Policy Committee Meeting

Monday, December 1, 2025 3:15 PM
Tate Hall Conference Room, 615 Olof Hanson Drive, Faribault, MN 55021

1. **Call to Order**

2. **Meeting Minutes Review**

3. **Policies to Review from MSBA: None**

4. **Policies to Review for a Second Reading**

4.A. 614 – State Mandated Testing

5. **Policies to Review Before Revision**

5.A. 514 – Bullying

5.B. 903 – Visitors

6. **Policies to Review Prior to a First Reading**

6.A. 456 – Teleworking

6.B. 744 – Fundraising

6.C. 828 – Keys/Keycards

7. **Policies to Review for Reauthorization: None**

8. **Adjourn**

Minutes of Policy Committee Meeting

Minnesota State Academies Board

A Policy Committee Meeting of the Minnesota State Academies Board was held on Monday, November 3, 2025, beginning at 3:15pm via Zoom.

Present: Heather Smisek – HR Director, Hernan Moncada – Board Member, Katie Wangberg – Board Member, Brittany Thomforde – Director of Student Support Services, Justin Cyboron – Director of Curriculum and Educational Programs

Absent: Terry Wilding – Superintendent

1. Call to Order: 3:18pm

2. Meeting Minutes Review: None

3. Policies to Review from MSBA: None

4. Policies to Review for a Second Reading:

   A. 446 Payroll and Leave & Overtime Requests:
   - Heather – Section 4 item F added – "in the event that supervisors have to make corrections for the employee, the supervisor must add a comment and notify the employee and payroll coordinator in writing." This came about due to an audit and was the remedy to that audit finding.
   - Brittany – when do we notify the employee in writing? Today or wait for the approval office – easiest is after payroll has approved in my opinion.
   - Heather – we want the paper trail – I'll talk to payroll about this to see what the exact findings were and what the communication was like to determine best practice.
   - Ready to be sent to the board for final review/approval

   B. 450 School Volunteers:
   - Heather – Not much change happening here except for level three volunteers that was completely reviewed. Anyone have anything else? No replies.
   - Ready to be sent to the board for final review/approval

   C. 455 Employee Code of Conduct:
   - Heather – very few changes to this policy. Main change was verbiage to add direction to report violations directly to superintendent or HR director and superintendent. The term "supervisors" was added to some parts. Everything else has remained the same. Any feedback on this policy? No replies.
   - Ready to be sent to the board for final review/approval

D. 906 Community Notification of Predatory Offenders:

- Heather – perfect timing for this after Kim's email to leadership this morning stating that we will make staff aware, especially of any level 3 and 4 offenders. Levels 1 and 2 will be shared as Kim is made aware. Any questions or anything to add to this policy? No replies.
- Ready to be sent to the board for final review/approval

5. Policies to Review Before Revision:

A. 744 Fundraising:

- Heather – we are proposing to remove the "II. Need" section of this policy, adding additional verbiage as to the amount of time cash and checks should be deposited to the business office. Anything else we feel should be added/changed/removed from this policy?
- Britt – at one time we talked about the need to clarify that Venmo or PayPal accounts cannot be personal accounts used – although helpful for fundraising, don't put your personal accounts out there.
- Heather - Doesn't specifically state what cannot be accepted – propose clarification on what can and cannot be accepted.
- Henan – under A put "only cash and checks will be accepted"?
- Heather to follow up with finance. Like the idea of using the word "only" as verbiage. Any other feedback or suggestions? No replies.
- Draft will be revised and brought back to the policy committee for further review.

6. Policies to Review Prior to a First Reading:

A. 614 State Mandated Tests:

- Heather – only one change proposed in there so far – on page 4 of policy – C. 10. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook. Does anyone have any feedback or suggestions?
- Justin – under part G. Test Monitor – 2 and 3 feel very similar.
- Britt – good catch it does look similar.
- Hernan – can we combine 2 and 3. Heather – perhaps "and complete required training"?
- Justin – in my previous position at another school I was responsible for testing but that was out of MN so not sure what that looks like here – back to G. Test Monitor number 1. Says Read and complete the Assurance of Test Security and Non-Disclosure… maybe that is a document you sign? Current practice – staff would go through training and throughout that part of it is that you agree you will not share test information and will protect the sanctity of the test, don't share anything about test information.

- Hernan – two documents, teachers go through training and sign a form – tests in locations, etc. that they must sign. 1 is for moderator only – 2 and 3 could be for moderator and teachers.
- Heather – anything else to bring up on this policy? No replies. We will make those edits for the first reading.

7. Policies to Review for Reauthorization:

   A. 709 Transportation:
   - Heather – it's been a little over three years since this policy has been reviewed. Any updates or changes that we find necessary for this policy? Looks good? No replies.
   - Ready for reauthorization

8. Adjourn: 3:42

Policy #: **614**
Title: **STATE-MANDATED TESTS**
Date of Initial Approval: 03-28-2019
Revision/Re-authorization Dates: 05-17-2023
Reviewers: MSAB/MSAD Directors; MSA Director of Student Support Services

I. PURPOSE

The purpose of this policy is to establish the Minnesota State Academies (MSA)'s testing plan and procedures for testing, test security, documentation, and record keeping to ensure compliance with state-mandated testing protocols.

II. DUTIES OF MSA EMPLOYEES

A. Superintendent

Responsibilities before testing

1. Designate a district assessment coordinator (DAC) and district technology coordinator.
2. The superintendent, or a designee who has been authorized to be the identified official with authority by the MSA board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
3. Annually review and recertify staff who have access to MDE secure systems.
4. Read and complete the Assurance of Test Security and Non-Disclosure.
5. Establish a culture of academic integrity.
6. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
7. Via directors of MSAB/MSAD, ensure student information is current and accurate.
8. Via directors of MSAB/MSAD, ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
9. Verify with the DAC that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
10. Ensure that the DAC has current information and training specific to test security and the administration of statewide assessments.
11. Ensure that the DAC completes Pre-test Editing in the Test Web Edit System (WES).
12. Post on the MSA website and within the MSA Parent/Student Handbook, the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

Responsibilities after testing

1. Ensure the DAC ~~and MARSS/EdFi coordinator~~ complete Post-test Editing in Test WES.
2. Verify with the DAC that all test security issues have been reported to MDE and are being addressed.
3. Verify with the DAC ~~MARSS/EdFi coordinator~~ that all student records for Post-test Editing are updated.
4. Verify that the DAC has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.

5. Verify that the DAC, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
6. Discuss assessment results with the DAC and school administrators.
7. Includes assessment results in a non-identifiable format within annual reports to the MSA board.

