

Regular Meeting

Wednesday, September 10, 2025 5:30 PM

Northland High School Room C113, 316 Main St E, Remer, MN 56672

1. Call to Order

2. Pledge of Allegiance

3. Mission Statement "Educate and inspire all learners to reach their full potential."

4. Adoption of Agenda

5. Recognitions

6. Audience Recognition

7. Consent items

- 7.1. Approve the resolution accepting gifts/donations to Northland Community Schools: Whereas the following; therefore, BE IT RESOLVED by the School Board of Northland Community Schools District 118, Remer, and State of Minnesota as follows: The Northland Community Schools - District 118 School Board does hereby accept the following gifts/donations:
Ronald and Wanda Barchus - \$200 for the trap team
Hill City Thrift Shop - \$750 for PBIS
- 7.2. Approve the minutes from the Regular Meeting held on August 13, 2025
- 7.3. Approve the Treasurer's Report and bills

8. Reports

8.1. Business Manager Report

- 8.1.1. Approve setting the proposed levy limitation and certification 2025 payable 2026 levy at the maximum
- 8.1.2. Set the date and time for the Truth in Taxation meeting

8.2. Elementary Principal Report

8.3. High School Principal Report

8.4. Facilities Report

8.5. Indian Education Report

8.6. CE Report

8.7. High School Student Leadership Report

9. Superintendent Report

10. **New Business**

- 10.1. Approve the 2025-2026 Agreement for Services between Interquest Detection Canines and ISD #118
- 10.2. Approve the contract with Hill City for EL services
- 10.3. Approve the Agreement for Cooperative Sponsorship between Northland, Deer River and Hill City schools for Cross Country and Track and Field
- 10.4. Approve the updated TDE (Teacher Development Plan) for the 2025-2026 school year
- 10.5. Approve the Memorandum of Understanding between ISD #118 and NREM, Local #7224 pertaining to ECFE
- 10.6. Review and approve the Science Curriculum Resources Proposal
- 10.7. Second Reading and approval of Policy 418-Drug-Free Workplace/Drug-Free School
- 10.8. Second Reading and approval of 425-Staff Development and Mentoring
- 10.9. Second Reading and approval of Policy 501-School Weapons
- 10.10. Second Reading and approval of Policy 503-Student Attendance
- 10.11. Second Reading and approval of Policy 515-Protection and Privacy of Pupil Records
- 10.12. Second Reading and approval of Policy 516-Student Medication and Telehealth
- 10.13. Second Reading and approval of Policy 516.5-Overdose Medication
- 10.14. Second Reading and approval of Policy 524-Internet, Technology and Cell Phone Acceptable Use and Safety
- 10.15. Second Reading and approval of Policy 534-School Meals Policy
- 10.16. Second Reading and approval of Policy 602-Organization of School Calendar and School Day
- 10.17. Second Reading and approval of Policy 707-Transportation of Public School Students
- 10.18. Second Reading and approval of Policy 709-Student Transportation Safety
- 10.19. Second Reading and approval of Policy 802-Disposition of Obsolete Equipment and Material
- 10.20. Second Reading and approval of Policy 806 -Crisis Management

11. **Personnel**

- 11.1. Approve the hire of Waylon Bastian as Paraprofessional
- 11.2. Approve the hire of Kristen Panchyshyn as HS Special Education teacher, at MA +45, Step 15
- 11.3. Approve the hire of Kristen Panchyshyn as Assistant Activities Director

11.4. Approve the hire of Dan Rogers as Science teacher at MA, Step 10

11.5. Approve the hire of Jeremy Schwarz as JH Football Coach

11.6. Approve the hire of Erika Snakenberg as Paraprofessional

11.7. Approve the hire of Bruce Schear as Paraprofessional

12. **Other school business which can legally be brought before the Board**

13. **Next Meeting Dates:**

- **Regular Meeting, October 8, 2025 at 5:30 p.m.**
- **Work Session, October 22, 2025 at 5:30 p.m.**

14. **Adjournment**

Northland Community Schools - ISD #118
Regular Meeting Minutes Summary
Wednesday, August 13, 2025
Northland High School Room C113
316 Main St E
Remer, MN 56672

Aaron Ammerman: Present, Linda Knox: Absent, Terri Nystrom: Present, Jason Perkins: Absent, Marc Ruyak: Present, Tyler Seifert: Present, Bill Wake: Present. Present: 5, Absent: 2.

1. Call to Order

Board Chair Ruyak called the meeting to order at 5:30 p.m.

2. Pledge of Allegiance

3. Mission Statement "Educate and inspire all learners to reach their full potential."

4. Adoption of Agenda

Motion to adopt the agenda with the following changes: Forward agenda item 10.14 to the 9/10/25 meeting Add 10.17 to the agenda. This motion, made by Bill Wake and seconded by Terri Nystrom, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea

Yea: 5, Nay: 0, Absent: 2

5. Recognitions

6. Audience Recognition

7. Consent items

Motion to approve the consent agenda. This motion, made by Aaron Ammerman and seconded by Tyler Seifert, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea

Yea: 5, Nay: 0, Absent: 2

7.1. Approve the minutes from the Regular Meeting held on July 9, 2025

7.2. Approve the June 2025 Treasurer's Report and bills

7.3. Policies with changes that do not affect the substance of the policy

7.3.1. 305 - Policy Implementation

7.3.2. 413-Harrassment and Violence

7.3.3. 416-Drug, Alcohol, and Cannabis Testing

7.3.4. 503-Student Attendance

7.3.5. 606.5-Library Materials

7.3.6. 613-Graduation Requirements

7.3.7. 620-Credit for Learning

7.3.8. 624 - Online Instruction

7.3.9. 722- Public Data and Data Subject Requests

7.4. Approve the resolution accepting gifts/donations to Northland Community Schools: Whereas the following; therefore, BE IT RESOLVED by the School Board of Northland Community Schools District 118, Remer, and State of Minnesota as follows: The Northland Community Schools - District 118 School Board does hereby accept the following gifts/donations:

Longville Lakes Area Chamber of Commerce - \$2000 for the wrestling program
\$100 for the trap team

Kimberly Parent - \$20 for the wrestling program

Nancy Stefan - \$25 for the wrestling program

Mark and Patty Lange - \$50 for the wrestling program

8. Reports

8.1. Business Manager Report

8.2. PreK-5 Principal Report

8.2.1.

- Local Literacy Plan
- Comprehensive Needs Assessment
- Title School Site Plan
- Annual Goals

8.2.2. Approve appointing Janessa Green the ISD #118 Local Literacy Lead

8.3. High School Principal Report

8.4. Building and Transportation Report

8.5. Indian Education Report

8.6. CE Report

9. Superintendent Report

10. New Business

10.1. PragerU Video

10.2. Policies for First Reading

10.2.1. 418-Drug-Free Workplace/Drug-Free School

10.2.2. 425-Staff Development and Mentoring

10.2.3. 501-School Weapons

- 10.2.4. 503-Student Attendance
- 10.2.5. 515-Protection and Privacy of Pupil Records
- 10.2.6. 516-Student Medication and Telehealth
- 10.2.7. 516.5-Overdose Medication
- 10.2.8. 524-Internet, Technology and Cell Phone Acceptable Use and Safety
- 10.2.9. 534-School Meals Policy
- 10.2.10. 602-Organization of School Calendar and School Day
- 10.2.11. 707-Transportation of Public School Students
- 10.2.12. 709-Student Transportation Safety
- 10.2.13. 802-Disposition of Obsolete Equipment and Material
- 10.2.14. 806 - Crisis Management

10.3. Second Reading and approval of Policy 506 - Student Discipline

Motion to approve revisions to Policy 506. This motion, made by Bill Wake and seconded by Aaron Ammerman, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
 Yea: 5, Nay: 0, Absent: 2

10.4. Second Reading and approval of Policy 514 - Prohibition of Harassment, Intimidation & Bullying

Motion to approve revisions to Policy 514. This motion, made by Aaron Ammerman and seconded by Terri Nystrom, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
 Yea: 5, Nay: 0, Absent: 2

10.5. Second Reading and approval of Policy 522 - Title IX Nondiscrimination Policy, Grievance Procedure and Process

Motion to approve revisions to Policy 522. This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
 Yea: 5, Nay: 0, Absent: 2

10.6. Second Reading and approval of Policy 616 - School District System Accountability

Motion to approve revisions to Policy 616. This motion, made by Aaron Ammerman and seconded by Tyler Seifert, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
 Yea: 5, Nay: 0, Absent: 2

10.7. Second Reading and approval of Policy 621 - Literacy and READ Act

Motion to approve revisions to Policy 621. This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 5, Nay: 0, Absent: 2

10.8. Discussion regarding proposal to move the last day of school for grades K-5 from June 4th to June 3rd, so teachers can complete their final LETRS training

Motion to change the last day of school for K-5 to June 4, 2026. This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 5, Nay: 0, Absent: 2

10.9. Review and approve a "Back to School" ad to be published in the Pine Cone Press

Motion to approve "Back to School" newspaper ad. This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 5, Nay: 0, Absent: 2

10.10. Approve renewal of MSBA membership for FY26

Motion to renew MSBA membership including Boardbook. This motion, made by Bill Wake and seconded by Aaron Ammerman, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 5, Nay: 0, Absent: 2

10.11. Approve the Professional Services Agreement between ISD #118 and North Homes for the 2025-2026 school year

Motion to approve the Professional Services Agreement between ISD #118 and North Homes. This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 5, Nay: 0, Absent: 2

10.12. Approve the Agreement for Services between Northland Community Schools and Deer River Public Schools for shared services of School Psychologist, Raina Heruth

Motion to approve the 2025-2026 Agreement for Services between Deer River and Northland for shared services of School Psychologist, Raina Heruth. This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 5, Nay: 0, Absent: 2

10.13. Approve the proposal from IEA (Institute for Environmental Assessment) for environmental, health and safety management services from July 1, 2025 to June 30, 2028

Motion to approve proposal from IEA for environmental, health and safety management services from July 1, 2025 to June 30, 2028. This motion, made by Bill Wake and seconded by

Tyler Seifert, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea

Yea: 5, Nay: 0, Absent: 2

10.14. ~~Approve the 2025-2026 Service Agreement between Northland Community Schools and Interquest Detection Canines~~ Contract not available for review and approval

10.15. Approve resolution for the Designation of an Identified Official with Authority for Education Identity Access Management and for a proxy.

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board(PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The Superintendent recommends the Board authorize Mark Morrison, mmorrison@isd118.org, mark.morrison to act as the Identified Official with Authority (IOwA) for Northland Community Schools 0118-01 and for Tina Anderson, tina.anderson, to act as proxy for Northland Community Schools 0118-01.

Motion to approve resolution for the Designation of an Identified Official with Authority for Education Identity Access Management and for a proxy. This motion, made by Bill Wake and seconded by Aaron Ammerman, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea

Yea: 5, Nay: 0, Absent: 2

10.16. Approve the 2025-2026 Mentor Handbook for Teachers

Motion to approve the 2025-2026 Mentor Handbook. This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea

Yea: 5, Nay: 0, Absent: 2

10.17. Approve the PSEO Agreement between ISD #118 and MN North College

Motion to approve the PSEO Agreement between ISD #118 and MN North College. This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea

Yea: 5, Nay: 0, Absent: 2

11. Personnel

11.1. Approve the hire of Stephaney Williamson as Early Childhood Special Education Teacher at MA, Step 11

Motion to approve the hire of Stephaney Williamson as Early Childhood Special Education Teacher. This motion, made by Tyler Seifert and seconded by Bill Wake, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 5, Nay: 0, Absent: 2

11.2. Approve the hire of Irving Vilina as Lead Custodian

Motion to approve the hire of Irving Vilina as Lead Custodian. This motion, made by Aaron Ammerman and seconded by Bill Wake, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 5, Nay: 0, Absent: 2

11.3. Approve the At-Will Employment Agreement for Boiler Operator between ISD #118 and Chris McNeil

Motion to approve the at-will contract between ISD #118 and Chris McNeil. This motion, made by Bill Wake and seconded by Aaron Ammerman, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 5, Nay: 0, Absent: 2

11.4. Approve the hire of Steven Haase as Custodian

Motion to approve the hire of Steven Haase as Custodian. This motion, made by Bill Wake and seconded by Terri Nystrom, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 5, Nay: 0, Absent: 2

11.5. Approve the hire of Abbie Newman as AVID Program Advisor

Motion to approve the hire of Abbie Newman as AVID Advisor. This motion, made by Tyler Seifert and seconded by Bill Wake, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 5, Nay: 0, Absent: 2

11.6. Approve the hire of Charles Holm as Assistant Football Coach

Motion to approve the hire of Charles Holm as Assistant Football Coach. This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 5, Nay: 0, Absent: 2

11.7. Accept the resignation of Bruce Schear as Paraprofessional, effective August 22, 2025

Motion to accept the resignation of Bruce Schear as Paraprofessional. This motion, made by Bill Wake and seconded by Tyler Seifert, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea,

Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea
Yea: 5, Nay: 0, Absent: 2

12. Other school business which can legally be brought before the Board

13. Next Meeting Dates:

- Regular Meeting, September 10, 2025, 5:30 p.m.

14. Adjournment

Board Chair Ruyak called for a motion to adjourn the meeting at 7:08 p.m. This motion, made by Tyler Seifert and seconded by Aaron Ammerman, Passed.

Linda Knox: Absent, Jason Perkins: Absent, Aaron Ammerman: Yea, Terri Nystrom: Yea, Marc Ruyak: Yea, Tyler Seifert: Yea, Bill Wake: Yea

Yea: 5, Nay: 0, Absent: 2

Visitors: Kyndra Johnson, Stephaney Williamson

Tina Anderson, Recording Secretary

Linda Knox, Board Clerk

**Northland Community Schools ISD# 118
FY 2026 Through Aug 2026**

EXPENDITURES	Actual 2024-25 Expenses	Adopted Budget 2025-26 Expenses	YTD Aug 2024-2025 Expenses	YTD Aug 2025-2026 Expenses	% of 2024-25 Budget	Aug FY '25 vs Aug FY '26 Difference	% of 2025-26 Budget
Fund							
General Fund (01)	7,316,464	7,700,066	466,197	473,798	6.4%	7,601	6.2%
Administrative & Support Svc	758,876	837,076	137,310	156,791	18.1%	19,481	18.7%
Regular Instruction	3,309,037	3,339,774	87,112	96,258	2.6%	9,146	2.9%
Vocational Instruction	109,434	110,252	-	-	0.0%	-	0.0%
Special Education Inst	1,482,083	1,537,970	1,263	5,057	0.1%	3,794	0.3%
Instructional Support	417,441	403,381	56,331	50,231	13.5%	(6,100)	12.5%
Pupil Support	396,129	417,602	1,497	6	0.4%	(1,491)	0.0%
Sites & Buildings	771,036	978,011	117,257	91,970	15.2%	(25,286)	9.4%
Fiscal & Other Fixed Costs	72,428	76,000	65,428	73,485	90.3%	8,057	96.7%
Food Service (02)	368,762	422,797	6,516	902	1.8%	(5,614)	0.2%
Transportation (03)	818,232	648,202	76,600	40,157	9.4%	(36,443)	6.2%
Community Service (04)	252,508	300,181	6,385	13,344	2.5%	6,958	4.4%
Capital Outlay (05)	133,308	93,000	23,809	21,573	17.9%	(2,235)	23.2%
Construction (06)	69,779	80,000	29,495	-	42.3%	(29,495)	0.0%
Debt Service (07)	1,760,024	1,761,107	314,774	292,816	17.9%	(21,959)	16.6%
Total	10,719,076	11,005,353	923,776	842,589	8.6%	(81,187)	7.7%
Total Funds 01, 03 & 05	8,268,003	8,441,268	566,605	535,528	6.9%	(31,077)	6.3%
REVENUE	Actual 2024-25 Revenue	Budgeted 2025-26 Revenue	YTD Aug 2024-2025 Revenue	YTD Aug 2025-2026 Revenue	% of 2024-25 Budget	Aug FY '25 vs Aug FY '26 Difference	% of 2025-26 Budget
Fund							
General Fund (01)	7,679,805	7,632,201	921,638	1,109,014	12.0%	187,377	14.5%
Food Service (02)	330,227	267,700	8	36,135	0.0%	36,127	13.5%
Transportation (03)	315,626	395,891	-	2,092	0.0%	2,092	0.5%
Community Service (04)	327,628	282,175	1,760	26,313	0.5%	24,553	9.3%
Capital Outlay (05)	170,556	148,880	-	-	0.0%	-	0.0%
Construction (06)			-	-	#DIV/0!	-	#DIV/0!
Debt Service (07) & (47)	1,763,689	1,796,963	21,970	19,061	1.2%	(2,908)	1.1%
Trust (08) & (25) & (10) & (18)	54	-	14	-	25.1%	(14)	#DIV/0!
Total	10,587,585	10,523,810	945,389	1,192,615	8.9%	247,227	11.3%
Total Funds 01, 03 & 05	8,165,987	8,176,972	921,638	1,111,106	11.3%	189,468	13.6%

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
chec	107897	3296		AMAZON.COM		Check			
			E 01	020 256 000 000 430	1637083386 Big Ideas Math Modeling Real Lif		\$1,181.40		
			E 01	020 256 000 000 430	Amazon Shipping Charge		\$43.89		
PO#: 20902	Voucher #:	76614	Invoice	Invoice No: 1Y4X-K61W-N199	8/1/2025	Paid Amt:	\$1,225.29		
						Check Amount:	\$1,225.29		
chec	107898	06415		ANDERSON GLASS		Check			
			E 01	005 810 000 000 350	window repair by door #4		\$778.38		
PO#: 20901	Voucher #:	76615	Invoice	Invoice No: I057967	8/1/2025	Paid Amt:	\$778.38		
						Check Amount:	\$778.38		
chec	107899	6742		CALLIE KIEFFER		Check			
			E 04	500 505 000 321 305	CANCELED CAMP PLAY 2		\$132.00		
PO#:	Voucher #:	76640	Invoice	Invoice No: REFUND	8/1/2025	Paid Amt:	\$132.00		
						Check Amount:	\$132.00		
chec	107900	5509		DAN MARTIN SNOWPLOWS SALES AND SERVICE		Check			
			E 01	005 810 000 000 401	oil filters for lawn mowers		\$391.01		
PO#: 20909	Voucher #:	76617	Invoice	Invoice No: 38958	8/1/2025	Paid Amt:	\$391.01		
						Check Amount:	\$391.01		
chec	107901	06475		HEARTLAND TIRE SERVICE INC		Check			
			E 03	005 760 000 720 420	4 wheels and tires for stock		\$3,134.64		
PO#: 20893	Voucher #:	76618	Invoice	Invoice No: 15030915	8/1/2025	Paid Amt:	\$3,134.64		
						Check Amount:	\$3,134.64		
chec	107902	03788	R	HILLYARD/HUTCHINSON		Check			
			E 01	005 810 000 000 350	I26 Replace electric metering valve per service		\$477.50		
PO#: 20702	Voucher #:	76623	Invoice	Invoice No: 700668273	8/1/2025	Paid Amt:	\$477.50		
			E 01	005 810 000 000 410	wax for floors in school		\$1,421.30		
			E 01	005 810 000 000 410	Freight		\$95.29		
PO#: 20864	Voucher #:	76619	Invoice	Invoice No: 605891950	8/1/2025	Paid Amt:	\$1,516.59		
						Check Amount:	\$1,994.09		
chec	107903	01052		HOLKERS DO IT BEST LUMBER		Check			
			E 01	005 810 000 000 420	supplies		\$55.87		
PO#: 20897	Voucher #:	76622	Invoice	Invoice No: 2507-093612	8/1/2025	Paid Amt:	\$55.87		
			E 01	005 810 000 000 420	supplies		\$23.98		
PO#: 20897	Voucher #:	76620	Invoice	Invoice No: 2507-093176	8/1/2025	Paid Amt:	\$23.98		
			E 01	005 810 000 000 420	supplies		\$29.98		
PO#: 20897	Voucher #:	76621	Invoice	Invoice No: 2507-093837	8/1/2025	Paid Amt:	\$29.98		
						Check Amount:	\$109.83		

