



**REGULAR MONTHLY MEETING OF THE RUSHFORD-PETERSON
SCHOOL BOARD
MONDAY, JANUARY 25, 2021
5:30 PM**

Agenda

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Public Comments - Limited to 5 minutes per person
5. **CONSENT AGENDA**
 - A. January 4, 2021 Organizational Meeting Minutes 2
 - B. December 21, 2020 Regular Monthly Meeting Minutes 4
 - C. Donations in the amount of \$9,013. 6
 - D. December 2020 hand payables, wires & payroll liabilities in the amount of \$286,782.27. 7
 - E. December 2020 payroll in the amount of \$280,168.95.
 - F. January 2021 board bills in the amount of \$152,537.29. 9
 - G. Fund Summary Reports 11
 - H. PERSONNEL:
 1. Hire of Abbie Smith - Long-term Sub for Lisa Boyum - 6th grade.
6. **OLD BUSINESS**
 - A. Approve the second reading and adopt the following policies.
 1. #501 - School Weapons 17
 2. #502 - Search of Student Lockers. Desks, Personal Possessions and Student 22
 3. #515 - Protection and Privacy of Pupil Records 25
7. **NEW BUSINESS**
 - A. Approve the MSBA policy revisions to Policy# 516 - Student Medication. 63
 - B. Approve the first reading of the following policies.
 1. #419 - Tobacco-Free Environment 69
 2. #601 - School Curriculum and Instruction Goals 73
 3. # 607 - Organization of Grade Levels. 80
 - C. Early Retirement Incentive 82
 - D. Approve the 2021-2022 school year calendar. 83
8. **ADMIN REPORTS:**
 - A. Superintendent Report 85
 - B. Community Education Report 128
 - C. Elementary Report 130
 - D. Middle School / High School Report 132
 - E. Activities Report 135
9. **INFORMATION:**

Regular Monthly Meeting - Monday, February 22, 2021, 5:30 p.m. in the Forum Room.
10. **ADJOURNMENT**

**MINUTES
SPECIAL MEETING OF THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #239**

The special organizational meeting of the Rushford-Peterson School District #239 was called to order by Kathy Wade (2019 Vice-Chairperson) at 5:30 p.m. on Monday, January 4, 2021, at the Rushford-Peterson Schools Forum Room, 1000 Pine Meadows Lane, Rushford, MN.

Members Present: Chris Grindland, Matt Helgemoe, Joyce Iverson, Jeff Michel, Ken Sawle, Kathy Wade and Amy Woxland

Members Absent: None

Administration Present: Superintendent Jon Thompson, Angela Shepard, Jake Timm & Lisa Lawston

Moved by Grindland, seconded by Michel to adopt the agenda. Motion carried unanimously.

Kathy Wade called for nominations for Chairperson.

Michel nominated Chris Grindland for Chairperson. Kathy Wade called for nominations three times. No other nominations were made. Chris Grindland is Chairperson for the 2021 calendar year.

Kathy Wade turned the meeting over to Chairperson Chris Grindland.

Wade nominated Joyce Iverson for Vice-Chairperson. Chairperson Grindland called for nominations three times. No other nominations were made. Joyce Iverson is Vice-Chairperson for the 2021 calendar year.

Iverson nominated Kathy Wade for Treasurer. Chairperson Grindland called for nominations three times. No other nominations were made. Kathy Wade is Treasurer for the 2021 calendar year.

Michel nominated Matt Helgemoe for Clerk. Chairperson Grindland called for nominations three times. No other nominations were made. Matt Helgemoe is Clerk for the 2021 calendar year.

Moved by Iverson, seconded by Wade to set the meeting dates and times as follows; the third Monday of each month with the exception of the January and February meetings that will be held on the fourth Monday of the month due to Martin Luther King Jr. Day in January and President's Day in February. Meetings will begin at 5:30 PM in the Forum Room. Motion carried unanimously.

Moved by Michel, seconded by Wade, to keep the 2021 board member salaries the same. The 2021 calendar year salaries will be as follows: Chairperson (\$1,100 per year) Vice-Chairperson (\$850 per year), Clerk: (\$850 per year) Treasurer: (\$850 per year) Directors (\$800 per year); Out-of-District meeting pay: Half-day meetings: \$35, Full-day meetings: \$75. Motion carried unanimously.

Moved by Wade, seconded by Sawle, to designate the Fillmore County Journal, as the official Newspaper. Motion carried unanimously.

Moved by Wade, seconded by Helgemoe, to name the following as Official Depository Banks: General Fund at Rushford State Bank; Deposit accounts and Investment accounts at Merchants Bank, Minnesota School District Liquid Asset Fund Plus & Robert W. Baird & Co., Inc. Motion carried unanimously.

Moved by Wade, seconded by Michel, to designate Ratwik, Roszak and Maloney as Legal Counsel. Motion carried unanimously.

Moved by Iverson, seconded by Wade to authorize Business Manager Toni Oian, Accounting Clerk Laura Hahn and Superintendent Jon Thompson to invest cash reserves and make electronic transfers. Motion carried unanimously.

Moved by Wade, seconded by Helgemoe to designate the accounting and clerical duties of Board Clerk and Board Treasurer to District Office Staff (Toni Oian, Business Manager, Laura Hahn, Accounting Clerk and Sarah Hundorf, Administrative Assistant). Motion carried unanimously.

Moved by Iverson, seconded by Sawle to approve the Corporate Authorization Resolution adding Superintendent Jon Thompson and the newly elected Chairperson, Treasurer and Clerk as signers on the Rushford State Bank account. Motion carried unanimously.

Moved by Helgemoe, seconded by Michel to approve the 2021 Committee Assignments and Designated Representatives as follows:

Community Education Advisory ---- Joyce Iverson & Matt Helgemoe

Facilities ----- Joyce Iverson, Jeff Michel & Ken Sawle

Budget & Finance—Chris Grindland, Kathy Wade & Toni Oian

HVED -----Kathy Wade

Insurance -----Chris Grindland & Jeff Michel

Legislative ----- Joyce Iverson, Kathy Wade & Amy Woxland

Meet & Confer --- Chris Grindland & Amy Woxland

MSHSL -----Matt Helgemoe

Negotiations ----- Chris Grindland, Joyce Iverson & Ken Sawle

Q Comp ----- Amy Woxland

R-P Foundation ---- Joyce Iverson, Kathy Wade & Amy Woxland

Safety Committee ---- Matt Helgemoe & Jeff Michel

School Policies -- Matt Helgemoe & Joyce Iverson

Staff Development ---- Amy Woxland

Technology -----Amy Woxland

Transportation -- Chris Grindland, Jeff Michel & Ken Sawle

Wellness ----- Joyce Iverson

World's Best Workforce – Kathy Wade

Motion carried unanimously.

INFORMATION:

Monday, January 25, 2021 – Regular Monthly Board Meeting – 5:30 PM – R-P School's Forum Room

Moved by Iverson, seconded by Michel, to adjourn the special meeting at 6:23 PM. Motion carried unanimously.

Chris Grindland, Chairperson

Matt Helgemoe, Clerk

**MINUTES
REGULAR MEETING OF THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT #239**

The regular meeting of the Rushford-Peterson School District #239 was called to order by Chairperson John Linder at 5:30 p.m. on Monday, December 21, 2020.

Members Present: Chris Grindland, John Linder, Bonnie Prinsen, Kathy Wade and Valarie Howe. Jeff Michel present via Zoom.

Members Absent: Joyce Iverson

Administration Present: Superintendent Jon Thompson, Jake Timm and Angela Shepard

District Office Personnel: Toni Oian

Motion by Wade, seconded by Grindland to adopt the agenda with a revised \$167,854.65 of board bills and adding Item G. to the consent agenda, Executive order 20-94. Motion carried unanimously.

There were no public comments.

Joyce Iverson joined the Zoom meeting at 5:40 p.m.

Bonnie Prinsen presented Chuck Ehler with a plaque in recognition of the Board Resolution passed in October naming the Charles J. Ehler Learning Center.

Motion by Wade, seconded by Prinsen to approve the following consent agenda items: November 23, 2020 Regular Monthly Meeting Minutes; November hand payables, wires & payroll liabilities in the amount of \$328,012.30; November payroll in the amount of \$306,212.30; November board bills in the amount of \$167,854.65; Fund Summary Reports; Personnel: Resignation of Abby Selleck - Paraprofessional, Hire of Lauren Honken, Josie Brown, Ashlyn Miller, and Ryan Prinsen - Kids Club Supervisors. Motion carried unanimously.

Superintendent Thompson discussed Executive Order 20-94 which requires school districts to use 30 minutes of instructional time per day to allow teacher preparation time.

Motion by Iverson, seconded by Howe to approve the transfer of \$42,500 from the General Fund to the Community Service Fund. Motion carried unanimously.

Motion by Howe, seconded by Prinsen to approve the General Obligation School Board Bond Payment, payable to Bond Trust Services in the amount of \$2,080,650 [\$1,560,000 Principal| \$520,650 Interest] to be paid as a hand payable prior to the next regular board meeting in January. Motion carried unanimously.

Motion by Wade, second by Grindland to approve the Resolution Supporting Form A Application to the Minnesota State High School League Foundation. With a roll call vote of 7:0, motion carries unanimously.

Superintendent Thompson presented the Superintendent's report.

Due to the 6:15 Truth-in-Taxation meeting, Grindland made the motion to adjourn the regular meeting in

order to go into the Truth-in-Taxation meeting, the motion was seconded by Wade. Motion carried unanimously.

The Truth-in-Taxation hearing was called to order by Chairperson Linder at 6:15 PM.

Toni Oian, Business Manager presented information on 2020 Levy, payable in 2021. Mr. Thompson presented additional information.

Public Comments were made by Eileen Loken, owner of Loken's Inn. *Their business' property tax increase on the school portion was over \$1,700, she came to the meeting to listen and get information and also wanted to board to know that businesses are struggling and businesses need to be around to pay taxes.*

Moved by Prinsen, seconded by Iverson to certify the final Levy Certification 2020 Payable 2021 in the amount of \$2,006,324.90. Motion carried unanimously.

Moved by Howe, seconded by Prinsen to adjourn the Truth-in-Taxation meeting and go back into the regular meeting at 7:05 PM. Motion carried unanimously.

Superintendent Thompson finished presenting his report.

INFORMATION:

Monday, January 4, 2021, 5:30 p.m. -Organizational Board Meeting – Forum Room

Monday, January 25, 2021 – 5:30 p.m. – Regular month - Forum Room

Moved by Prinsen, seconded by Howe, to adjourn the regular meeting at 7:20 p.m. Motion carried unanimously.

John Linder, Chairperson

Bonnie Prinsen, Clerk

DONATIONS – January 2021

7/24/2020	RP Booster Club	\$1,000.00	Donation to Comm Ed - Youth Rec
7/24/2020	RP Booster Club	\$1,680.00	BBB - White Uniforms
7/24/2020	Rush Creek Longbeards	\$2,500.00	Donation to Trapshooting Team
11/6/2020	RP Foundation	\$910.00	Angel Fund
11/6/2020	Anonymous	\$25.00	Student Council
11/20/2020	RP Foundation	\$73.00	Angel Fund
12/30/2020	A Mighty Cause	\$145.00	GiveMN donations
1/8/2021	Rushford Foods	\$2,680.00	For Video Equipment

Total \$9,013

We thank the above donors for their generous donations and support of our school district and activities!

Rushford-Peterson Public School

Payment Reg by Bank and Check

DEC 2020 HAND PAYABLES, WIRES & PAYROLL LIABILITIES

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
001	P21061	44585		Wire	1	1903	KWIK TRIP		No	Yes	No	12/02/2020	6,232.00
001	P21061	44586		Wire	1	2030	COSTA DIRECT TRAVEL		No	Yes	No	12/08/2020	5,050.00
001	p2106p	44589		Wire	1	1291	EDUCATOR BENEFIT CONSULTANTS, L		No	Yes	No	12/14/2020	6,262.38
001	p2106p	44590		Wire	1	12990	COMMISSIONER OF REVENUE		No	Yes	No	12/14/2020	6,762.40
001	p2106p	44591		Wire	1	46168	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	12/14/2020	5,977.03
001	p2106p	44592		Wire	1	46168	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	12/14/2020	635.48
001	p2106p	44593		Wire	1	49200	RUSHFORD STATE BANK		No	Yes	No	12/14/2020	44,010.82
001	p2106p	44594		Wire	1	56000	TEACHERS RETIREMENT ASSN		No	Yes	No	12/14/2020	24,934.93
001	P21061	44595		Wire	1	1903	KWIK TRIP		No	Yes	No	12/14/2020	8,322.00
001	P21061	44653		Wire	1	1903	KWIK TRIP		No	Yes	No	12/22/2020	3,054.25
001	p2106q	44664		Wire	1	06600	BLUE CROSS/BLUE SHIELD MINN		No	No	No	12/28/2020	21,960.00
001	p2106q	44665		Wire	1	1241	MN PEIP		No	Yes	No	12/28/2020	40,967.14
001	p2106q	44666		Wire	1	1291	EDUCATOR BENEFIT CONSULTANTS, L		No	Yes	No	12/28/2020	6,362.38
001	p2106q	44667		Wire	1	12990	COMMISSIONER OF REVENUE		No	Yes	No	12/28/2020	6,593.70
001	p2106q	44668		Wire	1	46168	PUBLIC EMPLOYEES RETIREMENT		No	Yes	No	12/28/2020	5,883.08
001	p2106q	44669		Wire	1	49200	RUSHFORD STATE BANK		No	Yes	No	12/28/2020	42,713.62
001	p2106q	44670		Wire	1	56000	TEACHERS RETIREMENT ASSN		No	Yes	No	12/28/2020	23,549.61
001	p2106q	44672		Wire	1	12990	COMMISSIONER OF REVENUE		No	Yes	No	12/31/2020	4.50
001	p2106q	44673		Wire	1	46168	PUBLIC EMPLOYEES RETIREMENT		No	No	No	12/31/2020	247.80
001	p2106q	44674		Wire	1	49200	RUSHFORD STATE BANK		No	Yes	No	12/31/2020	270.80
001	P21061	44677		Wire	1	52167	SELECT ACCOUNT		No	Yes	No	12/20/2020	47.30
001	P21061	44678		Wire	1	1530	GATEWAY SERVICES		No	Yes	No	12/07/2020	0.40
001	P21061	44679		Wire	1	1531	PAYLINE DATA		No	Yes	No	12/07/2020	108.54
001	P21061	44580	42204	Check	1	1722	SOUTHEAST SCHOOL OF DRIVING		Yes	Yes	No	12/01/2020	760.00
001	P21061	44582	42205	Check	1	1934	4 SEASONS FUND RAISING		Yes	Yes	No	12/03/2020	1,448.16
001	P21061	44583	42206	Check	1	22376	HARMONY FOODS		Yes	Yes	No	12/03/2020	82.26
001	P21061	44581	42207	Check	1	1918	MINNESOTA FFA STATE ASSOCIATION		Yes	Yes	No	12/03/2020	320.00
001	P21061	44584	42208	Check	1	48600	RUSHFORD FOODS		Yes	Yes	No	12/03/2020	420.00
001	p2106p	44588	42209	Check	1	48175	RP EDUCATIONAL SUPPORT PERSONN		Yes	No	No	12/14/2020	196.31
001	p2106p	44587	42210	Check	1	48100	RUSHFORD-PETERSON EDUCATION		Yes	Yes	No	12/14/2020	2,319.62
001	P21061	44650	42211	Check	1	48600	RUSHFORD FOODS		Yes	Yes	No	12/18/2020	302.25
001	P21061	44654	42268	Check	1	46082	POSTMASTER		Yes	Yes	No	12/22/2020	59.00
001	p2106q	44655	42269	Check	1	02370	AFLAC		Yes	No	No	12/28/2020	432.99
001	p2106q	44658	42270	Check	1	32157	MADISON NATIONAL LIFE INSURANCE		Yes	No	No	12/28/2020	1,119.77
001	p2106q	44656	42271	Check	1	1274	MERCHANTS BANK		Yes	Yes	No	12/28/2020	5,792.78
001	p2106q	44657	42272	Check	1	1836	METLIFE - GROUP BENEFITS		Yes	No	No	12/28/2020	9,013.32
001	p2106q	44659	42273	Check	1	37815	MN SCHOOL EMPLOYEE ASSN		Yes	No	No	12/28/2020	218.39
001	p2106q	44660	42274	Check	1	40998	NCPERS GROUP LIFE INS		Yes	No	No	12/28/2020	16.00
001	p2106q	44662	42275	Check	1	48175	RP EDUCATIONAL SUPPORT PERSONN		Yes	No	No	12/28/2020	196.31

Rushford-Peterson Public School

DEC 2020 HAND PAYABLES, WIRES & PAYROLL LIABILITIES

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
001	p2106q	44661	42276	Check	1	48100	RUSHFORD-PETERSON EDUCATION		Yes	No	No	12/28/2020	2,319.62
001	p2106q	44663	42277	Check	1	48210	RUSHFORD-PETERSON ESCROW ACC		Yes	Yes	No	12/28/2020	1,796.08
001	P21061	44671	42278	Check	1	62950	WINONA COUNTY AUDITOR/TREASURI		Yes	No	No	12/30/2020	19.25
Bank Total:													\$286,782.27
Report Total:													\$286,782.27

