate the entry of participants into the building is strictly prohibited. Additionally, doors may not be propped open to transport items into the building.

N. Loading and unloading of equipment

Parking is prohibited on sidewalks surrounding the schools. If your event will need to load/unload equipment, please make a note of that in your permit request. Access to the school loading docks will be arranged.

**V. CHANGE AND CANCELLATION**

A. Change fee: A \$10 permit fee may be charged if excessive revisions or rescheduling is made to the original request.

B. No-show fee: Billed according to estimated cost on confirmation.

C. Late cancellation fee: Billed according to estimated cost on confirmation when notification to Community Education is less than (2) full non-holiday business days in advance.

**VI. CLASSIFICATIONS**

A. Class I: Independent School District 200 school organizations, district or school-operated groups or organizations.

B. Class II: Nonprofit youth organizations located within ISD 200 district boundaries. Examples include youth athletic associations, youth groups, and youth booster clubs.

C. Class III: All other organizations located within ISD 200 district boundaries. Examples: musical performances, dance groups, townhome associations.

D. Class IV: means organizations outside ISD 200 district boundaries.

E. Adult Sports Leagues: local teams (\$225/team)

Tournament/Large Event/Fundraiser Fee: This applies to all groups class II-IV where an admission fee or ticket to the event is required. Not applicable to practice/rehearsal permits. Custodial overtime/kitchen
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use/technical support charges are additional. Cancellation less than 72 hours in advance of the event will incur a three-hour custodial overtime charge, in addition to a cancellation fee of \$150.

Kennedy, Pincrest, McAuliffe

One-day fee (5-10 hours in one day) \$75  
 Weekend fee (Friday evening through Sunday evening) \$150

Hastings Middle School

One-day fee (5-10 hours in one day) \$150  
 Weekend fee (Friday evening through Sunday evening) \$300

Hastings High School

One-day fee (5-10 hours in one day) \$200  
 Weekend fee (Friday evening through Sunday evening) \$400

The permit fee for Class II-IV: \$15

		Class II	Class III	Class IV
<b>New ISD 200 Rates - permit fee \$15</b>	gym (elem)	\$ 10.00	\$ 20.00	\$ 50.00
	gym (MS)	\$ 15.00	\$ 30.00	\$ 60.00
	gym (HS)	\$ 17.00	\$ 35.00	\$ 70.00
	classroom (all levels)	\$ 6.00	\$ 10.00	\$ 20.00
	lecture hall	\$15.00	\$20.00	\$25.00
	wrestling (MS)	\$ 5.00	\$ 10.00	\$ 15.00
	wrestling (HS)	\$ 10.00	\$ 20.00	\$ 25.00
	commons (HS)	\$ 17.00	\$ 35.00	\$ 70.00
	cafeteria (MS & HS)	\$ 10.00	\$ 15.00	\$ 20.00
	pool	\$ 30.00	\$ 50.00	\$ 70.00
	turf	\$ 40.00	\$ 100.00	\$ 225.00
	auditorium (MS)	\$ 15.00	\$ 50.00	\$ 115.00
	auditorium (HS)	\$ 25.00	\$ 75.00	\$ 130.00
	band/orch/choir (MS & HS)	\$ 15.00	\$ 20.00	\$ 25.00
	stadium lights	\$ 10.00	\$ 15.00	\$ 20.00
	microphones	\$ 5.00	\$ 10.00	\$ 15.00

	pressbox	\$ 35.00	(official events only)
	portable bleachers	\$ 100.00	flat fee
	custodian OT	\$ 50.00	per hour
	kitchen OT	\$50.00	per hour
	Light/Sound Tech	per contract	
	trailer storage	\$ 5.00	per day (approval required)
	adult sports league	\$ 225.00	per team

*Policy Reviewed:* 04.04.2025

*Policy Adopted:*

*Policy Revised:*

## HHS Student Council Protocols (last updated 2.19.25)

### 1. Structure

#### a. Membership

- i. Annual membership is open to all students in grades 9-12.
- ii. There is no cap or limit to student council membership.
- iii. Current students in grades 9-11 apply in the spring for membership effective the following school year. Incoming 9th graders apply at the end of September/early October for membership for the current year.
- iv. Members are required to reapply every year.
  1. [Application Form for Current Grades 9-11](#)
  2. [Application Form for Incoming 9th Graders](#)
- v. Applicants must submit two teacher recommendations as part of their application. This recommendation is a [rating form signed by the teacher](#), not a full recommendation letter. The recommending teacher submits their form directly to the student council advisors.