B. **District Assessment Coordinator**

Responsibilities before testing
1. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
2. Read and complete the Assurance of Test Security and Non-Disclosure.
3. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the Assurance of Test Security and Non-Disclosure.
    a. Maintain the completed Assurance of Test Security and Non-Disclosure for two years after the end of the academic school year in which testing took place.
4. Review with all staff the Assurance of Test Security and Non-Disclosure and their responsibilities thereunder.
5. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct. Requests accessible tests for students according to accommodations listed in their IEPs.
6. Establish MSA testing schedule within the testing windows specified by the MDE and service providers.
7. Prepares/Coordinates testing conditions, including
    a. user access to service provider websites,
    b. preparing readiness for online testing,
    c. preparing a plan for tracking which students test on which computers or devices,
    d. ensuring that accommodations are indicated and implemented appropriately as necessary,
    e. providing students with opportunity to become familiar with test format, item types, and tools prior to test administration;
    f. establishing process for inventorying and distributing secure test materials where necessary;
    g. preparing procedures for expected and unexpected situations occurring during testing;
    h. planning for addressing technical issues while testing;
    i. identifying staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
8. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
    a. Provide training on proper test administration and test security, following guidance/instruction from the MDE.
    b. Verify staff complete any and all test-specific training.
9. Maintain security of test content, test materials, and record of all staff involved.

    a. Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.

    b. Organize secure test materials for online administrations and keep them secure.

    c. Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to, and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.

10. Confirm that all students have appropriate and accessible test materials.

Responsibilities on testing day(s)
1. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
2. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
3. Contact the MDE assessment contact within 24 hours of a security breach and submit the Test Security Notification in Test WES within 48 hours.
4. Address invalidations and test or accountability codes.

Responsibilities after testing
1. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
2. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
3. Return secure test materials as outlined in applicable manuals and resources.
4. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
5. Review student assessment data and resolve any issues.
6. Distribute Individual Student Reports no later than fall parent/teacher conferences.
7. Enter Graduation Requirements Records in the GRR system.

C. **MSAB/MSAD Director**

Responsibilities before testing
1. Designate a school assessment coordinator and technology coordinator for the campus.
2. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
3. Read and complete the Assurance of Test Security and Non-Disclosure.
4. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
5. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
6. Ensure adequate computers and/or devices are available, and rooms appropriately set up for online testing.

7. Verify that all test monitors and test administrators receive proper training for test administration, including guidance on translating questions into ASL as necessary.
8. Ensure students taking specified tests have the opportunity to become familiar with test format, item types, and tools prior to test administration.
9. Communicate test dates and tips for supporting student success with parents/guardians and dorm staff.
10. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.

Responsibilities on testing day(s)
1. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
2. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

Responsibilities after testing
1. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
2. Ensure requirements for embargoed final assessment results are followed.
3. Ensure that parents receive copies of students' test results.

D. **Director of Student Support Services (special education director)**
Responsibilities before testing
1. Provide training and support for teachers to identify appropriate accommodations and supports necessary for each student. Ensures that all identified accommodations and/or supports are documented appropriately in the students' IEPs and aligned with allowable accommodations/modifications for statewide/district testing.
2. Ensures that the assessment coordinators have access to each student's IEP and their accommodations.
3. Supports the MSAB/MSAD directors in providing resources and training as needed.

E. **School Assessment Coordinator**
Responsibilities before testing
4. Implement test administration and test security policies and procedures.
5. Read and complete the Assurance of Test Security and Non-Disclosure.
6. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the Assurance of Test Security and Non-Disclosure.
7. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
8. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA),

Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.

9. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
10. Maintain security of test content and test materials.
    a. Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
    b. Organize secure test materials for online administrations and keep them secure.
    c. Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to, and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
    d. Identify the need for additional test materials to district assessment coordinator.
    e. Provide MTAS student data collection forms if necessary.
    f. Distribute applicable ACCESS and Alternate ACCESS Test Administrator Scripts and Test Administration Manuals to test administrators so they can become familiar with the script and prepare for test administration.
    g. Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

Responsibilities on testing day(s)
1. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
2. Ensure Test Monitor and Student Directions and Test Administrator Scripts are followed and answer questions regarding same.
3. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
4. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
5. Report testing irregularities to district assessment coordinator using the Test Administration Report.
6. Report security breaches to the district assessment coordinator as soon as possible.

Responsibilities after testing
1. Ensure that all paper test materials are kept locked and secure and security checklists completed.

2. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
3. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
4. Return secure test materials as outlined in applicable manuals and resources.
5. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
6. Ensure requirements for embargoed final assessment results are followed.

F. **Technology Coordinator**
1. Ensure that MSA is prepared for online test administration and provide technical support to district staff.
2. Acquire all necessary user identifications and passwords.
3. Read and complete the Assurance of Test Security and Non-Disclosure.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

G. **Test Monitor**
<u>Responsibilities before testing</u>
1. Read and complete the Assurance of Test Security and Non-Disclosure.
2. Complete all required training for test administration and security.
3. ~~Complete required training course(s) for tests administering~~.
4. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
5. Be knowledgeable regarding student accommodations.
6. Remove or cover any instructional posters or visual materials in the testing room.

<u>Responsibilities on testing day(s)</u>
1. Before test
   a. Receive and maintain security of test materials.
   b. Verify that all test materials are received.
   c. Ensure proper number of computers/devices or paper accommodated test materials are present.
   d. Verify student testing tickets and appropriate allowable materials.
   e. Assign numbered test books to individual students.
   f. Complete information as directed.
   g. Record extra test materials.

2. During test
   a. Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
   b. Follow all directions and scripts exactly.

    c. Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.

    d. Stay in the testing room and remain attentive during the entire test session. Practice active monitoring by circulating throughout the room during testing.

    e. Be knowledgeable about responding to emergency or unusual circumstances and technology issues.

    f. Do not review, discuss, capture, email, post, or share test content in any format.

    g. Ensure all students have been provided with the opportunity to independently demonstrate their knowledge.

    h. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

    i. Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

    j. Document students who require a scribe or translated directions or any unusual circumstances and report to the school assessment coordinator.

    k. Report any possible security breaches as soon as possible.

3. After test
    a. Follow directions and scripts exactly.
    b. Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
    c. Immediately report any missing test materials to the school assessment coordinator.

H. **MTAS Test Administrator**

Responsibilities before testing
1. Read and complete the Assurance of Test Security and Non-Disclosure.
2. Attend trainings related to test administration and security.
3. Complete required training course(s) for tests administering.
4. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
5. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.

Responsibility on testing day(s)
1. Before the test
    a. Maintain security of materials.
    b. Confirm appropriate MTAS materials are available and prepared for students.