Rushford-Peterson Public School

Payment Reg by Bank and Check

JANUARY 2021 BOARD BILLS

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
001	P21073	44708		Check	1	01200	ACT		No	No	No	01/25/2021	1,475.00
001	P21073	44709		Check	1	03137	ARNOLD'S SUPPLY		No	No	No	01/25/2021	426.00
001	P21073	44710		Check	1	04615	BERNARD BUS SERVICE		No	No	No	01/25/2021	34,384.03
001	P21073	44711		Check	1	04698	QUALI-TEE SCREEN PRINTING		No	No	No	01/25/2021	503.00
001	P21073	44712		Check	1	1083	LASER PRODUCT TECHNOLOGIES		No	No	No	01/25/2021	750.68
001	P21073	44713		Check	1	1219	EDMENTUM INC.		No	No	No	01/25/2021	1,400.00
001	P21073	44714		Check	1	1244	NEW DOMINION SCHOOL		No	No	No	01/25/2021	7,926.08
001	P21073	44715		Check	1	1291	EDUCATOR BENEFIT CONSULTANTS, L		No	No	No	01/25/2021	55.65
001	P21073	44716		Check	1	1391	ACENTEK		No	No	No	01/25/2021	2,578.20
001	P21073	44717		Check	1	1408	HERITAGE		No	No	No	01/25/2021	930.00
001	P21073	44718		Check	1	1450	BSN SPORTS INC.		No	No	No	01/25/2021	1,584.74
001	P21073	44719		Check	1	1488	RUSHFORD-PETERSON VALLEY		No	No	No	01/25/2021	260.00
001	P21073	44720		Check	1	1519	METZ'S HART-LAND CREAMERY		No	No	No	01/25/2021	602.25
001	P21073	44721		Check	1	15455	ERIC'S LOCK AND KEY		No	No	No	01/25/2021	220.00
001	P21073	44722		Check	1	1581	QUADIENT		No	No	No	01/25/2021	88.64
001	P21073	44723		Check	1	1586	PAN-O-GOLD BAKING CO.		No	No	No	01/25/2021	244.63
001	P21073	44724		Check	1	1654	ANDERSON AUTO, LLC		No	No	No	01/25/2021	101.00
001	P21073	44725		Check	1	16794	EHLERS & ASSOCIATES INC		No	No	No	01/25/2021	3,175.00
001	P21073	44726		Check	1	1684	REMEDIA PUBLICATIONS		No	No	No	01/25/2021	57.97
001	P21073	44727		Check	1	16945	CARDMEMBER SERVICE		No	No	No	01/25/2021	1,000.95
001	P21073	44728		Check	1	1714	MINNESOTA ENERGY RESOURCES		No	No	No	01/25/2021	6,324.49
001	P21073	44729		Check	1	1723	NORSLAND LEFSA		No	No	No	01/25/2021	37.50
001	P21073	44730		Check	1	18398	FILLMORE COUNTY JOURNAL		No	No	No	01/25/2021	471.09
001	P21073	44731		Check	1	1856	AMAZON CAPITAL SERVICES		No	No	No	01/25/2021	379.19
001	P21073	44732		Check	1	1901	GRANDPA DON'S MEATS		No	No	No	01/25/2021	477.00
001	P21073	44733		Check	1	2000	BEAVER BUILDERS' SUPPLY		No	No	No	01/25/2021	1,230.37
001	P21073	44734		Check	1	2002	SAVVAS LEARNING COMPANY LLC.		No	No	No	01/25/2021	568.34
001	P21073	44735		Check	1	2036	TIRE SOLUTIONS, INC.		No	No	No	01/25/2021	154.26
001	P21073	44736		Check	1	2037	VIKING AUTOMATIC SPRINKLER COMP.		No	No	No	01/25/2021	1,165.00
001	P21073	44737		Check	1	22210	HAMMELL EQUIPMENT INC		No	No	No	01/25/2021	2,500.00
001	P21073	44738		Check	1	23400	HIAWATHA VALLEY		No	No	No	01/25/2021	11,491.47
001	P21073	44739		Check	1	23401	HIAWATHA VALLEY MENTAL HEALTH		No	No	No	01/25/2021	1,190.47
001	P21073	44740		Check	1	25138	IEA INC		No	No	No	01/25/2021	778.25
001	P21073	44741		Check	1	29759	KEMPS		No	No	No	01/25/2021	2,499.50
001	P21073	44742		Check	1	32255	MESPA		No	No	No	01/25/2021	225.00
001	P21073	44743		Check	1	37800	MINNESOTA SCHOOL BOARD ASSN.		No	No	No	01/25/2021	930.00
001	P21073	44744		Check	1	38000	MN STATE HIGH SCHOOL LEAGUE		No	No	No	01/25/2021	230.00
001	P21073	44745		Check	1	38025	MINNESOTA STATE COLLEGE SOUTHE		No	No	No	01/25/2021	33,399.00
001	P21073	44746		Check	1	39800	NASCO		No	No	No	01/25/2021	395.64

Rushford-Peterson Public School

Payment Reg by Bank and Check

JANUARY 2021 BOARD BILLS

1/21/2021

15:35:49

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount
									Print	Recon	Date	
001	P21073	44747		Check	1	46790	REGION V COMPUTER SERVICES		No	No	No 01/25/2021	3,490.50
001	P21073	44748		Check	1	46954	RTS / ROCHESTER TELECOM SYSTEM		No	No	No 01/25/2021	111.38
001	P21073	44749		Check	1	48020	RUSHFORD, CITY OF		No	No	No 01/25/2021	9,146.55
001	P21073	44750		Check	1	48600	RUSHFORD FOODS		No	No	No 01/25/2021	6,024.27
001	P21073	44751		Check	1	48604	RUSHFORD HARDWARE		No	No	No 01/25/2021	206.06
001	P21073	44752		Check	1	49982	SAMUEL FRENCH INC		No	No	No 01/25/2021	221.75
001	P21073	44753		Check	1	50856	SCHILLING SUPPLY COMPANY		No	No	No 01/25/2021	1,053.95
001	P21073	44754		Check	1	50978	SCHOOL SPECIALTY INC.		No	No	No 01/25/2021	27.68
001	P21073	44755		Check	1	51067	SCHUMACHER ELEVATOR COMPANY		No	No	No 01/25/2021	413.76
001	P21073	44756		Check	1	52157	SELCO		No	No	No 01/25/2021	517.15
001	P21073	44757		Check	1	52179	SEMCAC TRANSPORTATION		No	No	No 01/25/2021	6.00
001	P21073	44758		Check	1	56040	PAM'S CORNER		No	No	No 01/25/2021	337.78
001	P21073	44759		Check	1	57000	SUPREME SCHOOL SUPPLY		No	No	No 01/25/2021	50.39
001	P21073	44760		Check	1	60606	US FOODS, INC.		No	No	No 01/25/2021	6,682.03
001	P21073	44761		Check	1	61278	VERIZON WIRELESS		No	No	No 01/25/2021	206.80
001	P21073	44762		Check	1	61614	WASTE MANAGEMENT		No	No	No 01/25/2021	699.34
001	P21073	44763		Check	1	61658	WEST MUSIC		No	No	No 01/25/2021	183.85
001	P21073	44764		Check	1	63025	WHV INC		No	No	No 01/25/2021	366.30
001	P21073	44765		Check	1	64610	ZIEBELL'S HIAWATHA FOODS INC		No	No	No 01/25/2021	581.36

Bank Total: \$152,537.29

Report Total: \$152,537.29

Rushford-Peterson Public School
Summary Report for Board
Period Ending December 31, 2020

EXPENSES

Sequence: Fd, Pro

		21ADP					% YTD	Remaining
		Annual Budget	Period 202106	Year To Date	% YTD	Encumbrances	+ Enc	Balance
Description								
01	General Fund							
010	Board of Education	24,259.00	6,974.71	13,392.80	55%	123.48	56%	10,742.72
020	Office of Supt	173,515.00	13,481.14	83,716.27	48%	0.00	48%	89,798.73
050	School Administration	393,928.00	32,526.03	177,494.79	45%	0.00	45%	216,433.21
105	General Admin Support - elect.	1,500.00	173.25	173.25	12%	0.00	12%	1,326.75
107	Other Administrative Support	28,571.00	3,510.61	22,495.78	79%	0.00	79%	6,075.22
108	Administrative Technology Serv	17,612.00	795.50	8,884.96	50%	0.00	50%	8,727.04
110	Business Services	240,559.00	24,916.88	107,506.00	45%	1,070.99	45%	131,982.01
201	Kindergarten	175,972.00	14,985.46	58,491.50	33%	(2,604.21)	32%	120,084.71
203	Elementary Education	1,117,249.00	87,722.81	403,639.28	36%	16,891.72	38%	696,718.00
204	Title II, Part A	16,927.00	4,785.37	18,892.30	112%	0.00	112%	(1,965.30)
211	Secondary - General	473,466.00	26,033.17	121,648.92	26%	5,826.30	27%	345,990.78
212	Art	92,941.00	7,308.58	32,713.14	35%	(26.88)	35%	60,254.74
216	Title I	81,351.00	6,409.22	25,372.75	31%	0.00	31%	55,978.25
218	Gifted & Talented	20,370.00	0.00	182.25	1%	0.00	1%	20,187.75
219	Limited English Prof	70,490.00	5,903.75	19,419.92	28%	0.00	28%	51,070.08
220	English Language Art	297,614.00	24,013.01	102,214.00	34%	(1,296.08)	34%	196,696.08
230	Foreign Language	91,348.00	7,594.13	30,214.18	33%	0.00	33%	61,133.82
240	Physical Ed & Health	178,146.00	17,873.58	72,045.55	40%	(1,739.39)	39%	107,839.84
256	Mathematics	281,079.00	22,445.17	89,199.46	32%	(209.08)	32%	192,088.62
258	Music	205,982.00	16,957.96	67,457.14	33%	0.00	33%	138,524.86
260	Science	206,413.00	16,772.92	69,821.23	34%	87.80	34%	136,503.97
270	Social Studies	292,556.00	23,365.08	94,134.80	32%	(1,280.00)	32%	199,701.20
291	Cocurricular Activity	13,581.00	0.00	764.12	6%	0.00	6%	12,816.88
292	Boys/Girls Athletics	75,702.00	1,460.00	2,998.63	4%	0.00	4%	72,703.37
294	Boys Athletics	106,024.00	3,882.51	31,150.87	29%	0.00	29%	74,873.13
296	Girls Athletics	80,892.00	0.00	19,558.88	24%	402.07	25%	60,931.05
298	Extra-Curricular Activities	13,315.00	4,993.93	24,017.59	180%	238.92	182%	(10,941.51)
301	Agriculture	81,874.00	5,859.67	28,793.86	35%	4,987.41	41%	48,092.73
331	Personal Fam Liv Sci	59,557.00	4,975.43	21,121.03	35%	2,239.58	39%	36,196.39

Rushford-Peterson Public School
Summary Report for Board
Period Ending December 31, 2020

EXPENSES

Sequence: Fd, Pro

		21ADP					% YTD	Remaining
Description		Annual Budget	Period 202106	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
341	Business Education	24,073.00	1,892.86	7,467.73	31%	1,069.19	35%	15,536.08
361	Trade & Industrial	53,809.00	3,590.41	16,851.82	31%	5,655.75	42%	31,301.43
380	Vocational Transiton	20,979.00	1,886.56	7,491.49	36%	0.00	36%	13,487.51
400	General Special Education	37,200.00	6,378.10	21,119.78	57%	0.00	57%	16,080.22
401	Speech/Lang Impaired	6,944.00	1,642.13	5,876.47	85%	0.00	85%	1,067.53
402	Mental Impair Mild	151,568.00	9,737.98	35,392.41	23%	0.00	23%	116,175.59
403	Mentally Impaired	16,548.00	0.00	0.00	0%	0.00	0%	16,548.00
404	Adapted Phy Ed	10,599.00	1,624.72	5,036.62	48%	(149.48)	46%	5,711.86
405	Deaf-Hard of Hearing	2,500.00	1,672.55	5,102.45	204%	0.00	204%	(2,602.45)
407	Specific Learn Disability	194,590.00	25,434.23	95,417.71	49%	(126.45)	49%	99,298.74
408	Emotional/Behavioral Disorder	140,847.00	6,157.07	28,092.13	20%	0.00	20%	112,754.87
410	Other Health Impaired	92,754.00	12,596.95	48,188.13	52%	0.00	52%	44,565.87
411	Autism	50,067.00	2,498.22	10,723.33	21%	(124.77)	21%	39,468.44
412	Early Child Sp Ed	85,762.00	8,573.69	31,122.83	36%	0.00	36%	54,639.17
416	Severely Nultiplly Impaired	31,119.00	4,026.61	15,150.54	49%	(1,044.22)	45%	17,012.68
420	Special Education	192,856.00	22,595.79	87,771.53	46%	0.00	46%	105,084.47
422	Students without disabilities	222,328.00	16,944.46	72,482.90	33%	(742.32)	32%	150,587.42
620	Library Ed Media	61,397.00	5,346.70	18,289.60	30%	5,180.00	38%	37,927.40
630	Instructional-Related Technolo	115,917.00	8,863.21	78,149.52	67%	356.97	68%	37,410.51
640	Staff Development	58,242.00	120.00	5,358.50	9%	0.00	9%	52,883.50
710	Secondary Counseling/Guidance	101,061.00	7,990.26	33,286.32	33%	0.00	33%	67,774.68
720	Health Services	8,512.00	5,132.38	15,340.31	180%	0.00	180%	(6,828.31)
740	Social Worker Salary	13,842.00	2,716.06	10,755.17	78%	0.00	78%	3,086.83
760	Pupil Transportation	669,275.00	39,980.10	281,141.34	42%	(680.00)	42%	388,813.66
810	Operation/Maintenance	570,062.00	47,864.80	294,191.49	52%	1,606.25	52%	274,264.26
850	Facilities	0.00	2,861.52	7,505.90	0%	0.00	0%	(7,505.90)
865	LTFM Exclcd Costs -Pro 866,867	64,377.00	18,532.82	52,138.85	81%	0.00	81%	12,238.15
940	School Insurance	47,800.00	0.00	45,225.68	95%	0.00	95%	2,574.32
01	General Fund	7,957,821.00	652,380.05	3,082,185.80	39%	35,713.55	39%	4,839,921.65

Rushford-Peterson Public School
Summary Report for Board
Period Ending December 31, 2020

EXPENSES

Sequence: Fd, Pro

		21ADP					% YTD	Remaining
Description		Annual Budget	Period 202106	Year To Date	% YTD	Encumbrances	+ Enc	Balance
02	Food Service Fund							
770	Food Service	360,154.00	23,934.71	117,429.37	33%	(0.00)	33%	242,724.63
02	Food Service Fund	360,154.00	23,934.71	117,429.37	33%	(0.00)	33%	242,724.63
04	Community Service							
505	Community Education	89,081.00	3,318.43	26,482.48	30%	1,466.50	31%	61,132.02
510	Adults With Disabili	6,022.00	324.96	1,612.12	27%	0.00	27%	4,409.88
570	School Age Care	94,666.00	6,605.82	37,989.38	40%	0.00	40%	56,676.62
580	ECFE	35,441.00	2,238.74	17,414.87	49%	0.00	49%	18,026.13
582	School Readiness	151,287.00	6,020.69	33,561.38	22%	(1,466.50)	21%	119,192.12
583	Preschool Screening	1,000.00	684.18	2,199.16	220%	0.00	220%	(1,199.16)
585	Youth Development	24,134.00	664.70	8,224.05	34%	0.00	34%	15,909.95
590	Other Community Ed Programs	500.00	0.00	0.00	0%	110.35	22%	389.65
04	Community Service	402,131.00	19,857.52	127,483.44	32%	110.35	32%	274,537.21
07	Debt Redemption							
910	Retire Long-Term Obl	2,601,800.00	0.00	521,125.00	20%	0.00	20%	2,080,675.00
07	Debt Redemption	2,601,800.00	0.00	521,125.00	20%	0.00	20%	2,080,675.00
18	Custodial							
298	Extra-Curricular Activities	0.00	760.00	760.00	0%	0.00	0%	(760.00)
18	Custodial	0.00	760.00	760.00	0%	0.00	0%	(760.00)
21	Activity Fund							
050	School Administration	0.00	0.00	772.35	0%	0.00	0%	(772.35)
203	Elementary Education	0.00	0.00	0.00	0%	30.00	0%	(30.00)
258	Music	0.00	0.00	202.95	0%	0.00	0%	(202.95)
291	Cocurricular Activity	60,000.00	16.48	1,009.37	2%	0.00	2%	58,990.63
294	Boys Athletics	0.00	270.26	4,348.60	0%	0.00	0%	(4,348.60)
296	Girls Athletics	0.00	0.00	5,268.00	0%	0.00	0%	(5,268.00)
298	Extra-Curricular Activities	0.00	37.90	6,419.60	0%	33.14	0%	(6,452.74)
21	Activity Fund	60,000.00	324.64	18,020.87	30%	63.14	30%	41,915.99

50 Fundraising

Rushford-Peterson Public School
Summary Report for Board
Period Ending December 31, 2020

EXPENSES

Sequence: Fd, Pro

		21ADP					% YTD	Remaining
Description		Annual Budget	Period 202106	Year To Date	% YTD	Encumbrances	+ Enc	Balance
50	Fundraising							
298	Extra-Curricular Activities	65,000.00	5,774.59	11,774.36	18%	1,500.00	20%	51,725.64
50	Fundraising	65,000.00	5,774.59	11,774.36	18%	1,500.00	20%	51,725.64
Report Totals:		11,446,906.00	703,031.51	3,878,778.84	34%	37,387.04	34%	7,530,740.12

Rushford-Peterson Public School
Summary Report for Board
Period Ending December 31, 2020

REVENUES

Sequence: Fd, Pro

		21ADP					% YTD	Remaining
Description		Annual Budget	Period 202106	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General Fund							
	000	(7,810,977.00)	(614,724.00)	(2,827,073.53)	36%	0.00	36%	(4,983,903.47)
	211 Secondary	(700.00)	0.00	(515.00)	74%	0.00	74%	(185.00)
	212 Art	0.00	(150.00)	(150.00)	0%	0.00	0%	150.00
	294 Boys Athletics	(27,600.00)	(145.30)	(6,474.30)	23%	0.00	23%	(21,125.70)
	296 Girls Athletics	(18,100.00)	(35.00)	(3,273.00)	18%	0.00	18%	(14,827.00)
	298 Extra-Curricular Activities	(1,800.00)	(140.00)	(140.00)	8%	0.00	8%	(1,660.00)
	301 Agriculture	(400.00)	0.00	(455.00)	114%	0.00	114%	55.00
	331 Personal Family Life Science	(400.00)	0.00	(375.00)	94%	0.00	94%	(25.00)
	630 Instruction Related Technology	(2,000.00)	0.00	(1,750.00)	88%	0.00	88%	(250.00)
	850 Facilities	(24,709.00)	0.00	0.00	0%	0.00	0%	(24,709.00)
	865 LTFM Districtwide Revenue	64,474.00	0.00	0.00	0%	0.00	0%	64,474.00
01	General Fund	(7,822,212.00)	(615,194.30)	(2,840,205.83)	36%	0.00	36%	(4,982,006.17)
02	Food Service Fund							
	000	(349,700.00)	(37,712.55)	(77,624.64)	22%	0.00	22%	(272,075.36)
02	Food Service Fund	(349,700.00)	(37,712.55)	(77,624.64)	22%	0.00	22%	(272,075.36)
04	Community Service							
	505 Community Education	(52,768.00)	(12,926.42)	(56,069.05)	106%	0.00	106%	3,301.05
	510 Adults With Disabili	(6,000.00)	0.00	(700.00)	12%	0.00	12%	(5,300.00)
	570 School Age Care	(98,613.00)	(1,936.99)	(18,919.71)	19%	0.00	19%	(79,693.29)
	580 ECFE	(36,370.00)	(3,691.52)	(11,403.59)	31%	0.00	31%	(24,966.41)
	582 School Readiness	(114,538.00)	(12,074.60)	(35,060.74)	31%	0.00	31%	(79,477.26)
	583 Preschool Screening	(1,200.00)	(688.50)	(1,341.70)	112%	0.00	112%	141.70
	585 Youth Development	(29,548.00)	(84.00)	(3,115.00)	11%	0.00	11%	(26,433.00)
	590 Other Community Ed Programs	(89.00)	0.00	(239.97)	270%	0.00	270%	150.97
04	Community Service	(339,126.00)	(31,402.03)	(126,849.76)	37%	0.00	37%	(212,276.24)
07	Debt Redemption							
	000	(2,598,217.00)	(317,216.18)	(1,980,444.37)	76%	0.00	76%	(617,772.63)
07	Debt Redemption	(2,598,217.00)	(317,216.18)	(1,980,444.37)	76%	0.00	76%	(617,772.63)