#### b. Eligibility

- i. Annual membership is open to all students in grades 9-12.
- ii. There is no cap or limit to student council membership.
- iii. Student council members are expected to participate regularly by attending scheduled meetings and serving on committees. Students who miss a third scheduled meeting or committee obligation may be removed from student council for lack of engagement.

#### c. Elections

- i. Officers are elected to provide guidance and leadership for the council.
- ii. Council members interested in serving as an officer are required to complete an [Officer Application](#).
- iii. Student council advisors are the final decision-makers on officer selections. Advisors consider feedback from both the student council members (ranking scale) and HHS staff (recommendations). Administration may be consulted if needed.
- iv. Council members provide feedback according to identified leadership attributes via a [scale ranking form](#) for each Officer applicant.

#### d. Meetings

- i. Meetings of the entire council are held weekly, on most Tuesday mornings during the school year, for a total of approximately 20 meetings per year.
  - ii. Meetings of the officers are held weekly on most Thursday mornings, for a total of approximately 25 meetings per year and include select meetings during the late summer as the new school year approaches.
  - iii. Officers create meeting agendas, facilitate meetings, and take minutes.
    - 1. Senior officers serve as meeting facilitators
    - 2. Junior officers prepare the agendas
    - 3. Sophomore officers record meeting minutes
- e. Member Responsibilities
  - i. Attend meetings regularly.
  - ii. Attend major student council events, which include Homecoming, SnoWeek, Prom, Street Party.
  - iii. Contribute to other select events throughout the year, which include but are not limited to activities like halloween, turkey bingo, HollaDayz, matchmakers.
  - iv. Brainstorm ideas for events, dress up days, themes, etc
- f. Officer Responsibilities
  - i. All member responsibilities are included in addition to:
    - 1. Attendance Groups- each Officer has a group of members they are responsible for communicating with and checking meeting attendance for.
    - 2. Attend additional Officer meetings
    - 3. In charge of whole group meetings (see above D. Meetings iii for specifics)

## 2. Decision Making Process

- a. Student council will make decisions about activities that are a part of school-wide events that include but are not limited to Homecoming, SnoWeek, and Prom. Student council will establish themes, dress-up days, and other related activities. The decision-making process includes idea submission, establishing priority options, and voting on final actions.
  - i. The entire council is expected to participate.
  - ii. A quorum of two-thirds of membership must be present in order for votes to take place. If a quorum is present, votes are taken.

- iii. The process begins with an “all call” of ideas from any council member, to be followed by two rounds of voting to determine final decisions.
      - iv. The first voting round is conducted to select a small group of priority choices from among the “all call” ideas. Members vote for multiple “top” options.
      - v. The second voting round is then conducted to identify a single “best” choice from among the short list of top options.
        - a. Votes are cast by raising hands.
        - b. Voting results are recorded in the minutes.
    - b. Prom voting is limited to junior and senior council members only. Sophomores fill the role of Prom setup subcommittee.
    - c. Decisions about decorations for events are limited to the council officers only.
    - d. Subcommittees are used for larger events with extensive preparation and decoration, like pep fests and prom. Subcommittees may include but are not limited to; balloon arch committee, walkway committee, backdrop committee, posters.
      - 1. Subcommittees establish a priority decorations layout.
      - 2. Subcommittees present their priority ideas to the entire council at a regular meeting.
3. Advisor/Admin Oversight
- a. Student council advisors will inform the administrative team (e.g. Athletics/Activities Director, Principal) prior to any public release of information about themes, dress-up days, and related activities for events like Homecoming, SnoWeek, and Prom.
  - b. Student council leadership will share recommendations for significant change with advisors who then work with administration for final approval.
4. Communication
- a. Internal
    - i. The council will maintain an annual calendar for meetings and events. The calendar is a Google Doc shared with all Officers and advisors. Printed versions are given to all members.
      - 1. Advisors set a calendar at the beginning of the school year with major event dates and meetings in place. Changes made as needed and all members are notified of those changes.