2. During the test
    a. Administer each task to each student and record the score.
    b. Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
    c. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

      d. Document and report any unusual circumstances to the district or school assessment coordinator.

  3. After the test
      a. Keep materials secure.
      b. Return all materials.
      c. Return objects and manipulatives to classroom.
      d. Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

I. **MARSS/EdFi Coordinator**

Responsibilities before testing.
1. Confirm all eligible students have unique state student identification (SSID) or EdFi numbers.
2. Ensure English language and special education designations are current and correct for students testing based on those designations.
3. Submit EdFi data on an ongoing basis to ensure accurate student demographic and enrollment information.

Responsibilities after testing
1. Ensure accurate enrollment of students in schools during the accountability windows.
2. Ensure EdFi identifying characteristics are correct, especially for any student not taking an accountability test.
3. ~~Work with~~ Support the district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES, if needed.

J. **Any Person with Access to Test Materials**
1. Read and complete the Assurance of Test Security and Non-Disclosure.

III. **TEST SECURITY**
A. Test Security Procedures will be adopted by the MSA administration, following guidelines shared by the DAC.

B. Students will be informed of the following:
1. The importance of test security;
2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;
4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.
      a. If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), MSA must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.
5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:
   1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
   2. Other contact information and options for reporting security concerns.

IV.   REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:
   1. Signed Assurance of Test Security and Non-Disclosure forms must be maintained for two years after the end of the academic year in which the testing took place.
   2. MSA security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
   3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
   4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
   5. MSA test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
   6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
   7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
   8. Test Security Notification must be maintained for two years after the end of the academic school year in which testing took place.
   9. Test Administration Report must be maintained for one year after the end of the academic school year in which testing took place.
   10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References:
Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References:
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
Minnesota PearsonAccess Next Resources and Forms:
http://minnesota.pearsonaccessnext.com/policies-and-procedures/

Policy #: **514**
Title**: BULLYING PROHIBITION**
Date of Initial Approval: 03-17-2004
Revision/Re-authorization Dates: 11-18-2010; 8-22-2013; 01-22-2015; 6-29-2017; 6-12-2018; 06-27-2019; 09-16-2020; 06-02-2021; 06-15-2022
Reviewers: MSAB Director; MSAD Director; MSA Director of Student Support Services

I.   PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

The Minnesota State Academies (MSA) cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of MSA and the rights and welfare of its students and is within the control of MSA in its normal operations, MSA intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented.

The purpose of this policy is to assist MSA in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II.   GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on MSA property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

This policy also applies to any student whose conduct at <u>any time or in any place</u> constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of MSA or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off MSA property and/or with or without the use of MSA resources.

B. No teacher, administrator, volunteer, contractor, or other employee of MSA shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with MSA policies and procedures, including MSA's discipline policy (See MSA Policy #506). MSA disciplinary decisions will include consideration of the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. MSA shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout MSA, and foster student, parent, and community participation.

Consequences for staff who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from MSA property and events.

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

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

A. **"Bullying"** means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. **"Cyberbullying"** means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or another electronic device. The term applies to prohibited conduct which occurs on school premises, on MSA property, at school functions or activities, on school transportation, or on school computers, networks, forums, and

mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. **"Immediately"** means as soon as possible but in no event longer than 24 hours.

D. **"Intimidating, threatening, abusive, or harming conduct"** means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. **"On school premises, on MSA property, at school functions or activities, or on school transportation"** means all MSA buildings, grounds, property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for MSA purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. MSA property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, MSA does not represent that it will provide supervision or assume liability at these locations and events.

F. **"Prohibited conduct"** means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. **"Remedial response"** means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. **"Student"** means a student enrolled at MSAB or MSAD.

IV. **REPORTING PROCEDURE**
A. Any person who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate MSA official ~~designated by this policy~~. A person may report bullying anonymously. However, MSA may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. MSA encourages the reporting party or complainant to use official report forms ~~available from the principal or building supervisor of each building or available in MSA offices~~, but oral reports shall be considered complaints as well.

C. Campus Administrators ~~building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker")~~ are responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may also report bullying or other prohibited conduct directly to the MSA human rights officer or the superintendent. If the complaint involves a campus administrator ~~the building report taker~~, the complaint shall be made or filed directly with the superintendent or the MSA human rights officer by the reporting party or complainant.

   The campus administrator ~~the building report taker~~ shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The campus administrator ~~the building report taker~~ shall be responsible for the investigation. The campus administrator ~~the building report taker~~ shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the campus administrator ~~the building report taker~~ immediately. MSA personnel who fail to inform the campus administrator ~~the building report taker~~ of conduct that may constitute bullying or other prohibited conduct, or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The campus administrator ~~the building report taker~~, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. MSA will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with MSA's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. MSA ACTION
A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, MSA shall undertake or authorize an investigation by the campus administrator ~~the building report taker~~ or a third party designated by MSA.

B. The campus administrator the building report taker may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, MSA will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. MSA action taken for violations of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSA Policy #506) and other applicable MSA policies; and applicable regulations.

E. MSA is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of MSA. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, MSA shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI.   RETALIATION OR REPRISAL

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

Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident

and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII.   TRAINING AND EDUCATION

A. MSA shall discuss this policy with school personnel and volunteers and provide appropriate training to MSA personnel regarding this policy. MSA shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with MSA. MSA or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. MSA shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. MSA annually will provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of MSA is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The MSA administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The MSA administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The MSA administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. MSA may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. MSA shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. MSA may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSA Policy # 515) in the student handbook.

VIII.   **NOTICE**

A. MSA will give annual notice of this policy to students, parents or guardians, and staff.

B. This policy must be reviewed with each school employee and independent contractor who regularly interacts with students at the time of initial employment with MSA.

C. Notice of the rights and responsibilities of students and their parents under this policy must be included in the parent/student handbook distributed to parents at the beginning of each school year.

D. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on MSA's website.

E. MSA shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Policy #: **903**
Title: **VISITORS TO MSA BUILDINGS AND SITES**
Date of Initial Approval: 12/08/2021
Revision/Re-authorization Dates:
Reviewers: MSA Department Supervisors

I. PURPOSE

The purpose of this policy is to provide guidelines and clear expectations regarding visitors on the Minnesota State Academies (MSA) campuses, buildings, and other school property.

II. GENERAL STATEMENT OF POLICY

A. MSA encourages the involvement of parents and community members in school programs and student activities. MSA welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education, and safety of students and employees and are conducted within the procedures and requirements established by the MSA administration.