Rushford-Peterson Public School
Summary Report for Board
Period Ending December 31, 2020

REVENUES

Sequence: Fd, Pro

		21ADP					% YTD	Remaining
Description		Annual Budget	Period 202106	Year To Date	% YTD	Encumbrances	+ Enc	Balance
18	Custodial							
298	Extra-Curricular Activities	0.00	0.00	(983.00)	0%	0.00	0%	983.00
18	Custodial	0.00	0.00	(983.00)	0%	0.00	0%	983.00
21	Activity Fund							
000		(85,000.00)	(671.27)	(7,058.61)	8%	1,307.88	7%	(79,249.27)
258	Music	0.00	0.00	(203.00)	0%	0.00	0%	203.00
291	Extra Curricular	0.00	(217.20)	(297.20)	0%	0.00	0%	297.20
294	Boys Athletics	0.00	0.00	(11,391.11)	0%	0.00	0%	11,391.11
296	Girls Athletics	0.00	0.00	(2,825.95)	0%	0.00	0%	2,825.95
298	Extra-Curricular Activities	0.00	(85.00)	(3,185.00)	0%	0.00	0%	3,185.00
21	Activity Fund	(85,000.00)	(973.47)	(24,960.87)	29%	1,307.88	28%	(61,347.01)
50	Fundraising							
298	Extra-Curricular Activities	(75,000.00)	9,667.91	(38,567.03)	51%	190.00	51%	(36,622.97)
50	Fundraising	(75,000.00)	9,667.91	(38,567.03)	51%	190.00	51%	(36,622.97)
Report Totals:		(11,269,255.00)	(992,830.62)	(5,089,635.50)	45%	1,497.88	45%	(6,181,117.38)

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 501

Adopted: _____

MSBA/MASA Model Policy 501

Revised: _____

Orig. 1995

Rev. 2014

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. "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.

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 501

- B. “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.
- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

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 Minn. Stat. § 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 Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. 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. 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 §§

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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 exception (7) to Section 609.66, Subdivision 1d. 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 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

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specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 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 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. 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

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 501

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.

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
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)

Cross References: Rushford-Peterson School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Rushford-Peterson School District Policy 506 (Student Discipline)
Rushford-Peterson School District Policy 525 (Violence Prevention)

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 502

Adopted: _____

MSBA/MASA Model Policy 502

Orig. 1995

Revised: _____

Rev. 1999

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

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

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students

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carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Personal possessions” includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from

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private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: Rushford-Peterson School District Policy 417 (Chemical Use and Abuse)
Rushford-Peterson School District Policy 418 (Drug-Free Workplace/Drug-Free School)
Rushford-Peterson School District Policy 501 (School Weapons)
Rushford-Peterson School District Policy 506 (Student Discipline)

PUBLIC NOTICE

Independent School District No.239 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identifies as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. 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 rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, shall identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. 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 disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with

whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a “legitimate educational interest” if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school or post-secondary educational institution 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, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. 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 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

- 2. Independent School District No.239 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
 - a. It classifies records as public, private, or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student’s education records. These procedures include the method of determining fees for copies, a listing of the

locations of these education records, and the identity of the individuals in charge of the records.

- c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
- 3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
 - 4. Pursuant to applicable law, Independent School District No.239 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

- 5. Pursuant to applicable law, Independent School District No. 239 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, 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. Data released to military recruiting officers under this provision 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 and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

INDEPENDENT SCHOOL DISTRICT NO. 239
RUSHFORD, MINNESOTA

Dated: _____

Chair

**JUVENILE JUSTICE SYSTEM
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

DATE/TIME OF REQUEST: _____

TO: _____
(Superintendent of school district or chief administrative officer of school)

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

- _____ Juvenile delinquency investigation/prosecution
- _____ Child protection assessment/investigation
- _____ Investigation/filing of CHIPS or delinquency petition

REASON FOR REQUEST: (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

RESPONSE TO REQUEST:

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

INFORMATION REQUESTED: (*mark all that apply*) **RESPONSE PROVIDED:** (*yes / no*)

Indicate whether you have data that document the student's:

- _____ Use of a controlled substance, alcohol, or tobacco _____
- _____ Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8 _____

_____	Possession or use of weapons or look-alike weapons	_____
_____	Theft	_____
_____	Vandalism and damage to property	_____

CERTIFICATION: The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

Signature/Title

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 515

Adopted: 1/27/2014

MSBA/MASA Model Policy 515

Orig. 1995

Revised: _____

Rev. 2013

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. 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 authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, 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, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is

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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

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

1. a student's social security number;
2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references ~~religion, race, color, social position, or nationality;~~ ~~or-race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.~~
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

E. Education Records

1. What constitutes "education records." Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, "education records," does not include:

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- a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are 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, these provisions shall not apply to 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.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which 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

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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 that only contain information about an individual 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.

F. Eligible Student

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

G. Juvenile Justice System

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

H. Legitimate Educational Interest

"Legitimate educational interest" includes 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; or
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.
4. Perform a task directly related to responding to a request for data.

I. 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.

J. Personally Identifiable

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“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 direct 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.

K. 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.

L. Responsible Authority

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

M. 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.

N. 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.

O. 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.

P. 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 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 C.F.R. § 99.31(a).

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality 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.

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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 Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 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

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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 *[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 Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which 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;

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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

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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 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 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 plaintiff.

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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

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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 Minn. Stat. § 260B.171, Subd. 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

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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 Minn. Stat. § 260B.171, Subd. 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; or

21. To the Secretary of Agriculture, or authorized representative from the

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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.

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 U.S.C. § 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.

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. Classification

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Directory information is public except as provided herein.

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. Prior to such disclosure the school district shall:

1. Annually give public 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.
2. 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.
3. A parent or eligible student may not opt out of the directory information disclosures to:

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- 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.
4. 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

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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 Minn. Stat. §§ 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.

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 Minn. Stat. § 626.556, 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 Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, 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 which 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

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employees, and/or attorney data as defined in Minn. Stat. § 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, Minn. Stat. § 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, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-

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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; and
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, 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.

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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, 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. Redislosure

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. Redislosure 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 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redislosure is made based upon a court order or lawfully issued subpoena.

[Note: 42 U.S.C. § 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.]

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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 C.F.R. § 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 § 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;

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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 which 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 C.F.R. § 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

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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. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
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

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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

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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

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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

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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 Minn. Stat. Ch. 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

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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 Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

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

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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 office of the superintendent.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
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 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

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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)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
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, 122 S.Ct. 2268, 153 L.Ed. 2d
309 (2002)

Cross References: Rushford-Peterson School District Policy 414 (Mandated Reporting of
Child Neglect or Physical or Sexual Abuse)
Rushford-Peterson School District Policy 417 (Chemical Use and Abuse)
Rushford-Peterson School District Policy 506 (Student Discipline)
Rushford-Peterson School District Policy 519 (Interviews of Students by
Outside Agencies)
Rushford-Peterson School District Policy 520 (Student Surveys)
Rushford-Peterson School District Policy 711 (Video Recording on
School Buses)
Rushford-Peterson School District Policy 906 (Community Notification of
Predatory Offenders)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School
Records – Privacy – Access to Data)

516 STUDENT MEDICATION

[Note: The necessary provisions for complying with Minn. Stat. §§ 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 age 18 and over or other nonprescription medications. Please note that §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 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. REQUIREMENTS

- A. The administration of prescription 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.
- B. 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 Minn. Stat. § 152.22, Subd. 6.
- C. 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.
- D. The school nurse may request to receive further information about the prescription,

if needed, prior to administration of the substance.

- E. 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 Part J.5. below), 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).
- F. 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.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. 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.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. 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.
- K. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;

2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. 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;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

[Note: The provisions of paragraph 6 are optional and the school board may choose to include or exclude any of the provisions specified.]

7. 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.]

8. 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-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

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

9. 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.

- L. “Parent” for students 18 years old or older is the student.
- M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel 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 auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors 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.

N. 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 § 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 § 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.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
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.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)

Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)

Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)

Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 151.212 (Label of Prescription Drug Containers)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

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)

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate. Additionally, Minn. Stat. § 120B.238 requires that vaping prevention instruction be provided as set forth in this policy.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]

- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.***

III. DEFINITIONS

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or

synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

- F. “Vaping” means using an activated electronic delivery device or heated tobacco product.”

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health’s school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district’s locally developed health standards.

[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with

requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: Rushford-Peterson School District Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Rushford-Peterson School District Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 601

Adopted: 4/21/14

MSBA/MASA Model Policy 601

Orig. 1995

Revised: _____

Rev. 2020

601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:

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1. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
 2. student performance on the Minnesota Comprehensive Assessments;
 3. high school graduation rates; and
 4. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
- G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;
- [Note: MSBA/MASA Model Policy 601, Section IV.B. and MSBA/MASA Model Policy 616 address this requirement.]***
2. a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;

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[Note: MSBA/MASA Model Policy 618 addresses this requirement.]

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn. Stat. § 120B.35, Subd. 3(b)(2), and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

[Note: MSBA/MASA Model Policy 616 addresses this requirement.]

5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.* These skills include the following:

[*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]

- a. reading, writing, speaking, listening, and viewing in the English language;
- b. mathematical and scientific concepts;
- c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);

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- d. creative and critical thinking, decision making, and study skills;
 - e. work readiness skills;
 - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
- a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
 - b. bring many perspectives, including historical, to contemporary issues;
 - c. develop an appreciation and respect for democratic institutions;
 - d. communicate and relate effectively in languages and with cultures other than the student's own;
 - e. practice stewardship of the land, natural resources, and environment;
 - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
- a. establishing and achieving personal and career goals;
 - b. adapting to change;
 - c. leading a healthy and fulfilling life, both physically and mentally;
 - d. living a life that will contribute to the well-being of society;
 - e. becoming a self-directed learner;
 - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills

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necessary to:

- a. appreciate, understand, and accept human diversity and interdependence;
- b. address human problems through team effort;
- c. resolve conflicts with and among others;
- d. function constructively within a family unit;
- e. promote a multicultural, gender-fair, disability-sensitive society.

[Note: School district and site goals example courtesy of the Winona School District.]

- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.
 1. The school district must identify, before the end of kindergarten, grade 1, and grade 2, all students who are not reading at grade level. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
 2. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.

[Note: According to Minnesota statutes, dyslexia screening is to be conducted in a locally determined manner.]

3. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive

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assessment and annually report summary assessment results to the Commissioner of Education by July 1.

4. The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph
 - a. the report must include:
 - i. a summary of the district's efforts to screen for dyslexia;
 - ii. the number of students screened for that reporting year; and
 - iii. the number of students demonstrating characteristics of dyslexia for that year.
5. A student identified as having a reading difficulty must be provided with alternate instruction under Minn. Stat. § 125A.56, Subd. 1.
6. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
 - a. the student's reading proficiency as measured by a locally adopted assessment;
 - b. reading-related services currently being provided to the student and the student's progress; and
 - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student's right to a special education evaluation.

7. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be

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removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.

[Note: School districts are strongly encouraged, but not required, to provide personal learning plans, as provided in Paragraph 8.]

8. The school district will provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student's parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student's best interest. The student's school will maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an Individualized Education Program.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required)
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: Rushford-Peterson School District Policy 104 (School District Mission Statement)
Rushford-Peterson School District Policy 613 (Graduation Requirements)
Rushford-Peterson School District Policy 614 (School District Testing Plan and Procedure)
Rushford-Peterson School District Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
Rushford-Peterson School District Policy 616 (School District System Accountability)
Rushford-Peterson School District Policy 618 (Assessment of Student Achievement)

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 607

Adopted: _____

MSBA/MASA Model Policy 607

Orig. 1995

Revised: _____

Rev. 2020

607 ORGANIZATION OF GRADE LEVELS

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

Elementary: Grades prekindergarten through 5

Junior High: Grades 6 through 8

Senior High: Grades 9 through 12

- B. The superintendent may seek school board approval to administer certain programs on a non-graded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.
- C. The school district may request documentation that verifies a student falls within the school's minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

III. DEFINITIONS

- A. "Kindergarten" means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.
- B. "Prekindergarten" means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 607

Legal References: Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (Public Schools)
Minn. Stat. § 120A.20, Subd. 4 (Verification of Age for Admission to Public School)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Cross References:



Rushford-Peterson Public Schools

Independent School District No.239

1000 Pine Meadows Lane, P.O. Box 627
Rushford, MN 55971
Phone (507) 864-7785 | Fax (507) 864-2085
www.r-pschools.com

Jon Thompson
Superintendent
Ext. 1001

Jacob Timm
MS / HS Principal
Ext. 1006

Angela Shepard
EC-5 Principal
Ext. 1005

Lisa Lawston
Community Education
Program Director
Ext. 1011

John Loney
Activities Director
Ext. 1012

Early Retirement Incentive:

The board is offering an incentive for two years to teachers who are considering retirement. In an effort to make and assist teachers with their retirement plans and transition, the board will be offering (one time only), a two-year incentive program (\$9,351.60) per year for two years.

These dollars would be placed into the retiree's health care savings account.

Procedures and Guidelines for early retirement requests and early retirement payment:

1. Individuals should put their notice of early retirement in writing. The request should be given to the Superintendent and RPEA.
2. All requests must be submitted by Friday, January 31, 2020.
3. Individuals must have a minimum of 15 years of teaching at R-P Schools and be at least 55 years old as of 6/30/2020, to be eligible for the incentive. Payments will be calculated at \$779.30 per month (\$9,351.60 per year) for a maximum of two years. If an individual retiree becomes eligible for Medicare, the school district contribution would stop on the date of their eligibility.
4. Payments will be deposited quarterly into the individual's Health Care Savings Plan with the MN State Retirement System.
5. The benefit referred to in this MOU is not intended to replace or impact any other benefits that are in the current teachers' collective bargaining agreement.
6. Notification of the approval or disapproval will be provided to the individual making the request and to RPEA.
7. Approval of early retirement requests does not set a precedence nor establish a practice.
8. Past practice does not have any influence or impact on future requests for early retirement.

Employee

RPEA Representative

Superintendent

Date

Date

Date

2021-2022 School Calendar



Rushford-Peterson Schools
 1000 Pine Meadows Ln.
 PO BOX 627
 Rushford, MN 55971

507-864-7785

Jon Thompson, Superintendent
Jake Timm, M.S. / H.S. Principal
Angela Shepard, Elem Principal
John Loney, Activities Director
Lisa Lawston, Community Ed.

SUMMARY OF CALENDAR

Days/Hrs. in classroom:
First Trimester.....58 Days
Second Trimester.....60 Days
Third Trimester.....56 Days

TOTAL DAYS / TOTAL HOURS

174 Student Contact Days
1,111 Instructional Hours
182 Teacher Contract Days

CALENDAR LEGEND

No School 
 Early Dismissal 
 Trimester End 
 Staff Workday 

Teachers will have 12 hours of Individual Professional Development as approved by building level principal.



"Always Our Best"

August 2021					Student Days/Hours	
M	T	W	Th	F		
16	17	18	19	20		
23	24	25	26	27		
30	31					
September 2021						
		1	2	3		
6	7	8	9	10	4	26
13	14	15	16	17	9	58.5
20	21	22	23	24	14	91
27	28	29	30		18	117
October 2021						
				1	19	123.5
4	5	6	7	8	24	156
11	12	13	14	15	27	175.5
18	19	20	21	22	32	208
25	26	27	28	29	37	237
November 2021						
1	2	3	4	5	42	269.5
8	9	10	11	12	47	302
15	16	17	18	19	52	334.5
22	23	24	25	26	54	347.5
29	30				56	360.5
December 2021						
		1	2	3	59	380
6	7	8	9	10	63	406
13	14	15	16	17	68	438.5
20	21	22	23	24	71	454.5
27	28	29	30	31		
January 2022						
3	4	5	6	7	76	487
10	11	12	13	14	81	519.5
17	18	19	20	21	86	552
24	25	26	27	28	91	584.5
31					92	591
February 2022						
	1	2	3	4	95	607
7	8	9	10	11	100	639.5
14	15	16	17	18	105	672
21	22	23	24	25	109	698
28					110	
March 2022						
	1	2	3	4	114	724
7	8	9	10	11	118	750
14	15	16	17	18	123	782.5
21	22	23	24	25	128	815
28	29	30	31		132	841
April 2022						
				1	133	847.5
4	5	6	7	8	138	880
11	12	13	14	15	142	906
18	19	20	21	22	146	932
25	26	27	28	29	151	964.5
May 2022						
2	3	4	5	6	156	997
9	10	11	12	13	161	1029.5
16	17	18	19	20	166	1062
23	24	25	26	27	171	1094.5
30	31					1101
June 2022						
		1	2	3	174	1111
6	7	8	9	10		

Aug. 30 New teacher Workshop
Aug. 31 Teacher Workshop

Sept. 1 Teacher Workshop
Sept. 1 Open House 4-7 PM
Sept. 6 Labor Day
Sept. 7 First Day of School

Oct. 14 Fall Break
MEA State Conference
Oct. 15 Fall Break
Oct. 28 EARLY DISMISSAL – 12:00 PM
Parent-Teacher Conferences
1-4:00 PM & 4:30-7:30 PM

Nov 24-26 NO SCHOOL – Thanksgiving Break

Dec. 3 End of 1st Trimester – 58 Days
Dec. 6 NO SCHOOL – Teacher Workshop
Dec. 23 EARLY DISMISSAL – 12:00 PM
Dec. 24 Winter vacation Begins

Jan. 1 New Year's Day
Jan. 3 School Resumes

Feb. 3 Early Dismissal – 12:00 PM
Parent-Teacher Conferences
1-4:00 PM & 4:30-7:30 PM
Feb. 4 NO SCHOOL – Teacher Workshop
Feb. 21 NO SCHOOL – Presidents' Day

March 10 End of 2nd Trimester – 60 Days
March 11 NO SCHOOL – Teacher Workshop

April 15 NO SCHOOL – Spring Break
April 18 NO SCHOOL – Spring Break

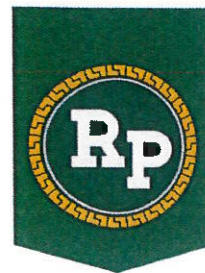
May 29 Commencement @ 1:30 PM
May 30 Memorial Day

June 2 EARLY DISMISSAL – 12:00 PM
End of 3rd Trimester – 56 Days



Rushford-Peterson Schools

1000 Pine Meadows Lane
Rushford, Minnesota 55971
"Always Our Best"



January 11, 2021

Minnesota State Fire Marshal Division
445 Minnesota Street, Suite 345
St. Paul, MN 55003

Attention: Tom Roessler

Dear Mr. Roessler,

Please consider this letter as a written plan of corrective efforts for the Rushford-Peterson School District to address concerns listed in the inspection report. The date of our facility inspection was December 2, 2020.