ISD#118 Remer-Longville
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107904	4163		IASC		Check
			E 01	005 720 000 000 376	Licensed School Nurse & Licensed Social Wo	\$7,017.36
PO#:	Voucher #:	76624	Invoice	Invoice No: 3912	8/1/2025	Paid Amt: \$7,017.36
						Check Amount: \$7,017.36
chec	107905	5505		IXL LEARNING		Check
			E 01	010 216 011 401 406	IXL Site Licensing including: Grades 3-5 subje	\$1,875.00
			E 01	010 216 011 401 406	IXL Grades 6-11 Subject Math	\$1,325.00
PO#: 20856	Voucher #:	76616	Invoice	Invoice No: S532102	8/1/2025	Paid Amt: \$3,200.00
						Check Amount: \$3,200.00
chec	107906	6654		REMIT KIMBALL MIDWEST		Check
			E 03	005 760 000 720 401	shop supplies	\$563.68
PO#: 20891	Voucher #:	76625	Invoice	Invoice No: 103568266	8/1/2025	Paid Amt: \$563.68
			E 03	005 760 000 720 401	shop supplies	\$208.33
PO#: 20891	Voucher #:	76626	Invoice	Invoice No: 103576906	8/1/2025	Paid Amt: \$208.33
						Check Amount: \$772.01
chec	107907	6746		LEVI MAGRUDER		Check
			E 04	500 505 000 321 305	Consulting Fees	\$132.00
PO#:	Voucher #:	76639	Invoice	Invoice No: REFUND	8/1/2025	Paid Amt: \$132.00
						Check Amount: \$132.00
chec	107908	6184		MINNESOTA SUPERINTENDENT'S OFFICE PERSONNEL ASSOCIATIC		Check
			E 01	005 020 000 000 366	MSPOA Membership District Secretary	\$100.00
PO#: 20914	Voucher #:	76641	Invoice	Invoice No: FY26 MEMBERSHIP	8/1/2025	Paid Amt: \$100.00
						Check Amount: \$100.00
chec	107909	03598		MREA		Check
			E 01	005 010 000 000 820	Mark Morrison Membership	\$1,450.00
PO#:	Voucher #:	76627	Invoice	Invoice No: FY26 MORRISON	8/1/2025	Paid Amt: \$1,450.00
						Check Amount: \$1,450.00
chec	107910	5759		NORTHERN PERFORMANCE INC		Check
			E 01	310 292 110 000 401	portables Apr-Oct full season with delivery - ql	\$193.50
PO#: 20767	Voucher #:	76637	Invoice	Invoice No: 31628	8/1/2025	Paid Amt: \$193.50
						Check Amount: \$193.50
chec	107911	4485		NORTHLAND FIRE PROTECTION		Check
			E 05	005 865 000 363 305	SERVICE & RE-CERT OF FIRE SUPPRESSIO	\$349.00
PO#:	Voucher #:	76628	Invoice	Invoice No: 63855	8/1/2025	Paid Amt: \$349.00
						Check Amount: \$349.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107912	2265	R	RENAISSANCE LEARNING, INC		Check
			E	01 010 216 011 401 406	eduCLIMBER, Software License	\$2,144.46
			E	01 010 216 011 401 406	FastBridge Subscription	\$2,769.06
			E	01 010 216 011 401 406	REN Educator Academy	\$780.75
PO#: 20867	Voucher #:	76629	Invoice	Invoice No: INV5566805	8/1/2025	Paid Amt: \$5,694.27
						Check Amount: \$5,694.27
chec	107913	6727	REMIT	SNAP-ON INDUSTRIAL		Check
			E	03 005 760 000 720 401	tools for shop	\$559.77
PO#: 20906	Voucher #:	76630	Invoice	Invoice No: ARV/65340354	8/1/2025	Paid Amt: \$559.77
						Check Amount: \$559.77
chec	107914	6660	REMIT	VESTIS GROUP INC		Check
			E	01 005 810 000 000 420	dry mops and mats for fy26	\$24.57
PO#: 20894	Voucher #:	76634	Invoice	Invoice No: 2630449368	8/1/2025	Paid Amt: \$24.57
			E	03 005 760 000 720 401	uniforms and shop towels floor mat	\$36.48
PO#: 20894	Voucher #:	76631	Invoice	Invoice No: 2630451807	8/1/2025	Paid Amt: \$36.48
			E	01 005 810 000 000 420	dry mops and mats for fy26	\$24.57
PO#: 20894	Voucher #:	76632	Invoice	Invoice No: 2630451806	8/1/2025	Paid Amt: \$24.57
			E	03 005 760 000 720 401	uniforms and shop towels floor mat	\$34.48
PO#: 20894	Voucher #:	76633	Invoice	Invoice No: 2630449369	8/1/2025	Paid Amt: \$34.48
						Check Amount: \$120.10
chec	107915	6315		WRIGHT SPECIALTY PREMIUM TRUST		Check
			E	01 005 940 000 000 340	COMMERCIAL PACKAGE	\$61,299.14
PO#:	Voucher #:	76636	Invoice	Invoice No: 54915	8/1/2025	Paid Amt: \$61,299.14
			E	03 005 760 000 720 340	Commercial Auto	\$14,028.00
PO#:	Voucher #:	76638	Invoice	Invoice No: 546076	8/1/2025	Paid Amt: \$14,028.00
			E	01 005 940 000 000 340	LIABILITY-EXCESS	\$5,476.00
PO#:	Voucher #:	76635	Invoice	Invoice No: 546077	8/1/2025	Paid Amt: \$5,476.00
						Check Amount: \$80,803.14
chec	107916	3296		AMAZON.COM		Check
			E	01 005 810 000 000 420	DURACELL COPPERTOP D BATTERIES	\$176.28
PO#:	Voucher #:	76645	Invoice	Invoice No: 1VKV-4F4F-DY1R	8/12/2025	Paid Amt: \$176.28
			E	01 005 810 000 000 410	B0BZCYGYMZ 4 Pack DCV5011H HEPA Filte	\$29.26
			E	01 005 810 000 000 410	Amazon Shipping Charge	\$6.99
PO#: 20919	Voucher #:	76643	Invoice	Invoice No: 1L6J-W7J7-J6RF	8/12/2025	Paid Amt: \$36.25
			E	04 500 580 000 325 430	CREDIT FOR ELMERS GLUE	\$44.18
PO#:	Voucher #:	76675	Credit	Invoice No: 1QXK+NLDD-NQNX	8/12/2025	Paid Amt: (\$44.18)
			E	01 020 211 000 000 460	0130241466 Pacemaker Practical Mathematic	\$12.60

ISD#118 Remer-Longville
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
chec	107916	3296		AMAZON.COM		Check		
			E 01 020 211 000 000 460	1265003696 Accounting Fundamentals, Stude		\$46.44		
			E 01 020 211 000 000 460	164432864X Algebra 1, w/ CalcChat and Calc		\$405.00		
			E 01 020 211 000 000 460	1644328666 Algebra 2, w/ CalcChat and Calc		\$391.41		
			E 01 020 211 000 000 460	Amazon Shipping Charge		\$5.98		
PO#:	20911	Voucher #:	76642	Invoice	Invoice No: 1YLT-6QXW-HDGL	8/12/2025	Paid Amt:	\$861.43
			E 01 020 630 000 000 401	B0BMK7LHZH 10FT Mac Book Air Mac Book		\$29.99		
			E 01 020 630 000 000 401	B0DNZ97BH8 XAOSUN 8K@60Hz USB C to		\$11.99		
			E 01 020 630 000 000 401	Amazon Shipping Charge		\$0.00		
PO#:	20917	Voucher #:	76644	Invoice	Invoice No: 1MFG-9PH9-DTQH	8/12/2025	Paid Amt:	\$41.98
			E 04 500 580 000 325 430	ELMER'S LIQUID SCHOOL GLUE		\$44.18		
PO#:		Voucher #:	76674	Invoice	Invoice No: 1MLK-LW4N-J9YX	8/12/2025	Paid Amt:	\$44.18
			E 01 005 810 000 000 420	DURACELL COPPERTOP D BATTERIES		\$176.28		
PO#:		Voucher #:	76646	Credit	Invoice No: 1FDT-K9P4-7FMQ	8/12/2025	Paid Amt:	(\$176.28)
Check Amount:								\$939.66
chec	107917	04084		AMERICAN DISPOSAL		Check		
			E 01 005 810 000 000 331	JULY		\$186.83		
PO#:		Voucher #:	76647	Invoice	Invoice No: 540510559	8/12/2025	Paid Amt:	\$186.83
Check Amount:								\$186.83
chec	107918	5905		BLOOMERS GARDEN CENTER & LANSCAPING INC		Check		
			E 01 005 810 000 000 401	mulch for the front		\$272.00		
PO#:	20926	Voucher #:	76648	Invoice	Invoice No: 78426	8/12/2025	Paid Amt:	\$272.00
Check Amount:								\$272.00
chec	107919	6700	REMIT	CENTRAL MCGOWAN, INC		Check		
			E 03 005 760 000 720 420	Cylinder rentals		\$52.87		
PO#:		Voucher #:	76649	Invoice	Invoice No: 0000398250	8/12/2025	Paid Amt:	\$52.87
			E 03 005 760 000 720 420	CYLINDER RENTAL		\$11.64		
PO#:		Voucher #:	76650	Invoice	Invoice No: 0000398251	8/12/2025	Paid Amt:	\$11.64
Check Amount:								\$64.51
chec	107920	3663		CLIMATE MAKERS INC		Check		
			E 01 005 810 000 000 350	hot water heater repair		\$793.56		
PO#:	20899	Voucher #:	76652	Invoice	Invoice No: 124523	8/12/2025	Paid Amt:	\$793.56
			E 02 005 770 000 701 350	fix cooler in kitchen		\$671.00		
PO#:	20925	Voucher #:	76653	Invoice	Invoice No: 124619	8/12/2025	Paid Amt:	\$671.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107920	3663		CLIMATE MAKERS INC		Check
			E 01	005 810 000 000 350	REPAIR MINISPLIT PUMP	\$312.00
PO#:	Voucher #:	76651	Invoice	Invoice No: 124521	8/12/2025	Paid Amt: \$312.00
						Check Amount: \$1,776.56
chec	107921	6735		DIAMOND INDUSTRIAL CLEANING EQUIPMENT		Check
			E 03	005 760 000 720 420	vacuum asbly for shop scrubber	\$200.00
			E 03	005 760 000 720 420	quote # 9047	\$1,707.55
PO#: 20904	Voucher #:	76654	Invoice	Invoice No: 27467	8/12/2025	Paid Amt: \$1,907.55
			E 03	005 760 000 720 420	Repair Supplies-BUSES	\$190.21
PO#:	Voucher #:	76692	Invoice	Invoice No: 27490	8/12/2025	Paid Amt: \$190.21
						Check Amount: \$2,097.76
chec	107922	6736		DLD TECHNOLOGIES CORPORATION		Check
			E 01	005 630 000 000 405	Activescan Content Filtering	\$1,710.00
			E 01	005 630 000 000 405	ActiveInstruct Classroom Management	\$1,710.00
PO#: 20869	Voucher #:	76680	Invoice	Invoice No: 0325012025	8/12/2025	Paid Amt: \$3,420.00
						Check Amount: \$3,420.00
chec	107923	4163		IASC		Check
			E 01	010 403 000 740 396	L.BRINK	\$93.21
			E 01	010 411 000 740 396	L.BRINK	\$93.21
			E 01	010 412 000 740 396	L.BRINK	\$2,920.55
			E 01	010 407 000 740 396	K.WENHO	\$1,037.63
			E 01	010 411 000 740 396	K.WENHO	\$47.17
			E 01	010 412 000 740 396	K.WENHO	\$487.37
			E 01	010 411 000 740 396	C.WORLIE	\$95.28
			E 01	010 412 000 740 396	C.WORLIE	\$984.54
			E 01	010 407 000 740 396	C.WORLIE	\$2,096.11
			E 01	020 404 000 740 396	M.REICHERT	\$2,728.89
			E 01	020 405 000 740 396	M.KING	\$1,837.29
			E 01	020 411 000 740 396	T.HUTCHINSON	\$2,422.67
			E 01	020 405 000 372 396	M.BRUXVORT	\$761.79
			E 01	020 406 000 740 396	K.FISCHER	\$221.54
			E 01	020 420 000 740 396	C.HANSEN	\$1,375.05
			E 01	005 400 000 372 305	S.GRZYBOWSKI	\$1,293.84
			E 01	005 400 000 372 305	S.HAMBLY	\$1,156.46
			E 01	010 403 000 740 397	BENEFITS	\$38.91
			E 01	020 404 000 740 397	BENEFITS	\$1,483.14
			E 01	020 405 000 740 397	BENEFITS	\$896.13

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor		Pmt/Void Date		Pmt Type
chec	107923	4163		IASC				Check
			E 01	020 406 000 740 397	BENEFITS			\$39.49
			E 01	020 407 000 740 397	BENEFITS			\$1,049.58
			E 01	020 411 000 740 397	BENEFITS			\$1,320.67
			E 01	010 412 000 740 397	BENEFITS			\$1,712.04
			E 01	010 420 000 740 397	BENEFITS			\$240.24
			E 01	005 420 000 740 366	TRAVEL COOP			\$374.48
			E 01	005 420 000 740 401	COOP SUPPLIES			\$1,870.95
			E 01	005 420 000 740 396	PAES LAB			\$388.54
			E 01	005 420 000 740 401	PAES SUPPLIES			\$12.88
PO#:	Voucher #:	76676	Invoice	Invoice No: 3926		8/12/2025		Paid Amt: \$29,079.65
			E 01	005 630 000 000 391	IASC Shared Technology			\$3,277.62
PO#:	Voucher #:	76677	Invoice	Invoice No: 3937		8/12/2025		Paid Amt: \$3,277.62
								Check Amount: \$32,357.27
chec	107924	3857		INNOVATIVE OFFICE SOLUTIONS LLC				Check
			E 01	020 211 000 000 401	HS copy paper			\$1,035.76
			E 01	010 203 202 000 401	Elem copy paper			\$1,035.76
			E 01	005 020 000 000 401	District copy paper			\$517.88
PO#: 20833	Voucher #:	76659	Invoice	Invoice No: IN4893433		8/12/2025		Paid Amt: \$2,589.40
			E 01	020 211 000 000 401	HS office supplies			\$837.95
			E 01	010 203 202 000 401	Elem office supplies 40%			\$837.95
			E 01	005 010 000 000 401	District office supplies 20%			\$418.98
PO#: 20832	Voucher #:	76658	Invoice	Invoice No: IN4893428		8/12/2025		Paid Amt: \$2,094.88
			E 01	010 620 000 000 401	Compressed Air			\$28.50
PO#: 20831	Voucher #:	76656	Invoice	Invoice No: IN4893431		8/12/2025		Paid Amt: \$28.50
			E 01	005 110 000 000 401	Laminating film roll			\$129.45
			E 01	005 110 000 000 401	AA Batteries			\$8.86
			E 01	005 110 000 000 401	AAA batteries			\$9.20
PO#: 20830	Voucher #:	76657	Invoice	Invoice No: IN4893435		8/12/2025		Paid Amt: \$147.51
								Check Amount: \$4,860.29
chec	107925	06071		M A S S P				Check
			E 01	020 050 000 000 820	M.YAKIBCHUCK			\$615.00
PO#:	Voucher #:	76661	Invoice	Invoice No: 2132		8/12/2025		Paid Amt: \$615.00
								Check Amount: \$615.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
chec	107926	05787		MCGRAW HILL SCHOOL EDUCATIONS HOLDINGS LLC		Check			
			E 01 020 270 000 000 460	Discovering Geography			\$1,024.80		
PO#:	20858	Voucher #:	76664	Invoice	Invoice No: 137187125001	8/12/2025		Paid Amt:	\$1,024.80
								Check Amount:	\$1,024.80
chec	107927	6613		MEDSURETY		Check			
			E 01 005 110 000 000 299	HSA			\$126.00		
			E 01 005 110 000 000 299	FSA			\$25.00		
PO#:		Voucher #:	76660	Invoice	Invoice No: 43720	8/12/2025		Paid Amt:	\$151.00
								Check Amount:	\$151.00
chec	107928	5373		REMIT MN DEPT LABOR & INDUSTRY		Check			
			E 01 005 810 000 000 420	PRESSURE VESSEL & BOILER FEES			\$175.00		
PO#:		Voucher #:	76662	Invoice	Invoice No: ABR0354494X	8/12/2025		Paid Amt:	\$175.00
			E 01 005 810 000 000 420	ELEVATOR ANNUAP OP			\$145.00		
PO#:		Voucher #:	76663	Invoice	Invoice No: ALR0178317X	8/12/2025		Paid Amt:	\$145.00
								Check Amount:	\$320.00
chec	107929	03349		REMIT NORTH CENTRAL INTERNATIONAL, LLC		Check			
			E 03 005 760 000 720 420	parts for #87 #91			\$1,718.49		
PO#:	20890	Voucher #:	76655	Invoice	Invoice No: X226028127:01	8/12/2025		Paid Amt:	\$1,718.49
								Check Amount:	\$1,718.49
chec	107930	4065		NORTHERN STAR COOPERATIVE		Check			
			E 03 005 760 000 720 441	GAS			\$306.83		
			E 03 005 760 000 720 444	DIESEL			\$13.67		
PO#:		Voucher #:	76665	Invoice	Invoice No: STMT 7/31	8/12/2025		Paid Amt:	\$320.50
								Check Amount:	\$320.50
chec	107931	5796		O'REILLY AUTO PARTS		Check			
			E 03 005 760 000 720 401	parts for stock			\$166.72		
PO#:	20889	Voucher #:	76686	Invoice	Invoice No: 1533-276510	8/12/2025		Paid Amt:	\$166.72
			E 03 005 760 000 720 401	Brake Clean			\$41.88		
PO#:		Voucher #:	76687	Invoice	Invoice No: 1533-269960	8/12/2025		Paid Amt:	\$41.88
			E 03 005 760 000 720 401	Tool			\$359.07		
PO#:		Voucher #:	76688	Invoice	Invoice No: 1533-269864	8/12/2025		Paid Amt:	\$359.07
			E 03 005 760 000 720 401	star bit skt			\$7.99		
PO#:		Voucher #:	76689	Invoice	Invoice No: 1533-269789	8/12/2025		Paid Amt:	\$7.99
			E 03 005 760 000 720 401	parts for stock			\$30.91		
PO#:	20889	Voucher #:	76690	Invoice	Invoice No: 1533-273964	8/12/2025		Paid Amt:	\$30.91
								Check Amount:	\$606.57

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107932	06636		PINE CONE PRESS CITIZEN		Check
			E 01	005 110 000 000 380	HELP WTD	\$273.00
			E 01	005 110 000 000 380	BOARD MINUTES	\$396.15
			E 01	005 110 000 000 380	TEACHERS WTD	\$182.00
			E 01	005 110 000 000 380	CUSTODIANS WTD	\$364.00
PO#:	Voucher #:	76666	Invoice	Invoice No: STMT 7/2025	8/12/2025	Paid Amt: \$1,215.15
						Check Amount: \$1,215.15
chec	107933	4486		REGENTS OF THE U OF MINNESOTA		Check
			E 01	010 610 000 356 430	Individual license to all Functional Phonics+Mc	\$3,840.00
			E 01	010 610 000 356 430	Complete Classroom Kit: Early	\$950.00
			E 01	010 610 000 356 430	Complete Classroom Kit: Basic	\$950.00
			E 01	010 610 000 356 430	Complete Classroom Kit: AdvancedMISC	\$1,900.00
			E 01	010 203 202 000 430	Complete Classroom Kit: Series 1	\$2,430.00
			E 01	010 610 000 356 430	Complete Classroom Kit: Series 2	\$1,620.00
			E 01	010 610 000 356 430	Complete Classroom Kit: Series 3	\$1,620.00
			E 01	010 610 000 356 430	Teacher Manual: Early	\$270.00
			E 01	010 610 000 356 430	Teacher Manual: Basic	\$270.00
			E 01	010 610 000 356 430	Teacher Manual: Advanced	\$270.00
			E 01	010 610 000 356 430	Teacher Manual: Series 1	\$135.00
			E 01	010 610 000 356 430	Teacher Manual: Series 2	\$135.00
			E 01	010 610 000 356 430	Teacher Manual: Series 3	\$135.00
			E 01	010 610 000 356 430	Shipping	\$802.00
PO#: 20873	Voucher #:	76673	Invoice	Invoice No: 0290081349	8/12/2025	Paid Amt: \$15,327.00
						Check Amount: \$15,327.00
chec	107934	4925	R	SCHOOL SPECIALTY LLC		Check
			E 01	020 050 000 000 401	Hammond & Stephens Carbonless Bus Pass	\$262.05
PO#: 20872	Voucher #:	76668	Invoice	Invoice No: 208135912780	8/12/2025	Paid Amt: \$262.05
						Check Amount: \$262.05
chec	107935	6314		SFM		Check
			E 01	005 110 000 000 270	Workers Compens	\$2,479.00
PO#:	Voucher #:	76667	Invoice	Invoice No: 3648877	8/12/2025	Paid Amt: \$2,479.00
			E 01	005 110 000 000 270	Workers Compens	\$1,914.00
PO#:	Voucher #:	76685	Invoice	Invoice No: 3659086	8/12/2025	Paid Amt: \$1,914.00
						Check Amount: \$4,393.00
chec	107936	5941		REMIT SOURCEWELL		Check
			E 01	010 640 034 316 366	Sourcewell Leadership Retreat	\$500.00
PO#: 20647	Voucher #:	76678	Invoice	Invoice No: INV00004824	8/12/2025	Paid Amt: \$500.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107936	5941	REMIT	SOURCEWELL		Check
			E	01 020 640 000 316 366	CULTURAL COMPETENCY-HELLER	\$8.00
			E	01 010 640 000 316 366	CULTURAL COMPETENCY-MORTENSON	\$8.00
			E	01 010 640 000 316 366	EFFECTING TEACHING-MORTENSON	\$15.00
			E	01 020 640 000 316 366	EFFECTIVE TEACHING-MCCLELLAN	\$15.00
			E	01 010 640 000 316 366	EFFECTIVE TEACHING-BISHOP	\$15.00
			E	01 005 640 000 316 366	EFFECTIVE TEACHING-YAKIBCHUK	\$15.00
			E	01 005 640 000 316 366	EFFECTIVE TEACHING-GREEN	\$15.00
			E	01 010 640 000 316 366	LICENSE RENEWAL-MORTENSON	\$1.50
			E	01 010 640 000 316 366	MENTAL HEALTH/SUICIDE PREVENTION-M	\$2.50
			E	01 020 640 000 316 366	LICENSE RENEWAL-HELLER	\$1.50
			E	01 020 640 000 316 366	MENTAL HEALTH/SUICIDE PREVENTION-HI	\$2.50
PO#:	Voucher #:	76679	Invoice	Invoice No: INV00004824	8/12/2025	Paid Amt: \$99.00
						Check Amount: \$599.00
chec	107937	6255	REMIT	THE SHERWIN WILLIAMS CO., INC		Check
			E	01 005 810 000 000 410	Paint and Supplies	\$23.16
PO#: 20907	Voucher #:	76670	Invoice	Invoice No: 9081-4	8/12/2025	Paid Amt: \$23.16
			E	01 005 810 000 000 410	Paint and Supplies	\$360.00
PO#: 20907	Voucher #:	76671	Invoice	Invoice No: 9308-1	8/12/2025	Paid Amt: \$360.00
						Check Amount: \$383.16
chec	107938	5619		TK ELEVATOR CORPORATION		Check
			E	05 005 865 000 347 305	Gold-Full Maintenance plan	\$2,884.44
PO#:	Voucher #:	76672	Invoice	Invoice No: 3008744115	8/12/2025	Paid Amt: \$2,884.44
						Check Amount: \$2,884.44
chec	107939	6260		TRAFERA HOLDINGS LLC		Check
			E	01 010 206 011 424 555	INTERACTIVE PANEL Q PRO 75" 4K LED	\$4,398.00
			E	01 010 206 011 424 555	WALL MOUNT FOR NEWLINE PANELS UP T	\$60.00
PO#: 20913	Voucher #:	76669	Invoice	Invoice No: i001363494	8/12/2025	Paid Amt: \$4,458.00
						Check Amount: \$4,458.00
chec	107940	6581		ALYSSA ERICKSON		Check
			E	04 500 505 000 321 305	Consulting Fees	\$1,152.00
PO#:	Voucher #:	76693	Invoice	Invoice No: 08122025	8/27/2025	Paid Amt: \$1,152.00
						Check Amount: \$1,152.00
chec	107941	3296		AMAZON.COM		Check
			E	04 500 505 000 321 401	football pants size large 5	\$105.50
			E	04 500 505 000 321 401	medium Champro youth safety practice footba	\$112.45