B. MSA reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employees' work environment.

III. RESPONSIBILITIES

A. The MSA administration will develop procedures for visitors, including check-in requirements for individuals wishing to enter instructional and dorm buildings. Those procedures will include visitors on campus for events, both sponsored by MSA or by outside organizations. Communication, Language, and Accessibility (MSA Policy #121) will be incorporated into the procedures and emphasized with all visitors.

B. The MSA administration will also develop procedures for outside organizations/groups to request a tour of buildings, instructional spaces, and/or other school properties.

C. The superintendent shall be responsible for providing coordination that may be needed throughout the process.

IV. VISITOR LIMITATIONS

A. An individual or group may be denied permission to visit MSA buildings, campuses, and other school events or such permission may be revoked if the visitor(s) does not comply with MSA policies, procedures, and regulations or if the visit is not in the best interest of students, employees, or MSA.

B. An individual or group who enters school property without complying with MSA visitor procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. MSA administrators may request police intervention in those situations.

C. Individuals who require accommodations for their visit to MSA must send their request for accommodations to the campus or student life director at least 48 hours in advance of their visit.

D. Classroom visits are permitted only if:
    a. The visitor is not disruptive to the normal school or learning environment
    b. The duration or frequency of the visit does not interfere with the delivery of instruction or disrupt the normal school environment
    c. The requested visit is for a school official or parent/guardian and does not involve a third party observing a classroom occupied by students without express permission from all parents/guardians

Legal References:
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

Cross References:
MSA Policy #121 (Communication, Language, and Accessibility)

Policy #: **456**
Title: **TELEWORKING**
Date of Initial Approval: 8/15/2019
Revision/Re-authorization Dates: 11/30/2022
Reviewers: MSA Human Resources Director; MSA Superintendent

I.   PURPOSE

The purpose of this policy is to provide structure and clarity to the process for teleworking arrangements for certain employees of the Minnesota State Academies (MSA). At MSA, teleworking is provided in two forms – permanent (long-standing) teleworking or situational/as-needed teleworking. Permanent teleworking is established in mutually agreeable work schedules between the MSA administration and the employee that benefits both parties. Situational or as needed telework arrangements allow certain employees the flexibility to perform work at home or from an alternative location in times when situations prevent them from working from their usual office spaces. This arrangement may provide alternate benefits to MSA, including supporting the state's requirements for continuity of operations; attracting skilled workers; minimizing the impact of inclement weather; and increasing productivity. As appropriate, MSA employees may have the option to telework at the discretion of MSA if their performance is satisfactory and if it meets MSA's needs.

II.   SCOPE

This policy applies only to certain MSA employees identified by the MSA superintendent as eligible for permanent or situational teleworking. Employees who provide direct services to students (i.e., teachers, support service personnel, paraprofessionals, dorm staff) as well as those whose services cannot be provided by teleworking (i.e., physical plant staff; food services staff) are not eligible for permanent teleworking under this policy.

Under normal circumstances, very few MSA employees are eligible for permanent teleworking, following definitions set forth in MMB HR/LR Policy #1422 as almost all of MSA's essential services require physical presence on MSA's campuses to serve students, parents/family members, staff, and community members.

However, in some situations, situational teleworking arrangements can be made. Situations in which temporary teleworking arrangements might be made are as follows:
1) School Closures due to snow, extreme cold, or other weather conditions
2) Poor road conditions preventing normal commute to work
3) Unique needs due to scheduling or travel arrangements
4) Unique situations requiring specific accommodations that are only available in alternate locations
5) Incident requiring implementation of MSA's Continuity of Operations Plan (COOP) or Crisis Implementation Plan

Identified employees requesting teleworking (either permanent or situational) will have their requests reviewed by their supervisor and passed along to the superintendent's office. Employees who are approved for teleworking will be notified by the Superintendent's office and required to complete a teleworking agreement, outlining the understanding between MSA and the employee regarding work expectations and conditions prior to any telework. The plan is not a contract and can be changed or canceled at any time at the discretion of MSA. After teleworking agreements are completed, the employee and their supervisor will agree on schedules, expectations, and work products completed during teleworking.

In accordance with MMB HR/LR Policy #1422, identified employees who are approved for teleworking have the option to telework up to 50% of their scheduled workdays each month at the discretion of MSA administration if their performance is at least satisfactory and if it meets MSA business needs.

This policy does not apply to employees who are mobile workers or remote workers.

III. **DEFINITIONS AND KEY TERMS**
   A. **Core hours**: The designated period of each workday when generally all agency employees are expected to work.
   B. **Permanent/Principal work location**: The location to which a position is permanently assigned
   C. **Permanent telework**: A work arrangement that allows an employee to perform work on a scheduled, regular, recurring basis at a telework location that is not the employee's permanent/principal work location. This arrangement must be pre-approved by the employee's supervisor and the superintendent's office.
   D. **Situational Telework**: A work arrangement that allows an employee to perform work on an as-needed basis at a telework location that is not the employee's permanent/principal work location. This arrangement must be pre-approved by the employee's supervisor.
   E. **Remote Worker:** An employee who, as a condition of their appointment, has their home or alternative location as the assigned work location, works permanently from that location, and does not have an agency permanent/principal work location.
   F. **Mobile Worker:** An employee who travels continuously for work or who performs work at multiple locations outside of an agency office, such as a field location or other site.
   G. **Telework schedule and acknowledgement form**: A document identifying the employee's expected telework schedule and which the employee acknowledges the requirements of the telework arrangement.
   H. **Telework location:** An approved worksite, different from the permanent/principal work location, in which an employee is authorized to conduct telework. In most cases, the telework location will be an employee's home.

I. **Teleworker**: An employee who has an agreed-upon schedule during which they are expected to work at a telework location rather than their permanent/principal work location.

IV. GENERAL STANDARDS AND EXPECTATIONS

As a state agency, MSA is bound by <u>MMB HR/LR Policy #1422</u>, and all employees are expected to adhere to this policy when teleworking. Exceptions granted for situational teleworking must be accompanied by a signed plan with specifics regarding the frequency and reasons for identified situations. Supervisors and the superintendent must sign off on all teleworking requests before forwarding them to the HR office.