Rushford-Peterson created a corrective action plan for each violation with specific district staff assigned to oversee the task, establish anticipated completion dates and to assure follow-through. The inspection report and corrective action plan will be shared with our School Board on January 25th.

Please let me know if additional documentation is needed or if you have any questions.

Sincerely,

Jon T. Thompson
Superintendent

Rod Morcomb
Head of Building and Grounds

Jon T. Thompson
Superintendent
jonthompson@r-pschools.com

Angela Shepard
Elementary Principal
angelashepard@r-pschools.com

Jake Timm
MS/HS Principal
jaketimm@r-pschools.com

Code - Descriptions and Corrective Action Plan

MN Stat. - 121.A.31 : Complete and maintain a science lab safety checklist for science rooms using hazardous materials. - Violation Location: Science Room - Comments: Complete and maintain on file an updated science safety checklist form for each science lab utilizing hazardous materials.

Staff Responsible - Science teaching staff, high school principal, building and grounds supervisor and Dan Fitch our IEA Assessor.

Action Plan - met with Dan Fitch to help the district organize our record keeping system to assure that all inspections reports are organized and easily located. IEA will maintain these reports for us within the district office.

Anticipated Completion Date - Inspections Completed February of 2020. IEA meeting completed 12/15/2020. Biology Room inspection included.

MN Stat. - 299.F.30 : Conduct a minimum of 5 fire evacuation drills per school year and maintain records. Records shall be made available upon request. - Violation Location: Building - Comments: Provide documentation for fire drills for 2020. Document can be sent to thomas.roessler@state.mn.us. Fire drills must be documented and retained for 3 years.

Staff Responsible - Building principals, IEA assist

Action Plan - District did not document the 5 needed fire evacuation drills during 2020. A copy of that documentation is provided with this letter.

Anticipated Completion Date - Completed 12/15/2020

MSFC 2020 - 906.2 : Provide the required maintenance of the fire extinguishers as required by NFPA 10. - Violation Location: Including but not limited to: Entire Building - Comments: Ensure that fire extinguishers are receiving monthly status/condition checks. Tags must be initialed every month.

Staff Responsible - Rod Morcomb, Building and Grounds Supervisor

Action Plan - Mr. Morcomb has established a schedule to complete status check and initial monthly

Anticipated Completion Date - Completed 12/4/2020

MSFC 2020 - 2404.1 : Ensure that flammable and combustible spray finishing operations comply with Section 2404. - Violation Location: Woodshop Finish room - Comments: Replace the dirty filters in the spray both to maintain proper ventilation.

Staff Responsible - Teachers King and Lind and Building and Grounds Supervisor

Action Plan - Assigned staff will monitor air flow meter and replace filters as needed.

Anticipated Completion Date - Completed - Filters replaced on 12/10/2020

MSFC 2020 - 5303.5.3 : Secure all pressurized cylinders. - Violation Location: Including but not limited to: Compressed gas storage room - Comments: Ensure that compressed gas cylinders are properly secured from tipping (i.e. chained or strapped to a wall or fixed object) or stored within a cart or device designed for compressed gas cylinder storage.

Staff Responsible - Teachers King and Lind and Building and Grounds Supervisor

Action Plan - Install brackets and chains

Anticipated Completion Date - Completed 12/29/2020

MSFC 2020 - 5303.5.2 : Provide physical protection for compressed gas containers, cylinders, and tanks. - Violation Location: Including but not limited to: Compressed gas store room - Comments: Compressed gas cylinders shall be separated from incompatible materials in accordance with MSFC 5003.9.8. Separate fuel gas and oxygen gas being stored together. These items shall be stored not less than 20 feet apart or by having a noncombustible partition extending not less than 18 inch above and to the sides of the stored materials.

Staff Responsible - Building and Grounds Supervisor

Action Plan - Local Mason, T.J. Johnson, will add to the cement block wall "up and out" to meet 18' requirement.



Anticipated Completion Date - Completed 1/13/2021

MSFC 2020 - 5003.1.3 : Ensure that hazardous materials storage is in accordance with the MSFC Sections 5001 and 5003. - Violation Location: Including but not limited to: Compressed Gas Storage Room - Comments: Remove and discontinue storing flammable liquids with compressed gas cylinders. These items are incompatible and should not be stored with each other.

Staff Responsible - Teachers King and Building and Grounds Supervisor

Action Plan - Supervisor will relocate flammable liquids. A cutting torch was also removed.

Anticipated Completion Date - Completed 12/2/2020

MSFC 2020 - 901.6 : Maintain fire protection systems in an operative condition at all times, and these systems shall be replaced or repaired where defective. Non-required fire protection systems and equipment shall be inspected, tested and maintained or removed. - Violation Location: Stage - Comments: Provide documentation that the smoke exhaust system has been inspected and tested within the past 12-months by knowledgeable personnel per NFPA 204.

****NOTE:** Inspection and testing is required annually. Please email the inspection report to: thomas.roessler@state.mn.us

Staff Responsible - Building and Grounds Supervisor and Superintendent of School

Action Plan - Contract with Southern Minnesota Inspection, Eric McCollum, to complete smoke hatch inspection annually.

Anticipated Completion Date - Schedule for inspection on 1/20/2021

MSFC 2020 - 904.12.6 : Inspect, test, and maintain all fire extinguishing systems protecting commercial cooking operations at least once every six months and after activation of the system. For seasonal operations, inspections shall be conducted at least annually. Water-based kitchen hood systems need only be inspected annually by a licensed sprinkler contractor. - Violation Location: Kitchen - Comments: Provide documentation that the commercial cooking fire suppression system has been inspected and tested within the past 6 months by qualified personnel -AND- ensure that any damaged or inoperable system components have been repaired or replaced in accordance with MSFC 904.12.5.2. ****NOTE:** Inspection and testing is required every 6 months. Please email the inspection report to: thomas.roessler@state.mn.us

Staff Responsible - Building and Grounds Supervisor and Superintendent of School

Action Plan - Contract with Nardini Fire Equipment for inspections every six months. Current inspection completed on 12/7/2020 and indicated on tag on suppression system.

Anticipated Completion Date - Completed on 12/7/2020 Photo of Nardini Tag attached



MSFC 2020 - 705.2.6 : Ensure that required horizontal and vertical sliding doors and rolling fire doors that are part of a fire resistive assembly are tested annually. A written record shall be maintained and be available to the fire code official. - Violation Location: Including but not limited to: Kitchen - Comments: Ensure that horizontal and vertical sliding and rolling fire doors are inspected and tested annually by qualified personnel (with records maintained) in accordance with MSFC(2020) 705.2. and defects are corrected without delay in accordance with NFPA 80-5.5.1.

Staff Responsible - Building and Grounds Supervisor and Superintendent of School

Action Plan - Contract with Custom Alarm to complete door drop test as part of regular annual alarm testing. That test is completed in August each year.

Anticipated Completion Date - August 2021

MSFC 2020 - 803.11 : Remove all foam plastic material being used as interior finish or trim -ORdocument that they comply with Section 2603.10 of the State Building Code -OR- cover such material with an approved thermal barrier. Trim of 10 % is allowed under certain conditions. - Violation Location: Wrestling Room - Comments: Provide documentation from the manufacturer that the foam plastic wall pads installed in the wrestling room have performed successfully under one of the following approved large-scale fire tests: NFPA 286 with acceptance criteria of MSFC 803.1.1.1, FM 4880, UL 1040, or UL 1715 -ORreplace with compliant wall pads -OR- remove. In accordance with MSFC(2020)803.11.

Staff Responsible - Building and Grounds Supervisor and Superintendent of School

Action Plan - Contact building architect, Dan Beeninga of ASTR Architecture to secure needed documentation that Wall Padding is fire retardant. Documentation provided by Wieser Brothers General Contracting. Copy of documentation included.

Anticipated Completion Date - Completed December of 2020

MSFC 2020 - 901.4 : Provide sprinkler protection for the following rooms, spaces or areas where protection is missing or inadequate. - Violation Location: Rooms 231 and 137A - Comments: Provide fire sprinkler protection in rooms 231 and 137A.

Staff Responsible - Building and Grounds Supervisor and Superintendent of School

Action Plan - contracted with Viking Sprinkler Company to install sprinkler protection in rooms 231 and 137A.

Anticipated Completion Date - Completed on 1/5/2021

MSFC 2020 - 604.9 : Remove temporary lighting (temporary lighting is only allowed for a maximum of 90 days). - Violation Location: Including but not limited to: Rooms 122, 138, 144, and 234 - Comments: Ensure that lighting cords, such as holiday lights and party lights, are not in use beyond 90-days in accordance with MSFC(2020)604.9. Note: These devices are designed and listed for temporary use only (up to 90 days), and are limited to how many units can be connected in series. Flexible rope lighting listed to UL 2388 is available for permanent use.

Staff Responsible - Supervisor and Superintendent of School

Action Plan - Remove temporary lighting

Anticipated Completion Date - Completed 1/4/2021

MSFC 2020 - 1031.2 : Remove all obstructions and impediments that would prevent the use of exit accesses, exits or exit discharges. Maintain means of egress free of all obstructions or impediments that would prevent their full instant use. - Violation Location: Including but not limited to: Room 116 - Comments: Ensure that all portions of the means of egress are maintained free of storage and obstructions in accordance with MSFC(2020) 1031.2. Remove toys, boxes, and desk obstructing exit access to second exit in room 116.

Staff Responsible - Community Ed. Director and Building and Grounds Supervisor

Action Plan - Remove obstructions and impediments

Anticipated Completion Date - Completed 12/3/2020

MSFC 2020 - 901.6.1 : Provide periodic inspection and testing for all fire alarm systems and equipment, with all noted deficiencies corrected. Maintain documentation of inspection and testing for 3 years. - Violation Location: Building - Comments: Provide documentation that the fire alarm system has been inspected and tested within the past 12-months by qualified personnel -AND- ensure that any damaged or inoperable system components have been repaired or replaced. **NOTE: Inspection and testing is required annually. Please email the inspection report to: thomas.roessler@state.mn.us

Staff Responsible - Building and Grounds Supervisor and Superintendent of School

Action Plan - Testing is completed annually by Custom Alarm Inc. The district realized difficulties in locating documentation of these inspections that had been completed on 8/11/20. Working with IEA and Dan Fitch, our IEA Assessor, to organize our documentation system and have it stored within the central office area of our building. Completed 12/15/2020.

Anticipated Completion Date - Completed 8/11/20. Documentation attached.

MSFC 2020 - 901.6.1 : Provide annual inspection and testing of sprinkler systems in accordance with Chapter 5 of NFPA 25. The owner is responsible for this annual inspection and test of the sprinkler system, which shall be completed by a licensed sprinkler contractor, with all noted deficiencies corrected. - Violation Location: Building - Comments: Provide documentation that the fire sprinkler system has been inspected and tested within the past 12-months by qualified personnel -AND- ensure that any damaged or inoperable system components have been repaired or replaced. **NOTE: Inspection and testing is required annually. Please email the inspection report to: thomas.roessler@state.mn.us

Staff Responsible - Building and Grounds Supervisor and Superintendent of School

Action Plan - Testing is completed annually by General Sprinkler Corporation as a subcontractor to Custom Alarms Inc. The district realized difficulties in locating documentation of these inspections that had been completed on 8/11/20. Working with IEA and Dan Fitch, our IEA Assessor, to organize our documentation system and have it stored within the central office area of our building. Completed 12/15/2020.

Anticipated Completion Date - Completed 8/11/2020. Documentation attached.

MSFC 2020 - 1203.4 : Provide maintenance of emergency and standby power systems in accordance with Section 1203.4. - Violation Location: Building - Comments: In accordance with MSFC(2020)1203.4, provide documentation that the emergency power generator is receiving periodic inspection and testing by qualified personnel, including transfer-switch and load testing, and annual maintenance in accordance with the manufacturer's recommendations and NFPA 110. Any system failures or deficiencies

Staff Responsible - Building and Grounds Supervisor

Action Plan - Contracted with HM CRAGG to provide transfer-switch and load testing and annual testing. Schedule for 1/18/2021 Yearly maintenance will continue to be provided by Anderson Auto, LLC. of Rushford.

Anticipated Completion Date - Testing schedule for 1/18/2021. Maintenance completed on 6/3/2020.

Notes: Interval inspection of a two story, 170,000ft² school building. Please contact the inspector with any questions and once the above orders have been corrected. Required documentation can be emailed to: thomas.roessler@state.mn.us [Inspector's Notes: 1. Sprinklers: Full (General Sprinkler), Alarm: Hazard/Corridor only(Custom Alarm), KES: Ansul (Nardini), FEX: Fire Safety USA(8/2020), 2. EmLt: Generator, 3. No seclusion rooms reported. 4. OS 2hrs]

2020 - 2021



MINNESOTA DEPARTMENT OF PUBLIC SAFETY
STATE FIRE MARSHAL DIVISION

SCHOOL FIRE DRILL INSTRUCTIONS & RECORD

PLEASE POST IN OFFICE

Fire Drill Instructions

1. Fire drill instructions should be given to staff according to your school's emergency plan. (See the School Emergency Procedures Guide).
2. A minimum of **five** fire drills is required for each regular school year. Two should be performed during a summer session.
3. Drills should be conducted randomly, not only when classes are in session or when it is convenient.
4. The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.
5. Fire drills should be conducted at varying dates and times.
6. Evacuate the building according to the following procedures:

- Students should walk directly to their designated exits in a quiet and orderly manner.
- Do not use elevators during a fire evacuation.
- The first student to reach the classroom door should hold it open for others.
- The teacher should make sure that everyone is out of the room and close the classroom door.
- By pre-arrangement, the principal will designate staff to assist individuals with disabilities.
- Each classroom will have a designated meeting location a safe distance from the building.
- Individuals should not stand on roads or driveways, and should not be in the way of fire personnel.
- Teachers are responsible for students under their supervision and should take attendance. Teachers should notify the principal of missing students.
- Staff should familiarize themselves with their areas of responsibility.
- Students and staff can return to the building when the all clear signal is given.

State law requires a record of all fire drills. Please document the date the fire drill takes place, the hour of day the drill is held, and the vacating time.

Thank you

Record of Fire Drills

School Name: Rushford - Peterson
Address: 1000 Pine Meadows Ln
City: Rushford, MA

**ALL OCCUPANTS MUST LEAVE THE BUILDING
IN A FIRE DRILL: STUDENTS, SCHOOL
PERSONNEL, AND VISITORS.**

Regular School Year

	Date of drill	Hour of day	Vacating time
1.	9-14-20	1:45	2:08
2.	10-22-20	10:20	2:01
3.	1-5-21	8:50	2:05
4.			
5.			

Summer Session (if applicable)

	Date of drill	Hour of Day	Vacating time
1.			
2.			

Comments: _____



Science Safety Checklist

Client Rushford-Peterson Schools **IEA Assessor** Dan Fitch
Building High School **Date** 02-26-2020

Part 1: General safety requirements for science labs

Room: Biology Room 219

Item/Description:	Citation	Status
1. FIRE EXTINGUISHERS. At least one 2A-20BC rated (or larger) portable fire extinguisher must be provided for each 3,000 feet of laboratory. Travel distance must not exceed 50 feet from anywhere in the lab.	MSFC (15) 906.1	Meets
2. EGRESS AISLES. Aisles serving work areas on two sides must be at least 36" wide; those serving work areas on one side must be 24".	MSFC (15) 1104.22.1	Meets
3. NUMBER OF EXITS. At least 2 remotely located egress doorways must be provided for newly constructed labs containing hazardous materials that exceed 500 square feet in area. At least 2 remotely located egress doorways are required for existing labs exceeding 1,000 square feet in area.	MSFC (15) 1015.1 MSFC (15) 1104.24	Meets
4. FIRE SEPARATIONS. Labs must be separated from other portions of the building by not less than a one-hour fire barrier. *Note: A fire separation is not required for labs equipped with fire sprinkler protection.	MSFC (15) 1106.3	Meets
5. FIRE ALARM & DETECTION. Labs must be equipped with automatic fire detection interconnected with the building's fire alarm system. *Note: Labs protected by an approved and supervised fire sprinkler system do not require automatic fire detection.	MSFC (15) 1103.7.2.2	Meets
6. ELECTRICAL SAFETY. Damaged electrical wiring, receptacles, and fixtures must be repaired in accordance with the state electrical code. Wiring junctions shall be enclosed in approved junction boxes and provided with cover plates. Appliances requiring a ground connection must be connected to a grounded receptacle.	MSFC (15) 605.7	Meets
7. EXTENSION CORDS. Extension cords must not be used as a substitute for permanent wiring, but may be used temporarily with portable appliances. Cords must be in good condition and properly rated for the appliance.	MSFC (15) 605.5	Meets
8. ELECTRICAL MULTI-PLUG ADAPTERS. Relocatable power-taps (i.e. power strips) must be grounded and listed to UL 1363. Current-taps (multi-plug adapters without a power-cord) must be listed to UL 498A.	MSFC (15) 605.4	Meets
9. ELECTRICAL PANEL ACCESS. A working space of not less than 30" in width, 36" in depth and to a height of 78" shall be maintained in front of electrical panels.	MSFC (15) 605.3	Meets
10. EMERGENCY PLANNING. Persons responsible for each lab must be familiar with the chemical nature of the materials present in the lab and the appropriate mitigating actions to be taken in case of fire, leak, or spill.	MSFC (15) 5003.9.1	Meets
11. SPILL CONTROL. Neutralizing chemicals, spill kits, dry sand, absorbents	MSFC (15) 5003.9.1	Meets

and other spill control methods must be readily available while the lab is in use.