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
chec	107941	3296		AMAZON.COM		Check		
			E 04	500 505 000 321 401	football pants size XL	\$112.45		
			E 04	500 505 000 321 401	Freight	\$6.99		
PO#: 20943	Voucher #:	76739	Invoice	Invoice No: 1CCX9-X3KX-TRP3	8/27/2025	Paid Amt:	\$337.39	
			E 01	005 810 000 000 420	B0B1DG861F Duracell Coppertop D Batteries	\$149.20		
PO#: 20905	Voucher #:	76698	Invoice	Invoice No: 1GJF-FKYP-1CKD	8/27/2025	Paid Amt:	\$149.20	
			E 01	010 630 000 000 401	B08GKTG5JP BENFEI USB C HUB 4-in-1, U	\$12.95		
			E 01	010 630 000 000 401	B09Y8X136T 5 in 1 USB C Hub, Type c to VG	\$29.80		
			E 01	010 630 000 000 401	Amazon Shipping Charge	\$0.00		
PO#: 20928	Voucher #:	76699	Invoice	Invoice No: 1NP3-VWJP-11CD	8/27/2025	Paid Amt:	\$42.75	
			E 04	500 505 000 321 401	B002JOO448 Wilson NFL Super Grip Compos	\$107.55		
			E 04	500 505 000 321 401	Amazon Shipping Charge	\$0.00		
PO#: 20942	Voucher #:	76700	Invoice	Invoice No: 1CQ9-FJ7P-1P7Y	8/27/2025	Paid Amt:	\$107.55	
			E 01	310 298 069 000 401	B0044S5CJ8 Premier Southern Ticket Single I	\$94.60		
PO#: 20934	Voucher #:	76697	Invoice	Invoice No: 1WN7-9NQN-6CK1	8/27/2025	Paid Amt:	\$94.60	
			E 01	010 212 000 000 430	B000VXO4L2 Elmer's Disappearing Purple Sc	\$6.39		
			E 01	010 212 000 000 430	B0042SSXVY Sax True Flow Heavy Bodied Ac	\$108.71		
			E 01	010 212 000 000 430	B0044S5ASG Jack Richeson 6 Tempera Sets	\$147.89		
			E 01	010 212 000 000 430	B00COFKH84 topseller100, Pack of 20 Mixed	\$19.95		
			E 01	010 212 000 000 430	B01LX46ITG LEGO Parts and Pieces: White 2	\$19.98		
			E 01	010 212 000 000 430	B01MRF0AX4 Astrobrights Color Cardstock -"l	\$15.92		
			E 01	010 212 000 000 430	B072J37ZZD Elmer's Liquid School Glue, Slirr	\$9.76		
			E 01	010 212 000 000 430	B08F6W23QR BAZIC Drawing Sketching Pen	\$20.97		
			E 01	010 212 000 000 430	B08RYSFRL4 Shuttle Art 8 Colors Watercolor	\$31.98		
			E 01	010 212 000 000 430	B08TMCBWQ5 JOYIN 100 Pcs Assorted Stan	\$17.99		
			E 01	010 212 000 000 430	B0998DZ36R Koogel 320 Sheets Tissue Pape	\$8.81		
			E 01	010 212 000 000 430	B0B1CTL3JK Fandamei Mini Spray Bottle, 10	\$5.99		
			E 01	010 212 000 000 430	B0BG3L89R7 SAKURA Cray-Pas Junior Artist	\$29.24		
			E 01	010 212 000 000 430	B0BPQMDRJP Litpoetic 100 Pack Standing P	\$24.99		
			E 01	010 212 000 000 430	B0BS5GSF27 Pokiiulk Classic Baseplates Bui	\$35.98		
			E 01	010 212 000 000 430	B0C4Z6SKCS Amazon Basics Basket Coffee	\$2.31		
			E 01	010 212 000 000 430	B0CBKD97G1 Cholemy 120 Pcs Foam Printin	\$14.99		
			E 01	010 212 000 000 430	B0CYNYL2LQ SUNFATT Full Size Hot Glue S	\$10.99		
			E 01	010 212 000 000 430	B0DFHMBPN8 160 PCS Sidewalk Chalk for K	\$25.19		
			E 01	010 212 000 000 430	B0DZXZ3SY8 YEGEER 216 Count Colored Pi	\$18.99		
			E 01	010 212 000 000 430	Amazon Shipping Charge	(\$1.25)		
PO#: 20933	Voucher #:	76694	Invoice	Invoice No: 14Q6-9MHC-NNYP	8/27/2025	Paid Amt:	\$575.77	

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107941	3296		AMAZON.COM		Check
			E 01 020 212 000 000 430	B00006IDRW Neenah Bright White Bright Wh		\$10.79
			E 01 020 212 000 000 430	B000RKS3TI No nonsense Women's Sheer K		\$16.58
			E 01 020 212 000 000 430	B00PJ9EJ8G Mandala Crafts 22 Gauge Anodi		\$9.89
			E 01 020 212 000 000 430	B019J6D8N6 Cousin DIY Bead Loom Kit		\$26.70
			E 01 020 212 000 000 430	B01LXCGQQZ UCreate Watercolor Paper, Wt		\$28.70
			E 01 020 212 000 000 430	B071JM699P Amazon Basics Wood-Cased #2		\$9.89
			E 01 020 212 000 000 430	B07S8S5RBX 18 Pcs collapsible Big Eye See		\$5.69
			E 01 020 212 000 000 430	B087B12F52 Amazon Basics Rectangular Era		\$7.19
			E 01 020 212 000 000 430	B0BQLX888R HOUSERAN Needle Nose Plier		\$18.90
			E 01 020 212 000 000 430	B0BXPHP2YT Hot Glue Gun, 12 Pack Mini Gl		\$39.99
			E 01 020 212 000 000 430	B0C5W67TSK Pepy Plastilina Reusable and t		\$23.50
			E 01 020 212 000 000 430	B0CJXKYJQ1 1000Pcs Wooden Wax Sticks 5		\$9.49
			E 01 020 212 000 000 430	B0D1QQ6FSR Cityrosy Scratch Art Paper Rai		\$7.99
			E 01 020 212 000 000 430	B0D2RSPD4L White Air Dry Clay for Kids - 36		\$15.99
			E 01 020 212 000 000 430	B0DD3R847F Acrylic Paint Set, 24 Colors (2 c		\$15.76
			E 01 020 212 000 000 430	Amazon Shipping Charge		\$26.17
PO#: 20937	Voucher #:	76695	Invoice	Invoice No: 1FFY-FWHX-3KHF	8/27/2025	Paid Amt: \$273.22
			E 01 010 203 000 000 466	B07XV7G873 Gumdrop DropTech B1 On-Ear		\$259.90
			E 01 010 203 000 000 466	Amazon Shipping Charge		\$0.00
PO#: 20927	Voucher #:	76696	Invoice	Invoice No: 19QX-WC41-3VPX	8/27/2025	Paid Amt: \$259.90
						Check Amount: \$1,840.38
chec	107942	4446		ARROWHEAD REGIONAL COMPUTING		Check
			E 01 005 110 000 000 305	FY26 Membership Billing		\$23,232.55
PO#:	Voucher #:	76729	Invoice	Invoice No: 2121	8/27/2025	Paid Amt: \$23,232.55
						Check Amount: \$23,232.55
chec	107943	5905		BLOOMERS GARDEN CENTER & LANSCAPING INC		Check
			E 01 005 810 000 000 401	mulch for the front		\$272.00
PO#: 20941	Voucher #:	76703	Invoice	Invoice No: 78895	8/27/2025	Paid Amt: \$272.00
						Check Amount: \$272.00
chec	107944	6697		BLUE CROSS BLUE SHIELD OF MINNESOTA		Check
			B 01 215 031	District Contribution		\$37,274.34
			E 01 020 211 000 000 291	Sec Retiree		\$1,778.63
PO#:	Voucher #:	76750	Invoice	Invoice No: 250801251372	8/27/2025	Paid Amt: \$39,052.97
						Check Amount: \$39,052.97

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107945	6301	REMIT	BREAKDOWN SPORTS USA		Check
			E 01 310 296 320 301 402	Breakdown Sports Summer Series Tournamer		\$260.00
PO#: 20939	Voucher #:	76702	Invoice	Invoice No: 25100	8/27/2025	Paid Amt: \$260.00
						Check Amount: \$260.00
chec	107946	5653		BRETH ZENZEN FIRE PROTECTION LLC		Check
			E 05 005 865 000 363 305	fir sprinkler test		\$1,625.00
PO#: 20900	Voucher #:	76701	Invoice	Invoice No: 25927	8/27/2025	Paid Amt: \$1,625.00
						Check Amount: \$1,625.00
chec	107947	01151		CITY OF REMER		Check
			E 01 005 810 000 000 330	Water and Sewer		\$2,469.56
PO#:	Voucher #:	76706	Invoice	Invoice No: 7/1/25-9/30/25	8/27/2025	Paid Amt: \$2,469.56
						Check Amount: \$2,469.56
chec	107948	3663		CLIMATE MAKERS INC		Check
			E 05 005 865 000 380 350	Truck Charge		\$500.00
			E 05 005 865 000 380 350	July Boiler Checks		\$3,964.00
PO#: 20879	Voucher #:	76704	Invoice	Invoice No: 124664	8/27/2025	Paid Amt: \$4,464.00
						Check Amount: \$4,464.00
chec	107949	6513		COLONIAL LIFE		Check
			B 01 215 032	District Contribution		\$194.84
PO#:	Voucher #:	76749	Invoice	Invoice No: 8/2025	8/27/2025	Paid Amt: \$194.84
						Check Amount: \$194.84
chec	107950	5133		COOLE SCHOOL		Check
			E 01 010 216 011 401 401	Elementary Planner 8.5" X 11" [2025-2026 Acc		\$226.10
			E 01 010 216 011 401 401	Shipping		\$35.53
			E 01 010 216 011 401 401	General Supplies		\$0.00
			E 01 010 216 011 401 401	Vinyl Pouch		\$23.77
PO#: 20935	Voucher #:	76707	Invoice	Invoice No: CS-32308	8/27/2025	Paid Amt: \$285.40
			E 01 010 216 011 401 401	Secondary Planner 8.5" X 11" [2025-2026 Aca		\$267.25
			E 01 010 216 011 401 401	Shipping		\$36.75
PO#: 20935	Voucher #:	76708	Invoice	Invoice No: CS-32309	8/27/2025	Paid Amt: \$304.00
						Check Amount: \$589.40
chec	107951	4397		DELTA DENTAL OF MN		Check
			B 01 215 046	District Contribution		\$3,417.45
			E 01 010 203 000 000 291	Elem Retiree		\$148.82
			E 01 020 211 000 000 291	Sec Retiree		\$100.88

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Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107951	4397		DELTA DENTAL OF MN		Check
			E 01 010 050 000 000 291	Admin Retiree		\$148.82
PO#:	Voucher #:	76747	Invoice	Invoice No: RIS0006544429	8/27/2025	Paid Amt: \$3,815.97
						Check Amount: \$3,815.97
chec	107952	5590		HOLDEN ELECTRIC		Check
			E 01 005 810 000 000 350	New Circuit for Plasma Cutter		\$198.75
PO#:	Voucher #:	76731	Invoice	Invoice No: 811184	8/27/2025	Paid Amt: \$198.75
						Check Amount: \$198.75
chec	107953	01052		HOLKERS DO IT BEST LUMBER		Check
			E 01 005 810 000 000 420	supplies		\$51.46
PO#: 20897	Voucher #:	76746	Invoice	Invoice No: 2508-094503	8/27/2025	Paid Amt: \$51.46
			E 01 005 810 000 000 420	supplies		\$16.49
PO#: 20897	Voucher #:	76745	Invoice	Invoice No: 2508-095482	8/27/2025	Paid Amt: \$16.49
						Check Amount: \$67.95
chec	107954	01098		JOHNSON TELEPHONE CO		Check
			E 01 005 810 000 000 320	Telephone		\$611.37
PO#:	Voucher #:	76709	Invoice	Invoice No: R0520-8/2025	8/27/2025	Paid Amt: \$611.37
			E 04 500 505 000 321 320	Telephone		\$31.90
PO#:	Voucher #:	76710	Invoice	Invoice No: R4513-8/2025	8/27/2025	Paid Amt: \$31.90
						Check Amount: \$643.27
chec	107955	6654		REMIT KIMBALL MIDWEST		Check
			E 03 005 760 000 720 401	shop supply's		\$49.50
PO#: 20924	Voucher #:	76711	Invoice	Invoice No: 103625654	8/27/2025	Paid Amt: \$49.50
						Check Amount: \$49.50
chec	107956	01095		LAKE COUNTRY POWER		Check
			E 01 005 810 000 000 332	ECFE BUILDING		\$852.00
PO#:	Voucher #:	76715	Invoice	Invoice No: 90000206-8/2025	8/27/2025	Paid Amt: \$852.00
			E 01 005 810 000 000 332	BOILER HOUSE		\$7,124.00
PO#:	Voucher #:	76714	Invoice	Invoice No: 90000204/205-8/2025	8/27/2025	Paid Amt: \$7,124.00
			E 01 005 810 000 000 332	FOOTBALL LIGHTS		\$91.00
PO#:	Voucher #:	76717	Invoice	Invoice No: 10000176-8/2025	8/27/2025	Paid Amt: \$91.00
			E 01 005 810 000 000 332	MAIN SCHOOL		\$17,087.00
PO#:	Voucher #:	76716	Invoice	Invoice No: 90000203-8/2025	8/27/2025	Paid Amt: \$17,087.00
			E 01 005 810 000 000 332	FOOTBALL LIGHTS		\$53.00
PO#:	Voucher #:	76713	Invoice	Invoice No: 10000175-8/2025	8/27/2025	Paid Amt: \$53.00
						Check Amount: \$25,207.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107957	06136		LAKES COUNTRY SERV COOP		Check
			E 03	005 760 000 720 305	DOT T41704938	\$42.00
			E 03	005 760 000 720 305	DOT Y41704937	\$42.00
			E 03	005 760 000 720 305	DOT Y41704936	\$42.00
PO#:	Voucher #:	76712	Invoice	Invoice No: 101783	8/27/2025	Paid Amt: \$126.00
						Check Amount: \$126.00
chec	107958	5223		MADISON NATIONAL LIFE		Check
			B 01	215 036	District Contribution	\$1,097.89
PO#:	Voucher #:	76751	Invoice	Invoice No: Aug 2025	8/27/2025	Paid Amt: \$1,097.89
						Check Amount: \$1,097.89
chec	107959	1095		MARCO TECHNOLOGIES LLC		Check
			E 01	010 203 202 000 580	ELEM COPIER	\$539.45
			E 01	020 211 000 000 580	SEC. COPIER	\$539.44
			E 01	005 110 371 000 580	DISTRICT COPIER	\$539.45
PO#:	Voucher #:	76736	Invoice	Invoice No: 561843665	8/27/2025	Paid Amt: \$1,618.34
						Check Amount: \$1,618.34
chec	107960	4225		MIDWEST BUS PARTS		Check
			E 03	005 760 000 720 420	Base Driver/Pass Side IC	\$128.72
PO#: 20892	Voucher #:	76740	Invoice	Invoice No: INV12389	8/27/2025	Paid Amt: \$128.72
			E 03	005 760 000 720 420	Tail lights, Head lights, Slider Storm	\$1,145.30
PO#: 20892	Voucher #:	76741	Invoice	Invoice No: INV12024	8/27/2025	Paid Amt: \$1,145.30
			E 03	005 760 000 720 420	Mounting Plate for Bases, Yellow Silicone	\$285.10
PO#: 20892	Voucher #:	76742	Invoice	Invoice No: INV13135	8/27/2025	Paid Amt: \$285.10
						Check Amount: \$1,559.12
chec	107961	5222		MRI Software LLC		Check
			E 01	005 110 000 000 305	STEPHEN MARTIN	\$20.00
PO#:	Voucher #:	76718	Invoice	Invoice No: MRIUS2483334	8/27/2025	Paid Amt: \$20.00
						Check Amount: \$20.00
chec	107962	01292		MSHSL - SPORTS		Check
			E 01	310 292 110 000 820	ANNUAL MEMBERSHIP FEE	\$100.00
			E 01	310 294 250 000 820	BASEBALL	\$160.00
			E 01	310 294 220 000 820	BASKETBALL, BOYS	\$160.00
			E 01	310 296 320 000 820	BASKETBALL, GIRLS	\$160.00
			E 01	310 292 130 000 820	CROSS COUNTRY, BOY	\$160.00
			E 01	310 294 210 000 820	FOOTBALL	\$160.00
			E 01	310 292 110 000 820	SPEECH	\$160.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107962	01292		MSHSL - SPORTS		Check
			E 01	310 296 340 000 820	SOFTBALL	\$160.00
			E 01	310 291 430 000 820	ONE ACT PLAY	\$160.00
			E 01	310 292 150 000 820	TRACK & FIELD, BOYS	\$160.00
			E 01	310 296 310 000 820	VOLLEYBALL	\$160.00
			E 01	310 292 130 000 820	CROSS COUNTRY, GIRLS	\$160.00
			E 01	310 292 150 000 820	TRACK & FIELD, GIRLS	\$160.00
			E 01	310 291 410 000 820	MUSIC	\$160.00
			E 01	310 292 110 000 820	PER STUDENT FEE	\$132.75
			E 01	310 292 110 000 820	Wrestling	\$160.00
			E 01	310 292 110 000 820	Visual Arts	\$160.00
PO#:	Voucher #:	76752	Invoice	Invoice No: 043896	8/27/2025	Paid Amt: \$2,632.75
			E 01	310 292 110 000 820	ANNUAL MEMBERSHIP FEE CREDIT	\$1,257.75
PO#:	Voucher #:	76753	Credit	Invoice No: CR043896	8/27/2025	Paid Amt: (\$1,257.75)
						Check Amount: \$1,375.00
chec	107963	6148		NOREDINK CORP		Check
			E 01	010 216 011 401 406	MISCNoRedInk Premium for up to 140 studen	\$2,520.00
PO#: 20868	Voucher #:	76730	Invoice	Invoice No: 26335	8/27/2025	Paid Amt: \$2,520.00
						Check Amount: \$2,520.00
chec	107964	5759		NORTHERN PERFORMANCE INC		Check
			E 01	310 292 110 000 401	Portables 7/18 - 8/15/25	\$193.50
PO#:	Voucher #:	76737	Invoice	Invoice No: 32000	8/27/2025	Paid Amt: \$193.50
						Check Amount: \$193.50
chec	107965	3306	REMIT	PEPSI BEVERAGES CO		Check
			E 01	310 292 125 000 490	Concessions	\$984.36
			E 01	310 298 311 301 402	Staff Lounge	\$90.30
			E 01	310 298 114 301 402	Staff Lounge	\$90.30
PO#:	Voucher #:	76738	Invoice	Invoice No: 22413003	8/27/2025	Paid Amt: \$1,164.96
						Check Amount: \$1,164.96
chec	107966	06636		PINE CONE PRESS CITIZEN		Check
			E 01	005 110 000 000 380	2x3.25 x/color Teachers	\$93.60
			E 01	005 110 000 000 380	2x3.25 x/color Custodians	\$93.60
			E 01	005 110 000 000 380	4x4 w/color - Student Guidelines	\$230.40
			E 01	005 110 000 000 380	4x4 w/color	\$230.40
PO#:	Voucher #:	76743	Invoice	Invoice No: STMT 8/2025	8/27/2025	Paid Amt: \$648.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107966	06636		PINE CONE PRESS CITIZEN		Check
			E 04	500 505 000 321 380	2x2 Advisory Members Wtd	\$114.00
PO#:	Voucher #:	76744	Invoice	Invoice No: Comm Ed STMT 8/26/25	8/27/2025	Paid Amt: \$114.00
						Check Amount: \$762.00
chec	107967	2035		REMIT PITNEY BOWES INC		Check
			E 01	005 110 000 000 329	LEASE	\$450.00
PO#:	Voucher #:	76735	Invoice	Invoice No: 3107341907	8/27/2025	Paid Amt: \$450.00
						Check Amount: \$450.00
chec	107968	6727		REMIT SNAP-ON INDUSTRIAL		Check
			E 03	005 760 000 720 401	tools for shop	\$226.15
PO#: 20906	Voucher #:	76719	Invoice	Invoice No: ARV/665452790	8/27/2025	Paid Amt: \$226.15
						Check Amount: \$226.15
chec	107969	5941		REMIT SOURCEWELL		Check
			E 01	020 218 480 388 369	1/8-2/7 JH KNOWLEDGE BOWL	\$240.00
			E 01	020 218 480 388 369	1/15-2/14 SH KNOWLEDGE BOLW	\$280.00
			E 01	020 640 000 316 185	CULTURAL COMPETENCY	\$8.00
			E 01	010 640 000 316 185	LICENSE RENEWAL-E.BARRON	\$1.50
			E 01	010 640 000 316 185	LICENSE RENEWAL-T.SHEPARD	\$1.50
			E 01	020 640 000 316 185	LICENSE RENEWAL-S.BACHMANN	\$1.50
			E 01	020 640 000 316 185	LICENSE RENEWAL-L.KUCK	\$1.50
			E 01	020 640 000 316 185	MENTAL HEALTH SUICIDE PREVENTION	\$2.50
PO#:	Voucher #:	76721	Invoice	Invoice No: INV00004363	8/27/2025	Paid Amt: \$536.50
			E 01	010 640 000 316 185	OVERPAYMENT PRINCIPAL NOURISHMENT	\$25.00
PO#:	Voucher #:	76722	Credit	Invoice No: INV00004363CR	8/27/2025	Paid Amt: (\$25.00)
						Check Amount: \$511.50
chec	107970	6255		REMIT THE SHERWIN WILLIAMS CO., INC		Check
			E 01	005 810 000 000 410	Paint and Supplies	\$248.54
PO#: 20907	Voucher #:	76720	Invoice	Invoice No: 7130-9	8/27/2025	Paid Amt: \$248.54
						Check Amount: \$248.54
chec	107971	06131		TREASURE BAY PRINTING		Check
			E 01	010 050 000 000 401	Envelopes district split	\$295.00
			E 01	020 050 000 000 401	Envelopes district split	\$147.50
			E 01	005 110 000 000 401	Envelopes District	\$147.50
PO#: 20885	Voucher #:	76733	Invoice	Invoice No: 280961,280962	8/27/2025	Paid Amt: \$590.00
						Check Amount: \$590.00