~~**General Expectations**~~

~~MSA employees with at least satisfactory performance may telework up to 50% of their scheduled workdays each month if MSA determines it meets MSA's needs. Employees that live more than 50 miles from their permanent/principal work location may telework more than 50% at the sole discretion of MSA. Telework is not an express or implied employee right or benefit, but a staffing and work arrangement at the sole discretion of the appointing authority. Telework is not grievable. Telework is not subject to appeal unless otherwise provided by an applicable collective bargaining agreement (CBA) or compensation plan. Not all work situations are appropriate for telework, nor is telework appropriate for all employees, and all telework arrangements must meet agency business needs. The use and approval of telework is at the sole discretion of the appointing authority, and the agency may change or cancel a telework arrangement. If the appointing authority denies a request for telework, or changes or cancels telework, the agency shall communicate the denial, change or cancellation to the extent required by the employee's CBA or compensation plan, and consistent with applicable agency and statewide policies.~~

~~A. Compliance with Federal/State Employment Laws~~

~~Telework arrangements must comply with state and federal employment laws that apply to all state employees. This includes the Fair Labor Standards Act (FLSA) which regulates the payment of overtime for FLSA non-exempt employees.~~

~~B. Job Duties and Responsibilities~~
~~A teleworker remains responsible for all the job duties, responsibilities, and obligations of their position while teleworking. The terms and conditions of employment, as specified in the applicable collective bargaining agreement/compensation plan, do not change based on telework status.~~

~~C. Compliance with Bargaining Agreements/Plans~~
~~Applicable provisions of the bargaining agreements or compensation plans must be followed when implementing teleworking arrangements. Salary, retirement benefits, and state-sponsored insurance coverage remain unchanged.~~

V. EMPLOYEE EXPECTATIONS

A. Personal Activities

Telework hours are regular work hours and may not be used to perform personal activities. Just as with regular work hours, teleworkers are expected to follow agency vacation and sick leave policies and procedures to request time off from telework to engage in non-work activities. While the presence of dependents or others in the household should not be a bar to teleworking, employees should not engage in dependent care activities when performing job duties. While occasional, brief interruptions may occur, interruptions should be kept to a minimum to avoid work disruptions.

B. Telework Schedule.

Prior to the start of an employee's telework arrangement, the supervisor and teleworker must discuss the telework schedule, including expected work hours, breaks, and Core Hours (if required by the agency or unit), and use of vacation and sick leave. The telework schedule must comply with the FLSA, agency policies and procedures, and the applicable CBA or compensation plan. Any changes to the telework schedule due to flex time, overtime, or other situations must follow the applicable plan or CBA. Exempt employees must notify their supervisor if they will not be available during the telework schedule due to flexing time. The supervisor must determine the number of days per week/payroll period that the employee will be permitted to telework, not to exceed 50% of their scheduled workdays each month, unless they live more than 50 miles from their permanent/principal work location and have been approved to telework in excess of 50% of their scheduled workdays, and develop a telework schedule with the employee.

C. Work Schedule/Meetings

Teleworkers are expected to attend meetings as scheduled. The supervisor and teleworker must discuss expectations for meetings and determine when the teleworker must attend in-person meetings if they fall on a telework day.

The work schedule, including normal workday hours, breaks, core hours, and use of vacation/sick leave will be discussed by the supervisor and the teleworker within the framework of the FLSA, MSA policy, and the applicable bargaining agreement or compensation plan. Any changes to the telework schedule due to flex time, overtime, or other situations must follow the applicable plan or bargaining agreement. Core hours are those hours during which the teleworker is expected to be available to communicate with the supervisor, co-workers, or the public by telephone, e-mail, videoconferencing, fax, etc. The supervisor will pre-approve any temporary teleworking schedules in advance. Any overtime hours for non-exempt employees must also be pre-approved.

If there are any assigned meetings related to the performance of the job/position during the period of time when the employee is teleworking, the supervisor will determine how the teleworker should participate in the meeting (phone, videoconference, etc.)

Temporary teleworking locations for employees do not change the permanent/principal work location for teleworkers.

D. Travel Between Locations
   a. Teleworkers are expected to begin and end all scheduled workdays from the same location. Travel between the permanent/principal location and telework location during the workday should be avoided unless required by business necessity and at the specific direction of an employee's supervisor. Normal commute time between a telework location and the permanent/principal work location is not work time. If occurring during (not before or after) the teleworker's normally scheduled work hours, and not interrupted by personal activities, travel time between the telework location and the permanent/principal work location is considered work time. For example, if a teleworker begins work at the telework location at 8 a.m., and then directly travels to the permanent/principal work location beginning at 10 a.m. for work-related purposes, travel time would be considered work time. Travel home from the permanent/principal work location is not work time, unless the teleworker continues to perform work activity from the telework location after directly returning from the permanent/principal work location. In addition, if the employee teleworks for part of the day, works at the permanent/principal work location for part of the day, but completes personal tasks in between, the travel time is not work time but is unpaid commute time. See DOL Opinion Letter December 31, 2020.

   Mileage between the telework location and the permanent/principal work location is considered commuting mileage and is not subject to reimbursement. However, if the employee's travel time is considered work time (as described above), then mileage for the associated travel may be reimbursable if permitted by the applicable CBA or compensation plan.

   b. If the teleworker is working at an alternative work site (such as a field location, and not the telework location or the permanent/principal work location), the mileage from the alternative work site to the permanent/principal work location is reimbursable in accordance with the applicable CBA or compensation plan. Any travel to the alternative work site, that is not interrupted by personal activities, is considered work time if it occurs during (not before or after) the teleworker's normal work hours.

E. Communications
   During the hours of the telework schedule, teleworkers must be reachable by customers, co-workers, managers, supervisors, and agency leadership, by the means and methods as determined by the supervisor. Teleworkers must notify assigned office staff and/or their supervisors if they leave their telework location during work hours, just as they would if they worked in the permanent/principal work location. They must also notify the supervisor if they are not performing work due to vacation or sick time and must follow the normal procedures for requesting time off.

F.   Supplies and Expenses
Office supplies, such as pens, paper, notepads, etc. needed for the telework location will be obtained through the normal office supply request procedures. Expenses will be reimbursed only if pre-approved and to the extent reimbursement is provided by the applicable collective bargaining agreement or compensation plan, and consistent with applicable MSA and statewide policies. The agency assumes no responsibility for operating costs associated with the telework location beyond a computer if provided by the agency, including but not limited to maintenance or modification of the telework location, internet, telephone, furniture, utilities, and insurance. If there are any additional expenses, they must be pre-approved by the supervisor and teleworkers must follow MSA policies/procedures for reimbursement.

G.   Responsibilities during Teleworking
The teleworker is responsible for establishing and maintaining a safe and adequate telework location when the telework location is in their home. Aside from items employees may be permitted by the agency to transport to the telework location from the permanent work location, teleworkers are responsible for all costs related to modifications of the telework location, including but not limited to providing any furniture, remodeling, electrical or any other space modifications. Teleworkers are responsible for ensuring that their offices are set up appropriately for virtual meetings (appropriate lighting, background, etc.). ADA reasonable accommodation requests related to the telework location will be reviewed on a case-by-case basis and are excluded from this policy. In-person business meetings may not be held in home telework locations; meetings may be conducted via video conference, phone conference, or other applicable technology.