12. **GAS SHUT-OFF VALVE.** Clearly labeled and readily accessible manual or remotely activated automatic shutoff valves are required at the source of gas piping systems and at each point of use.

MSFC (15)
5003.2.2.1, item 3 Meets

13. **FUME HOODS.** Fume/exhaust hoods must be listed or engineered for its intended use and maintained in proper operating condition.

MSFC (15) 5003.2 Meets

14. **EYE PROTECTION.** Enough eye protection devices (goggles) must be provided for every student in the room, visitors, and the teacher whenever potentially hazardous activities are taking place.

MN Statute
121A.32 Meets

15. **GAS PIPING SYSTEMS.** Gas piping systems must comply with nationally recognized standards.

MSFC (15)
5003.2.2 Unknown

16. **USE OF REFRIGERATORS.** Refrigerators, freezers and other cooling equipment used to store or cool flammable liquids must be specifically listed for such use.

MSFC (15) 605.7 N/A

Comments/Recommendations:

The fridge is located in the science prep area.

Part 2: General safety *recommendations* for science labs

1. **SUPERVISION OF STUDENTS.** Students must be under the direct supervision of a faculty member or an assistant at all times. In most cases, it is recommended that direct supervision means direct eye contact. It is recommended that no more than two students be assigned to a lab station.

Recommendation
NFPA 45 (15)
3.3.13 Could Not Verify

2. **ELECTRICITY & SPILLS.** Electrical receptacles, switches, and controls must be located so as not to be subject to liquid spills.

Recommendation
NFPA 45 (15) 5.6 Meets

3. **USE OF REFRIGERATORS.** Each refrigerator, freezer, or cooler should be prominently marked to indicate whether it meets the requirements for safe storage of flammable liquids.

Recommendation
NFPA 45 (15)
11.3.2 Meets

4. **EXPLOSIVE MATERIALS NOT ALLOWED.** It is recommended that due to the serious explosion hazard present, the following chemicals not to be used in an instructional setting:

NFPA 45 (2000)
9.2.2.1

Benzoyl Peroxide

Recommendation Meets

Carbon Disulfide

Recommendation Meets

Ethyl Ether

Recommendation Meets

Perchloric Acid

Recommendation Meets

Picric Acid

Recommendation Meets

Potassium metal	Recommendation	Meets
Magnesium powdered metal	Recommendation	Meets
5. PERSONAL SAFETY. Loose clothing (e.g. sleeves, full cut blouses, neckties, etc.) and long hair should be properly restrained. Also, some laboratory activities could be dangerous to persons wearing contact lenses.	Recommendation	Could Not Verify
6. HEAT SOURCES. Heat sources should never be left unattended (e.g. gas burners, hot plates, heating mantles, etc.)	Recommendation	Could Not Verify
7. DANGEROUS RISK CHEMICALS. See lists of chemical where risk exceeds the educational value or the chemicals should be used in limited quantities. (Tables 2 and 3)	Recommendation	See Chemical List Below
8. VENTILATION. Science labs and associated chemical storage areas should be equipped with a ventilation system having a minimum exhaust rate of 1.0 CFM/ft ² . *Note: this is a requirement for newly constructed labs.	Recommendation MMC (15) 403.3	Not inspected by a licensed engineer
Comments/Recommendations:		

The inspection took place during normal school hours, but outside of lab hours. Supervision of students could not be observed. Personal safety could not be observed. Heat sources could not be observed.

Room: Chemistry Room 225

Item/Description:	Citation	Status
1. FIRE EXTINGUISHERS. At least one 2A-20BC rated (or larger) portable fire extinguisher must be provided for each 3,000 feet of laboratory. Travel distance must not exceed 50 feet from anywhere in the lab.	MSFC (15) 906.1	Meets
2. EGRESS AISLES. Aisles serving work areas on two sides must be at least 36" wide; those serving work areas on one side must be 24".	MSFC (15) 1104.22.1	Meets
3. NUMBER OF EXITS. At least 2 remotely located egress doorways must be provided for newly constructed labs containing hazardous materials that exceed 500 square feet in area. At least 2 remotely located egress doorways are required for existing labs exceeding 1,000 square feet in area.	MSFC (15) 1015.1 MSFC (15) 1104.24	Meets
4. FIRE SEPARATIONS. Labs must be separated from other portions of the building by not less than a one-hour fire barrier. *Note: A fire separation is not required for labs equipped with fire sprinkler protection.	MSFC (15) 1106.3	Meets
5. FIRE ALARM & DETECTION. Labs must be equipped with automatic fire detection interconnected with the building's fire alarm system. *Note: Labs protected by an approved and supervised fire sprinkler system do not	MSFC (15) 1103.7.2.2	Meets

require automatic fire detection.

5. **ELECTRICAL SAFETY.** Damaged electrical wiring, receptacles, and fixtures must be repaired in accordance with the state electrical code. Wiring junctions shall be enclosed in approved junction boxes and provided with cover plates. Appliances requiring a ground connection must be connected to a grounded receptacle.

MSFC (15) 605.7 Meets

7. **EXTENSION CORDS.** Extension cords must not be used as a substitute for permanent wiring, but may be used temporarily with portable appliances. Cords must be in good condition and properly rated for the appliance.

MSFC (15) 605.5 Meets

8. **ELECTRICAL MULTI-PLUG ADAPTERS.** Relocatable power-taps (i.e. power strips) must be grounded and listed to UL 1363. Current-taps (multi-plug adapters without a power-cord) must be listed to UL 498A.

MSFC (15) 605.4 Meets

9. **ELECTRICAL PANEL ACCESS.** A working space of not less than 30" in width, 36" in depth and to a height of 78" shall be maintained in front of electrical panels.

MSFC (15) 605.3 Meets

10. **EMERGENCY PLANNING.** Persons responsible for each lab must be familiar with the chemical nature of the materials present in the lab and the appropriate mitigating actions to be taken in case of fire, leak, or spill.

MSFC (15)
5003.9.1 Meets

11. **SPILL CONTROL.** Neutralizing chemicals, spill kits, dry sand, absorbents and other spill control methods must be readily available while the lab is in use.

MSFC (15)
5003.9.1 Meets

12. **GAS SHUT-OFF VALVE.** Clearly labeled and readily accessible manual or remotely activated automatic shutoff valves are required at the source of gas piping systems and at each point of use.

MSFC (15)
5003.2.2.1, item 3 Meets

13. **FUME HOODS.** Fume/exhaust hoods must be listed or engineered for its intended use and maintained in proper operating condition.

MSFC (15) 5003.2 Meets

14. **EYE PROTECTION.** Enough eye protection devices (goggles) must be provided for every student in the room, visitors, and the teacher whenever potentially hazardous activities are taking place.

MN Statute
121A.32 Meets

15. **GAS PIPING SYSTEMS.** Gas piping systems must comply with nationally recognized standards.

MSFC (15)
5003.2.2 Unknown

16. **USE OF REFRIGERATORS.** Refrigerators, freezers and other cooling equipment used to store or cool flammable liquids must be specifically listed for such use.

MSFC (15) 605.7 Meets

Comments/Recommendations:

The fridge is located in the science prep area.

Part 2: General safety recommendations for science labs

1. **SUPERVISION OF STUDENTS.** Students must be under the direct supervision of a faculty member or an assistant at all times. In most cases,

Recommendation
NFPA 45 (15) Could Not Verify

It is recommended that direct supervision means direct eye contact. It is recommended that no more than two students be assigned to a lab station.

3.3.13

2. **ELECTRICITY & SPILLS.** Electrical receptacles, switches, and controls must be located so as not to be subject to liquid spills.

Recommendation
NFPA 45 (15) 5.6

Meets

3. **USE OF REFRIGERATORS.** Each refrigerator, freezer, or cooler should be prominently marked to indicate whether it meets the requirements for safe storage of flammable liquids.

Recommendation
NFPA 45 (15)
11.3.2

Meets

4. **EXPLOSIVE MATERIALS NOT ALLOWED.** It is recommended that due to the serious explosion hazard present, the following chemicals not to be used in an instructional setting:

NFPA 45 (2000)
9.2.2.1

Benzoyl Peroxide

Recommendation

Meets

Carbon Disulfide

Recommendation

Meets

Ethyl Ether

Recommendation

Meets

Perchloric Acid

Recommendation

Meets

Picric Acid

Recommendation

Meets

Potassium metal

Recommendation

Meets

Magnesium powdered metal

Recommendation

Meets

5. **PERSONAL SAFETY.** Loose clothing (e.g. sleeves, full cut blouses, neckties, etc.) and long hair should be properly restrained. Also, some laboratory activities could be dangerous to persons wearing contact lenses.

Recommendation

Could Not Verify

6. **HEAT SOURCES.** Heat sources should never be left unattended (e.g. gas burners, hot plates, heating mantles, etc.)

Recommendation

Could Not Verify

7. **DANGEROUS RISK CHEMICALS.** See lists of chemical where risk exceeds the educational value or the chemicals should be used in limited quantities. (Tables 2 and 3)

Recommendation

See Chemical
List Below

8. **VENTILATION.** Science labs and associated chemical storage areas should be equipped with a ventilation system having a minimum exhaust rate of 1.0 CFM/ft².

Recommendation
MMC (15) 403.3

Not inspected
by a licensed
engineer

*Note: this is a requirement for newly constructed labs.

Comments/Recommendations:

The inspection took place during normal school hours, but outside of lab hours. Supervision of students could not be observed. Personal safety could not be observed. Heat sources could not be observed.

Part 3: Science chemical storage requirements

Room: Chemical Storage Room 220

Item / Description	Citation	Status
1. FLAMMABLE/COMBUSTIBLE LIQUID QUANTITIES IN USE. Quantities of flammable and combustible liquids shall not exceed the amounts necessary for demonstration, treatment, laboratory work, maintenance purposes, or operation of equipment. See limits in "Use" column of Table 1 below (adapted from MSFC Table 5003.1.1(1)).	MSFC (15) 5704.3.4.1	Meets
2. FLAMMABLE LIQUIDS CABINET. Quantities of flammable and combustible liquid in excess of 10 gallons must be stored in a flammable liquids cabinet. Quantities not exceeding ten gallons must be stored in an approved location.	MSFC (15) 57043.4.4	Meets
3. FLAMMABLE/COMBUSTIBLE LIQUID QUANTITIES IN STORAGE. The maximum quantity of flammable and combustible liquids in storage and use in a lab must not exceed 120 gallons. Note: These quantities may be doubled if stored in approved storage cabinets or in sprinklered buildings. (Both increases apply)	MSFC (15) 5003.1.1	Meets
4. HAZARDOUS MATERIALS – QUANTITIES IN STORAGE & USE. Quantities of hazardous materials being stored or used shall not exceed the amounts shown in Table 1 (adapted from MSFC Table 5003.1.1(1)).	MSFC (15) 5003.1.1	Meets
5. APPROVED CONTAINERS. All chemicals must be stored in approved containers (if possible, chemicals should be stored in the original shipping package).	MSFC (15) 5003.2.1	Meets
6. FLAMMABLE/COMBUSTIBLE LIQUID CONTAINERS. Class I, II and IIIA liquids must be stored in approved storage containers.	MSFC (15) 5704.3.1	Meets
7. REACTIVE MATERIALS. Materials that will react with water or other liquids to produce a hazard shall not be stored in the same room or area with flammable/combustible liquids -or- such materials must be isolated within an approved hazardous materials storage cabinet.	MSFC (15) 5704.3.3.2	Meets
8. GAS CYLINDERS. Gas cylinders designed with protective devices such as caps, collars, or plugs shall have such devices in place when not in use.	MSFC (15) 5303.6	N/A
9. GAS CYLINDERS. All gas cylinders must be secured in a place to prevent	MSFC (15)	N/A

falling.

10. **SDS AVAILABLE.** Safety Data Sheets (SDS) must be readily available on the premises for all hazardous chemicals.

11. **INCOMPATIBLE MATERIALS.** Incompatible materials shall be properly separated.

12. **DEFECTIVE CONTAINERS.** Defective containers must be removed and disposed of in a proper manner.

13. **CHEMICAL RELEASE.** Hazardous Materials shall not be released into a sewer, storm drain, ditch, drainage canal, lake, river, or tidal waterway, or upon the ground, street, sidewalk, street, or highway or into the atmosphere.

14. **SECURING STORAGE AREAS.** Areas used for storage, use or handling of hazardous materials must be secured against unauthorized entry.

15. **CONTAINER LABELING.** All containers must be properly labeled to identify the contents

16. **TRANSFER OF FLAMMABLE LIQUIDS.** When transferring flammable liquids between containers, the containers must be properly bonded together. The practice of purchasing large containers and dispensing into smaller ones is discouraged.

Comments/Recommendations:

Chemical storage area was not locked at the time of the inspection.

5303.5.3

MSFC (15) 5003.4

Meets

MSFC (15)
5003.9.8

Meets

MSFC (15)
5003.2.6

Meets

MSFC (07)
2703.9.2

Meets

MSFC (15)
5003.9.2

Does not Meet

MSFC (15) 5003.5

Meets

MSFC (15)
5705.3.2

Meets

Table 2: Excessive Risk Chemicals

	Room / Location	Chemical Storage Room 220
Acetic Anhydride:	Explosive potential, corrosive	
Acetyl Chloride:	Corrosive, fire risk, reacts violently with water and alcohol	
Acrylamide:	Toxic by absorption, suspected carcinogen	
Acrylonitrile:	Flammable, poison	

Adipoyl Chloride:	Corrosive, absorbs through skin, lachrymator (causes eyes to tear)
Aluminum Chloride:	Corrosive, water reactive
Ammonia, gas:	Corrosive, lachrymator (causes eyes to tear)
Ammonium Bifluoride:	Reacts with water, forms Hydrofluoric Acid
Ammonium Bichromate:	May explode upon contact with organics, suspected carcinogen
Ammonium Chromate:	Poison, oxidizer, may explode when heated
Ammonium Dichromate:	Reactive, may cause fire and explosion
Ammonium Perchlorate:	Explosive, highly reactive
Ammonium Sulfide:	Corrosive, poison reacts with water and acids
Aniline:	Absorbs through skin, carcinogen, toxic
Aniline Hydrochloride:	Poison
Antimony Oxide:	Health hazard
Antimony Powder:	Flammable solid, health hazard
Antimony Trichloride:	Corrosive, emits Hydrogen Chloride gas if moistened
Arsenic compounds:	Carcinogen, poison
Asbestos, Friable:	Carcinogen, health hazard (inhalation)
Azide compounds:	Extremely reactive, explosive in contact with metals, highly toxic
Barium Chromate:	Poison
Benzene:	Carcinogen, flammable
Benzoyl Peroxide:	Flammable, organic peroxide, oxidizer
Beryllium & its compounds:	Carcinogen, poison; dust is highly toxic
Bromine:	Corrosive, oxidizer, volatile liquid
Cadmium compounds:	Carcinogen, toxic, heavy metal
Calcium Fluoride (Fluorspar):	Toxic fumes when heated, damage to fetus or embryo
Carbon Disulfide:	Flammable, toxic
Carbon Tetrachloride:	Carcinogen, toxic
Chloral Hydrate:	Sedative, hypnotic drug, DEA controlled substance
Chlorine, gas:	Corrosive, poison
Chlorobenzene:	Explosive, toxic by inhalation

Chloroform:	Carcinogen, can form phosgene gas (if old)
Chorosulfonic Acid:	Toxic (aka Sulfuric Chlorhydrin)
Chromic Acid:	Strong oxidizer, poison
Collodion:	Flammable, explosive when dry, nitrocellulose compound
Cuprous Cyanide:	Toxic
Cyanogen Bromide:	Poison, irritant to skin and eyes
Cyclohexene:	Flammable, forms peroxides
Dichlorobenzene:	Toxic
Dichloroethane:	Flammable, toxic
Dinitro Phenol:	Explosive, disposal by bomb squad
Dinitrophenyl Hydrazine:	Severe explosion and fire risk
Dioxane:	Flammable, forms peroxides
Ether, Anhydrous:	Flammable, forms peroxides
Ether, Ethyl:	Flammable, forms peroxides
Ether, Isopropyl:	Flammable, forms peroxides
Ethylene Dichloride:	Contact hazard, toxic, fire risk, explosive in air (6-16%)
Ethyl Nitrate:	Explosive, disposal by bomb squad
Ethyleneimine:	Flammable
Ferrous Sulfide:	Spontaneously ignites if wet
Formaldehyde (Formalin):	Carcinogen, sensitizer, toxic
Gunpowder:	Explosive
Hydrazine:	Carcinogen, corrosive, flammable, absorbs through skin
Hydriodic Acid:	Corrosive, toxic
Hydrobromic Acid:	Corrosive, poison
Hydrofluoric Acid:	Corrosive, poison
Hydrogen:	Flammable
Hydrogen Sulfide, gas:	Poison, forms Sulfuric Acid with water
Lithium Aluminum Hydride:	Flammable, reacts with air, water, and organics
Lithium Metal:	Water reactive
Mercaptoethanol:	Corrosive, flammable