ISD#118 Remer-Longville
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
chec	107972	6660	REMIT	VESTIS GROUP INC		Check
			E 01	005 810 000 000 420	dry mops and mats for fy26	\$24.57
PO#: 20894	Voucher #:	76727	Invoice	Invoice No: 2630456736	8/27/2025	Paid Amt: \$24.57
			E 03	005 760 000 720 401	uniforms and shop towels floor mat	\$34.48
PO#: 20894	Voucher #:	76728	Invoice	Invoice No: 2630456737	8/27/2025	Paid Amt: \$34.48
			E 03	005 760 000 720 401	uniforms and shop towels floor mat	\$34.48
PO#: 20894	Voucher #:	76723	Invoice	Invoice No: 2630446869	8/27/2025	Paid Amt: \$34.48
			E 01	005 810 000 000 420	dry mops and mats for fy26	\$24.57
PO#: 20894	Voucher #:	76724	Invoice	Invoice No: 2630446868	8/27/2025	Paid Amt: \$24.57
			E 01	005 810 000 000 420	dry mops and mats for fy26	\$24.57
PO#: 20894	Voucher #:	76725	Invoice	Invoice No: 2630454319	8/27/2025	Paid Amt: \$24.57
			E 03	005 760 000 720 401	uniforms and shop towels floor mat	\$34.48
PO#: 20894	Voucher #:	76726	Invoice	Invoice No: 2630454320	8/27/2025	Paid Amt: \$34.48
						Check Amount: \$177.15
chec	107973	6489		VSP INSURANCE CO. (CT)		Check
			B 01	215 032	District Contribution	\$156.64
PO#:	Voucher #:	76748	Invoice	Invoice No: 823465005	8/27/2025	Paid Amt: \$156.64
						Check Amount: \$156.64
						Report Total: \$306,341.36

Northland Community Schools

Finance Report 8/31/2025

First National Bank

General Checking	\$710,924.29
Money Market Account	\$37,328.70
CD/Scholarship Carpenter Matures 6/17/27	\$8,455.62
CD/Scholarship Carpenter Matures 6/17/27	\$15,269.96
CD/Scholarship Felton Matures 12/10/25	\$7,545.47
CD/Scholarship Sepin Matures 8/25/26	\$3,543.13
Total Investments	\$72,142.88
 Total of all deposits at First National Bank	\$783,067.17
 MN Trust Account at PMA total Value	\$2,994,474.24

Accounts Payable Checks/Wires and Deposits by Fund

Fund #	Fund Description	Deposits	A/P Checks
01	General Fund	\$1,199,962.70	\$50,024.10
02	Food Service Fund	\$1,203.90	\$11,274.14
03	Transportation Fund	\$203.00	\$19,795.45
04	Community Ed Fund	\$15,419.46	\$4,435.07
05	Capital Fund	\$0.00	\$0.00
06	Construction Fund	\$0.00	\$0.00
07	Debt Redemption Fund	\$0.00	\$0.00
18	Scholarship Fund	\$0.00	\$0.00
Total		\$1,216,789.06	\$85,528.76

August 2025 Payroll

	Monthly Total
Gross Payroll	\$292,039.02
Employer Benefits	\$65,628.45
Employer Taxes	\$20,799.57
Total Cost of Payroll	\$378,467.04

Includes Payrolls:

- S202423-04 8/15/2025
- S202603 8/15/2025
- S202423-05 8/29/2025
- S202604 8/29/2025

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16474	0118	chec														
CCCI			22994	Credit	A	08/08/25	11062	Check	1	CASS COUNTY/LEECH L/						
						0118	B 01 115 000				2118	06/30/25	Invoice	35,000.00	35,000.00	0.00
														Receipt Total: \$35,000.00 \$0.00		
			22995	Credit	A	08/08/25	11063	Check	1	IND SCH DIST #317						
						0118	B 01 115 000				2114	06/29/25	Invoice	75,475.12	75,475.12	0.00
														Receipt Total: \$75,475.12 \$0.00		
Reimb. FIN 619			22996	Credit	A	08/08/25	11064	Check	1	I A S C						
						0118	R 01 005 000	000	619 405	Fed Special Ed					45,078.70	0.00
														Receipt Total: \$45,078.70 \$0.00		
Comp/Glass Claim			22997	Credit	A	08/08/25	11065	Check	1	Miscellaneous Customer						
						0118	R 03 005 000	000	720 625	Comp/Glass Claim					586.45	0.00
														Receipt Total: \$586.45 \$0.00		
Fireport, Swim, Fitness Center			22998	Credit	A	08/08/25	11067	Check	1	COMMUNITY EDUATION						
						0118	R 04 500 505	305	321 040	Tuition fm Patrons					2,763.00	0.00
														Receipt Total: \$2,763.00 \$0.00		
Reimb. FIN 620			22999	Credit	A	08/08/25	11070	Check	1	I A S C						
						0118	R 01 005 000	000	620 405	Fed Special Ed 3-5 YR OLD					2,908.20	0.00
														Receipt Total: \$2,908.20 \$0.00		
J.Kitchenhoff Insurance			23000	Credit	A	08/08/25	11061	Check	1	RETIRE/DEDUCT:						
						0118	E 01 020 211	000	000 291	Retired Emp Benefit					603.36	0.00
														Receipt Total: \$603.36 \$0.00		
K.Parent Computer Bill			23001	Credit	A	08/08/25	11066	Check	1	Miscellaneous Customer						
						0118	R 01 005 000	000	000 099	Misc Revenue					189.00	0.00
														Receipt Total: \$189.00 \$0.00		
Robin VB fee			23002	Credit	A	08/08/25	11068	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110	000 050	Activity Fees					55.00	0.00
														Receipt Total: \$55.00 \$0.00		
Donation for School Supplies			23003	Credit	A	08/08/25	11069	Check	1	Miscellaneous Customer						
						0118	R 01 010 203	000	000 096	DONATIONS - Elem					100.00	0.00
														Receipt Total: \$100.00 \$0.00		
														Deposit Total: \$162,758.83 \$0.00		

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16475	0118	chec														
Donations			23004	Credit	A	08/19/25	11071	Check	1	NORTHLAND WRESTLING						
						0118	R 01 310 294	119 301 096		Wrestling					95.00	0.00
														Receipt Total:	\$95.00	\$0.00
Donation			23005	Credit	A	08/19/25	11072	Check	1	NORTHLAND WRESTLING						
						0118	R 01 310 294	119 301 096		Wrestling					2,000.00	0.00
														Receipt Total:	\$2,000.00	\$0.00
Donation to Trap			23006	Credit	A	08/19/25	11072	Check	1	NORTHLAND TRAP SHOOT						
						0118	R 01 310 298	160 301 096		Trap Shoot Donations/Fundraising					1,000.00	0.00
														Receipt Total:	\$1,000.00	\$0.00
Fundraiser			23007	Credit	A	08/19/25	11074	Check	1	NORTHLAND WRESTLING						
						0118	R 01 310 294	119 301 096		Wrestling					4,086.00	0.00
														Receipt Total:	\$4,086.00	\$0.00
Kibbler Family			23008	Credit	A	08/19/25	11075	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					90.00	0.00
														Receipt Total:	\$90.00	\$0.00
Mandy Jones Family			23009	Credit	A	08/19/25	11076	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					175.00	0.00
														Receipt Total:	\$175.00	\$0.00
M.Horn			23010	Credit	A	08/19/25	11077	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					55.00	0.00
														Receipt Total:	\$55.00	\$0.00
A.Ruyak fee			23011	Credit	A	08/19/25	11078	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					55.00	0.00
														Receipt Total:	\$55.00	\$0.00
N.Wake			23012	Credit	A	08/19/25	11079	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					55.00	0.00
														Receipt Total:	\$55.00	\$0.00
Abbie Knapp			23013	Credit	A	08/19/25	11080	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000 050		Activity Fees					55.00	0.00
														Receipt Total:	\$55.00	\$0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16475	0118	chec														
C.Zoboa Fee			23014	Credit	A	08/19/25	11081	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000	050	Activity Fees					55.00	0.00
														Receipt Total:	\$55.00	\$0.00
Nihart			23015	Credit	A	08/19/25	11082	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000	050	Activity Fees					55.00	0.00
														Receipt Total:	\$55.00	\$0.00
A.Schwarz			23016	Credit	A	08/19/25	11083	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000	050	Activity Fees					55.00	0.00
														Receipt Total:	\$55.00	\$0.00
K.Doughty			23017	Credit	A	08/19/25	11084	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000	050	Activity Fees					55.00	0.00
														Receipt Total:	\$55.00	\$0.00
Holter Family Max			23018	Credit	A	08/19/25	11085	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000	050	Activity Fees					175.00	0.00
														Receipt Total:	\$175.00	\$0.00
Elijah FB			23019	Credit	A	08/19/25	11086	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000	050	Activity Fees					55.00	0.00
														Receipt Total:	\$55.00	\$0.00
G.Lego			23020	Credit	A	08/19/25	11087	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000	050	Activity Fees					55.00	0.00
														Receipt Total:	\$55.00	\$0.00
I.Swankier			23021	Credit	A	08/19/25	11088	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000	050	Activity Fees					35.00	0.00
														Receipt Total:	\$35.00	\$0.00
														Deposit Total:	\$8,206.00	\$0.00
16476	0118	chec														
HS Leadership carwash/bake sal			23022	Credit	A	08/29/25	11089	Cash	1	NORTHLAND STUDENT L						
						0118	R 01 310 298	069 301	096	Student PBIS Leadership Act					268.50	0.00
														Receipt Total:	\$268.50	\$0.00
			23023	Credit	A	08/29/25	11090	Check	1	MSEA						
						0118	B 01 115 000				2119	07/18/25	Invoice	835.99	835.99	0.00
														Receipt Total:	\$835.99	\$0.00

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Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16476	0118	chec														
L.Raftevold	Jul-Dec		23024	Credit	A	08/29/25	11091	Check	1	RETIRE/DEDUCT:						
						0118	E 01 010 203	000 000	291	Elem Retired Emp Benefit					302.64	0.00
														Receipt Total:	\$302.64	\$0.00
garnishment pmt from attorney			23025	Credit	A	08/29/25	11092	Check	1	Miscellaneous Customer						
						0118	R 01 005 000	000 000	099	Misc Revenue					15.00	0.00
														Receipt Total:	\$15.00	\$0.00
Charity Berg			23026	Credit	A	08/29/25	11093	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000	050	Activity Fees					55.00	0.00
														Receipt Total:	\$55.00	\$0.00
Brooklyn Ruyak			23027	Credit	A	08/29/25	11094	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000	050	Activity Fees					35.00	0.00
														Receipt Total:	\$35.00	\$0.00
Bella Lego			23028	Credit	A	08/29/25	11095	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000	050	Activity Fees					35.00	0.00
														Receipt Total:	\$35.00	\$0.00
Maddy Doughty			23029	Credit	A	08/29/25	11097	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000	050	Activity Fees					35.00	0.00
														Receipt Total:	\$35.00	\$0.00
R.Barchus donation			23030	Credit	A	08/29/25	11096	Check	1	NORTHLAND TRAP SHOC						
						0118	R 01 310 298	160 301	096	Trap Shoot Donations/Fundr					200.00	0.00
														Receipt Total:	\$200.00	\$0.00
Morgan Seiffert			23031	Credit	A	08/29/25	11098	Check	1	AF ACTIVITY FEES						
						0118	R 01 310 292	110 000	050	Activity Fees					35.00	0.00
														Receipt Total:	\$35.00	\$0.00
8/23-VB Tournament			23032	Credit	A	08/29/25	11099	Cash	1	GATE RECEIPTS						
						0118	R 01 310 292	110 000	060	Activity Admissions					451.00	0.00
														Receipt Total:	\$451.00	\$0.00
8/23-VB tournament			23033	Credit	A	08/29/25	11100	Cash	1	CONCESSIONS - FOOD S						
						0118	R 01 310 292	125 000	096	CONCESSIONS DISTRICT					1,051.25	0.00
														Receipt Total:	\$1,051.25	\$0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16476	0118	chec														
Reimb FIN 619			23034	Credit	A	08/29/25	11101	Check	1	I A S C						
						0118	R 01 005 000 000	619	400	Federal Aids & Grant					19,875.59	0.00
														Receipt Total:	\$19,875.59	\$0.00
16477	0118	2														
MA Deposit			23036	Credit	A	08/31/25	08132025	Wire	1	Minn Dept of ED						
						0118	R 01 005 000 000	372	071	Med Assist Fr Dept of HS					19.47	0.00
														Receipt Total:	\$19.47	\$0.00
														Deposit Total:	\$19.47	\$0.00
16478	0118	2														
MEGS Fin 433 Reimb			23037	Credit	A	08/31/25	08142025	Wire	1	Minn Dept of ED						
						0118	R 01 005 000 000	433	400	Title IV					412.00	0.00
														Receipt Total:	\$412.00	\$0.00
														Deposit Total:	\$412.00	\$0.00
16479	0118	2														
MA Reimb			23038	Credit	A	08/31/25	08/27/2025	Check	1	Minn Dept of ED						
						0118	R 01 005 000 000	372	071	Med Assist Fr Dept of HS					15.79	0.00
														Receipt Total:	\$15.79	\$0.00
														Deposit Total:	\$15.79	\$0.00
16480	0118	2														
IDEAS Payment			23039	Credit	A	08/31/25	08152025	Wire	1	Minn Dept of ED						
						0118	R 01 005 000 000	000	211	Gen Ed/Spar/Pen Adj Aid				531,432.14	0.00	0.00
						0118	R 01 005 000 000	000	234	Hmstd/Ag Market Value Crec				64.88	0.00	0.00
						0118	R 07 005 000 000	000	234	Hmstd/Ag Market Value Crec				352.64	0.00	0.00
						0118	R 04 500 505 000	321	234	Hmstd/Ag Market Value Crec				15.71	0.00	0.00
						0118	R 07 005 000 000	000	258	Other State Credits				6,959.95	0.00	0.00
						0118	R 01 005 000 000	000	229	Disparity Reduct Aid				1.96	0.00	0.00
						0118	R 04 500 505 000	321	229	Disparity Reduct Aid				0.47	0.00	0.00

ISD#118 Remer-Longville

Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
16480	0118	2														
IDEAS Payment			23039	Credit	A	08/31/25	08152025	Wire	1	Minn Dept of ED						
						0118	R 07 005 000	000 000	229	Disparity Reduct Aid					10.66	0.00
														Receipt Total:	\$538,838.41	\$0.00
														Deposit Total:	\$538,838.41	\$0.00
16481	0118	2														
IDEAS PAYMENT			23040	Credit	A	08/31/25	08292025	Wire	1	Minn Dept of ED						
						0118	R 04 500 505	000 321	234	Hmstd/Ag Market Value Crec					513.74	0.00
						0118	R 07 005 000	000 000	258	Other State Credits					11,721.85	0.00
						0118	R 07 005 000	000 000	229	Disparity Reduct Aid					16.17	0.00
						0118	R 01 005 000	000 740	360	Special Ed Aid					133,251.16	0.00
						0118	R 04 500 583	000 354	300	PRESCH SCREEN					276.30	0.00
						0118	R 04 500 582	000 344	300	School Readiness State Aids					5,552.46	0.00
						0118	R 01 005 000	000 740	360	Special Ed Aid					66,924.43	0.00
						0118	R 01 005 000	000 320	300	SUCCESS F/T FUTURE					3,105.00	0.00
						0118	R 04 500 582	000 344	300	School Readiness State Aids					664.72	0.00
						0118	R 04 500 583	000 354	300	PRESCH SCREEN					14.04	0.00
						0118	R 01 005 000	000 312	300	State Aids - Literacy					401.91	0.00
						0118	R 01 005 000	000 313	300	A&I Initial Aid Aid					1,144.62	0.00
						0118	R 01 005 000	000 343	300	School Library Aid					1,200.00	0.00
						0118	R 01 005 000	000 373	300	Student Support State Aid					1,200.00	0.00
						0118	R 01 005 000	000 374	300	State Aids					1,200.00	0.00
						0118	R 01 005 000	000 314	300	State Aids - Para Training					83.13	0.00
														Receipt Total:	\$227,269.53	\$0.00
														Deposit Total:	\$227,269.53	\$0.00
														Report Total:	\$960,740.00	\$0.00

Northland Community Schools

Independent School District
#118



School Board Report

Date: 09/10/25

Report Submitted by: Janessa Green (Elementary Principal)

DISTRICT MISSION STATEMENT: *To educate and inspire all learners to reach their full potential.*

(HRS Level 2 & 3) **Annual District Improvement Goal:** 100% of students will show a minimum of 1 year's growth in reading, and the number of students meeting or exceeding grade level benchmarks will increase by 10% from fall to spring as measured by FastBridge assessments.

Celebrations:

- The first week and half of school has been a whirlwind, and it's great to have students back in the building. Teachers are embracing their new students and building those routines and procedures in their new classrooms.
- Workshop Week was August 26-28, it went really well. We had a good turnout for Open House.
- We will have a weekly Facebook post that highlights the amazing things PreK-5, first one went out last Friday.

Updates:

Early Childhood

- The Early Childhood team will be attending the EC Conference on Oct. 3, provided by Sourcewell.
- Fall EC Screening will be on Sept. 23 at Northland in the PreK building.

Elementary

- 5th Grade will be going to the Young Scientist's Conference on Oct. 2, provided by Sourcewell.
- Northland Elementary, has been prioritized for support under Minnesota's North Star accountability system, in accordance with the federal Every Student Succeeds Act (ESSA).
 - Northland Elementary has been identified for **Targeted Support** for students receiving special education services, and **Guided/Comprehensive Support** for American Indian students because not all exit criteria have been met
- [Local Literacy Plan](#)
- [Comprehensive Needs Assessment](#)
- [Schoolwide Improvement Plan](#)
- [Annual Goals](#)

(HRS Level 1) PBIS:

- Teachers are working diligently to teach the routines and procedures around our School Wide Eagle Pride Matrix.

- The Support Room isn't officially open until Sept. 22 in the elementary. If teachers need support with students, our Support Room para, Jamie Kendall, goes to that classroom to watch the class while the teacher processes the behavior with the student. This has been very successful in giving the teacher another opportunity to build relationships with the students when behaviors occur.
- We will continue doing weekly Eagle Pride ticket drawing for small prizes, and then we will be doing Eagle Pride classroom stores where students will use their golden tickets as points to purchase prizes.
- I'll share data starting next month.

Proposals:

- [Science Resource Proposal \(Elem\) - FY 26](#)

Principal Update

Sept 8, 2025 HS Principal Update, Prepared by Mary Yakibchuk, for NCS School Board

- HS seems to have gotten off to a really good start.
- Positives:
 - Great staff, (teachers AND Paras) great participation in meetings, great energy and optimism
 - Staff have not wasted time in jumping right into academics! While the first week is a lot of routines and procedures, handbooks, and expectations, this week, in a single day I was able to see engaging academics across multiple subjects.
 - Writing Thesis statements in Edstrom's English, Math Talks/Group Problem Solving at the white boards in Procopio's Math, and a Measuring Lab in Mr. Roger's Science Class.
 - Our first Data Meeting was an effective conversation on how to best support our struggling learners, reviewing concerns from attendance to academics.
- I have found a new favorite place to read my emails (in the upstairs hallway!) where I can ask students to show me their hall pass if I see them out in the hall. We have implemented a new system that brings conformity and clarity around hall passes. It seems to be going very well. Once in a while I will mix it up and sit somewhere else, like down by the shop and band rooms. If students come out without a pass, they are sent back into the room to get one.
- I have been able to connect with students, reconnect with teachers, rally the forces when we need to tackle something as a team, and overall I am really enjoying being HS Principal.
- I have been in classrooms countless times, and have NOT seen a SINGLE phone out during school. Even hats, hoods, and other low level dress code offenses seem to not be much of an issue. Lets hope it stays so easy!
- Scott is busy scheduling students into Credit Recovery Classes this week.
- Teachers in various leadership positions are providing positive impact in their spheres of influence.



Northland Community Schools

Independent School District #118

School Board Report

High School Student Leadership

Members:

- Ashlyn Schwarz (12), Casey Jones (12), Charity Berg (12), Avery Ruyak (10), Nora Wake (10), Abbie Salonus (10)

Events/Activities:

- We are actively planning for Homecoming
 - Pre-Pep Fest is Friday September 12
 - Homecoming week is September 15-19
 - Volleyball Tournament is Wednesday September 17
 - Pizza at 5:30 pm
 - Tournament starting at 6:00 pm
 - Homecoming Coronation is Friday September 19 at 10:15 am
 - Homecoming dance is Friday September 19 from 7-9 pm

Fundraising/Donations:

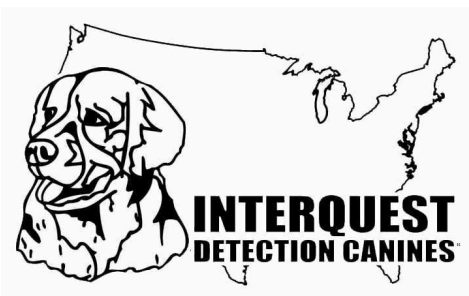
- We held a car wash in August with a free-will donation and bake sale.
 - We raised \$268.50
 - We had a great time and hope to make this an annual event!

Other:

- Student Leadership applications are due by September 10.
 - We have had 4 students turn in an application.
- We hope to attend the Student Leadership Conference on October 23 at Sourcewell.

Report Submitted by: Brittany McClellan

Date:



INTERQUEST DETECTION CANINES®

Interquest Detection Canines®

(INTERQUEST)

Northland Community School District

(the District)

This shall serve as an agreement by and between Interquest Detection Canines® and the DISTRICT for substance awareness and detection services for the period of September 2025 through May 2026.

It is understood that the DISTRICT has established and communicated a policy clearly defining contraband as all drugs of abuse (in the broadest terms), alcoholic beverages, firearms and ammunition, prescription and over-the-counter medication, and that this policy has been disseminated to all campus locations. Violations are considered inimical to the welfare of students and contrary to the DISTRICT'S desire to foster an atmosphere conducive to safety and education.

INTERQUEST shall provide contraband inspection services utilizing non- aggressive contraband detection canines. Such inspections may be conducted on an unannounced basis under the auspices and direction of the DISTRICT administration with INTERQUEST acting as an agent of the DISTRICT while conducting such inspections. Communal areas, lockers, gym areas, parking lots (automobiles), grounds, and other select areas as directed by DISTRICT officials, shall be subject to inspection. Contraband detected on DISTRICT property is the responsibility of the DISTRICT. Suspected drugs of abuse may be field-tested to provide preliminary or presumptive identification of the drug.

INTERQUEST agrees to provide 6 Half day visits for the contract period. The DISTRICT may increase the total number of visits by notifying INTERQUEST in writing. The cost for each visit will be \$400.00 per team. Multiple canine teams will be charged on a per team basis. Required court testimony on behalf of the DISTRICT will be charged at the same rate. INTERQUEST will invoice for service on a monthly basis at the conclusion of the service month. The DISTRICT agrees to pay for services within thirty (30) days of receipt of such invoice.

INTERQUEST will schedule DISTRICT visits in conjunction with days designated by the DISTRICT as appropriate for visits. The District will provide a school calendar with inappropriate dates for service noted. This calendar will serve as an addendum to the Agreement. All other dates will be considered acceptable for visits.