H.   Privacy and Security
Teleworkers must make arrangements with their supervisors regarding any necessary access to confidential or sensitive information while working at a telework location. Teleworkers are responsible for protecting the privacy and confidentiality of data and information at their telework location, which includes compliance with enterprise security policies. Teleworkers must ensure the security of data and information that is transported to and from their telework location.

I.   Insurance
Any insurance for state-owned equipment is the responsibility of the agency. The agency is not responsible for insuring the telework location. Teleworkers are responsible for purchasing personal insurance for employee-owned equipment and for the telework location, if desired. The agency is not responsible for any loss or damage to any employee-owned equipment or to the telework location.

J.   Return of Property
Any state-owned property used for teleworking purposes, documents, and other information must be returned upon termination of the telework arrangement.

K. Notice to Supervisor
Teleworkers are responsible for promptly notifying their supervisor of an equipment malfunction, failure of either state-owned or employee-owned equipment needed to do assigned work, or connectivity issues. If the malfunction prevents the teleworker from working, the teleworker must notify the supervisor immediately. Equipment malfunction and connectivity issues do not constitute emergencies under HR/LR Policy #1437 Emergency Closure of State Agency Facilities. The teleworker and supervisor should discuss flexible scheduling for these situations or other options available for completing work.

L. Performance
Teleworkers' duties and responsibilities are not altered by telework. Teleworkers are responsible for meeting performance expectations and standards and maintaining satisfactory work performance.

M. Inclement Weather
A teleworker who is scheduled to work at their telework location on a day with inclement weather is expected to work as normally scheduled.

N. Closure of Agency Facility
If an agency facility is closed due to a natural or human-made emergency, any employee scheduled or able to telework is expected to work as normally scheduled. Emergency paid leave is not available when agencies must close due to emergencies unless authorized by the MMB Commissioner.

O. Taxes
Federal and state tax implications of teleworking and use of the home as a telework location is the responsibility of the teleworker.

VI. SUPERVISOR EXPECTATIONS
A. Communication Plan
The supervisor must work with the teleworker to develop an effective communication plan that sets expectations for responding to emails and phone calls during the telework day and for maintaining regular communication with the teleworker.

B. Performance Expectations
Teleworking employees are expected to maintain at least satisfactory performance. At a supervisor's sole discretion, a supervisor may permit a teleworking employee who fails to maintain satisfactory performance to continue to telework under a performance improvement plan, with reassessment upon completion.

C. Emergency Plan
The supervisor and teleworker must develop emergency and back up plans with necessary phone numbers and a messaging plan in case of an emergency (e.g., equipment failure).

D. Meetings
The supervisor should endeavor to communicate planned in-person meeting schedules in advance within any schedule-change notice provisions of the CBA or compensation plans, to permit teleworkers to adjust their work schedules and work location accordingly.

E. Reporting to HR
Supervisors must provide the Telework Schedule and Acknowledgement form to the MSA HR office and to payroll (e.g., to address tax implications of working in a different state).

F. Teleworking Plan
Supervisors must work with employees to develop a teleworking plan that includes the following:
    1. Communication strategies – ensuring that the teleworker can effectively manage their workload and does not have a negative impact on the department and/or co-workers. Also ensuring that the teleworker and the supervisor have regular communication.
    2. Performance Expectations – defining performance expectations and deliverables, including periodic review of the plan.
    3. Telework location, work hours, and schedule – defining how documentation will be shared with the supervisor.
    4. Equipment, Supplies, Data Privacy/Sharing, and Accessibility – defining how those will be covered during temporary teleworking situations.
    5. Emergency Plan – developing emergency and back-up strategies with necessary phone numbers and a messaging plan in case of equipment failure or other emergencies
    6. Meetings – planning for participation in scheduled meetings, as necessary.
This plan must be discussed and implemented during the beginning of each school year, in advance of any situation that may require temporary teleworking. The telework arrangement is not open-ended. The plan must be renewed at least annually and can be changed or canceled by MSA at any time. A telework agreement will be canceled if the teleworker has performance issues, a change in job duties/responsibilities, or when the needs of MSA are not being met.

G. Training
Supervisors should provide training to teleworkers to ensure a successful telework experience. Examples of topics that could be included are:
    1. Telework policy and procedure
    2. Data security and privacy/Technology use and guidelines
    3. Communication protocols
    4. Goals and Standards
    5. Safety
    6. Time tracking

VII.   EQUIPMENT AND MATERIALS
A.   **Agency-Provided Equipment**: MSA may provide, at their sole discretion, computer hardware equipment, and software deemed necessary for the teleworker to perform assigned work at a telework location. A teleworker's use of state-owned technology is subject to state policies and procedures, including the Appropriate Use of Electronic Communication and Information Technology Policy, and other IT use policies.

B.   **Record of Equipment**: MSA must maintain a record of state-owned hardware, software, and other equipment located at the telework location.

C.   **Employee-Owned Equipment**: MSA may authorize teleworkers to use employee-owned computer hardware equipment and software that is necessary to perform assigned work at the telework location. A teleworker's use of employee-owned technology for work purposes is subject to state policies and procedures, including the Appropriate Use of Electronic Communication and Information Technology Policy, and other IT use policies.

D.   **Maintenance and Repair of State-Owned Equipment**: MSA is responsible for maintaining and repairing state-owned equipment based on normal use, and the installation and testing of software and software upgrades for state-owned electronic equipment. Employees are responsible for bringing state-owned equipment to MSA unless installation, testing, maintenance and repair can be conducted remotely. Nothing in this policy waives MSA's ability as may be permitted by law to pursue costs for lost or stolen state-owned property or for damages beyond normal wear-and-tear.

E.   **Repair of Employee-Owned Equipment**: MSA will not provide maintenance or repair of employee-owned equipment, hardware or software used for telework.

F.   **Business Use Restrictions**: All equipment, hardware, and software that MSA furnishes to the teleworker remain the property of the state and are subject to the same business use restrictions as if the property was located on state premises. To address hardware and software security for state-owned equipment, all software used for teleworking must be approved by MSA. State-owned software cannot be installed on employee-owned hardware unless authorized by MSA. Employee-owned software cannot be installed on state-owned hardware. Teleworkers must continue to comply with enterprise technology policies.

G.   **Permanent/Principal Location Workspace:** MSA will provide the teleworker with a workspace when the teleworker works at the permanent/principal location. This workspace may be a touch down workstation and not an assigned cubicle or office space.

VIII.   DATA AND SECURITY
A.   Data Practices Act
Provisions of the Minnesota Government Data Practices Act (MGDPA) and MSA data privacy policies must be followed when performing work at the telework office. The teleworker and supervisor must discuss the type and form of data which will be taken to and from the telework office and must agree on the

security and transfer process necessary to meet the needs of MSA, to protect the security of the data, and to comply with the MGDPA.