Mercury compounds:	Poison, heavy metal
Mercury, liquid:	carcinogen, toxic, heavy metal
Methylene Chloride:	carcinogen, narcotic, toxic
Methyl Ethyl Ketone (MEK):	Flammable, toxic
Methyl Isocyanate:	Flammable, toxic
Methyl Isopropyl Ketone:	Toxic
Methyl Methacrylate:	Flammable, vapors cause explosive mixture in air
Naphthylamine, a-:	Carcinogen, combustible, toxic
Nickel Oxide:	Carcinogen, toxic, flammable as a dust
Nitrilotriacetic Acid:	Corrosive
Nitrobenzene:	Highly toxic
Nitrocellulose:	Explosive, flammable
Nitrogen Trilodide:	Explosive, disposal by bomb squad
Nitroglycerine:	Explosive, disposal by bomb squad
Osmium Tetraoxide (Osmic Acid):	Highly toxic
Pentachlorophenol:	Extremely toxic
Perchloric Acid:	Strong oxidizer, reactive
Phosphorus Pentasulfide:	Water reactive, toxic, incompatible with air & moisture
Phosphorus Pentoxide:	Oxidizer, toxic
Phosphorus, Red:	Flammable solid
Phosphorus, Yellow or White:	Reactive with air, poison
Picric Acid (Trinitrophenol):	Explosive when dry
Potassium Cyanide:	Poison, extremely hazardous
Potassium Perchlorate:	Power oxidizer, reactive
Potassium Sulfide:	Flammable, spontaneously ignites
Potassium, metal:	Reactive with water, forms peroxides
Pyridine:	Flammable, toxic, vapors cause explosive mixture in air
Selenium:	Toxic
Silver oxide:	Poison
Silver Cyanide:	Extremely toxic

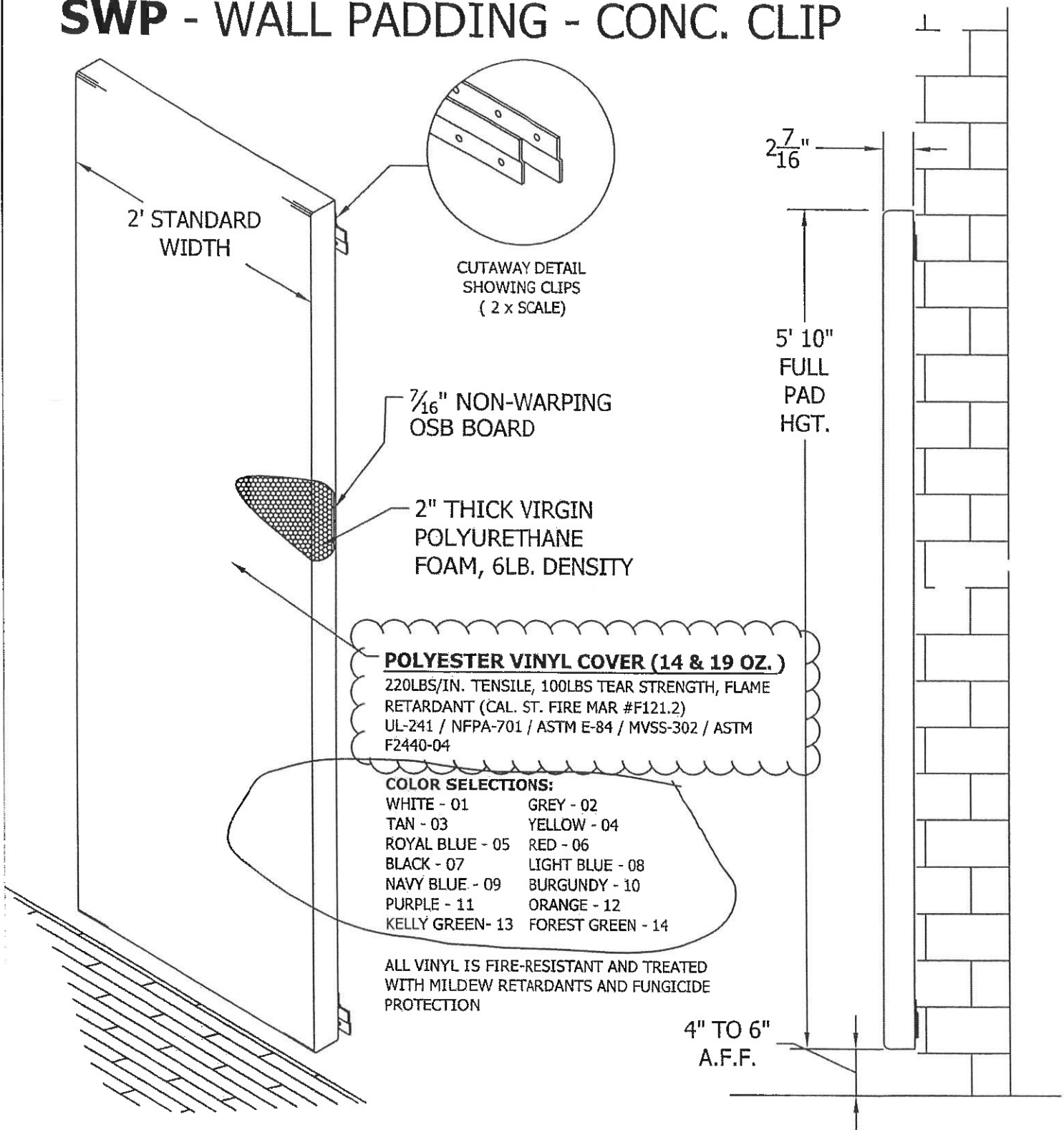
Sodium Metal:	Corrosive, water reactive, spontaneously ignites
Sodium Arsenate:	Carcinogen, toxic
Sodium Arsenite:	Carcinogen, toxic
Sodium Azide:	Reacts explosively with metal, poison
Sodium Borohydride:	Flammable solid, water reactive
Sodium Cyanide:	Poison
Sodium Fluoride (Bifluoride):	Toxic by ingestion & inhalation, skin irritant
Sodium Fluoroacetate:	Poison
Sodium Peroxide:	Water reactive, fire and explosion risk
Sodium Sulfide:	Fire and explosion risk
Strontium:	Flammable, water reactive (store under naphtha)
Tetrahydrofuran:	Flammable, forms peroxides
Thioacetamide:	Carcinogen, combustible, toxic
Thionyl Chloride:	Corrosive
Thiourea:	Carcinogen
Titanium Trichloride:	Flammable
Triethylamine:	Flammable, irritant, toxic
Trinitrobenzene:	Explosive, disposal by bomb squad
Trinitrophenol:	Explosive, disposal by bomb squad
Trinitrotoluene:	Explosive, disposal by bomb squad
Uranium/Uranyl Compounds:	Radioactive

Table 3: High Risk Chemicals – Use very limited amounts

Acetamide:	Carcinogen
Ammonium Nitrate:	Powerful oxidizer, reactive
Barium Peroxide:	Fire & explosion risk with organics; oxidizer, toxic
Butyric Acid:	Corrosive
Cadmium sulfide:	Carcinogen, highly toxic
Calcium Carbide:	Flammable, water reactive
Chromium Trioxide:	Oxidizer, poison

Ethidium Bromide:	Mutagen
Hexamethylenediamine:	Corrosive, absorbs through skin, lachrymator (causes eyes to tear)
Hexanediamine, 1-6:	Corrosive, absorbs through skin, lachrymator (causes eyes to tear)
Hydrogen Peroxide (>29%):	Corrosive to tissue, power oxidizer
Lead compounds:	Highly toxic
Lead Nitrate:	Oxidizer, toxic, heavy metal
Magnesium, powder:	Flammable
Mercury Thermometers:	Corrosive, toxic, heavy metal
Phenol:	Poison
Potassium Chlorate:	Reactive, powerful oxidizer
Potassium Chromate:	Oxidizer, toxic
Potassium Dichromate:	Carcinogen, powerful oxidizer
Radioactive Materials:	Radioactive
Sebacoyl Chloride:	Corrosive, irritant, lachrymator (causes eyes to tear)
Silver compounds:	Toxic
Sodium Chlorate:	Powerful oxidizer
Sodium Chromate:	Oxidizer
Sodium Dichromate:	Reactive, fire & explosion risk
Sodium, metal (small chips):	Corrosive, water reactive
Strontium Nitrate:	Oxidizer, may explode when heated
Thermite:	Flammable solid
Toluene:	Flammable, toxic
Wood's Metal:	Poison
Xylene:	Flammable, toxic
Comments/Recommendations:	

SWP - WALL PADDING - CONC. CLIP



SCALE: 1" = 1'

(8) REQ'D 2' WIDTH (STD.) IN GYM E009

 AALCO MANUFACTURING COMPANY 1650 AVENUE "H" ST. LOUIS, MO 63125 1-314-544-1300 1-800-537-1259 FAX: 1-314-544-2385 www.aalcoinc.com		PROJECT NEW EARLY CHILDHOOD K-12 SCHOOL	
		CITY/STATE RUSHFORD, MN 55971	
		ARCHITECT ATS&B, INC.	
		DEALER	
CONTRACTOR WIESER BROS GENERAL CONTRACTING		JOB NO. 17265	DATE 12/30/2015
REVISIONS	BY	SCALE NTS	DRAWN BY P. POHRER
		SHEET 18	
RPR: SECTION 11480			



Custom Communications Inc.

1661 Greenview Dr. SW Rochester, MN. 55902-4215

(507) 288-5522

License # TS 00181

1. PROPERTY INFORMATION (NFPA 72 2010 14.6.2.4)

Date of Inspection 8-11-20 Account # 31-7412

Name of property : Rushford Peterson School

Address : 1000 Pine Meadow Ln Rushford MN

Description of property : _____

Occupancy type : _____

Name of property representative : JON THOMPSON Phone: 507-864-7786 E-mail: jonthompson@r-pschools.com

Address : Same as Above Same as Above Same as Above

Authority having jurisdiction over this property: Mn. State Fire Marshall

Phone: MSFM 651-331-1524 Fax: NA E-mail: _____ 

2. INSPECTION AND SERVICE ORGANIZATION INFORMATION (NFPA 72 2010 14.2.2.5)

Inspection organization for this equipment CUSTOM ALARM

Address : 1661 GREENVIEW DR. SW ROCHESTER MN

Phone: 507-288-5522 Fax: 507-292-0739 E-mail: service@custom-alarm.com

Service Technician or Inspectors : Clyde & RYAN Phone: 507-288-0861 E-mail: clyde@custom-alarm.com

Qualifications of technician or inspector : NICET, PLT

Monitoring organization for this equipment: Custom Alarm

Address : 1661 Greenview Dr SW Rochester MN

3. TYPE OF SYSTEM AND SERVICE

Type of Transmission: Digital Type of Service: Annually

Panel Manufacturer: Notifier Model No.: 3030

Circuit Styles: CLASS B Number of Circuits _____ 

Software Revisions # : NA Software last updated on: NA Last Service Date : NA

4. ALARM-INITIATING DEVICES (NFPA 72 2010 14.4.2.2 & 14.4.5)

	Address	Conv.	Photo	Ion	Multi	Coded	Fixed	R of R	NA
Manual Fire Alarm Boxes	<u>3</u>	☐	☐	☐	☐	☐	☐	☐	☐
Smoke Detectors	<u>90</u>	☒	☐	☐	☐	☐	☐	☐	☐
Duct Detectors	_____	☐	☐	☐	☐	☐	☐	☐	☒
Heat Detectors	<u>1</u>	☐	☐	☐	☐	☐	☒	☒	☐
Gas Detectors	_____	☐	☐	☐	☐	☐	☐	☐	☒
Beam Detector	_____	☐	☐	☐	☐	☐	☐	☐	☒
Radiant Energy (Flame) Detectors	_____	☐	☐	☐	☐	☐	☐	☐	☒
Water Flow Switches	_____	☐	☐	☐	☐	☐	☐	☐	☐
Other (Specify):  _____	<u>107</u>	☐	☐	☐	☐	☐	☐	☐	☒

Alarm Verification feature is Disabled ☒ Enabled ☐

5. SUPERVISORY SIGNAL-INITIATING DEVICES (NFPA 72 2010 14.4.2.2 & 14.4.5)

	Address	Conv.	NA	Comments
Sprinkler System Supervisory Devices			☐	GENERAL TESTED SAME WHILE WE WERE HERE
Fire Pump Description & Supervisory Devices			☒	
Fire Pump Function Supervised			☒	
Duct Detectors (DSDs)	63		☐	
Other			☒	

6. ALARM NOTIFICATION APPLIANCES (NFPA 72 2010 14.4.2.2 & 14.4.5)

	Quantity	NA	Comments
Horn/Strobes		☒	
Horns		☒	
Chimes		☒	
Strobes	74	☐	
Bells		☒	
Speakers	153	☐	SPEAKER STROBES
Piezo		☒	

7. AUXILIARY FUNCTIONS (NFPA 72 2010 14.4.2.2 & 14.4.5)

	Quantity	NA	Comments
Door-releasing devices	16	☐	includes roll down
Fan Shutdown		☒	
Smoke management/smoke control		☒	
Smoke damper operation		☒	
Smoke shutter release		☒	
Door unlocking		☒	
Elevator recall		☒	
Elevator shunt trip		☒	
Other ELEVATOR CURTAINS		☒	

8. SIGNALING LINE CIRCUITS (NFPA 72 2010 3.3.242)

Quantity and style of signaling line circuits connected to system (See NFPA 72 2010 12):

Quantity ☒ Style(s) 4 Are circuits monitored for integrity ☒ Yes ☐ No

9. SYSTEM POWER SUPPLIES

9.1 Primary Power

Input voltage of control panel : 120v AC Control panel amps. : 5
 Location (of Primary Supply Panel board): Panel Room Disconnecting Means Location: NA

9.2 Batteries Secondary Power

Location: FACP Type: Sealed Lead Acid Nominal voltage: 12 Ampere-Hr Rating 55
 In stand by mode (hours): 24 In alarm mode (minutes): 5
 Batteries are marked with date of install: ☒ Date 8/2017

9. SYSTEM POWER SUPPLIES cont.

9.3 Notification Appliances Power

☒ This system does not have Notification Appliances Power

Location: NA Type: Sealed Lead Acid Nominal voltage: NA Ampere-Hr Rating NA

In stand by mode (hours): NA In alarm mode (minutes): NA

Batteries are marked with date of install: ☐ Date NA

10. ANNUNCIATORS

☐ This system does not have Annunciators

Annunciator 1: MAIN ENTRANCE

Annunciator 2: NA

Annunciator 3: NA

Dispatcher: BOLD

11. NOTIFICATIONS MADE PRIOR TO ANY TESTING (NFPA 72 2010 14.2.3))

NOTIFICATIONS ARE MADE	Yes	No	Contact	Time
Monitoring Entity	☒	☐	Custom Alarm	7:49
Building Management	☒	☐	Rod	
Building Occupants	☒	☐	Staff	NA
Other (Specify)	☐	☒	NA	NA
AHJ (Notified) of Any Impairments	☐	☒	NA	NA
Time Out		7:49	Time In	

12. SYSTEM TESTS AND INSPECTIONS RESULTS (NFPA 72 2010 14.4.2.2 & 14.4.5))

	Visible	Functional	Comments
Control Unit	☒	☒	
Lamp/LED/LCDs	☒	☒	
Fuses	☒	☒	Internal
Trouble signals	☒	☒	
Disconnect switches	☒	☒	
Ground-fault monitoring	☒	☒	
Supervision	☒	☒	
Disconnect Switches	☒	☒	

12.1 CONTROL UNIT POWER SUPPLIES

	Visible	Functional	Comments
120-Volt Power	☒	☒	
Generator or UPS	☐	☐	NA
Battery Condition	☒	☒	
Load voltage	☒	☒	
Discharge Test	☒	☒	
Charger test	☒	☒	
Other 9 (Specify)	☐	☐	NA

12.2 NOTIFICATION APPLIANCES

	Visible	Functional	Comments
Audible	☒	☒	
Visual	☒	☒	
Speakers	☒	☒	
Voice Clarity		☒	

12.3. NOTIFICATION APPLIANCE POWER EXTENDER PANELS

☒ This system does not have power extender panels

Location	BY FIRE PANEL
Location	NA
Location	NA

12.4. TWO-WAY EMERGENCY COMMUNICATIONS EQUIPMENT

☒ This system does not have an EVACS

	Visual	Functional	Comments
Phone Set	☐	☐	
Phone Jacks	☐	☐	
Off-Hook Indicator	☐	☐	
Call-in Signal	☐	☐	
System Performance	☐	☐	
Call-in Signal	☐	☐	
Elevator Communication System	☐	☐	

12.5. COMBINATION SYSTEMS

☒ This system does not have an Combination systems

	Visual	Function	Comments
Fire Extinguishing Monitoring	☐	☐	
Carbon Monoxide Detectors	☐	☐	
Combination Fire/Security System	☐	☐	
Other (specify) _____	☐	☐	

12.6. SPECIAL HAZARD SYSTEMS

☒ This system does not monitor special hazards

Description (specify)	Visual	Function	Comments
	☐	☐	
	☐	☐	

13. SYSTEM RESTORED TO NORMAL OPERATION : (NFPA 72 2010 14.2.3))

Date 8/11/20 Time _____

13.1 SUPERVISING STATION MONITORING

	Yes	No	Time	Comments
Alarm Signal	☒	☐		
Alarm Restoration	☒	☐		
Trouble Signal	☒	☐		
Supervisory Signal	☐	☐		
Supervisory Restoration	☐	☐		

13. SYSTEM RESTORED TO NORMAL OPERATION cont: (NFPA 72 2010 14.2.3))

13.2 NOTIFICATIONS THAT TESTING IS COMPLETE

	Contact	Time
Monitoring Organization	Custom Alarm	
Building Management	Rod	
Building Occupants	STAFF	
Authority having Jurisdiction	NA	

This system, as specified herein, has been inspected and tested according to all NFPA 72 2010 standards cited herein .