DISTRICT will be responsible for payment for any visit made on any day other than those days noted as unacceptable on the attached school calendar. Unless an act of God or state mandated shutdown, 72 business hours cancellation notice is required for all scheduled visits or the district will be billed for the visit. To cancel, please call 218-841-5929

INTERQUEST is licensed and registered by the U.S. Department of Justice, Drug Enforcement Administration, and other state regulatory agencies as required.

INTERQUEST DETECTION CANINES®

Sara Fox

School's signature _____

12456 358th Ave – Frazee, MN 56544
218.841.5929 – www.interquestk9.com

AGREEMENT FOR PROVIDED SERVICES

This Agreement for Provided Services (the "Agreement") is entered into this ____ day of February, 2025 (the "Effective Date") by and between Northland Community Schools Independent School District No. 118 ("Northland") and Hill City Independent School District No. 2 ("Hill City"). Northland and Hill City are referred to herein as a "Party" and collectively as the "Parties."

1. Nature and Purpose. Northland and Hill City agree that the purpose of this Agreement is to outline the Parties obligations and responsibilities with regard to the purchase of services.
2. Term. The Term of this Agreement shall be for the 2025-2026 school year as set forth pursuant to Hill City's schedule, unless earlier terminated as set forth in this Agreement.
3. Services. Hill City employs a Licensed English as a Second Language Teacher (ESL), and the Licensed ESL teacher will provide services to Northland under this Agreement during the times agreed upon during the school day. Hill City shall be responsible for all employment-related benefits and related taxes for any individual providing ESL teacher services to Northland. Hill City agrees that the Licensed ESL teacher services shall comply with all policies and procedures of Northland.
4. Payment of Services. Northland shall pay to Hill City for the aforementioned services, as follows:

Hill City shall calculate its total costs for its Licensed ESL teacher for this agreement and Northland shall pay to Hill City the total cost of the ESL teachers time spent at Northland Hill City will bill Northland quarterly for the cost of services. Approximate cost to Northland for services provided for the 25/26 school year, including salary, benefits and some amount for training is estimated to be \$26,116.20 for school year 2025-2026. This number is the cost of 0.33 FTE of Hill City's employed ESL teacher.

5. Northland Obligations.
 - a. Northland will make payments to Hill City as set forth in this Agreement.
 - b. Northland will provide the necessary supplies, equipment, support services, and support staff necessary to allow the Licensed ESL teacher supplied by Hill City to provide the services set forth herein.
 - c. Northland is responsible for the control and supervision of the means by which the services are to be completed.
 - d. Northland agrees to provide a minimum of \$2,000,000 per occurrence in general liability insurance for Hill City staff assigned to provide services in conjunction with this Agreement. Hill City shall be named as an additional insured on Northland's insurance policy.
6. Hill City Obligations. Hill City will provide the services of a properly Licensed ESL teacher as set forth in this Agreement.

7. Duration/Termination.

a. This Agreement shall commence on July 1, 2026, for an initial term of one year and shall then automatically renew for additional one year terms (July 1 to June 30) at the beginning of each new fiscal year (July 1) thereafter, unless either party gives written notice to the other party to terminate this Agreement in accordance with the following paragraphs.

b. Either party may opt-out-of or terminate this Agreement by providing the other party with written notice of intent to do so by no later than April 30th for the Agreement to be terminated effective on June 30th of that year. If said written notice is not provided on or before April 30th then this Agreement shall automatically continue and be in full force and effect for the next fiscal year (July 1 to June 30).

c. If there is a change in employment status of the shared Licensed ESL teacher that would prevent the continuation of this sharing agreement, Hill City reserves the right to review and/or terminate this agreement as dictated by the date of employment change, providing as much notice as possible to Northland. In this case, Northland will not be billed for services not provided.

8. Relationship of the Parties. Each Party is an independent entity under the terms of this Agreement. No Party shall have any right, power, or authority to act or create any obligation on behalf of the other Party.

9. Indemnification. Northland shall indemnify, defend, and hold harmless Hill City and the Hill City's employees, officers, directors, board members, successors and assigns from and against any and all losses, claims, damages, liabilities, workers' compensation payments and/or benefits, costs, and expenses (including reasonable attorneys' fees and costs) related to, resulting from, or arising out of the performance of the services as set forth in this Agreement. In the event the Licensed ESL teacher provided by Hill City is injured in the course and scope of his/her duties while performing the services pursuant to this Agreement, Northland agrees to reimburse Hill City for any and all workers' compensation benefits paid to, or on behalf of, the Employee, including any increase in workers' compensation premiums attributable to any injury.

10. General Terms and Conditions.

a. Notices. All notices and invoices related to this Agreement shall be in writing and delivered in person or sent to the respective Parties at the addresses set forth below. Notice will be deemed to have been given: (a) when delivered in person during normal business hours; (b) upon confirmation of receipt when transmitted by facsimile or electronic mail; (c) upon receipt when sent by registered or certified mail, postage prepaid; or (d) on the date of receipt if transmitted by national overnight courier with confirmation of delivery.

- i. To Northland:
Northland Community Schools ISD No. 118
Attn: Superintendent
316 Main Street East

Remer, MN 56672

- ii. To Hill City:
Hill City ISD No. 2
Attn: Superintendent
500 West Ione Avenue
Hill City, MN 55748

- b. Governing Law, Jurisdiction, and Attorneys' Fees. This Agreement shall be interpreted and construed in accordance with the laws of the State of Minnesota, without regard to any conflict of laws principles. Any dispute arising out of this Agreement shall be adjudicated in a Minnesota court of competent jurisdiction. In any action or proceeding to enforce any Parties' rights under this Agreement, the prevailing Party shall be entitled to recover costs and reasonable attorneys' fees from any non-prevailing Party.

- c. Assignment. No Party shall have the right to assign or otherwise transfer its rights and obligations under this Agreement without the prior written consent from the other Party.

- d. Limitation of Liability. THE ENTIRE LIABILITY OF HILL CITY OF WHATEVER NATURE ARISING OUT OF, RELATING TO, ARISING FROM, AND/OR IN CONNECTION WITH THIS AGREEMENT SHALL NOT EXCEED AN AMOUNT EQUAL TO ANY AMOUNTS PAID TO HILL CITY DURING THE THREE (3) MONTH PERIOD PRIOR TO WHICH THE EVENT OR ACTION GIVING RISE TO A CLAIM OCCURS. IN NO EVENT SHALL HILL CITY BE LIABLE TO NORTHLAND FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE OR DAMAGES RELATED TO LOST TIME, SAVINGS, PROPERTY, DATA, PROFITS, OR GOODWILL, WHICH MAY ARISE OUT OF, RELATE TO, ARISE FROM, AND/OR IN CONNECTION WITH THIS AGREEMENT, REGARDLESS OF WHETHER ADVISED OF THE POSSIBILITY OR LIKELIHOOD OF SUCH DAMAGE OCCURRING OR WHETHER CLAIMS ARE BASED, OR REMEDIES ARE SOUGHT, IN CONTRACT, NEGLIGENCE, STRICT LIABILITY, TORT, PRODUCTS LIABILITY, OR OTHERWISE.

- e. Binding Effect. The individuals signing this Agreement hereby represent and warrant that they are authorized to execute this Agreement on behalf of their respective organizations. This Agreement shall bind and insure to the benefit of the Parties and their respective successors, representatives, and permitted assigns.

- f. No Waiver; Severability. The failure by any Party to enforce, at any time, any of the provisions of this Agreement shall not constitute a waiver of such provision and shall not in any way affect the validity of this Agreement or any part thereof or the right of any of the Parties thereafter to enforce the provisions hereof. The provisions of this Agreement are severable, and any provision of this Agreement

that is determined to be void or unenforceable shall not affect the enforceability of the remaining provisions herein, and the remaining provisions shall be enforced as if the Agreement was originally written without the invalid provision.

- g. No Third-Party Beneficiaries. This Agreement benefits solely the Parties to this Agreement and their respective successors and permitted assigns, and nothing in this Agreement, express or implied, confers on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever or by reason of this Agreement.
- h. Amendment. No modification, change, or amendment to this Agreement shall be effective unless in writing and signed by both Parties.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date hereof.

Northland Community Schools
Independent School District No. 118

By _____
Its Superintendent
Printed Name _____

Hill City Independent School District No. 2

By _____
Its Superintendent
Printed Name _____

**Agreement for Cooperative
Sponsorship of B/G Track and Cross Country**

This agreement is made between the **School Boards of Independent School District No. 317, Deer River, Minnesota, Independent School District No. 118, Remer, Minnesota, and Independent school District 002, Hill City, Minnesota.** The parties agree as follows:

1. Terms and Conditions of Cooperative Sponsorship:

- a. **Team Name:** The team shall be known as the Deer River/Northland/Hill City WarEagles with Independent School District No. 317 serving as the host school district.
- b. **Participation Fees:** Student Activity Fees and MSHSL Fees will be the responsibility of each respective school district.
- c. **Contracts:** Except as otherwise provided herein, contracts related to the cooperatively sponsored team with officials, individuals, or other school districts shall be made by the governing board of Independent School District No. 317.
- d. **Allocation of Costs:** All costs of the combined program shall be calculated at the end of the season and allocated between the parties on a 2/3 (Deer River) to 1/3 (Northland)(Hill City) basis.
 - i. Expenses include all related to running of the teams, Entry fees, workers for meets, coaches salaries, transportation etc.. (Uniforms and equipment will be provided by host school)

Allocation of Costs: Other

- i. **Transportation Expenses**
The transportation of participants to and from the practice site or and home meets are excluded expenses and are the responsibility of the home district and are not part of the shared expenses.
 - ii. **Transportation to meets and Tournaments: Will be provided by the school so the fewest miles would be Driven. The directive would be to try to make the cost as even as possible. 2/3-1/3.**
 - iii. Expenses for Awards. Provided by Each school for their participants
 - iv. State tournament: Arranged by host school with cost of hotel and transportation allocated between the parties on a participation percentage.
 - v. Expenses for purchasing supplies and equipment provided by ISD 317.
- e. **Employment of Personnel**
 - i. The head coach of the combined program shall be employed by the School Board of Independent School District No. 317.
 - f. **Control and Supervision of Program and Participants:** The control and supervision of a combined program and of the behavior of student participants, which relates to their participation in the program, shall be the responsibility of the host school district.

The contract and supervision of school participants while in transport to and from the host school district (Deer River) shall be the responsibility of the home school district.

- 2. Liability Insurance:** Nothing contained in this agreement shall relieve any party to this agreement from liability for its negligence of that of its officers, agents, and employees. Each party shall carry liability insurance that meets or exceeds State Statutes. Each party shall provide the other party with a certificate affirming such insurance coverage.

IN WITNESS WHEREOF, the Parties, by their respective officers on the dates indicated have executed said agreement.

Independent School District No. 317

Deer River, Minnesota

By
Chairperson _____

By
Clerk _____

Date _____

Independent School District No. 118

Remer, Minnesota

By
Chairperson _____

By
Clerk _____

Date _____

Independent School District No. 002

Hill City, Minnesota

By
Chairperson _____

By
Clerk _____

Date _____

Northland Community Schools TDE Plan

Updated in 20254



Overview of the Teacher Development and Evaluation Plan (TDE)

During a special session in the summer of 2011 (and updated in 2013), the Minnesota Legislature passed new statewide TDE requirements. Under the requirements, all public school districts in Minnesota must have a TDE that meets statutory requirements in place by the 2023-24 school year. The plan could be locally developed by school boards and teachers or it could be the state plan or a hybrid of the state plan with locally determined elements. The school board and the teachers' union must agree and document the components and implementation of the plan.

According to the statute, the plan must include:

- a three-year professional review cycle with a summative evaluation in the third year, an individual growth and development plan, a peer review process and the opportunity to participate in a professional learning community;
- support and evaluation of all probationary teachers;
- professional teaching standards;
- an option for teachers to develop and present a portfolio demonstrating evidence of reflection and professional growth;
- state or local measures of student growth as a component of the teacher evaluation, as well as longitudinal data on student engagement and other student outcome measures aligned with the curriculum for which teachers are responsible, and
- a teacher improvement process for teachers not meeting professional standards that includes established goals and timelines with appropriate discipline for teachers not making adequate progress.

Purpose

The purpose of Teacher Development and Evaluation (TDE) is for educators to set professional goals, collaborate to refine professional practices, and reflect on their work to ensure a positive impact on student learning. Educators participate in a three-year evaluation cycle with multiple opportunities for reflection, feedback and professional development.

Northland Community Schools - ISD 118 and Northland Remer Education Minnesota (NREM) collaborated to create a local plan for TD&E to promote educator development and student learning. An effective TDE system was created to meet Minnesota Statute 122A.40 and includes five components which all culminate in a Summative Evaluation. All educators under the NREM bargaining contract participate in TDE.

The primary purpose of teacher evaluation is to foster professional growth and development, operating within a framework of collaboration and trust. The main outcome of such evaluation is improved student learning through strengthened educator practices.

A TDE Oversight Committee was established to assist in determining modifications for the TDE plan. At least one of the members must be a Northland Remer Education Minnesota (NREM) officer. The committee will be co-chaired by one NREM member and one administrator.

Model of Instruction

Northland’s Model of Instruction is based on The New Art and Science of Teaching. Marzano identifies ten design areas within three categories of teaching that form a road map for teachers’ lesson and unit planning. Within these ten design areas, Marzano explores forty-three categories of instructional strategies that contain more than 330 specific classroom strategies educators can implement for optimal student learning.

Northland’s Instructional Model	
Categories of Instruction	Instructional Design Areas
Feedback	Providing and Communicating Clear Learning Goals
	Assessment
Content	Direct Instruction Lessons
	Practicing and Deepening Lessons
	Knowledge Application Lessons
	Strategies That Appear in All Types of Lessons
Context	Engagement
	Rules and Procedures
	Relationships
	Communicating High Expectations



<p style="text-align: center;">Providing and Communicating Clear Learning Goals</p> <ol style="list-style-type: none"> 1. Providing scales and rubrics 2. Tracking student progress 3. Celebrating success <p style="text-align: center;">Using Assessments</p> <ol style="list-style-type: none"> 4. Using informal assessments of the whole class 5. Using formal assessments of individual students 	<p style="text-align: center;">Conducting Direct Instruction Lessons</p> <ol style="list-style-type: none"> 6. Chunking content 7. Processing content 8. Recording and representing content <p style="text-align: center;">Conducting Practice and Deepening Lessons</p> <ol style="list-style-type: none"> 9. Using structured practice sessions 10. Examining similarities and differences 11. Examining errors in reasoning <p style="text-align: center;">Conducting Knowledge Application Lessons</p> <ol style="list-style-type: none"> 12. Engaging students in cognitively complex tasks 13. Providing resources and guidance 14. Generating and defending claims <p style="text-align: center;">Using Strategies That Appear in All Types of Lessons</p> <ol style="list-style-type: none"> 15. Previewing strategies 16. Highlighting critical information 17. Reviewing content 18. Revising content 19. Reflecting on learning 20. Assigning purposeful homework 21. Elaborating on information 22. Organizing students to interact 	<p style="text-align: center;">Using Engagement Strategies</p> <ol style="list-style-type: none"> 23. Noticing and reacting when students are not engaged 24. Increasing response rates 25. Using physical movement 26. Maintaining a lively pace 27. Demonstrating intensity and enthusiasm 28. Presenting unusual information 29. Using friendly controversy 30. Using academic games 31. Providing opportunities for students to talk about themselves 32. Motivating and inspiring students <p style="text-align: center;">Implementing Rules and Procedures</p> <ol style="list-style-type: none"> 33. Establishing rules and procedures 34. Organizing the physical layout of the classroom 35. Demonstrating withitness 36. Acknowledging adherence to rules and procedures 37. Acknowledging lack of adherence to rules and procedures <p style="text-align: center;">Building Relationships</p> <ol style="list-style-type: none"> 38. Using verbal and nonverbal behaviors that indicate affection for students 39. Understanding students' backgrounds and interests 40. Displaying objectivity and control <p style="text-align: center;">Communicating High Expectations</p> <ol style="list-style-type: none"> 41. Demonstrating value and respect for each learner 42. Asking in-depth questions of each learner 43. Probing incorrect answers with each learner
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Rubric

Instructional elements will be summatively evaluated using the generic scale below.

Not Using (0)	Beginning (1)	Developing (2)	Applying (3)	Innovating (4)
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I am unaware of the strategies and behaviors in this element.	I use the strategies and behaviors associated with this element incorrectly or with parts missing.	I provide scales and rubrics, but I do not monitor the effect on students.	I provide scales and rubrics, and I monitor the extent to which my actions affect students' performance.	I adapt behaviors and create new strategies for unique student needs and situations.
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Professional Review Cycle

Overview

Continuing Contract Teachers		
Timeline	Year 1-2	Year 3
Fall	Choose professional goal and complete Individualized Growth and Development Plan	Choose professional goal and complete Individualized Growth and Development Plan
Monthly	Instructional Element Teams meet and reflect	Instructional Element Teams meet and reflect
Fall		Unscheduled observation, feedback via iObservation
Winter		Scheduled observation at a specific day and time, pre- and post-observation
Winter/Spring		Unscheduled observation, feedback via iObservation
Spring	Annual Reflection on Individualized Growth and Development Plan	Annual Reflection on Individualized Growth and Development Plan Summative Evaluation

Probationary Teachers		
Timeline	Year 1	Year 2-3

Fall	Choose professional goal and complete Individualized Growth and Development Plan	Choose professional goal and complete Individualized Growth and Development Plan
Monthly Fall	Instructional Element Teams meet and reflect Instructional Element Teams Initial meeting	Instructional Element Teams meet and reflect Instructional Element Teams Initial meeting
Fall (First Quarter) <i>Statute requires First 90 Days</i>	Scheduled observation at a specific day and time, pre- and post-observation	Unscheduled observation, feedback via iObservation
Winter	Unscheduled observation, post-observation	Scheduled observation at a specific day and time, pre- and post-observation
Winter/Spring	Unscheduled observation, post-observation	Unscheduled observation, feedback via iObservation
Spring	Annual Reflection on Individualized Growth and Development Plan Summative Evaluation Annual Reflection Summative Evaluation	Annual Reflection on Individualized Growth and Development Plan Summative Evaluation Annual Reflection Summative Evaluation

Individualized Growth and Development Plan (IGDP)

The Individualized Growth and Development Plan (IGPD) provides an opportunity for educators to choose an area of growth to strengthen their professional practice in order to impact student achievement.

Educators utilize Northland's Instructional Model to determine a goal at the beginning of each school year and reflect upon their goal progress and strategies throughout the school year. Goals and reflections are recorded on iObservation and are shared with the administrative team for ongoing review and communication.

Cultural Competency

Culturally responsive teaching is a research-based approach to teaching that connects students' cultures, languages, and life experiences with what they learn in school. It raises expectations and makes learning relevant for all students, especially students of color, English language learners, and other underserved groups. It helps create learning

environments that validate and reflect the diversity, identities, and experiences of all students. Culturally responsive teaching raises academic expectations for all learners and promotes an open minded, supportive environment that celebrates cultural differences.

Northland Community Schools has embedded culturally responsive teaching into our NASOT Instructional Model. Examples and resources for cultural responsiveness within each design area and element are found in the NASOT Cultural Responsiveness document.

~~Peer Review Process and Evaluation~~

~~This will be developed in cooperation with the Teacher Element Teams for Years 1-2 of Tenured teachers.~~

Collaborative Teams

Collaborative teams regularly interact to address common issues regarding curriculum, assessment, instruction, and the achievement of all students. Collaborative teams work to pursue the answer the to following questions:

1. What do we want students to know and be able to do?
2. How will we know if they learn it?
3. How will we respond when some students do not learn?
4. How will we extend the learning for students who are already proficient?

Instructional Element Teams

These collaborative teams meet monthly during Professional Learning Days with a focus on professional growth plans. These goals and plans are selected by teachers from Northland's Instructional Model.

Student Achievement Teams

These collaborative teams meet weekly with a focus on student achievement goals. Teams are grouped by grade level and/or content area.

Student Engagement

This will be embedded into our Instruction Element Teams and reflected upon in the Individual Growth and Development Plans. ~~developed in cooperation with Northland's Instructional Model and teacher union.~~

Student Growth Measures

This will be developed in cooperation with Northland's Instructional Model and teacher union.

Summative Evaluation

The summative evaluation occurs once every three years for a continuing contract educator and every year for probationary teachers. The evaluation is based on multiple instructional and professional experiences and is **not** based on a single classroom/job observation. The summative evaluation brings together all components of TDE:

- Individualized Growth and Development Plan
- Student Engagement Data*, as addressed by Instructional Element Teams
- Student Growth Measures*, as addressed by Student Achievement Teams
- Observations, as noted in the above tables

Portfolio

Northland Community Schools will give all teachers the option to submit a portfolio of evidence for a summative evaluation. Evidence must be considered by a summative evaluator. This will include a teachers' own performance assessment based on student work and evidence of teachers' work, which may include videos among other activities for the summative evaluation. These artifacts will be based on Northland's Instructional Model. Teachers will be given the opportunity to "showcase" their growth and learning within design areas by providing evidence using these three categories: student actions, student answers to direct questions, and student artifacts. Teachers will provide evidence to support each category.

Professional Development

Professional development will be planned and organized based on Northland's Instructional Model.

Teacher Improvement Plan

Teachers will be placed on a Teacher Improvement Plan when administration determines they are not meeting or showing growth on Northland's Instructional Model in a timely manner.

Steps

Step 1: Notifying the Superintendent

When serious deficiencies remain, after attempts to improve performance have not been successful, the teacher's building administrator should notify the Superintendent. The administrative team then notifies the union representative.

The teacher's building administrator drafts a letter of deficiency. This letter includes the facts, causes for immediate intervention and corrective action.

Step 2: Notifying the Teacher

The letter is presented to the teacher at a meeting; at the request of the teacher, a union representative may attend. Administration will notify the teacher of their right to have union representation present at the meeting.

Step 3: Creating the Teacher Improvement Plan

Following notification of the teacher, the building administrator will create a Teacher Improvement Plan. The Teacher Improvement Plan is based on Northland's Instructional Model and includes the following components:

Performance Goal(s), Action Steps, Data Collection, and Evidence of Progress.

Step 4: Presenting the Plan

The Teacher Improvement Plan is presented to the teacher by the building administrator. All members are present when the plan is shared with the teacher.

The teacher has the opportunity to ask for clarifications and modifications before the plan is implemented.

Before the plan is implemented, all parties should explain and clarify their roles/responsibilities.

Step 5: Implementing the Plan

The Teacher Improvement Plan is implemented by the teacher and the building administrator, as described in the plan to meet the building administrator's identified goals and to support the teacher in completing the steps of the action plan.

Step 6: Monitoring the Plan

The building administrator provides additional monitoring and is responsible for scheduled meetings with the teacher as specified in the plan. The continuing contract teacher may attend at the discretion of the building administrator.

