

# STRIDE ACADEMY

*Adopted:* 6/2005

*Revised:*

## 801 EQUAL ACCESS TO FACILITIES OF THE SCHOOL

### I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to the school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

### II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school will NOT:
  - 1. influence the form or content of any prayer or other religious activity;
  - 2. require any person to participate in prayer or other religious activity;
  - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;

4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size of the group;
7. abridge the constitutional rights of any person.

### **III. DEFINITIONS**

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- C. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- D. “Noninstructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

### **IV. FAIR OPPORTUNITY CRITERIA**

This school shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and

- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

**V. PROCEDURES**

- A. Any student who wishes to initiate a meeting under this policy shall apply to the Principal at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
  - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
  - 2. The activities or meetings are voluntary and student-initiated. The Principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
  - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
  - 2. The groups may not use the school name, school mascot name, school emblems, the school name, or any name that might imply school or sponsorship or affiliation in any activity, including fundraising and community involvement.
  - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The Principal has responsibility to:
  - 1. Keep a log of application information.
  - 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
  - 3. Note the condition of the facilities and equipment before and after use.

4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school sponsorship of the meeting or activity.
  5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The school shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school will provide no additional or special transportation.
  - F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
  - G. School employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
  - H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

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## 802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

### I. PURPOSE

The purpose of this policy is to provide guidelines for the Principal to assist in timely disposition of obsolete equipment and material.

### II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

### III. DEFINITIONS

A. “Contract” means an agreement entered into by the school for the sale of supplies, materials or equipment.

B. “Official newspaper” is a regular issue of a qualified legal newspaper.

### IV. MANNER OF DISPOSITION

#### A. Authorization

The Principal shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The Principal shall be authorized to properly dispose of used books, materials and equipment deemed to have little or no value.

#### B. Contracts \$5,000 or More

1. If the value of the equipment or materials is estimated to equal or exceed \$5,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of

receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public.

C. Contracts Less Than \$5,000

If the amount of the sale is estimated to be less than \$5000, the contract may be made either upon quotation or in the open market, in the discretion of the Principal. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

D. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

E. Sales to Employees

No officer or employee of the school shall sell or procure for sale or possess or control for sale to any other officer or employee of the school any property or materials owned by the school unless the property and materials are not needed for public purposes and are sold to a school employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. This section shall not apply to the sale of property or materials acquired or produced by the school for sale to the general public in the ordinary course of business, such as fund-raising items. Nothing in this section shall prohibit an employee of the school from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

F. Exceptions for Surplus School Computers

The school may bypass the requirements for competitive bidding and is not subject to any other laws relating to school contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. another Friends of the STRIDE sponsored school;
2. the state department of corrections;
3. the board of trustees of Minnesota State Colleges and Universities;
4. the family of a student attending the school whose total family income meets the federal definition of poverty; or
5. any other entity approved by the School Board.



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## 803 WARNING SYSTEMS AND EMERGENCY PLANS

### I. PURPOSE

The purpose of this policy is to assure development of plans to provide direction to school employees and students when faced with emergency situations.

### II. GENERAL STATEMENT OF POLICY

The Principal shall be responsible for directing the development of a comprehensive Emergency Plan which will serve as a guide for employees, students and parents. When approved by the school board, the Emergency Plan shall be attached as an addendum to this policy.

### III. PROVISIONS OF THE EMERGENCY PLAN

A. The Emergency Plan shall conform to state and federal laws, Minnesota Department of Education rules, and guidelines set forth by the Minnesota Department of Public Safety, Division of Emergency Services.

The provisions of the Emergency Plan shall be compatible with those of the local municipalities in which the school is located. Appropriate officials from the local municipalities shall be requested to review and comment on the Emergency Plan during the development process.

B. The Emergency Plan shall address, but not be limited to the following emergency situations:

1. Fire
2. Bomb threat
3. Threats with weapons
4. Demonstrations

5. Natural disaster
  6. Utility emergency
  7. Hazardous material accident
  8. National emergency
- C. Employees shall receive a copy of the Emergency Plan for the building in which they work and shall receive inservice training annually on plan implementation.
  - D. Students shall receive specific instruction on plan implementation, and shall participate in a required number of drill and practice sessions throughout the school year.
  - E. Parents shall be made aware of the Emergency Plan.