Name of Inspector : Clyde Ediger Phone: 507-251-0861 E-mail: clayde@custom-alarm.com

Organization: Custom Alarm Title : Inspector Date Tuesday, August 11, 2020

Acceptance by Owner or Owner's Representative:

Representative : Jon Thompson Phone: 507-864-7786 E-mail: jonthompson@r-pschools.com

Signature: _____

14. COMMENTS - Performed Annual Fire Alarm Equipment Inspection And Found:

DUCT DETECTOR IN TH WRESTLING RM 77 STRG KEY SWITCH DOES NO WORK COULD NOT LOCATE DEVISE

THE RED WALL MOUNT STROBE IN THE RR ACROSS THE HALL BY RM 65 (X IS ON THE DEVISE)

SMOKE DETECTORS 1D049, 1D047, AND 1D045 TO CLOSE TO VENT NEEDS TO BE MOVED,

DD 1D109 & 1D084 KEY SWITCHES DO NOT WORK RECOMMEND REPLAR OR REPLACE

SEE DATA SHEET FOR DETAILS



15. INITIATING AND SUPERVISORY DEVICE TESTS AND INSPECTIONS

Location	Device	Type	Visual	Func.	Factory Setting	Mea. Setting	P	F
SEE ATTACHED DATA SHEET FOR DETAILS								
								
								
								
								
								
								
								
								
								
								
								
								
								
								
								
								
								
								
								
								
								
								

Custom Alarm Service

1661 Greenview Dr SW
Rochester, MN 55902-4215

To: 75317
Rushford Peterson School
1000 Pine Meadow Ln
Rushford, MN 55971



TonyV
on 8/12/2020 8:49:58 AM

Contact:

Jon Thompson (319) 231-3921

Comments:

See Notes

Appointment Information:

Technician	Date	Arrived	Completed	Time On Site
Jason Cronin	8/27/2020	13:19	16:00	2:41

Field Notes:

McKenzie

9/2/2020 6:04:06 PM

Service to alarm system on 8/27/20. Technician found that duct detectors were replaced but wrong heads were used. Repaired issue, fixed wiring on strobe and moved smokes as needed. Thank you!

Roni

9/2/2020 5:00:11 PM

Emailed CLYde and Eric for Fire Deficiency - Compliance

Roni

9/2/2020 4:30:11 PM

Billable

JasonC

8/27/2020 3:58:19 PM

Found that someone had replaced duct detectors but used the wrong heads. Customer had some on site. Was just a wiring issue on bathroom strobe. Moved smokes in early child hood rooms. System is normal.

TonyV

8/27/2020 8:45:57 AM

Rod Morcomb - 507-450-0870

TonyV

8/12/2020 8:50:32 AM

1- DUCT DETECTOR IN TH WRESTLING RM 77 STRG KEY SWITCH DOES NO WORK DUCT DETECTOR NA
2- THE RED WALL MOUNT STROBE IN THE RR ACROSS THE HALL BY RM 65 (X IS ON THE DEVISE)
3- SMOKE DETECTORS 1D049, 1D047, AND 1D045 TO CLOSE TO VENT NEEDS TO BE MOVED,
4- DD 1D109 & 1D084 KEY SWITCHES DO NOT WORK RECOMMEND REPLAR OR REPLACE
SEE DATA SHEET FOR DETAILS AND LOCATIONS

TonyV

8/12/2020 8:49:58 AM

See Notes

Parts Used:

Part	Location	Quantity	Rate	Price
------	----------	----------	------	-------

Call Monitoring Response Center directly for service...507-288-5520.

Custom Alarm Service

1661 Greenview Dr SW
Rochester, MN 55902-4215

Service Ticket

Ticket Number 102560	Appointment 8/27/2020 10:45 AM	Technician Jason Cronin
Problem Code Fire-Alarm Deficiency	System Account 31-7412	System Type Fire Alarm
Panel Type NFS2-3030	Panel Location	Monitored By tom Communications
Service Level Commercial Level 04	Warranty Level Expired	Keys on File No
Secondary Account	Panel Phone #	2nd Panel Phone #

A service fee of \$112.00 applies, additional labor is billed in 15 minute increments after the first 1 minutes.

Custom Alarm Service

1661 Greenview Dr SW
Rochester, MN 55902-4215

To: 75317
Rushford Peterson School
1000 Pine Meadow Ln
Rushford, MN 55971



TonyV
on 8/12/2020 8:49:58 AM

Service Ticket

Ticket Number 102560	Appointment 8/27/2020 10:45 AM	Technician Jason Cronin
Problem Code Fire-Alarm Deficiency	System Account 31-7412	System Type Fire Alarm
Panel Type NFS2-3030	Panel Location	Monitored By from Communications
Service Level Commercial Level 04	Warranty Level Expired	Keys on File No
Secondary Account	Panel Phone #	2nd Panel Phone #

A service fee of \$112.00 applies, additional labor is billed in 15 minute increments after the first 1 minutes.

Service Performed:

Service Charges:

Labor	\$288.75	Amount Paid: \$	Check #:
Materials		CC Type	CC # Exp
Other	\$112.00	Name on Card	
Subtotal	\$400.75		
Tax		Customer Signature	Date
Total:	\$400.75		

Call Monitoring Response Center directly for service...507-288-5520.

Custom Alarm Service

1661 Greenview Dr SW
Rochester, MN 55902-4215

Form for Inspection, Testing and Maintenance of Wet Pipe Fire Sprinkler Systems

Wet

ONFSA

The Voice of the Fire Sprinkler Industry

This form covers the minimum requirements of NFPA 25-2008 for wet pipe fire sprinkler systems connected to water supplies without tanks or fire pumps. Separate forms are available for inspection, testing and maintenance of fire pumps, tanks, and other fire protection systems. More frequent inspection, testing and maintenance may be necessary depending on the conditions of the occupancy and the water supply. The work covered on this form is (check one): ☐ Monthly ☐ Quarterly ☒ Annual ☐ Third Year ☐ Fifth Year

Owner: _____

Phone Number: _____

Owner's Address: _____

Property Being Evaluated: RUSHFORD SCHOOLS

Property Address: 1000 PINE MEADOWS LANE, RUSHFORD, MN 55971

Date of Work: 8/11/20 All responses refer to the current work (inspection, testing and maintenance) performed on this date.

Notes: 1) All questions are to be answered Yes, No, or Not Applicable. All "No" answers are to be explained in Part III of this form.
2) Inspection, Testing and Maintenance are to be performed with water supplies (including fire pumps) in service, unless the impairment procedures of Chapter 15 of NFPA 25 are followed.

Part I – Owner's Section

- A. Is the building occupied? ☒ Yes ☐ No
- B. Has the occupancy and hazard of contents remained the same since the last inspection? ☒ Yes ☐ No
- C. Are all fire protection systems in service? ☒ Yes ☐ No
- D. Has the system remained in service without modification since the last inspection? ☒ Yes ☐ No
- E. Was the system free of actuation of devices or alarms since the last inspection? ☒ Yes ☐ No
- F. Name and address of property insurance contact: _____

G. Policy number (if known): _____

Owner or Representative (print name) _____ Signature and Date _____

Part II – Inspector's Section

A. Inspections

1. Daily and Weekly Items

- a. Control valves supervised with seals passed inspection in accordance with II.A.2.a below? ☒ Yes ☐ No ☐ N/A
- b. Backflow preventers:
1. Accessible and isolation valves open? ☒ Yes ☐ No ☐ N/A
2. Sealed, locked or supervised? ☒ Yes ☐ No ☐ N/A
3. Relief port on RPZ not discharging? ☐ Yes ☐ No ☒ N/A

2. Monthly Inspection Items (in addition to above items)

- a. Control valves and valves on backflow preventers with locks or electrical supervision:
1. In correct (open or closed) position? ☒ Yes ☐ No ☐ N/A
2. Lock or supervision in place? ☒ Yes ☐ No ☐ N/A
3. Accessible and free from external leaks? ☒ Yes ☐ No ☐ N/A
4. Provided with appropriate wrenches? ☒ Yes ☐ No ☐ N/A
5. Provided with appropriate identification? ☒ Yes ☐ No ☐ N/A
- b. Sprinkler wrench with spare sprinklers? ☒ Yes ☐ No ☐ N/A
- c. Gages on system in good condition and showing normal water supply pressure? ☒ Yes ☐ No ☐ N/A
- d. Alarm valve free from physical damage, trim in correct (open or closed) position and no leakage from retarding chamber or drains? ☐ Yes ☐ No ☒ N/A

3. Quarterly Inspection Items (in addition to above items)

- a. Fire department connections visible, accessible, couplings and swivels not damaged, gaskets in place and in good condition, identification sign(s) in place, check valve is not leaking, clapper in place and operating properly and automatic drain valve in place and operating properly? ☒ Yes ☐ No ☐ N/A
- (If plugs or caps are not in place, inspect interior for obstructions)
- b. Alarm devices free from physical damage? ☒ Yes ☐ No ☐ N/A

3. Quarterly Inspection Items (continued)

- c. Pressure reducing valves in open position, not leaking, with downstream pressure per design criteria, and in good condition with handwheels not broken? ☒ Yes ☐ No ☐ N/A
- d. Hydraulic nameplate (calculated systems) securely attached to riser and legible? ☒ Yes ☐ No ☐ N/A

4. Annual Inspection Items (in addition to above items)

- a. Proper number and type of spare sprinklers? ☒ Yes ☐ No ☐ N/A
- b. Visible sprinklers:
1. Proper position (upright, pendent, sidewall)? ☒ Yes ☐ No ☐ N/A
2. Free of corrosion and physical damage? ☒ Yes ☐ No ☐ N/A
3. Proper clearance below sprinklers? ☒ Yes ☐ No ☐ N/A
4. Free of foreign materials including paint? ☒ Yes ☐ No ☐ N/A
5. Liquid in all glass bulb sprinklers? ☒ Yes ☐ No ☐ N/A
- c. Visible pipe:
1. In good condition/no external corrosion? ☒ Yes ☐ No ☐ N/A
2. No mechanical damage or leaks? ☒ Yes ☐ No ☐ N/A
3. No external loads? ☒ Yes ☐ No ☐ N/A
- d. Visible pipe hangers and seismic braces not damaged or loose? ☒ Yes ☐ No ☐ N/A
- e. Hose, hose couplings and nozzles on sprinkler system passed inspection per NFPA 1962? ☐ Yes ☐ No ☒ N/A
- f. Adequate heat in areas with wet piping? ☒ Yes ☐ No ☐ N/A
- g. Internal inspection of the pipe performed in the last 5 years (remove a flushing connection and one sprinkler near the end of a branch line)? ☐ Yes ☐ No ☒ N/A
- (If "No", conduct internal inspection)

5. Fifth Year Inspection Items (in addition to above items)

- a. Alarm valves and associated strainers, filters and restricted orifices passed internal inspection? ☐ Yes ☐ No ☒ N/A
- b. Check valves internally inspected, all parts operate properly and are in good condition? ☐ Yes ☐ No ☒ N/A
- c. Internal pipe inspection performed per 4.g? ☐ Yes ☐ No ☒ N/A

B. Testing

Report any failures on Part III of this form.

1. Quarterly Tests

- a. Mechanical waterflow alarm devices passed tests by opening the inspector's test connection with alarms actuating and flow observed? ☐ Yes ☐ No ☒ N/A
- b. Post indicating valves opened until spring or torsion felt in the rod then closed back 1/4 turn? ☐ Yes ☐ No ☒ N/A
- c. Main drain test for system downstream of backflow device or pressure reducing valve:

75

60

1. Record static pressure _____ psi, residual pressure _____ psi
- 115 2. Was flow observed? ☒ Yes ☐ No ☐ N/A
3. Are results comparable to previous tests? ☒ Yes ☐ No ☐ N/A

- a. Valve supervisory switches indicate movement? ☒ Yes ☐ No ☐ N/A
- b. Electrical waterflow alarm devices passed tests by opening inspector's test connection with alarms actuating and flow observed? ☒ Yes ☐ No ☐ N/A
- 3. Annual Tests (in addition to previous items)**
- a. Main drain test for systems not tested quarterly:

75

60

1. Record Static _____ psi and Residual Pressure _____ psi
2. Was flow observed? ☒ Yes ☐ No ☐ N/A
3. Are results comparable to previous tests? ☒ Yes ☐ No ☐ N/A
- b. Are all sprinklers dated 1920 or later? ☒ Yes ☐ No ☐ N/A
- c. Sprinklers with fast response elements 20 years old or more replaced or successfully sample tested in last 10 years? ☐ Yes ☐ No ☒ N/A
- d. Standard response sprinklers 50 years old or more replaced or successfully sample tested in last 10 years? ☐ Yes ☐ No ☒ N/A
- e. Standard response sprinklers 75 years old or more replaced or successfully sample tested in last 5 years? ☐ Yes ☐ No ☒ N/A
- f. Dry-type sprinklers replaced or successfully sample tested in last 10 years? ☐ Yes ☐ No ☒ N/A
- g. Antifreeze solution specific gravity:
1. Correct at most remote point? ☐ Yes ☐ No ☒ N/A
2. Correct at interface with wet system? ☐ Yes ☐ No ☒ N/A
3. Correct at other test points (over 150 gal)? ☐ Yes ☐ No ☒ N/A
- h. All control valves operated through full range and returned to normal position? ☒ Yes ☐ No ☐ N/A
- i. Backflow devices passed backflow test? ☒ Yes ☐ No ☐ N/A
- j. Backflow devices passed forward flow test? ☒ Yes ☐ No ☐ N/A
- k. Pressure reducing valves passed partial flow? ☒ Yes ☐ No ☐ N/A
4. Test for every third year (in addition to previous items)
- Hose more than 5 years old connected to the system has been service tested per NFPA 1962. Water discharged and water flow alarms operated? ☐ Yes ☐ No ☒ N/A
5. Tests for every fifth year (in addition to appropriate items)
- a. Sprinklers above high temperature tested? ☐ Yes ☐ No ☒ N/A
- b. Gages checked by calibrated gage or replaced? ☐ Yes ☐ No ☒ N/A
- c. Pressure reducing valves passed full flow test? ☐ Yes ☐ No ☒ N/A

1. Regular Maintenance Items

- a. If any sprinkler failed the sampling testing of Parts II.B.3.c, d, e or f of this form, were all sprinklers represented by that sample replaced? ☐ Yes ☐ No ☒ N/A
- b. If sprinkler have been replaced, were they proper replacements? ☐ Yes ☐ No ☒ N/A
- c. Used hose was cleaned, drained and dried before being placed back in service? ☐ Yes ☐ No ☒ N/A
- d. Hose exposed to hazardous materials was disposed of or decontaminated in an approved manner? ☐ Yes ☐ No ☒ N/A
- e. Systems normally filled with fresh water were drained and refilled twice if raw water got into the system? ☐ Yes ☐ No ☒ N/A
- f. If any of the following were discovered, was an obstruction investigation conducted? ☐ Yes ☐ No ☒ N/A

Explain reasons(s) and obstruction investigation findings in Part III

1. Defective intake screen on pump supplied from open sources
2. Obstructive material discharged during flow tests
3. Foreign material in dry-pipe valves, check valves or pumps
4. Foreign material in water during drain test or plugging of inspector's test connection
5. Plugging of pipe or sprinklers found during activation or work
6. Failure to flush yard piping or surrounding mains following new installation or repairs
7. Record of broken mains in the vicinity

8. Abnormally frequent false-tripping of dry-pipe valves
9. System is returned to service after an extended period of time out of service (more than one year)
10. There is reason to believe the system contains sodium silicate or its derivatives or highly corrosive fluxes in copper pipe
- If conditions were found that required flushing, was flushing of system conducted? ☐ Yes ☐ No ☒ N/A
- Was a drain test conducted after opening any closed valves? ☒ Yes ☐ No ☐ N/A

1. Adjusted, repaired, reconditioned or replaced components had the associated tests and/or inspections required by Table 5.5.1 of NFPA 25 performed? ☐ Yes ☐ No ☒ N/A
2. Annual Maintenance Items (in addition to previous items)
- a. Operating stem of all OS&Y valves lubricated, completely closed, and reopened? ☐ Yes ☐ No ☒ N/A
- b. Sprinklers subject to recall replaced? ☐ Yes ☐ No ☒ N/A
- c. Sprinklers and spray nozzles protecting commercial cooking equipment and ventilating systems replaced except for bulb-type which show no signs of grease build-up? ☐ Yes ☐ No ☒ N/A

Part III – Comments (Any “No” answers, test failures or other problems found with the sprinkler system must be explained here. Also note here any products noticed on the system that have been the subject of a recall or replacement program.)

[illegible]

Part IV – Inspector’s Information
Jason Dabelstein

GENERAL SPRINKLER
CORPORATION

Inspector: _____ Company: _____

1863 BUERKLE RD

Company Address: WHITE BEAR LAKE, MN 55110

I state that the information on this form is correct at the time and place of my inspection, and that all equipment tested at this time was left in operating condition upon completion of this inspection except as noted in Part III above.

8/11/20

Signature of Inspector: [Signature] Date: _____

116

116 License or Certification Number (if applicable): 2179



GENERAL SPRINKLER CORPORATION

CUSTOMER: RUSHFORD SCHOOLS

CONTRACTORS FOR ALL TYPES OF FIRE SUPPRESSION SYSTEMS

MN Lic. # C002

WI Lic. # 222173

IA Lic. # FP-046

□ Main Office:
1863 Buerkle Rd.
White Bear Lake
MN 55110

(651) 484-5903
(800) 878-6777
(651) 484-9514 (f)

□ Wisc. Office:
494 184th Street
Osceola
WI 54020
(715) 294-4387
(800) 878-6777

ZONE #	TAMPER	ALARM	STATIC	RESIDUAL	INITIAL AIR PSI	TRIP POINT PSI	TRIP TIME SEC.	REMARKS
ZONE #1	Yes.	Yes	75.	60				33 secs
ZONE #2	Yes.	Yes	75.	60				37 secs
ZONE #3	Yes.	Yes	80.	65				44 secs
ZONE #4								
ZONE #5								
ZONE #6								
ZONE #7								
ZONE #8								
ZONE #9								
ZONE #10								
ZONE #11								
ZONE #12								
ZONE #13								
ZONE #14								
ZONE #15				117				



Double Check/DC Detector Performance Test

Personal information you provide may be used for secondary purposes [Privacy Law, s.1504 (1)(m)].

OWNER INFORMATION Please print clearly in ballpoint pen. Additional information on back page.