B. Data Requests and Retention
Data created and maintained during a teleworker arrangement generated for the purpose of conducting state business, is subject to the MGDPA and MSA (and the state)'s records management statute, regardless of whether the telework is performed on state-owned or employee-owned equipment. This means the teleworker is responsible for following proper retention and disposal procedures, such data remains the property of the state, and such data must be returned upon the request of MSA upon termination of the telework arrangement if applicable, or upon the teleworker's separation from employment.

IX.   LIABILITY

MSA does not assume responsibility for third party injury or property damage that may occur at the teleworker's home or alternate work site. Any business meetings held at the telework office must be approved in advance by the superintendent and are at the discretion of MSA.

Legal References:
Minn. Stat. § 16E.05, Subd. 3 (Government Information Access, Capitol Investment)
Minn. Stat. § 43A.38 (Code of Ethics for Employees in the Executive Branch)
Minn. Stat. § 13 et seq (Minnesota Government Data Practices Act)

Cross References:
MSA Policy #524 – Appropriate Use of Electronic Communication and Technology
MSA Records Retention Schedule
MMB HR/LR #1422 - Telework

Appendix:
456-A: Teleworking Agreement Form

| Policy #: **744** |
| Title: **FUNDRAISING** |
| Date of Initial Approval: 05-08-2008 |
| Revision/Re-authorization Dates: 03-07-2013; 05-16-2013; 01-23-2014; 11-17-2016; 02-24-2021 |
| Reviewers: MSA Instructional Leadership Team |

I. PURPOSE

The purpose of this policy is to establish a process for guiding fundraising efforts by staff, students, parents, alumni, and friends at the Minnesota State Academies (MSA) to avoid overlapping in activities and excessive use of local contributors.

II. NEED

Previous fundraising efforts have at times seemed sporadic and haphazard regarding the handling of funds and scheduling. This policy helps avoid such pitfalls in the future.

III. APPROVAL PROCESS

All fundraising activities that impact MSAB/MSAD, or are located on the MSAB/MSAD campuses, including those by alumni, parents, or other organizations/groups that are not employed by MSA, must be approved through the campus director's office. Fundraising requests must be submitted at least 2 weeks in advance of the event for approval. If the fundraising activity will happen on both campuses, both campus directors must approve the activity.

IV. FUNDRAISING DEPOSITS AND ACCOUNTS

A. Monies for all student or school-sponsored fundraising activities must be kept in an activity account through the MSA Business Office. Only cash or checks will be accepted. All cash/checks must be deposited in the MSA business office within 24 hours or during the next business day after the event or activity. At this time, MSA does not have the ability to manage online payments.

B. All adult fundraising activities by groups not employed or controlled by MSA, (i.e., MSAD Alumni Association, Parent-Student-Teacher Association, Hilltopper Athletic Booster Club, and MSAB/MSAD Foundations), will be kept in accounts maintained outside of MSA.

C. Sponsors/Coaches and other activity leaders must keep clear and detailed records for each fundraising activity to ensure that all funds are accounted for and deposited within **2 working days of the activity.** If the activity spans a longer period (i.e., weekly sales of items/orders; t-shirt or clothing orders), sponsors/coaches must make deposits of **all checks within 2 working days** of any receipts of funds and ensure regular deposit/documentation of sales/funds (weekly, bi-weekly, etc.) with the fiscal services office.

V. CRITERIA FOR APPROVED ACTIVITIES

A. Extracurricular Activity (ECA) Sponsors, Coaches, and other activity leaders are responsible for teaching and supporting student groups in submission of

request forms to the campus director for approval. ~~Sponsors are expected to guide students in completion of the forms.~~ Sponsors must consider the methods and costs of storing and delivering products to the consumers before submitting fundraising requests.

B. Sales by staff or students for private profit or to support non-MSA groups will not be permitted on campus for sales to students (i.e., Avon, soccer team candy fundraising, and so forth). Staff members are allowed to sell to other staff members.

C. Fundraising activities must follow the guidelines outlined in MSA Policy #533 (Wellness - Nutrition, and Physical Activity).   To support student's health and school nutrition-education efforts, fundraising activities that involve food items bought and consumed primarily by students will use only foods that meet nutrition and portion size standards for foods and beverages sold individually. Non-food fundraising activities are strongly encouraged. Even if the food items are sold primarily to staff members, it is strongly encouraged to avoid those types of food-related on-campus fundraising activities.

D. It is strongly encouraged that fundraising activities be designed to include more than just MSA staff and students. (i.e., sales to family members and neighbors in students' home communities; inviting community members to on-campus events, etc.)

E. Sales will not be permitted for items which explicitly or implicitly advertise alcohol, tobacco products, or any other illegal substance; and/or use words or pictures which refer to sexual activity, profanity, violence, or other undesirable actions.

F. Fundraising activities will not be approved if they include sales of pull tabs or lottery tickets. Drawings for prizes of money or gifts are allowed if the ticket is clearly identified as a donation to MSAD or MSAB and meets legal gambling requirements. If a raffle activity is approved, the following applies:

  1) If the value of the prize is less than $750.00, the group must apply for an "Exclusion to Licensing" permit which is free of charge from the Gaming Commission.

  2) If the value of the prize is greater than $750.00, the group must apply for an "Exemption to Licensing" permit at a cost of $25.00 from the Gaming Commission.

  3) If the activity is based on chance, a permit must be obtained. If the activity is based on skill, no permit is necessary.

G. No sales will be allowed for religious cards or artifacts. The Attorney General has clarified the term "Christmas" as an entity in and of itself, observed as a part of American culture and, therefore, does not necessarily denote religious practice.

H. Profits from sales must be clearly stated to be used for student or school benefit. The nature of Boy Scouts of America and Girl Scouts of America

assumes these organizations and their fundraisers are for the benefit of the students who participate, and, therefore, is exempt from restrictions provided in 5B.

I. Fundraising activities will be approved unless another school group has already requested permission for a similar activity to take place at a similar time or if it does not meet these guidelines. Campus directors will limit the number of fundraising activities at one time and/or within one school year. Campus directors may also require modifications to fundraising activity requests prior to approval.

| Policy #: **828** |
| Title: **KEYS AND KEYCARDS** |
| Date of Initial Approval: 12/2/1997 |
| Revision/Re-authorization Dates: 08/23/2001; 06/17/2010; 01/23/2014; 08/15/2019 |
| Reviewers: MSA Superintendent; MSA Human Resources Office; MSA Instructional Leadership Team; MSA Director of Physical Plant Operations |

I.   PURPOSE

The purpose of this policy is to ensure the safety of students, maintain security of state property, and establish appropriate staff access to work areas.