Step 7: Determining the Outcome of the Teacher Improvement Plan

At the conclusion of the Teacher Improvement Plan period, as determined by the timeline in the plan, the administrator will complete the form, Outcome of Teacher Improvement Plan.

The Teacher Improvement Plan cannot be completed until a final meeting occurs with the teacher, the building administrator, the Superintendent, and the union representative.

If goals are not met, disciplinary measures will be imposed, which may include termination and all disciplinary measures in the improvement plan and subsequent discipline is subject to the grievance procedure.

Step 8: Maintain Ongoing Support

After successful completion of the Teacher Improvement Plan process, continued support may be accessed through a support process. The district will offer meaningful support and training as needed.

If goals are met, there will be a monitoring process to ensure the teacher maintains success and the teacher will be placed back on Continuing Teacher supervision status.

Agreement

I. PURPOSE

This Agreement is entered into between Northland Remer Education Minnesota and Independent School District No. 118. Northland community schools. The Union and the District are parties to a collective bargaining agreement governing the terms and conditions of employment for teachers employed by the District, pursuant to the Public Employment Labor Relations Act (“PELRA”), Minn. Stat. §179A.01 *et. seq.*

Through joint agreement, the parties have developed a teacher development and evaluation plan and implementation process pursuant to the requirements of Minn. Stat. §122A.40, Subd. 8 (“TDE Plan”).

<https://education.mn.gov/mdeprod/groups/educ/documents/basic/cm9k/mdq3/~edisp/prod047173.pdf>

The TDE Plan created by a joint Union-District committee and ratified by the Union’s general membership and adopted by the District School Board is detailed in the TDE Plan document, Northland Community School TDE plan, dated May 2013 and as attached and incorporated.

II. TERM

The TDE Plan will take effect on October 1, 2023. This Agreement will remain in effect until the parties agree to modifications or until one party notifies the other party of its intent to withdraw from the Agreement at the beginning of the next school year. Such notice must be given prior to March 1 of the school year prior to withdrawal. The Agreement will end on June 29th following the notification of withdrawal. Both parties understand that the state plan created and published by the Minnesota Department of Education (“MDE”) pursuant to Minn. Stat. §122A.40, Subd. 8(c) (“State Plan”) will be implemented at that time unless the parties agree on a successor process.

III. TEACHER

The TDE Plan is applicable to all members of the teacher bargaining unit represented by the exclusive representative.

IV. TDE OVERSIGHT COMMITTEE.

A joint Union and District TDE Oversight Committee (“TDE Oversight Committee” or “Committee”) shall be responsible for overseeing implementation of the TDE Plan including the process to move from the current teacher development, evaluation, or peer review process used in the District.

- A. Members.** The Committee will consist of the District Leadership Team, including a Union representative and a District-appointed representative.
- B. Meetings.** The Committee must meet at least one time during each school year. Summer meetings may be scheduled if necessary. If a meeting is scheduled during a school day, the District shall pay the cost of any necessary substitutes and staff.
- C. Additional Duties.**
 1. The Committee will advise on the budget related to TDE expenditures in cooperation with the Staff Development Team. Financial reports will be available to the Committee at the request of a member.
 2. The Committee will work to ensure that communications about the TDE Plan to teachers and administrators occurs in a timely and consistent manner.
 3. The Committee will review any statutory changes to the requirements in Minn. Stat. §122A.40, Subd. 8 and any changes to the State Plan, if applicable, and make recommendations to the District and Union on modifications to the TDE Plan.
 4. The Committee will discuss and address any inquiries regarding the TDE Plan by MDE.

V. COMPENSATION.

Compensation for duties or positions associated with the TDE Plan and the TDE Oversight Committee will be paid in accordance with the collective bargaining agreement between the parties.

VI. GRIEVABILITY

The parties agree that this Agreement and items incorporated herein will be processed in accordance with the grievance process of the collective bargaining agreement between the parties.

Signatures below signify agreement by all parties:

School Board Chair	Date

Superintendent	Date

Local Union President	Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
Independent School District 118 (hereinafter referred to as “District”)
AND
Northland Remer Education Minnesota, Local #7224 (hereinafter referred to as “Union”)**

WHEREAS the District and Union are parties to a collective bargaining agreement (CBA) for the period from July 1, 2025 through June 30, 2027; and,

WHEREAS the District and Union desire to address the time commitment, compensation, and schedule for Early Childhood Family Education (hereinafter referred to as “ECFE”); and,

NOW, THEREFORE, be it resolved; that for the 2025-2026 school year, the following language supplements the language in the collective bargaining agreement between the parties.

1) ECFE Time Commitment:

The Union and District will allow the Preschool teachers to teach ECFE classes in the evenings as listed on the Early Childhood 2025-2026 calendar. Each ECFE class will be held for 120 minutes. There are 17 ECFE nights, including 2 family nights

2) ECFE Compensation:

Preschool teachers will be compensated 210 minutes (120 minutes for ECFE classes and 90 minutes of prep/clean-up) per ECFE class by taking 210 minutes of professional leave on non-student contact days each week. Teachers will request to accumulate ECFE minutes to equal a full professional day to be taken on a non-student contact day. Teachers must request professional leave for ECFE in the Frontline system.

If the District is unable to provide the teachers with the professional leave on non-student contact days, the teachers will be compensated at their hourly rate of pay. *This will only be used as a last resort though the goal will be to give the time back to teachers as stack time on non-students’ days each week.*

3) ECFE Schedule:

The District will provide the Union with an Early Childhood calendar including; student contact days, ECFE classes, prep days and ECFE compensation days no later than September 30.

For the District:

For the Union:

Dated: _____

Science Curriculum Resources Proposal

Proposal Title

OpenSciEd Curriculum Resources for Kindergarten-5th Grade Science

Summary of Curriculum Resource

[OpenSciEd](#) is a non-profit organization that creates high-quality, open-source science instructional materials for grades K-12, all of which are aligned with the Next Generation Science Standards (NGSS). Their primary goal is to provide freely accessible, phenomena-based curriculum materials that encourage student-driven inquiry and deep understanding of scientific concepts.

All of OpenSciEd's curriculum units are available for free to download and use on their website. They provide editable resources such as PDFs, Google Docs, and Google Slides, which teachers can modify to fit their classroom needs.

The OpenSciEd curriculum uses a "storyline" approach where students begin with a real-world "anchoring phenomenon" that sparks their curiosity. They then work together as a class to ask questions, plan investigations, and figure out the science behind the phenomenon, building their understanding incrementally. The curriculum is composed of full-length units, with an entire year of curriculum available for each grade level from K-5. Each unit is carefully sequenced to build on prior learning. The curriculum has received high ratings from organizations like EdReports for its quality and alignment to NGSS.

Each grade level (K-5) has 4 units that are designed to be taught in a specific order because each unit builds upon the concepts and skills learned in previous units. This "coherent storyline" allows students to progressively develop a deeper understanding of scientific ideas over time.

*This resource is still being developed which means in each grade level Unit 3 consumable and non-consumable materials are not available for purchase yet. Additionally in each grade, all unit 4 materials are not available. We are anticipating availability in summer 2025. We are proposing setting aside the following amount to purchase the remaining materials at the end of FY26.

Item Details

Item	Quantity	Description	Unit Cost	Total Cost
OpenSci Ed Teacher Edition*	24	1 Teacher Edition per Unit (4) per grade (6)	\$25.00	\$432.00 +\$168.00
OpenSci Ed Student Workbook (K-2)*	12	1 Student Workbook per Unit (4) per grade (3)	\$7.00	\$63.00 +\$21.00
OpenSci Ed Student Workbook (3-5)*	12	1 Student Workbook per Unit (4) per grade (3)	\$9.00	\$81.00 +\$27.00
Non-Consumable Kits**	24	Reusable items that are used up during the course of the lessons 1 per unit (4) per grade (6)	Varying price depending on grade level and unit	\$9,748.77 +\$10,000
Consumable Kits**	24	Disposable items that are used up during the course of the lessons 1 per unit (4) per grade (6)	Varying price depending on grade level and unit	\$4,049.27 +\$5,000
Professional Learning	2	A virtual (4-part) event for elementary science teachers to prepare for the curriculum rollout and implementation.	\$60.00	\$120.00

Total Cost = \$29,710.04

*Purchased via Kendall Hunt

**Purchased via AquaPhoenix

+Set aside for later in FY26

Orig. 1995

Adopted: 11/20/97

Revised: 6/16/25

Approved:

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

[NOTE: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled

substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.

- C. “Edible cannabinoid product” means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. “Nonintoxicating cannabinoid” means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- E. “Medical cannabis” means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health (“Commissioner”).
- F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. “Sell” means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. “Toxic substances” includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
- I. “Use” means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program or a Tribal medical cannabis program as a pupil solely because the patient or person is enrolled in the registry program or a Tribal medical cannabis program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

An employer or a school must provide written notice to a patient at least 14 days before the employer or school takes an action against the patient that is prohibited under Minnesota Statutes, section 342.57, subdivision 3 or 5. The written notice must cite the specific federal law or regulation that the employer or school believes would be violated if the employer or school fails to take action. The notice must specify what monetary or licensing-related benefit under federal law or regulations that the employer or school would lose if the employer or school fails to take action.

A school or an employer must not retaliate against a patient for asserting the patient's rights or seeking remedies under Minnesota Statutes, section 342.57 or section 152.32.

[NOTE: The 202~~5~~⁴ Minnesota legislature amended this law.] ~~to add this protection.~~

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.

[NOTE: School districts are required by Minnesota Statutes, section 121A.22

to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: “Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district’s licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, in accordance with school district procedures.”]

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[NOTE: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition (41 United States Code section 8103; 34 Code of Federal Regulations Part 84). An acknowledgment will document satisfaction by the school district of this federal requirement.]

- D. Employees are subject to the school district’s drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.

- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes, section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
 - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.

[NOTE: MDE information on this requirement is provided in the Resources section of this model policy.]

- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

- A. Students
 - 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
 - 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling,

including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service, which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.

3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)

Minn. Stat. § 152.01, Subd. 15a (Definitions)
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
Minn. Stat. § 342.56 (Limitations)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

Resources: To support the requirements for school districts and charter schools outlined in Minnesota Statute 2024, section 120B.215, subdivision 2, and in accordance with subdivision 1, MDE, in collaboration with MDH, the Minnesota Department of Human Services (DHS), and education experts, has created a

[List of Model Cannabis Education Programs for School District and Charter School Consideration.](#)

Schools may choose to implement one of the listed programs or they may implement their own program(s) identified through a local curriculum adoption process by the 2026-27 school year. While it is not required for a school district or charter school to use one of the programs in the list, the list and rubric provided may be useful to school districts and charter schools in their own decision-making process.

Please visit MDE's Health Education webpage for more information.

Adopted: _____

MSBA/MASA Model Policy 425

Orig. 2001

Revised: _____

Rev. June 2025

425 STAFF DEVELOPMENT AND MENTORING

[NOTE: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
2. Members of the Advisory Staff Development Committee shall be appointed by the school administration. Committee members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The school administration shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The school board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the school administration. Team members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The school administration shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.
2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

A. The Advisory Staff Development Committee will develop a Staff Development Plan that will be reviewed and subject to approval by the school board twice a year.*

* This time period may be changed to accommodate individual school district needs.

- B. The Staff Development Plan must contain the following elements:
1. Staff development outcomes that are consistent with the education outcomes as may be determined periodically by the school board;

[NOTE: The board-determined education outcomes for your district could be inserted here.]

2. The means to achieve the Staff Development outcomes;
 3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes, section 122A.187;
 4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
 - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
 - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
 5. The Staff Development Plan also must:
 - a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
-

- c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes, section 120B.125;
 - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
 - e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
 - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

[NOTE: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minnesota Statutes, section 122A.40, Subdivisions. 7 and 7a, or Minnesota Statutes, section 122A.41, subdivisions. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]

- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis* the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.
- F. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan twice a year.*
- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2)

* This time period may be changed to accommodate individual school district needs.

principal development and evaluation under section 123B.147, subdivision. 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes, section 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.
- D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds. or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:

* This time period may be changed to accommodate individual school district needs.

1. additional stipends as incentives to mentors of color or who are American Indian;
2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF

- A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire. The school district must consult the exclusive representative for employees receiving this training before creating or planning the training required under this section.
- B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.
- C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.
- D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.
- ~~E. For the 2024-2025 school year only, a school may reduce the hours of training required in paragraphs (b) to (e) to a minimum of six hours and must pay for paraprofessional test materials and testing fees for any paraprofessional employed by the school district during the 2023-2024 school year who has not yet successfully completed the paraprofessional assessment or met the requirements of the paraprofessional competency grid.~~

[NOTE: The 2024 Minnesota legislature added these provisions. Paragraph E is in effect for the 2024-25 school year only.]

VIII. REPORTING

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's comprehensive achievement and civic readiness report.
1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 2. The report will provide a breakdown of expenditures for:
 - a. Curriculum development and curriculum training programs;
 - b. Staff development training models, workshops, and conferences; and
 - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.
- The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).
3. The report will be signed by the superintendent and staff development chair.
- B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 121A.642 (Paraprofessional Training)
Minn. Stat. § 122A.187 (Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7, 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4, 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References: None.

Adopted: _____

MSBA/MASA Model Policy 501

Orig. 1995

Revised: _____

Rev.

202~~5~~1

501 SCHOOL WEAPONS POLICY

[NOTE: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.
- B. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.
- C. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- D. "Weapon"
1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

[NOTE: In June 2025, MSBA organized these definitions in alphabetical order.]

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes, section 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;
 - a. Minnesota Statutes, section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Minnesota Statutes, section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - b. Minnesota Statutes, section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with sections 624.714 and 624.715.
 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial

color guard;

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

[NOTE: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in Minnesota Statutes, section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes, section 609.66, Subdivision 1d.]

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

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

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

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

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

[NOTE: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]

- B. Other Nonstudents
1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the

person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON AND ACTIVE SHOOTER INCIDENTS IN SCHOOL ZONES

A. The school district must electronically report to the ~~Minnesota~~ Commissioner of the Minnesota Department of Education ("Commissioner") incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

B. The school district must electronically file an after-action review report for active shooter incidents and active shooter threats to the Minnesota Fusion Center as required under Minnesota Statutes, section 121A.06.

1. "Active shooter incident" means an event involving an armed individual or individuals on campus or an armed assailant in the immediate vicinity of the school.

2. "Active shooter threat" means a real or perceived threat that an active shooter incident will occur.

[NOTE: The 2025 Minnesota legislature enacted the addition to 2.c (Session Law Chapter 35)].

Legal References: Minn. Stat. § 97B.045 (Transporting Firearms)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 503

Orig. 1995

Rev.

20254

503 STUDENT ATTENDANCE

[NOTE: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

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

2. Parent or Guardian's Responsibility

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

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

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

1. Excused Absences

- a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to ~~any member of the board,~~ a truant officer, ~~or the school official designated by thea~~ principal, ~~or the superintendent.~~ A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 120A.22 as indicated above.]

- b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

[NOTE: The school district may choose to include subparagraph (b).]

- c. The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

- (1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

- (a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth
 - (b) family emergencies;
 - (c) the death or serious illness or funeral of an immediate family member;
 - (d) active duty in any military branch of the United States;
 - (e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or
 - (f) other exemptions included in this attendance policy.
- (2) that the child has already completed state and district standards required for graduation from high school; or
- (3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

[NOTE: Subparagraph iii above incorporates the 2024 amendment to Minnesota Statutes, section 120A.22, subdivision 12.]

[NOTE: In 2024, the Minnesota legislature amended Minnesota Statutes, section 120A.22, subdivision 12. The legitimate exceptions set forth above quote this statute. Minnesota law provides that a school board may include other exemptions in the school district's attendance policy. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within _____

days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (____ tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) From the first through the ____ cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.
 - (b) After the ____ cumulated unexcused absence in a

[quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of _____ unexcused absences and that, after the _____ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.

- (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
- (d) After _____ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.
- (e) After _____ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
- (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

[NOTE: MSBA encourages school boards to consider whether imposition of academic penalties for unexcused absences is consistent with the district's mission and pedagogical approach. If a school board determines that academic penalties should not be imposed, section 2(b) should be deleted or rewritten.]

C. Tardiness

1. Definition

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after ____ unexcused tardies. In addition, ____ unexcused tardies are equivalent to one unexcused absence.

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

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

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodation should be directed to the building principal.

IV. DISSEMINATION OF POLICY

- A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
- B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes, section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, section 120A.05, without valid excuse within a single school year for:

- 1. Three days if the child is in elementary school; or
- 2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

- 1. That the child is truant;
- 2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
- 3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes, section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, section 120A.34;
- 4. That this notification serves as the notification required by Minnesota Statutes, section 120A.34;
- 5. That alternative educational programs and services may be available in the child's enrolling or resident district;
- 6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- 7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes, chapter 260C;
- 8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes, section 260C.201; and

9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

[NOTE: Where truancy services and programs under Minnesota Statutes chapter 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, chapter 260A.

Legal References:

Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
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Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References:

MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: _____

MSBA/MASA Model Policy 515

Orig. 1995

Revised: _____

Rev.

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515 PROTECTION AND PRIVACY OF PUPIL RECORDS

[NOTE: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code, section 1232g, *et seq.* (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations, part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

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

C. Dates of Attendance

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

D. Directory Information

1. **Insert school district definition of "directory information" here.**

[NOTE: Please see the MSBA ISD Policy Services Newsletter (June 2025) for detailed guidance on creating a definition of "directory information."]

E. Education Records

1. What constitutes "education records"

Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.

2. What does not constitute education records

The term "education records" does not include:

- a. Records of instructional personnel that are:
 - (1) kept in the sole possession of the maker of the record;
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
 - (4) destroyed at the end of the school year.
- b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school

district who is employed as a result of his or her status as a student are education records.

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

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

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

H. Juvenile Justice System

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

I. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom

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

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or
4. Perform a task directly related to responding to a request for data.

J. Parent

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

K. Personally Identifiable

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

L. Record

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

M. Responsible Authority

"Responsible authority" means *[designate title and actual name of individual]*.

N. Student

"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. "Student" also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

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

[NOTE: School districts may wish to reference police liaison officers in the definition of a "school official." Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered "school officials" only when performing duties as a police liaison officer and that they are trained as to their obligations pursuant to this policy. Consultation with the school district's legal counsel is recommended.]

P. Summary Data

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

Q. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal

law, or the regulations promulgated thereunder;

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

B. Eligible Students

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

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations, sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

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

3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.

4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes, chapter 256B or Minnesota Care under Minnesota Statutes, chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent

required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code, section 7917, *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;

- b. determine the amount of the aid;
- c. determine conditions for the aid; or
- d. enforce the terms and conditions of the aid.

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

- 6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers;
- 7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, “organizations,” includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;

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

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

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any

teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

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

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of

1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code, section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.
23. When requested, [and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622\(b\)\(2\), and part 99](#), educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 13.32, subdivision 5, to include this update.]

C. Nonpublic School Students

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

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
 - a. Minnesota Statutes, section 13.32, subdivision 5; and
 - b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.
2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under [Minnesota Statutes, section 13.32](#).
- ~~3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.~~
- ~~43. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.~~

~~**[NOTE: This section became effective on the day following final enactment (May 19, 2023). Beginning on the effective date, a student's personal contact information subject to this section must be treated as private educational data under Minnesota Statutes, section 13.32, regardless of whether that contact information was previously designated as directory information under Minnesota Statutes, section 13.32, subdivision 5].**~~

B. Former Students

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

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:

- a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
- b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
- c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[NOTE: Federal law allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.31.d. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes.]

To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

- 3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
- 4. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
- 5. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental

access may protect the minor data subject from physical or emotional harm;

- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

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

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

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

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

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

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

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

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

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 - 3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [**designate title of individual, i.e., building principal**] in writing by [**date**] each year. The written request must include the following information:
 - 1. Name of student and parent, as appropriate;
 - 2. Home address;
 - 3. Student's grade level;
 - 4. School presently attended by student;
 - 5. Parent's legal relationship to student, if applicable;
 - 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 - 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redisclosure Not Prohibited

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

[NOTE: 42 United States Code, section 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations, section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative

policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations, section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.

[NOTE: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

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

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and

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

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine-based

record-keeping systems, including but not limited to computers and microfilm systems; and

- e. mailing costs.
- 2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
- 3. The cost of providing copies shall be borne by the parent or eligible student.
- 4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

- 1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
- 2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
- 3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

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

- 1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
- 2. If, as a result of the hearing, the school district decides that the information is

not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

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

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes, chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means ***[designate title and actual name of individual]***.
- C. Any request by an individual with a disability for reasonable modifications of the school

district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and

6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

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

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 480.40 (Personal Information, Dissemination)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)

42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Additional Resources

U.S. Department of Education

FAQs on Photos and Videos under FERPA | Protecting Student Privacy (012325)

<https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa>

Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy (012325)

<https://studentprivacy.ed.gov/resources/letter-wachter-regarding-surveillance-video-multiple-students>

School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA) | Protecting Student Privacy (012325)

Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices | Protecting Student Privacy (102325)

FERPA/IDEA Crosswalk | Protecting Student Privacy (012325)

What is the Protection of Pupil Rights Amendment? | Protecting Student Privacy (012325)

Adopted: _____

MSBA/MASA Model Policy 516

Orig. 1995

Revised: _____

Rev.

2025⁴

516 STUDENT MEDICATION AND TELEHEALTH

[NOTE: The necessary provisions for complying with Minnesota Statutes, sections 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students aged 18 and over or other nonprescription medications. Please note that section 121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

[NOTE: The June 2024 Model Policy 516 revisions included red insertion of headings and rearrangement of paragraphs so that similar content is grouped together. School boards can choose whether to make these revisions.]

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that

contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or

- d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

[NOTE: Paragraph III.A.2 had appeared in a different spot in previous versions of this model policy. In June 2024, the paragraph is located here and is updated to reflect 2024 legislative changes.]

3. Exclusions

[Note: The provisions of III.A.3 are optional. The school board may choose to include or exclude any of the provisions specified. These exclusions appeared in previous versions of this model policy.]

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - (1) the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
 - (2) the inhaler is properly labeled for that student; and
 - (3) the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services,

the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

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

- j. epinephrine ~~delivery systems~~auto-injectors, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
 - (1) the pupil may possess the epinephrine or
 - (2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine ~~delivery systems~~ auto-injectors that the parent provides properly labeled to the school for the pupil as needed.

[NOTE: The 2025 Minnesota legislature replaced "auto-injectors" with "delivery systems" in Minnesota Statutes, sections 121A.22, 121A.2205, and 121A.2207.]

- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

- 1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
- 2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
- 3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- 4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP

(individualized education program), Section 504 plan, or IHP (individual health plan).