- ii. Calendar and event reminders are posted for council members on Schoology.
- iii. Council officers manage regular small-group electronic messages with their attendance groups.

b. External

- i. The council will submit and publicize membership applications, events, dress-up days, and other activities on the HHS announcements.
- ii. Council officers manage a HHS Student Council Instagram page to promote council activities.
- iii. Advisors will use Schoology posts to grade-level pages to manage any school-wide voting process (e.g. Homecoming).
- iv. Advisors will use email to message parents/guardians about major events (e.g. Powderpuff, Homecoming, SnoWeek, Nickelodeon Universe or off-campus activities). Administration assists with coordination of communication for larger events.

c. Student Body Feedback

- i. Council members will solicit feedback from the student body at select intervals throughout the school year.
- ii. An “always on” [electronic form](#) is posted on the HHS student council website where students can submit ideas or feedback with student council members.
- iii. Advisors will post feedback forms to grade-level Schoology pages following major events so solicit feedback, asking things like “what went best” and “what could be improved.” Advisors will also seek feedback about new ideas to help foster a positive and fun environment at school. For example, “what school events would you like to see,” or “what are dress-up day ideas do you have?”



**\*\*\*HIGH SCHOOL STUDENT COUNCIL**

**I. PURPOSE**

The purpose of this policy is to identify the position and philosophy of the school district and school board related to the high school's student council.

**II. GENERAL STATEMENT OF POLICY**

The Hastings Public Schools Board of Education recognizes the importance of student leadership, voice, and engagement. The high school student council, under the guidance of two advisors, shall operate to promote student interests, enhance school culture, and encourage civic responsibility.

Specific details of membership, eligibility, and elections are outlined in the student council protocol document.

**III. DECISION-MAKING**

- A. All final decisions made by the student council must have the support of both the advisors and the building principal. Decisions that affect the entire student body are expected to be made through a collaborative process that considers diverse perspectives and actively seeks input from all students;
- B. Decisions should be supported by relevant data—such as survey results or other forms of stakeholder feedback—to ensure they reflect the needs and perspectives of the entire student body; and
- C. Any decisions that represent a significant change should be reviewed in consultation with the superintendent.

**IV. RESPONSIBILITIES**

- A. School Board & Superintendent will:
  - 1. Review the student council policy once every three (3) years.
- B. Principal will:
  - 1. Ensure that the student council events and activities are in compliance with district policies;
  - 2. Assign, supervise, and evaluate student council advisors;
  - 3. Communicate event decisions with district administration; and
  - 4. The principal may delegate responsibilities to other school district personnel but shall

continue to be accountable for actions taken under such delegation.

C. Advisors will:

1. Provide leadership and complete the duties of student council advisor as assigned and defined by the building principal or designee;
2. Adhere to district policies including Policy 713 (*Student Activity Accounting*); and
3. Maintain records of meeting minutes as determined by building administration.

**V. OVERSIGHT**

The school board and superintendent maintain their ability to veto any decision.

**VI. DISTRICT AND SCHOOL POLICIES**

All events and initiatives organized by the student council must comply with all ISD 200 Policies and the Student Code of Conduct, which includes safety protocols and behavior standards.

**VII. POLICY REVIEW AND RECONSIDERATION**

If changes occur that affect how the student council operates, the change must be communicated by email to the superintendent.

**Legal References:** *MN Statute 123B.147 Subd.1 (Supervision of school building)*  
*MN Statute 123B.147 Subd. 3 (Duties; evaluation)*  
*MN Statute 123B.02 (General Powers of Independent School districts)*  
*MN Statute 123B.49 Subd.4 (Board control of extracurricular activities)*

**Cross Reference:** *ISD 200 Policy 713 (Student Activity Accounting)*

*Policy Reviewed:*

*Policy Adopted:*

*Policy Revised:*