II.   GENERAL STATEMENT OF POLICY

A. The Minnesota State Academies (MSA) recognizes the importance of access for employees to conduct their work duties, as well as age-appropriate access for students to areas where they can receive instruction and participate in educational/extracurricular activities.

B. MSA recognizes the need for security of MSA property and assets.

C. MSA recognizes the importance of providing a safe and secure environment for students.

D. MSA requires a systematic method of allocating keys and key cards to maintain security as well as providing appropriate access to work areas for staff and students.

III.   KEY AND KEYCARD ISSUANCE

A. Supervisors must approve all requests for keys/keycards from employees. The request must include a list of buildings and rooms/areas identified for access and the level of keycard access for the employee.   The request must be authorized by the superintendent's office before issuance of keys/keycards. Any changes to key issuance and/or keycard access must follow the same procedure.

B. High School and Middle School students will receive keycard access based on access levels established by ~~the Directors of both campuses and~~ the Superintendent. Students are not allowed to have keys to any buildings or rooms unless specifically authorized by the Director/Student Life Director.

C. ~~Grand~~ Master Keys for each campus will be limited to individuals designated by the superintendent. Supervisors must indicate a legitimate business need for issuance of a master key in their request to the superintendent's office. Master keys may range from opening specific areas of a building to the entire campus or both campuses as needed.
   1. ~~MSA Superintendent;~~
   2. ~~MSAB/MSAD Directors/Assistant Directors;~~
   3. ~~Director of Student Support Services;~~
   4. ~~Director of Physical Plant Operations;~~
   5. ~~Director of Health Services;~~
   6. ~~MSAB/MSAD Dorm Directors;~~
   7. ~~Other Department Heads and selected employees as assigned by the superintendent;~~
   8. ~~The on-call bag will have a grand master key and keycard for employees serving as on-call supervisors as assigned by the superintendent;~~
   9. ~~Selected offices as determined by the superintendent shall have a grand master key available for check-out on an as-needed basis.~~

D. The superintendent's office is responsible for inventory, distribution, and tracking of all keys.

E. The physical plant department is responsible for ensuring that all locks and keys are in working order, including repair and replacement as necessary, following directives from the superintendent's office. The physical plant is also responsible for making keys and moving keycores, following directives from the superintendent's office.

F. The human resources office is responsible for keycards, including set-up/distribution; suspension; changes to access levels; and replacement as necessary, according to directives/guidance and approvals from the superintendent's office.

IV.   EMPLOYEE RESPONSIBILITIES

A. Employees are responsible for keys and keycards issued to them at all times. Under no circumstances should an employee allow students or non-MSA individuals access to keys or keycards without direct supervision.

B. Employees must report lost, stolen or broken keys and/or keycards immediately to their supervisor. Fees will be charged for replacements. Key replacement fees may be returned to the employee if the key is found and returned to the superintendent's office prior to the replacement of the lock. Repeated loss of keys/keycards may result in disciplinary action.

C. Employees must not transfer their keys/keycards to other employees when changing offices, work spaces, etc. They must return their keys to the superintendent's office and have the keys re-issued to the next employee, following proper protocols, including signed paperwork from their supervisors.

D. All keys/keycards issued to employees must be returned to their supervisor at the time of strike, layoff, extended leave, or termination.

V.   SUPERVISOR RESPONSIBILTIES

A. Supervisors must immediately report lost, stolen, or damaged keys to the superintendent's office and lost, stolen, or damaged keycards to the human resources office.

B. Supervisors and/or their designees must collect keys/keycards at the end of the school year from employees who do not work through the summer or document the reason the keys/keycards are not returned. If keys/keycards are re-issued for summer school or other work performed during the summer months, supervisors must maintain documentation of each re-issue and receipt of keys/keycards.

C. Supervisors must keep keys/keycards from employees in a locked/secure location. Documentation of key/keycard receipts/re-issue dates must be maintained and available for inspection as necessary.

D. Supervisors must collect keys/keycards from staff prior to strike, layoff, extended leave or termination.

E. Keys/keycards must be turned in with departing employees' final time sheet and exit forms.

F. For students who are issued keys to their dorm rooms/apartments, the student life director is responsible for establishing a check-out/check-in system with key deposits for student keys, including applicable rules and procedures for their use.

VI.   **DIRECTOR OF PHYSICAL PLANT OPERATIONS RESPONSIBILTIES**
A. ~~Issuance of keys in accordance with appropriate authorization from the superintendent.~~
B. The Director of Physical Plant Operations and/or their designee is responsible for maintaining records of all doors, locks, and keys, including replacement costs for re-keying and/or replacement of keys.

C. The Director of Physical Plant Operations and/or their designee is responsible for ensuring that all locks are established according to appropriate procedures and in working order, including compatibility with the Master Keys for each campus.

D. The Director of Physical Plant Operations and/or their designee is responsible for maintaining specific locks that are designated as "off-master" and removed from the list of locks opened by the Grand Master key for each campus. Each lock on this list must be approved by the superintendent. Keys for each lock on this list must be maintained in a secure location within the superintendent's office (or another secure location) and available for check-out as needed/approved. Keys for "off-master locks" will not be issued to any individual employee without the approval of the superintendent.

VII. **HUMAN RESOURCES OFFICE RESPONSIBILTIES**
A. The human resources office is responsible for issuing, tracking, and documentation of keycards in accordance with appropriate authorization from the MSA superintendent

B. The human resources office is responsible for maintaining records of all doors and locks that can be opened by a keycard, replacement costs for lost/broken keycards, and maintaining a supply of keycards for visitors and other needs.

C. The human resources office is responsible for ensuring that all keycards are issued and set up according to appropriate procedures.

VIII. **SUPERINTENDENT'S OFFICE RESPONSIBILTIES**
A. The superintendent's office is responsible for issuance, tracking, and documentation of keys. Records of all doors/locks and keys issued to employees shall be maintained. Keys will be kept in a secure location ~~within the physical plant building~~ and distributed as approved.
B. The superintendent's office is responsible for approving any lock changes and communicating updates with the physical plant department.   New/replacement keys will be added to the inventory after locks are changed/updated.
C. The superintendent's office is responsible for updating and collecting all key/keycard requests and communicating approvals to the physical plant department/human resources department, including updates to the list of access levels with specified permissions (doors, hours, employee privileges, etc.) and adding/deleting levels as authorized by the superintendent.
D. The superintendent's office is responsible for maintaining a list of access levels with specified permissions (doors, hours, employee privileges, etc.) and adding/deleting levels as necessary.