5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

[NOTE: This paragraph is moved to Paragraph III.A.3 above, where it is updated to reflect 2024 legislative changes.]

8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

[NOTE: Starting in June 2024, the exceptions appear under Article III.A.3 above.]

C. Nonprescription Medication

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

[NOTE: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

D. Possession and Use of Epinephrine Delivery Systems Auto-Injectors

1. Definitions

- a. “Administer” means the direct application of an epinephrine delivery system to the body of an individual.
- b. “Epinephrine delivery system” means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.
- c. “School” means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.

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

a1. possess epinephrine delivery systems auto-injectors; or

b2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine delivery systems auto-injectors in close proximity to the student at all times during the instructional day.

For the purposes of this policy, “instructional day” is defined as eight hours for each student contact day.

[NOTE: Minnesota law states that “the school board of the school district must define instructional day for the purposes of Minnesota Statutes, 121A.2205.” A sample definition appears above. School districts can create a definition that fits their circumstances.]

The plan must designate the school staff responsible for implementing the student’s health plan, including recognizing anaphylaxis and administering epinephrine auto-injectorsdelivery systems when required, consistent with state law. This health plan may be included in a student’s Section 504 plan.

Districts and schools may obtain and possess epinephrine auto-injectorsdelivery systems to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine delivery system.auto-injector. The administration of an epinephrine delivery systemauto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

~~Effective July 1, 2024, r~~Registered nurses may administer epinephrine auto-injectorsdelivery systems in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectorsdelivery systems in a school setting according to a condition-specific protocol that does not reference a

specific patient and that specifies the circumstances under which the epinephrine ~~delivery system~~~~auto-injector~~ is to be administered, when caring for a patient whose condition falls within the protocol.

~~[NOTE: The paragraph above was signed into law in May 2024. It is new model policy language.]~~

A district or school may enter into arrangements with manufacturers of epinephrine ~~auto-injectors~~~~delivery systems~~ to obtain epinephrine ~~auto-injectors~~~~delivery systems~~ at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine ~~auto-injectors~~~~delivery systems~~.

The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems under Minnesota Statutes, sections 148.235, subdivision 8 and 151.37, subdivision 2.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 121A.2207 to include the changes above.]

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine ~~Auto-Injectors~~ Delivery systems; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine ~~Auto-Injectors~~ Delivery systems)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 148.171 (Definitions; Title)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: _____

MSBA/MASA Model Policy 516.5
Orig. 2023

Revised:

Rev: 2025 June

~~2023~~

516.5 OVERDOSE MEDICATION

[NOTE: The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists.– School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of medication. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan), and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: (1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; (2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and (3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **“Drug-related overdose”** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **“Naloxone Coordinator”** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district’s Naloxone Coordinator is [insert title of staff person appointed as coordinator].
- C. **“Opiate”** means any dangerous substance having an addiction forming or addiction

sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.

- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.

[NOTE: The Minnesota Department of Education offered guidance regarding the meaning of “school site.” If a school site includes multiple buildings, the two-dose requirement applies to buildings used for instruction. It does not apply to administrative buildings, facility buildings, ice arenas, and similar buildings not used for instruction.]

- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.

2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

G. The school district allows a student in grades 9 through 12 to possess and administer an opiate antagonist to another high school student. The protections of Minnesota Statutes, section 604A.04 apply to the possession and administration of opiate antagonists according to Minnesota Statutes, section 121A.224.

[NOTE: The 2025 Minnesota legislature enacted paragraph G. This provision is optional: school districts are not required to adopt paragraph G.]

V. NALOXONE STORAGE

A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).

[NOTE: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]

B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.

C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)

Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
~~[Minnesota Department of Health Toolkit on the Administration of Naloxone](#)~~

Resources: [Minnesota Department of Health, School Toolkit on Naloxone Administration in School Settings](#)

¹ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

Orig. 2017
Revised: 2025
Approved:

534 SCHOOL MEALS POLICY

[NOTE: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, to require that Minnesota school districts that participate in the national school lunch program adopt a school meals policy. In 2023, the Minnesota legislature amended the statute to create the free school meals program].

[NOTE: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[NOTE: School districts must follow appropriate debt collection practices when attempting to recover unpaid a la carte item or second meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

[NOTE: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]

A. *[OPTION 1: All a la carte items or second meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students’ accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge a la carte items or a second meal until additional money is deposited in the student’s account.]*

[OPTION 2: Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account]. When an account reaches this limit, a student shall not be allowed to charge second meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students’ accounts (e.g., electronic payment options, pay at the school office, etc.).]

[OPTION 3: Insert a school district-specific process for payment of a la carte items or second meals.]

B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education

2. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below

the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

3. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.

4. Each school that participates in the free school meals program must:

a. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

b. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.

[NOTE: While subparagraph 3. above is inherent given subparagraph 2., MSBA recommends that school boards consider including subparagraph 3., which is stated in Minnesota Statutes, section 124D.111.]

C. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

D. When a student has a negative account balance, the student will not be allowed to charge a snack item.

E. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

F. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.

G. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

[NOTE: New paragraphs F and G apply if a school district receives school breakfast aid under Minnesota Statutes, section 124D.111 or school lunch aid under Minnesota Statutes, section 124D.111 respectively.]

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families will be notified of an outstanding negative balance once the negative balance reaches *[\$insert amount]* or *[insert number of meals]*. Families will be notified by

[insert the method used to notify families (e.g., automated calling system, email, letters sent home)].

- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$*[insert amount]*, not paid prior to *[enter time period (e.g., end of the month, end of the semester, end of the school year)]*, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

[NOTE: School districts that use a collection agency to collect unpaid school meals debt must address this in this policy. A new paragraph F. can be added to address the use of a collection agency.]

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party

provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None

Orig. 2017
Revised: 2025
Approved:

534 SCHOOL MEALS POLICY

[NOTE: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, to require that Minnesota school districts that participate in the national school lunch program adopt a school meals policy. In 2023, the Minnesota legislature amended the statute to create the free school meals program].

[NOTE: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[NOTE: School districts must follow appropriate debt collection practices when attempting to recover unpaid a la carte item or second meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

[NOTE: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]

A. *[OPTION 1: All a la carte items or second meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge a la carte items or a second meal until additional money is deposited in the student's account.]*

[OPTION 2: Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account]. When an account reaches this limit, a student shall not be allowed to charge second meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]

[OPTION 3: Insert a school district-specific process for payment of a la carte items or second meals.]

B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education

2. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below

the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

3. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.

4. Each school that participates in the free school meals program must:

a. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

b. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.

[NOTE: While subparagraph 3. above is inherent given subparagraph 2., MSBA recommends that school boards consider including subparagraph 3., which is stated in Minnesota Statutes, section 124D.111.]

C. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

D. When a student has a negative account balance, the student will not be allowed to charge a snack item.

E. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

F. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.

G. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

[NOTE: New paragraphs F and G apply if a school district receives school breakfast aid under Minnesota Statutes, section 124D.111 or school lunch aid under Minnesota Statutes, section 124D.111 respectively.]

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families will be notified of an outstanding negative balance once the negative balance reaches *[\$insert amount]* or *[insert number of meals]*. Families will be notified by

[insert the method used to notify families (e.g., automated calling system, email, letters sent home)].

- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$*[insert amount]*, not paid prior to *[enter time period (e.g., end of the month, end of the semester, end of the school year)]*, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

[NOTE: School districts that use a collection agency to collect unpaid school meals debt must address this in this policy. A new paragraph F. can be added to address the use of a collection agency.]

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party

provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 602

Orig. 1995

Revised: _____

Rev.

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602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.

[NOTE: The annual school calendar must include at least 425 hours of instruction for a kindergarten student, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school. The school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. If a voluntary prekindergarten program is offered by the school district, a prekindergarten student must receive at least 350 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Commissioner of the Minnesota Department of Education under Minnesota Statutes, section 124D.126. A school board's annual school calendar may include plans for up to five days of instruction provided through online instruction due to inclement weather. The inclement weather plans must be developed according to Section V., below.]

[NOTE: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minnesota Statutes, section 122A.40, subdivisions 7 and 7a, or Minnesota Statutes, section 122A.41, subdivisions 4 and 4a, the school district shall adopt as its school calendar a total of 240 days of student instruction and staff development, of which the total number of staff development days equals the difference between the total number of days of student instruction and 240 days. The school board may schedule additional staff development days throughout the calendar year.]

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
1. The school district may begin the school year on any day before Labor Day to

accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.

2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes, section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.

[NOTE: The 2025 Minnesota legislature enacted the following:

Notwithstanding Minnesota Statutes, section 120A.40, paragraph (a), or other law to the contrary, for the 2026-2027 and 2027-2028 school years only, a school board may vote to begin the school year on September 1 or later. Nothing in this section limits a district's authority to begin the school year on any day before Labor Day under section 120A.40, paragraph (b).]

- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

[NOTE: The school board should attempt to establish the calendar as early as possible so proper planning can take place by all members of the school community.]

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

- A. An "e-learning day" is a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of

technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.

- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.
- H. When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

Legal References: Minn. Stat. § 10.55 (Juneteenth)
Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)
Minn. Stat. § 120A.414 (E-Learning Days)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)
Minn. Stat. § 645.44 (Words and Phrases Defined)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

Adopted: _____
707

MSBA/MASA Model Policy

Orig. 1995
Rev. 2025

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

[NOTE: The obligations stated in this policy are largely governed by statute. A school district may choose to add obligations to the model policy.]

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

[NOTE: In this section, school districts may wish to outline those discretionary

areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week (Minnesota Statutes, section 124D.03, subdivision 8).

- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with ~~a disability~~ not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with ~~a disability~~ not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with ~~a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is who are~~ transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 123B.92 to remove the deleted language above.]

- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school

district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes, chapter 125A.

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
 - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
 - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school

district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.

4. A homeless nonresident student enrolled under Minnesota Statutes, section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code, section 1415 (Individuals with Disabilities Act), 29 United States Code, section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes, section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary

enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee

- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.02 (Child~~ren~~ with a Disability Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Cross References:

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: _____

MSBA/MASA Model Policy 709

Orig. 1995

Revised: _____

Rev. 2025

709 STUDENT TRANSPORTATION SAFETY POLICY

[NOTE: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by

school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training Required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
 - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;
 - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
 - (3) electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

[NOTE: The 2024 Minnesota legislature enacted this provision.]

~~a.——Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.~~

~~b.——Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.~~

~~c.——Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.~~

~~d.——The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.~~

[NOTE: The 2025 Minnesota legislature repealed Minnesota Statutes, section 123B.935, subdivision 2, which set forth the language deleted above.]

2. Instruction

- a. The school district may provide active transportation safety training through distance learning.
- b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.

- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus
4th offense – 10 school-day suspension from riding the bus/meeting with parent
Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning
2nd offense – 5 school-day suspension from riding the bus
3rd offense – 10 school-day suspension from riding the bus
4th offense – 20 school-day suspension from riding the bus/meeting with parent
5th offense – suspended from riding the bus for the remainder of the school year

[Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.]

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within

30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
 7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the

information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

[NOTE: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

[NOTE: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver

competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

[NOTE: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[NOTE: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, 49 Code of Federal Regulations, Part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid

hazardous conditions;

- (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in "park" during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5

years from the date of conviction.

- h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.
 - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

- 1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321,

subdivision 2.

- e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre- school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 - 3. A school bus operated under this section must bear a current certificate of inspection.
 - 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

[NOTE: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student's name and address;
 - 2. the nature of the student's disabilities;

3. emergency health care information; and
4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses) Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative

Learning Material; Standard Tests)
 Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
 Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
 Minn. Stat. § 123B.90 (School Bus Safety Training)
 Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
 Minn. Stat. § 123B.935 (Active Transportation Safety Training)
 Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
 Minn. Stat. Ch. 169 (Traffic Regulations)
 Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
 Minn. Stat. § 169.02 (Scope)
 Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
 Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
 Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
 Minn. Stat. § 169.454 (Type III Vehicle Standards)
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses) Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
 Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
 Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
 Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
 Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
 Minn. Stat. Ch. 245C (Human Services Background Studies)
 Minn. Stat. § 609.02 (Definitions)
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
 49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
 49 C.F.R. § 383.5 (Transportation Definitions)
 49 C.F.R. § 383.51 (Disqualification of Drivers)
 49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References: MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 707 (Transportation of Public Students)
 MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: _____

MSBA/MASA Model Policy 802
Orig. 1995
Rev. 2025

Revised: _____

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

[NOTE: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

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

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

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

G. Sales to Employees

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

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
 - a. another school district;
 - b. the state department of corrections;
 - c. the board of trustees of Minnesota State Colleges and Universities;
 - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
 - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

I. Disposing of Surplus Books

Notwithstanding Minnesota Statutes, section 471.345, governing school district contracts made upon sealed bid or otherwise complying with the requirements for competitive bidding, other provisions of this section governing school district contracts, or other law to the contrary, the school district may dispose of school books, including library books, books from an individual classroom library, and textbooks including other materials accompanying a textbook. The school district may dispose of surplus books by donating them to a family of a student residing in the district or a charitable organization under section 501(c)(3) of the Internal Revenue Code.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 123B.52 to add paragraph I.]

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 123B.29 (Sale at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.85 (Property Transfer; Public Corporations)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

Model Policy 806: Crisis Management Plan

FOR ASSISTANCE IN DRAFTING A CRISIS MANAGEMENT PLAN

Resources are available to assist school districts in drafting a Crisis Management Policy and/or building-specific crisis management plans. Please contact any of the organizations listed below for assistance:

A. **Minnesota Department of Public Safety School Safety Center**

HSEM Comprehensive School Safety Guide

<https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/2011%20Comprehensive%20School%20Safety%20Guide.Jan%202014%20Appendix%20update.pdf>

Comprehensive school safety guide

The Minnesota Department of Homeland Security Emergency Management offers valuable guidance for school emergency planning. While the MnSSC Comprehensive School Safety Guide is being updated, we encourage you to explore resources from our partners at SchoolSafety.gov. Their Foundation Elements of School Safety can serve as a helpful framework for your planning efforts

Division of Homeland Security and Emergency Management
444 Minnesota Street, Suite 223
St. Paul, MN 55101
651-201-7400
<https://dps.mn.gov/Pages/default.aspx>

B. **Minnesota Department of Education**

Division of Special Education Compliance and Assistance
1500 Highway 36 West
Roseville, MN 55113-4266
651-582-8710
www.education.state.mn.us email: mde.compliance-assistance@state.mn.us

C. **Minnesota Department of Public Safety State Fire Marshal Division**

444 Minnesota Street, Suite 145
St. Paul, MN 55101-5145
651-201-7200
<https://dps.mn.gov/divisions/sfm/Pages/default.aspx>

D. **Minnesota School Boards Association**

1900 West Jefferson Avenue
St. Peter, MN 56082-3015
800-324-4459
507-934-2450
www.mnmsba.org

OTHER RESOURCES/PUBLICATIONS

U.S. Department of Education
Readiness and Emergency Management (REMS) Technical Assistance Center
<https://rems.ed.gov>

Ready.gov: <https://www.ready.gov/>
ReadyKids.gov: <https://www.ready.gov/kids>

Practical Information on Crisis Planning:

<https://www.ed.gov/sites/ed/files/admins/lead/safety/emergencyplan/crisisplanning.pdf>

Cybersecurity and Infrastructure Security Agency: What to Do – Bomb Threat
<https://www.cisa.gov/what-to-do-bomb-threat>

National School Safety and Security Services

<https://schoolsecurity.org/>

Your local emergency response agencies (law enforcement, fire, emergency management) can also assess your building and situation, suggest changes, and assist in drafting building-specific crisis management/emergency plans.

FIRE

In the event of a fire, smoke from a fire or detection of a gas odor

- Pull fire alarm and notify building occupants by means of _____

- Evacuate students and staff to the designated areas.
 - These areas should be a safe distance away from emergency personnel.
 - Be aware of the arrival of emergency responders. See map of evacuation routes and assembly areas located _____

(or included in this manual on next page)
- Follow primary fire drill route whenever possible. Follow alternate route if primary route is blocked or dangerous. See map, located _____

- (or included in this manual on next page)
 - Teachers take class roster.
 - Teachers take attendance after evacuation.
 - Teachers report missing students to building administrator immediately.
- If trapped by fire, go to **Shelter-in-Place Procedures**.

Building administrator

- Building administrator notifies fire department (call **911**) and superintendent.
- Building administrator or designee meets with emergency officials as soon as possible.
- After consulting with appropriate official, building administrator may move students to primary relocation center at _____ if weather is inclement or building is damaged.
- **Do not** reenter buildings until they are declared safe by fire or law enforcement personnel.
- Building administrator notifies staff and students of termination of emergency.

*Fire drills should be held at varied times during the school day.
Practice both primary and alternate routes.*

Extra staffing is necessary for students with special medical or physical needs.

HAZARDOUS MATERIALS

Incident occurs in school

- Notify building administrator/office.
- Call **911**. If the type and/or location of hazardous material is known, report that information to 911.
- Evacuate to an upwind location, taking class roster. Teachers take attendance after evacuation.
- Seal off area of leak/spill. Close doors.
- Fire officer in charge will determine additional shelter-in-place or evacuation actions.
- Shut off heating, cooling, and ventilation systems in contaminated area to reduce the spread of contamination.
- Building administrator notifies superintendent.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

Incident occurs near school property

- Fire or law enforcement will notify school officials.
- Consider closing outside air intake, evacuating students to a safe area, or sheltering students inside the building until emergency passes or relocation is necessary.
- Fire officer in charge of scene will instruct school officials on the need for sheltering or evacuation.
- Follow procedures for sheltering or evacuation.
- If evacuating, teachers take class rosters and take attendance after evacuation.
- If evacuation is not ordered, be aware of and remain alert for any change in health conditions of students and staff, especially respiratory problems. Seek medical attention if necessary.
- Notify parents/guardians if students are evacuated, according to district policy and/or guidance.
- Resume normal operations when fire officials approve.

Extra staffing is necessary for students with special medical and/or physical needs.

SEVERE WEATHER

TORNADO/SEVERE THUNDERSTORM/FLOODING

Tornado/severe thunderstorm WATCH has been issued in an area near school

- Monitor NOAA Weather Radio All Hazards (National Weather Service) or emergency alert radio stations.
- Bring all persons inside building(s).
- Close windows.
- Review tornado drill procedures and location of safe areas.

Tornado safe areas are interior hallways or rooms away from exterior walls and windows and away from large rooms with long-span ceilings.

- Review “drop and tuck” procedures with students.

Tornado/severe thunderstorm WARNING has been issued in an area near school, or a tornado has been spotted near school

- Move students and staff to safe areas.
- Close classroom doors.
- Teachers take class rosters.
- Ensure that students are in “tuck” positions.
- Teachers take attendance.
- Remain in safe area until warning expires or emergency personnel have issued an all-clear signal.

Post diagrams in each classroom showing routes to areas. Attach a building diagram showing safe areas.

Flooding

- Monitor NOAA Weather Radio All Hazards and emergency alert radio stations. Stay in contact with emergency management officials.
- Review evacuation procedures with staff.
- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be flooded.
- Check transportation resources.
- If district officials and emergency responders advise evacuation, do so immediately.
- Teachers take class rosters.
- Teachers take attendance.
- Notify parents/guardians according to district policy.

Refer to Severe Weather Awareness Week postings at <https://dps.mn.gov/divisions/hsem/weather-awareness-preparedness/Pages/severe-weather-awareness-week-program.aspx> for further information on severe weather safety.

MEDICAL EMERGENCY

Life-threatening injury or illness, or death

- Notify office staff/building administrator to make emergency calls. If unable to reach office immediately, call **911**. **Work as a team.**
- Give full attention to the victim(s).
- Do not attempt to move a person who is ill or injured unless he/she is in immediate danger of further injury.
- If possible, isolate the affected student/staff member. Disperse onlookers and keep others from congregating in the area.
- Check breathing. Is the airway clear? Is the victim in a position to facilitate breathing?
- Help stop bleeding.
 - Applying pressure on wound or elevating wound may help stop or slow bleeding.
 - Protect yourself from body fluids. Use gloves if available.
- Check for vital signs. Initiate first aid, if you are trained.
- Comfort the victim(s) and offer reassurance that medical attention is on the way.
- After immediate medical needs have been cared for, remain to assist emergency medical services personnel with pertinent information about the incident.

Non-life-threatening injury or illness

- For all non-life-threatening illnesses and injuries, call the office/nurse.

Administrator

- In case of traumatic medical emergency or death at school:
 - Notify superintendent.
 - Notify victim's parents, guardians, or family.
 - Activate post-crisis procedures, if necessary.
- In all other medical emergencies, assess individual's need for post-crisis intervention.

FIGHT/DISTURBANCE

- Ensure the safety of students and staff first.
- Notify building administrator/security/law enforcement. **Work as a team**, especially when separating participants.
- Don't let a crowd incite participants. Disperse onlookers and keep others from congregating in the area.
- When participants are separated, do not allow further visual or verbal contact.
- Document all activities witnessed by staff.
- Deal with event according to school's discipline policy.
- Building administrator notifies parents/guardians of students involved in fight. Superintendent and police may be notified as necessary, or as indicated by school policy.
- Assess counseling needs of participants and witnesses. Implement post-crisis procedures as needed.

*For fights or disturbances that elevate to possible assault level, refer to **Assault** guidance.*

ASSAULT

- Ensure the safety of students and staff first.
- Notify building administrator. **Work as a team.**
- Notify law enforcement if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault or there is a physical injury that causes substantial pain.
- Seal off area to preserve evidence and disperse onlookers.
- If victim requires medical attention, follow **Medical Emergency** procedures.
- **Do not leave the victim alone.**
- Notify parents/guardians and superintendent per district policy.
- Document all activities witnessed by staff.
- Assess counseling needs and implement post-crisis procedures as needed.

INTRUDER

Intruder – an unauthorized person who enters school property

Minn. Stat. § 609.605, Subd. 4, gives a school building administrator authority to have persons removed from school property as trespassers if they are not authorized to be there.

- Politely greet intruder and identify yourself.
 - Consider asking another staff person to accompany you before approaching intruder.
- Inform intruder that all visitors must register at the main office.
 - Ask intruder the purpose of his/her visit. If possible, attempt to identify the individual and/or vehicle.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.
- Notify building administrator or law enforcement.

If intruder refuses to leave

- Notify building administrator and law enforcement if intruder refuses to leave. Give law enforcement full description of intruder.
- Back away from intruder if he/she indicates a potential for violence. Allow an avenue of escape. To the extent possible, maintain visual contact.
 - Be aware of intruder's actions at this time (where he/she is located in school building, whether he/she is carrying a weapon or package, etc.).
 - Maintaining visual contact and knowing the location of the intruder is less disruptive than doing a building-wide search later.