#### **IV. WARNING SYSTEMS**

- A. The school shall maintain a warning system designed to inform students, employees, and visitors in the facilities of an emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings.
- B. It shall be the responsibility of the Principal to inform students and employees of the system and the means by which the system is used to identify the specific type of emergency involved.

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## 804 BOMB THREATS

### I. PURPOSE

The purpose of this policy is to assign responsibility and provide general guidelines to the school administration when bomb threats occur.

### II. GENERAL STATEMENT OF POLICY

The Principal shall be responsible for developing and implementing a detailed plan to be followed in the event of a bomb threat. When approved by the school board, the plan shall be attached as an addendum to this policy.

### III. PROVISIONS OF PLAN

The plan shall address at least the following:

- A. Procedures to be followed upon receipt of a bomb threat.
- B. Procedures for notification of law enforcement officials.
- C. Procedures for evacuation of the building.
- D. Procedures to make decisions on returning to the building by students and staff.
- E. Procedures for continued supervision of students during the building evacuation process, the waiting period during the building inspection and throughout the return of students to the building.
- F. Procedures for creating and maintaining records related to the threat.
- G. Procedures for providing notice to parents and the public, including the media.

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## 805 WASTE REDUCTION AND RECYCLING

### I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property and the establishment of a program of education to develop an awareness of environmentally sound waste management.

### II. GENERAL STATEMENT OF POLICY

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

### III. DEFINITIONS

- A. "Mixed solid waste" means garbage, refuse, source-separated compostable materials and other solid waste but does not include auto hulks, street sweepings, ash, construction debris, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters and other materials collected, processed, and disposed of as separate waste materials.
- B. "Packaging" means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels.
- C. "Postconsumer materials" means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item.
- D. "Recyclable commodities" means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources.

- E. “Recyclable materials” means materials that are separated from mixed solid waste for the purpose of recycling, including paper, glass, plastics, metals, automobile oil and batteries. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material.
- F. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use.
- G. “Resource conservation” means the reduction in the use of water, energy and raw materials.
- H. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition.
- I. “Source-separated compostable materials” means mixed solid waste that:
1. is separated at the source by waste generators for the purpose of preparing it for use as compost;
  2. is collected separately from other mixed municipal solid wastes;
  3. is comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Principal has determined that no other person is willing to accept the paper for recycling; and
  4. is delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the agency’s class I or class II, or equivalent, compost standards and where process residues do not exceed 15 percent by weight of the total material delivered to the facility.
- J. “Waste reduction” means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:
1. reusing the product in its original form;
  2. increasing the life span of a product;
  3. reducing material or the toxicity of material used in production or packaging; or

4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated.

#### IV. WASTE DISPOSAL

- A. The school will attempt to decrease the amount of waste consumable materials by:
  1. reduction of the consumption of consumable materials whenever practicable;
  2. full utilization of materials prior to disposal;
  3. minimization of the use of non-biodegradable products whenever practicable.
- B. Each school facility will have containers for at least three of the following recyclable materials: paper, glass, plastic and metal.
- C. The school will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school is located.
- D. Prior to entering into a contract for the management of mixed solid waste, the school will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or plan in the county where the school is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or, the school will:
  1. determine the potential liability to the school and its taxpayers for managing waste in this manner;
  2. develop and implement a plan for managing the potential liability; and
  3. submit the information in (1) and (2) above to the Pollution Control Agency.

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

- E. The school may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:
1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
  2. the land unless approved by the Pollution Control Agency; or
  3. the waters of the state, an individual sewage treatment system, or in a storm water or waste water collection or treatment system unless:
    - a. permitted to do so by the operator of the system and the Pollution Control Agency;
    - b. the school generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
    - c. the school keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

## V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

- A. When practicable and when the price of recycled materials does not exceed the price of nonrecycled materials by more than ten percent, the school may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school.
- B. When purchasing commodities and services, the school will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste.
- C. Whenever practicable, the school will:
1. purchase uncoated office paper and printing paper unless the coated paper is made with at least 50 percent postconsumer material;