Should the situation escalate quickly, the building administrator may decide at any time to initiate lockdown procedures.

Note: To assist staff members who interact with a stranger at school, use the "I CAN" rule.

Intercept
Contact
Ask
Notify

WEAPONS

Staff or students who are aware of a weapon brought to school

- Immediately notify building administrator, teacher or law enforcement.
 - Give the following information:
 - Name of person suspected of bringing the weapon.
 - Location of the weapon.
 - Whether the suspect has threatened anyone.
 - Any other details that may prevent the suspect from hurting someone or himself/herself.
- Teachers who suspect that a weapon is in the classroom: **STAY CALM.**
 - Do not call attention to the weapon.
 - Notify the building administrator, the school resource officer or a neighboring teacher as soon as possible.
 - Teacher should not leave the classroom.

Building administrator

- Call law enforcement to report that a weapon is suspected in school.
- Ask another administrator or a law enforcement officer to participate in questioning the suspected student or staff member.
 - Consider the best time and place to approach the person, taking into account these factors if possible:
 - Need for assistance from law enforcement.
 - Type of weapon.
 - Safety of persons in the area.
 - State of mind of the suspected person.
 - Accessibility of the weapon.
- Separate student/staff member from weapon, if possible.
- If the suspect threatens you with the weapon, **DO NOT** try to disarm him/her. Back away with your hands up. **STAY CALM.**
- Follow district procedures if you need to conduct a weapons search.
- Document all activities related to a weapons incident according to reporting requirements of the district and Minnesota Statutes.
- If the suspect is a student, notify parent(s)/guardian(s) according to district policy.

ACTIVE SHOOTER

If a person displays a firearm or begins shooting

- Move to or seek safe shelter. Go to lockdown procedures.
- Notify building administrator/law enforcement.
- Call **911**.

If you hear gunshots

- If possible, determine where shooting is taking place.
- Seek safe shelter.
 - If outside, stay as low to the ground as possible, and find any kind of cover.
 - If inside, go to lockdown procedures.
- Teachers take attendance and notify the building administrator of missing students or staff as soon as it is safe to do so.

Building administrator/school resource officer/security/law enforcement

- Building administrator may order lockdown procedures.
- Assess the situation as to:
 - The shooter's location.
 - Injuries.
 - Potential for additional shooting.
- Call **911** and give as much detail as possible about the situation.
- Secure the school, if appropriate.
- Help students and staff find safe shelter.
- Care for the injured *if it is safe to do so* until emergency responders arrive. Do not add to the victim list by exposing yourself to danger.
- Notify superintendent's office.
- Refer media to district spokesperson per media procedures.
- Initiate post-crisis procedures.

Work with local law enforcement to identify their response methods and capabilities. Provide them with updated building diagrams.

HOSTAGE

Witness to a hostage situation

If the hostage-taker is unaware of your presence, DO NOT INTERVENE!

- Notify building administrator. Building administrator may wish to initiate lockdown procedures or evacuation.
- Call **911**. Give dispatcher details of situation.
- Seal off area near hostage scene.
- Police will take control of hostage scene; building administrator coordinates with police for safety and welfare of students and staff.
- Document all activities.

If taken hostage

- Cooperate with hostage-taker to the fullest extent possible.
- Try not to panic. Calm students if they are present.
- Treat the hostage-taker as normally as possible.
- Be respectful to the hostage-taker.
- Ask permission to speak; do not argue or make suggestions.

BOMB THREAT

Critical information

- Schools are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the **school**, not the responding agencies, unless a device is located.

Procedures upon receiving a bomb threat

By phone call

- Complete the *Checklist for Telephone Threats*.

By written note

- Preserve evidence.
- Place note in plastic bag, if available.
- Photograph words written on walls.
- Notify building administrator or designee.
- Notify law enforcement.
- Building administrator orders evacuation or other actions according to threat assessment and school policy.

Caution: Overreacting may encourage additional threats.

Scanning process considerations

- Scan classrooms and common areas for suspicious items. Scans should be made by people who are familiar with the building. Assign staff to certain areas of the building. Keep in mind that a bomb could be placed *anywhere* on school property – inside or outside.
- Any suspicious devices, packages, etc., should be pointed out to emergency responders. **Do not touch.**
- Once a device is located, emergency responders take responsibility for it.

Evacuation considerations

- If a decision is made to evacuate, notify staff via phone system, hardwired PA system or by messenger. **Do not use cell phones, radios or fire alarm system** because of risk of activating a device.
- While notification is being made, other staff should survey the grounds to clear exits and areas where students and staff will be going. Exit routes should be altered accordingly if the location of the device is known.
- When evacuating, leave everything as-is. Leave room doors unlocked. Teachers take class roster.

*Bomb squads generally will **not** search a building unless a suspicious package has been located.*

CHEMICAL OR BIOLOGICAL THREAT

If a telephone threat references a chemical or biological device or package, complete the *Checklist for Telephone Threats* procedures and refer to safety procedures in *Bomb Threat* and *Hazardous Materials* sections.

This page addresses receiving, by mail or delivery service, a suspicious letter or package that might be a chemical or biological threat.

When sorting mail or receiving delivered packages

- Look for characteristics that make you suspicious of the content.
 - excessive postage, excessive weight
 - misspellings of common words
 - oily stains, discolorations, odor
 - no return address or showing a city or state in the postmark that does not match the return address
 - package not anticipated by someone in the school or not sent by a known school vendor

If a letter/package is opened and contains a written threat by no suspicious substance

- Notify building administrator and law enforcement.
- Limit access to the area in which the letter/package was opened to minimize the number of people who might directly handle it. It is considered criminal evidence.
- Ask the person who discovered/opened the letter or package to place it into another container, such as a plastic bag.
- Turn the letter/package over to law enforcement. Document all activities.

If a letter or package is opened and contains some type of suspicious substance

- Notify building administrator and law enforcement.
- Isolate the people who have been exposed to the substance. The goal here is to prevent/minimize spreading contamination.
- Limit access to the area in which the letter/package was opened.
- Ask the person who discovered/opened the letter/package to place it into another container, such as a clear plastic zip-lock bag. Handle with gloves if possible.
- Emergency officials will determine the need for decontamination of the area and the people exposed to the substance.

Building administrator

- Building administrator and emergency officials determine whether evacuation is necessary.
- Building administrator notifies superintendent. Notification is made to parents/guardians, according to district policies.
- Implement post-crisis procedures as necessary.

Consider having gloves and zip-lock bags available at mail sorting areas.

CHECKLIST FOR TELEPHONE THREATS

If you receive a telephone threat (bomb/chemical/other):

- **Remain calm**
- **Do not hang up. Keep the caller on the line as long as possible and listen carefully.**

Ask the following questions

- Where is the bomb/chemical or other hazard?
- When will it explode/be activated?
- What does it look like?
- What kind of bomb/hazard is it?
- What will cause it to explode/activate?
- What is your name?
- Did you place the bomb/hazard? WHY?
- Where are you?

Exact wording of the threat: _____

If voice is familiar, who did it sound like? _____

Caller ID information:	male	female	adult	juvenile	age
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Call origin:	local	long distance	internal	cell phone
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Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.

Calm	Excited	Loud	Soft	Deep	Nasal
Raspy	Distinct	Slurred	Normal	Crying	Laughter
Slow	Rapid	Disguised	Accent	Lisp	Stutter
Drunken	Familiar	Incoherent	Deep breathing		

Background sounds: Check all that apply.

Voices	Airplanes	Street noises	Trains	Quiet	Bells
Clear	Static	Animals	Party	Vehicles	
Horns	House noises	PA system	Music	Factory machines	
Motor	Phone booth	Other:			

Threat language: Check all that apply.

Well-spoken (educated)	Foul	Taped	Incoherent	Irrational	Message read from script
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Did caller indicate knowledge of the building? Give specifics: _____

Person receiving call: _____ Phone number where call received: _____

LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.

DEMONSTRATION

If demonstrators are near but not on school property

- Building administrator notifies staff and superintendent's office.
- Monitor situation. Notify law enforcement if necessary.

If demonstrators are on school property

- Ensure safety of students and staff, particularly safe entry into and exit from the building.
- Building administrator notifies staff and superintendent's office.
- Building administrator asks demonstrators to leave school property. Warn them that they are violating the state trespass statute. Notify law enforcement if necessary.
 - *If demonstrators leave*, continue to monitor the situation.
 - *If demonstrators do not leave*, notify law enforcement. Building administrator may initiate "lockdown with warning." **(See Lockdown Procedures)**

SUICIDE

Suicide threat

- Consider any student reference to suicide as serious.
- Do not leave the student alone.
- Notify the school counselor, social worker, psychologist, or building administrator immediately.
- Stay with the student until suicide intervention staff arrives.
- Do not allow the student to leave school without parent, guardian, or other appropriate adult supervision.

Suicide attempt in school

- Notify building administrator, school nurse, or other appropriate professional staff.
- Call **911** if the person needs medical attention, has a weapon, needs to be restrained, or parent/guardian cannot be reached.
- Try to calm the suicidal person.
- Stay with the suicidal person until suicide intervention staff arrives.
- Isolate the suicidal person or the area, if possible.
- Initiate first aid.
- Do not allow the student to leave school without parent, guardian, or other appropriate adult supervision.

Building administrator

- Call parent(s) or guardian(s) if the suicidal person is a student.
- Call family or emergency contact if suicidal person is a staff member.
- Notify superintendent or appropriate district level administrator.
- Work with district public information officer.
- Implement post-crisis procedures.

LOCKDOWN PROCEDURES

One means of securing the school is to implement lockdown procedures. These procedures may be called for in the following instances:

- 1) **Lockdown with warning** – The threat is outside of the school building. The school may have been notified of a potential threat outside of the building.
- 2) **Lockdown with intruder** – The threat/intruder is inside the building.

Lockdown with warning procedures

- Building administrator will order and announce “lockdown with warning” procedures. Repeat announcement several times. Be direct. Code words lead to confusion.
- Bring people inside.
- Lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Pull shades. Keep students away from windows.
- Control all movement, but continue classes. Disable bells. Move on announcement only.
- Building administrator will announce “all clear.”

Lockdown with intruder procedures (these actions happen rapidly)

- Building administrator will order and announce “lockdown with intruder.” Repeat announcement several times. Be direct. Code words lead to confusion.
- Immediately direct all students, staff and visitors into nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Move outside classes to primary evacuation site.
- Lock classroom doors.
- DO NOT lock exterior doors.
- Move people away from windows and doors. Turn off lights.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Building administrator will announce “all clear.”

Some other threats may override lockdown, i.e., confirmed fire, intruder in classroom, etc. Consider making an action plan for people in large common areas, i.e., cafeteria, gymnasium.

Lockdown may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or disturbance.

SHELTER-IN-PLACE PROCEDURES

Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route).

Shelter areas may change depending on the emergency

- Identify safe areas in each school building.
- Building administrator announces that students and staff must go to shelter areas.
- Bring all persons inside building(s).
- Teachers take class rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- Teachers account for all students after arriving in shelter area.
- All persons remain in shelter areas until a building administrator or emergency responder declares that it is safe to leave.

If all evacuation routes are blocked

- Stay in room and close door.
- Keep air as clean as possible.
 - Seal door.
 - Open or close windows as appropriate.
 - Limit movement and talking in room.
- Communicate your situation to administration or emergency officials by whatever means possible.

EVACUATION/RELOCATION

Evacuation

- Building administrator initiates evacuation procedures.
- Evacuation routes may be specified according to the type of emergency. They may need to be changed for safety reasons.
 - Bombs: Building administrator notifies staff of evacuation route dictated by known or suspected location of device.
 - Fire: Follow primary routes unless blocked by smoke or fire. Know the alternate route.
 - Chemical spill: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly.
- Teachers take class rosters.
- Do not lock classroom doors when leaving.
- When outside the building, account for all students. Immediately inform building administrator of any missing student(s).

Relocation

- Building administrator determines whether students and staff should be evacuated to a relocation center.
- Building administrator or school emergency response team designee notifies relocation center.
- If necessary, a school emergency response team designee coordinates transportation to relocation center.
- Teachers stay with class en route to the relocation center and take attendance upon arriving at the center.
- Use student release forms for students who are picked up from a relocation center.
- Notify superintendent's office and district public information office of relocation center address.

Relocation centers:

List primary and secondary student relocation centers. The primary site is usually located close to the school. The secondary site is usually located farther away. Include maps and written directions to centers for staff reference.

Primary Relocation Center: _____
Address: _____
Phone: _____

Secondary Relocation Center: _____
Address: _____
Phone: _____

MEDIA PROCEDURES

All staff must refer media contacts to district spokesperson. The school district, in coordination with assisting agencies, assumes responsibility for issuing public statements during an emergency.

- Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

District spokesperson: _____
Name
Contact number(s)

Alternate spokesperson: _____
Name
Contact number(s)

Consider pre-designating site spokespersons.

- District Public Information (PI) person helps district spokesperson coordinate media communications.

District PI: _____
Name
Contact number

Alternate PI: _____
Name
Contact number

Media checklist

- Building administrator relays all factual information to superintendent and public information person.
- Establish a media information center away from the affected area. Consider:
 - Media need timely and accurate information. However, protect the privacy of staff and students when necessary and justified.
 - Media will want to be close enough to shoot video footage and photographs, but they should not be allowed to hinder responders.
- Before holding a news conference, brief the participants and coordinate information.
 - Determine the message you want to convey. Create key messages for target audiences: parents, students, and the community.
 - Emphasize the safety of students and staff.
 - Engage media to help distribute important public information. Explain how the emergency is being handled.
 - Respect privacy of victims and families of victims. Do not release names to media.
- Update media regularly. DO NOT say "No comment." Ask other agencies to assist with media.
- Maintain log of all telephone inquiries for future use.

POST-CRISIS INTERVENTION PROCEDURES

- Assess the situation to determine the need for post-crisis interventions for staff, students, and families.
- Provide post-crisis briefings for staff, students, and families as appropriate.
- Re-establish school and classroom routine as quickly as possible.
- Consider interventions:
 - Defusing – Provide defusing sessions for students and staff as quickly as possible after the emergency.
Defusings are brief conversations with individuals or small groups held soon after an incident to help people better understand and cope with the effects of the incident. **Defusing should be conducted by trained individuals.**
 - Debriefing – Conduct critical-incident stress debriefing (CISD) three to four days after the emergency.
CISD is a formal group discussion designed to help people understand their reactions to the stress of an event and to give referral information. It must be modified for student’s development level. **CISD should only be conducted by trained professionals.**
 - Counseling – Provide grief counseling.
- Provide on-going support as necessary for staff, students and families.
 - Monitor and support staff.
 - Provide ongoing opportunities for children to talk about their fears and concerns. They may have more questions as time passes.
 - Identify and monitor at-risk students.
 - Provide individual crisis or grief counseling, if necessary.
 - Conduct outreach to homes.
 - Provide follow-up referral for assessment and treatment, if necessary.

The district should identify a 24-hour contact person or agency responsible for post-crisis assessment and interventions.

In the event of a tragic, highly publicized event, mental health professionals from federal, state and non-government agencies may respond to offer post-crisis aid. Effective coordination is critical. Consult with the Minnesota Department of Education for support, advice and assistance in coordinating the activities of outside entities.

SCHOOL EMERGENCY RESPONSE TEAM

Build the school's emergency response team with people who can perform the functions identified below. Backup personnel should be assigned to each function, and key personnel should be cross-trained in critical requirements of the functions. Staff members who are not responsible for students should fill as many of the functions as possible. **Depending on the emergency, one person may be able to perform multiple assignments.**

See next page for descriptions of emergency response team functions.

Function	Staff Assigned	Backup Staff
Incident Commander (person in charge)		
Safety		
Public Information		
Liaison		
Operations Chief		
Medical		
(attach list of qualified first-aid/CPR responders in building)		
Site Security/ Facility Check		
Student Release Coordinator		
Logistics Chief		
Communications		
Transportation		
Planning Chief		
Financial/ Recordkeeping		

These functions mirror the National Incident Management System (NIMS) used by emergency responders.

SCHOOL RESPONSE TEAM FUNCTIONS

The National Incident Management System (NIMS) was adopted by the U.S. Department of Homeland Security and is intended for use by all state and federal agencies when responding to emergencies. The system provides integrated and coordinated management guidelines for all types of disasters and emergencies.

Most functions necessary for emergency response in the community are also necessary for emergencies within the schools. Incident management functions below are described in the context of a school setting.

Incident Commander (person in charge)	Activates school's emergency response plan; assesses the threat; orders protective measures such as lockdown, evacuation or shelter-in-place; notifies district authorities and provides situation updates; requests resources.
Safety	Responsible for safety and security of the site; stops operations if conditions become unsafe.
Public Information	May be designated site spokesperson; cooperates with the district and other agencies on joint news releases; coordinates media briefings as necessary.
Liaison	Contact person for outside agencies; may represent school/district at city emergency operations center or at emergency responders' on-scene command post.
Operations Chief	Directs actions, i.e., lockdown, evacuation, site security, release of students to parents/guardians, first aid or medical care, cleanup, control of utilities.
Medical	Provides for first aid or other medical care; coordinates with emergency medical services personnel as necessary; activates school's first aid/CPR responders.
Site Security/Facility Check	Responsible for seeing that the school building and grounds are visually inspected and secured.
Student Release Coordinator	Responsible for implementing school's plan for release of students to parents/guardians from relocation site; takes necessary documents to relocation site.
Logistics Chief	Estimates logistical needs; gets personnel, facilities (relocation sites), services, and materials to support operations.
Communications	Responsible for emergency communications systems and equipment; may act as lead or hub for internal communications response.
Transportation	Responsible for arranging transportation for emergency relocations and early dismissal of school; keeps current contact list of transportation providers.
Planning Chief	Assists in assessing emergencies; establishes priorities, identifies issues and prepares an action plan with incident commander.
Financial/Recordkeeping	Manages financial aspects of an emergency; compiles record of expenditures; tracks injuries and lost or damaged property; coordinates with district for insurance; initiates business recovery efforts.

EMERGENCY PHONE NUMBERS

Fire/Ambulance/Police

Emergency-911

Dispatch Center:
(for local police, fire and emergency medical services)

Public Utilities

Electricity: Company
 Contact person
 24-hour emergency number(s)

Gas: Company
 Contact person
 24-hour emergency number(s)

Water: Company
 Contact person
 24-hour emergency number(s)

Emergency Management Agencies

Local emergency management director:

Name
Telephone

County emergency management director:

Name
Telephone

Referrals

Hazardous Materials: Report hazardous materials leaks or spills to Minnesota Duty Officer
24-hour numbers Statewide (800) 422-0798 Metro area (651) 649-5451

Poison Control Center

Crime Victim Services

Post-Crisis Intervention/Mental Health Hotline

[Note: These procedures are provided as a sample and a starting place for your schools to begin planning for a situation like a pandemic. A pandemic policy is not legally required.]

HIGHLY CONTAGIOUS SERIOUS ILLNESS OR PANDEMIC FLU

- The school district may provide information on the proper methods for hand washing, covering coughs, and social distancing. Reminders of these methods may be placed throughout the school district's buildings.
- Children and staff should be asked to wash their hands thoroughly and frequently. All classroom surfaces should be disinfected according to guidance from health officials.
- If a case of highly contagious serious illness is suspected, the sick student, employee, or visitor should be immediately sent home. If that is not possible, the person should be isolated, as much as possible, until arrangements can be made for the person to leave the school.
- If a serious illness is confirmed, the local health agency should be notified and communication efforts initiated. See ***Emergency Phone Numbers*** and ***Media Procedures***.
- In the absence of a school closure order from a state agency, the superintendent, in consultation with the school board, will determine when to close school due to significant risk of spreading the illness. See ***Early School Closure Procedures, Part III.F.***, especially if school is closed before the end of a school day.
- If an extended school closure is ordered, the school district may make online learning or other at home learning options available to the extent feasible.
- Any closed school buildings should be disinfected according to guidance from health officials before reopening.

Adopted: _____

MSBA/MASA Model Policy 806

Orig. 1999

Revised: _____

Rev. 2025

806 CRISIS MANAGEMENT POLICY

[NOTE: The Commissioner of the Minnesota Department of Education (Commissioner) is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minnesota Statutes, section 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort among the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures

The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[NOTE: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education’s document entitled, “Practical Information on Crisis Planning, a Guide for Schools and Communities.” A website link is provided in the resource section of this Policy.]

a. Lock-Down Procedures

Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[NOTE: Minnesota law requires a minimum of five school lock-down drills each school year. See Minnesota Statutes, section 121A.035.]

b. Evacuation Procedures

Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building’s crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures

for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[NOTE: Minnesota law requires a minimum of five school fire drills, consistent with Minnesota Statutes, section 299F.30, and one school tornado drill each school year. See Minnesota Statutes, section 121A.035.]

c. Sheltering Procedures

Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

2. Crisis-Specific Procedures

The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

[NOTE: The 2024 Minnesota legislature enacted permissive language stating that a school board “may adopt the model cardiac emergency response plan provided by” the Commissioner (as of June 4, 2024, a response plan is not yet available.)

3. School Emergency Response Teams

a. Composition

The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building’s crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be

willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

b. Leaders

The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents

Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated

persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[NOTE: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes, section 299F.30. See Minnesota Statutes, section 121A.035.

[NOTE: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[NOTE: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[NOTE: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minnesota Statutes, section 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider

an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of

emotional support to the counseling areas.

4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or

- iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias.
 - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
- 4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
- 5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

- 1. accessible;
- 2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
- 3. culturally aware;
- 4. trauma-informed; and
- 5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

- 1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of

a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.

2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
 - b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity, including providing information about the Department of Public Safety's statewide anonymous threat reporting system and any local threat reporting systems.

[NOTE: The Minnesota legislature enacted the addition to 2.c in 2025 (Session Law Chapter 35).]

3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for

schools, including but not limited to:

- a. student opportunities for leadership related to prevention and safety;
- b. encouragement and support to students in establishing clubs and programs focused on safety; and
- c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and
2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats

- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

[NOTE: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[NOTE: The Every Student Succeeds Act, 20 United States Code, section 6301, et seq.; Title IX, 20 United States Code, section 1681, et seq.; and the Unsafe School Choice Option, 20 United States Code, section 7912, require school districts to establish such transfer procedures.]

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power

plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.038 (Students Safe at School)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
Comprehensive School Safety Guide
[Minnesota School Safety Center - Resources \(mn.gov\)](http://mn.gov)

Additional Resources: I Love U Guys Foundation, *Standard Response Protocol*
<https://iloveuguy.org/The-Standard-Response-Protocol.html> (012325)
Safe and Sound Schools
<https://safeandsoundschools.org/> (012325)