Owner Name			Street Address		
City	State	Zip Code	Owner's Contact Person		Telephone Number ()

FACILITY INFORMATION

Facility Name RUSHFORD SCHOOLS			Street Address 1000 PINE MEADOWS LANE		
City RUSHFORD, MN	Zip Code 55971	County FILLMORE			

Assembly Location
RISER ROOM SE CORNER OF MAIN GYM

Manufacturer AMES	Model COLT 200	Ra 0181
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Size 6" Assembly Type ☒ DC ☐ DC Detector

INITIAL TEST

<u>1st check</u> ☒ Closed tight 2.6 ☐ Leaked Static _____ PSID	<u>2nd check</u> ☒ Closed tight 2.3 ☐ Leaked Static _____ PSID
--	--

FINAL TEST

☐ Closed tight Static _____ PSID	☐ Closed tight Static _____ PSID
---	---

DETECTOR BYPASS ASSEMBLY INITIAL TEST

<u>1st check</u> ☐ Closed tight ☐ Leaked Static _____ PSID	<u>2nd check</u> ☐ Closed tight ☐ Leaked Static _____ PSID
---	---

DETECTOR BYPASS ASSEMBLY FINAL TEST

☐ Closed tight Static _____ PSID	☐ Closed tight Static _____ PSID
---	---

ASSEMBLIES IN FIRE PROTECTION SYSTEMS

Note: Include hose stream demand where applicable

Forward Flow Test

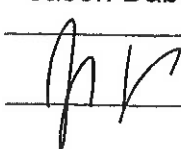
Designed flow rate _____ GPM Actual flow rate _____ GPM

Indicating Control Valves

☒ No. one control valve open ☒ No. two control valve open Valve supervision: ☒ Tamper switch ☐ Locked

Part (s) Replaced/Comments _____

I HEREBY CERTIFY THE TEST RESULTS ARE TRUE AND THE TEST WAS CONDUCTED BY ME PERSONALLY.

Tester Name (print) <u>Jason Dabelstein</u>	Registration No. <u>Bt749816</u>	Time of Day <u>10:30 am</u>
Tester Signature <u></u>	Phone No. <u>651-484-5903</u>	Date <u>8/11/20</u>

SERVICE WORK 03-33899

BILL TO:**CUST03**

CUSTOM ALARM
David.S@custom-alarm.com
roni@custom-alarm.com
nate@custom-alarm.com
ROCHESTER, MN 55902

WORK PERFORMED AT:

RUSHFORD SCHOOLS
1000 PINE MEADOWS LANE

RUSHFORD, MN 55971

BILL TO:

WORK ORDERED BY: CLYDE EDIGER
CUSTOMER PHONE: (507)288-5522
FAX:
PURCHASE ORDER:
CUST JOB/WO:

SEC COMPANY: CUSTOM ALARM
SEC COMP PHONE:
CODE(S): Acc 31-7412

CONTRACT/VERBAL DATE: 07-01-2020

PM DJR
RECEIVED BY: MJW
ASSIGNED TO:

PERMIT NEEDED: NO
PERMIT APPLIED:
FINAL REQUESTED:

PERSON TO CONTACT AT JOB SITE:

NOTES:

INSPECTION MONTH = 7

(3) WET & (1) BF

HOSES

BACKFLOW? YES

FIREPUMP? NO SIZE

DESCRIPTION OF WORK:

ANNUAL INSPECTION ON (3) WET & (1) BACKFLOW

Annual inspection on one backflow and 3 wet systems

DATE	CUSTOMER & FITTER INITIALS
------	----------------------------

8/11/20

CEA

120

THANK YOU



Rushford-Peterson Schools
Facility / Grounds Maintenance and Improvement
List of Needed and Potential Improvements



Completed and Possible Items - - update on June 16, 2020 / October of 2020

Priority - 1) High 2) Medium 3) Low

Completed in FY 2020

<u>1</u> Garage for grounds / storage near practice football field	<u>\$35,000</u> OC
<u>1</u> Track refurbish	<u>\$66,869</u> LTFM
<u>3</u> Practice Football Field - Sprinklers and ground work	<u>\$22,000</u> OC
<u>1</u> tractor - able to mow along ponds with brush and bucket attach	<u>\$31,000</u> OC
<u>Grant</u> Work Room Changes - lockers for paras	<u> </u> Gen
<u>1</u> Playground Chips	<u> </u> LTFM
<u>1</u> interseed FB playing field	<u>\$2,500</u> LTFM
<u>2</u> landscaping front entrance	<u>\$8,480</u> OC
<u>1</u> tile line from French Drain to west ditch near football field	<u>\$2,500</u> LTFM
<u>1</u> Warning track of baseball field - needs lime	
<u>1</u> Electrostatic Sprayer - Disinfectant (ionizer)	<u>\$4,102</u> LTFM
<u>Done</u> move forklift power	<u> </u> Done
<u>Yearly</u> Mulch around trees, etc.	<u> </u> Gen

Items To Consider For FY 21

<u>Priority</u>	<u>Cost Estimate</u>
<u>1</u> Small garage for tractor and broom / near garbage area N.E.	<u> </u> OC
<u>1</u> Laminator.	<u>\$1,772.55</u> OC
<u>1</u> Snow Blower Attachment for Ventrac Mower	<u>\$4,670</u> OC
<u>1</u> New Trailer	<u> </u> OC
<u>1</u> Automatic Door Closures for Elem/MS gym (Fire and Handicap)	<u>\$2,500</u> LTFM
<u>3</u> Fencing and gates around long jump / pole vault and track	<u>\$9,621</u> OC
<u>2</u> Sidewalk from parking lot to southeast corner of front drive	<u> </u> OC
<u>2</u> Improve handicap access to back playground and front PE areas	<u> </u> LTFM
<u>2</u> football field water issues fix, long term fix?	<u> </u> LTFM
<u>3</u> Ticket booth	<u> </u> OC
<u>1</u> Girls Softball - Dugouts	<u>\$ - Boosters</u>
<u>1</u> Girls Softball Field - press box (Labor for Both)	<u>\$ - Boosters</u>
<u>1</u> Weed Control - all school grounds (Turf Maintenance of Winona)	<u>\$1,742</u> LTFM
<u>1</u> Preschool Sod to replace wood chips - (Winona Nursery)	<u>\$2,500</u> LTFM



Rushford-Peterson Schools
Facility / Grounds Maintenance and Improvement
List of Needed and Potential Improvements



<u>2</u> flag location	<u> </u> OC
<u>3</u> Ranger	<u> </u> OC
<u>3</u> snow blower	<u> </u> OC
<u>3</u> Control Panel for Basketball hoops	<u> </u> LTFM
<u>3</u> Outdoors trash cans	<u> </u> Gen
<u>2</u> Parking out front - signage	<u>No Cost</u> Gen
<u>2</u> Flag for softball field	<u>Donate Poss</u>

Funding and Budget - Facilities / Technology / Transportation 2021

Vehicle Purchases - No purchases planned for FY-2021

Technology and Textbooks - Budget of \$66,000 2021 (Out of Operating Capital)

We will end the year (FY 21) with about \$250,000 in Operating Capital and about \$353,000 in LTFM.

Next Year's LTFM revenue still has negative adjustment and will result in a positive \$500. The result is that we will have about \$293,000 within LTFM to work with heading into next year.

We receive about \$120,000 each year in Operating Capital and use \$83,000 of that for Tech Salary. That leaves \$37,000 each year.

We will budget \$75,000 within LTFM for FY 21.

We will budget \$142,000 within Operating Capital for FY 21.



Rushford-Peterson School BUDGET PLANNING CALENDAR



September 2

School Board adopts preliminary levy for property taxes payable for next year (Set at Max)

October

Superintendent and Business Manager review levy and begin preparing levy options

November

Superintendent and Business Manager review levy and finalize levy options. and prepare for the Truth in Taxation Meeting.

After November Board Meeting - Supt. and Business Manager Prepare for Truth in Taxation Meeting for the December Board meeting.

The School Board adopts a Fund Balance Policy and will review in subsequent years. (Focus on unassigned percentage)

December

School Board adopts final levy for property taxes payable for the next fiscal year
Meets with HS staff.

Principal can estimate staffing needs in December.

The Elementary Principal begins reviewing next school year section needs by grade level.
(Kindergarten enrollment is conservatively estimated and watched closely through summer time).

Superintendent and Business Manager begin preparing revenue projection.
Compare the projection results to the previous year. (Important for planning - adds or cuts)

January

Board is informed of budget planning calendar at the regular board meeting

The High School Principal presents staffing needs to the Superintendent.

Elementary Principal presents section needs and teacher placements to the Superintendent.
Admin Team and Business Manager- look at the cost of moving all positions to the new year.

Admin Team and Business Manager discuss the ramifications of projected staff needs vs. revenue projection. Are changes warranted - cuts needed or additional positions possible?

February 2020

Admin Team - compare all ideas for adding or decreasing programming with the entire budget in mind. Principals and/or directors will present ideas and see the budget impact. Your admin/management team can evaluate the impact of programming and costs.

Possible Revised budget presented at regular school board meeting.

Should the Board annually set a resolution directing administration to examine the need for budget reductions?

Superintendent updates principals regarding expenditure reduction amounts to be made if necessary.

Schedule set for HS / MS

March 2020

Administrative team discusses program and staffing for next school year

Administrators review YTD expenditures and revenue

Teachers submit budget requests to building principals (mid-March)

Principals and AD review budget requests with superintendent (late March)

April 2020

The School Board approves budget reductions for next year if needed. (Or sooner)

a) Action on program changes

b) Action on non-renewal of contracts and unrequested leaves (if necessary)

School Board gets a first look at the new budget at a regular school board meeting

May 2020

Finance committee reviews the preliminary budget for next year in preparation for final board approval in May/June.

Board adopts FY21 budget (June 30 deadline)

Ordering for next school year begins

June 2020

Ordering complete for next school year

July 2020

Adopted FY21 budget implemented

Review Fund balance history and trends of unassigned fund balance % and S.O.D. %

August 2020

Administrative review of enrollments for 2020-21

School Board approval of additional sections/positions (if needed)

Summary, in a perfect world we will plan to bring a “1st look” of the new budget to the Board in April and strive for formal approval in May. Reality might be that it is June before we get final approval.

Supt will strive to have facilities, transportation, and technology budget priorities in place by the end of March or early April.



Superintendent's Report

January 25, 2021

"Always Our Best"



Vision: Empowering all for lifelong learning

Mission: Creating an educational community where lifelong learning is valued, excellence is expected, and all are prepared for the future.

Budget Planning Calendar - ([Link](#)) We will take a look at the budget planning calendar at the meeting. This is the time of year when we start looking at our staffing needs vs. our anticipated revenue.

Link to Facility Improvement Plan / Goals - ([Link](#))

Fire Marshal Reply - for Board review - ([Link](#)) - For your information.

Donation For Multi Event Streaming - Rushford Foods, Brad Hoiness.

COVID-19 -

We'll take a few minutes to discuss any updated information relating to the coronavirus.

Staff Testing - The school started administering optional COVID-19 tests to all interested staff on Wednesday, January 19th. These tests will be available every two weeks.

Staff Vaccinations - Minnesota has started to provide vaccinations for school staff. Doses are very limited and each school is allotted a proportionate share of available doses. Rushford-Peterson has established our priority list for staff vaccinations in accordance with the guidance from the state. We started with only 4 staff members receiving their first dose and hope this number increases as the state receives more vaccines.

Second Round of ESSER Funding (COVID Relief Funds) - R-P will be allotted \$255,000 to use for COVID related expenses. The allowable uses for these funds will be the same as the first round with and added emphasis on academic recovery. The district will have a longer time period in which to utilize these funds.

Fillmore County Cases Per 10,000

Subject to change as determined by MDH

10/18-10/31 (35.43)	11/22-12/05 (103.41)	12/27-01/09= 103 cases (49-50)
10/25-11/7 (61.76)	11/29-12/12 (96.23)	01/03-01/16= 90 cases (44-45)
11/1-11/14 (90.48)	12/06-12/19 (84.74)	
11/7-11/21 (111.55)	12/13-12/26 (67.02)	
11/15-11/28 (111.07)	12/20-01/02 (56.01)	

School Nurse - COVID-19 Positive Case and Quarantine Numbers Through 1-20-2021**5 current positives****1 elementary students****1 middle school student****1 highschool student****2 staff****15 Quarantines****2 highschool****1 middle school****10 elementary****0 preschool****2 staff**

**Community Education Board Report
January 2021 Report
Lisa Lawston**

Youth Enrichment:

- We are working with Samantha Payne, Fillmore County Extension Office to offer a virtual Babysitting Clinic (5-7th)
- We are partnering with the 507 Dance Company to offer youth dance this spring. Details will be out in February.
- We partnered with the Youth Enrichment League {YEL} to offer online youth enrichment programs such as: Brick Builders, Grandmasters of Chess, Beginner Chess, Online Magic, Online Coding / Animation, Online Guitar.

Youth Recreation:

- Youth Mat Club Wrestling: Youth wrestling will begin on Saturday, January 30. We are still taking registrations.

Adult Enrichment/Recreation:

- Permit to Carry Classes: Ongoing
- 55+ Driving Class: classes will be offered in person in April/May.
- Snowshoes are available to rent

Kids' Club Highlights:

- Average morning numbers for January: 11
- Average afternoon numbers for January: 20
- Kids' Club was closed over the holiday break.
- KC was open for the workshop day on Wednesday, January 20. We had 15 attend and our staff had a great day planned for the kids.

Lille By Preschool:

- We are preparing to send out our 2021-22 preschool information at the beginning of February. We would like to create a "virtual tour" of our preschool classes to show what our program is all about.
- Our current preschool classes are going very well! We had a new student join our 3/4 year class after the holiday break.

ECFE:

- Classes were to resume in person on Thursday, January 7th. However due to the snow storm that evening, Mrs. Heather held her class online. We have 12 families that come to our classes.
- We will resume Friday morning ECFE classes the next session which will begin February 19.
- ECFE is planning to hold a Valentine Party on Thursday and Friday, February 11/12. Mrs. Heather will have many fun Valentine activities for our families.

Summer planning: We are in the beginning stages of our summer planning! We are looking to keep many of the programs that have run very successfully and add some new ones!

Fitness Center/facilities: Membership remains strong. Many renewed their annual memberships again along with adding a few monthly ones. For facilities, we are not accepting rentals at this time due to Covid. However, we are allowing JO Volleyball to practice on Sundays with following the coaching/instructor covid guidelines.

Wellness Grant: I submitted a grant application through the Southeast Service Coop for our Wellness program at R-P and received \$1,200. I requested to receive blue-light glasses for all staff to minimize the glare of the computer screen and Minnesota State Park annual passes (\$35 value).

Pathways II Grant: The Pathways II grant is for our preschool program. This is a grant for 2 years. In order to qualify for the grant we have to be 4-Star Parent Aware rated preschool program. What that means is that we have to ensure to follow a curriculum and assessments set by the Parent Aware program along with training. There is more to the grant process, however the grant is offered to families to offset the cost of tuition, snack and registration. The grant is for \$75,000 (\$37,500 annually).

Elementary School Board Report
January 25, 2021
Mrs. Shepard
Respect. Integrity. Excellence.

Angela Shepard- With most of our staff and students in the building we are enjoying school once again. Being supportive of each other can be challenging but always worth the effort. We thank everyone for their continued support.

Trojan Pride Winners- Linken Colbenson, Reuben Hoiland, Naomi Walker, Brayden Engler, Claire Halder, Tobin Mattson, Drew Dvorak, Adelyn Formdahl, Lucy Culp, Audra Osterbauer, Bentley Engler, Tyler Magin, Ryder Allers, Jakobi Mcguinty, Kaelynn Evenson, Norah Meyer, Adalyn Fricke, Traverz Anderson, Kylie Skree, Caiden Dahle, Hadley Hoiland, Ayden Garrett, Adrian Tekautz, Camdyn Rye, Cashtyn Eide, Sam Lafluer, Isaac Feine

Elementary Classroom Updates- written by classroom teachers

Kindergarten- Krissy Kelly, Lacey Drinkall

Kindergarten has finished up our Vowac curriculum (letters and sounds) and are now focusing on putting those sounds together to make words! In math, we have been learning about teen numbers, addition and weight and capacity. We've also spent some time learning about Martin Luther King Jr. and penguins!

1st- Becky Lind, Jessica Burt, Tanya Nelson

First grade has had a wonderful start to 2021! In math, we have been working on place value and comparing numbers. Our students have really improved in reading and writing. They are very creative; it's fun to hear their ideas and read their stories. Some concepts we've been working on in Language Arts are: words with silent e, vowel teams, synonyms and antonyms, sequencing, and compound words. We've been learning about the weather in science, healthy choices in health, and maps in social studies. One of our favorite projects in January was making salt painted snowflakes and writing how to build a snowman!

2nd- Fay Himlie, Shannon Kopperud

The second graders have been learning how to regroup in addition and subtraction. They are using the XtraMath program to practice the math facts for addition and subtraction. They have also been learning about Dinosaurs and Kinds of Matter.

The boys and girls have been enjoying playing in the snow!

3rd- Hannah Pape, Jade Olstad

In 3rd grade, we are reaching the end of Unit 3 in reading and have been learning about place value as well as reviewing our multiplication and division facts. In Social Studies, our students created their own islands/cities using the map skills we have been working on. It was fun to see their creativity! We are looking forward to learning about the Solar System in the upcoming weeks.

4th- Jon Theuer, Meredith Johnson

We are excited to be back in the building with our students.

We started our poetry project, students have to write 5 poems with various elements of poetry included. Most students are thrilled, some are not, but as we know not all students will grow up to be poets.

We continue to navigate the perilous and murky waters that are fractions. While students seem to have mastered comparing, simplifying, and creating common denominators for fractions, we begin mixed numbers and improper fractions later this week, and whoa boy, that can get rocky, wish us luck!

5th Grade- Dave Lind, Emily Charlebois, Chris Drinkall

Fifth Grade is very excited to be back in school! In English/Language Arts we are working on a unit about artists and inventors. In math we are working on ordering and rounding decimals, and adding and subtracting fractions with like and unlike denominators. In science, we are covering matter and its properties.

K-1-2 Intervention- Margaret Marklowitz

3-4 Intervention – Mary Wolter

Fourth grade distance learners meet twice a day on Zoom and continue to complete lessons in Reading, English, Spelling, and Math.

K-3 Distance Learning- Tami Tinderholt

Distance Learning K-3~ We are following the classroom curriculum for K-3 grades as closely as possible. Things are going smoothly. Regular distance learning students and families all seem to be adjusted to virtual learning. The students dropping in and out seem to have a bit harder time with the pace and amount of independent work beyond the short teaching time allotted to each grade level, but it is still going well overall.

PE- K-3 – Teresa Brown

3rd Grade has been working hard on learning the rules and how to play badminton. The benchmark I used in badminton was; strike using a short handled implement, while controlling direction, and demonstrating correct body alignment relative to the target and striking skill. Kindergarten and first grade have been working on the benchmark of striking using a body part, while maintaining balance. We have been striking a balloon, using foam bounce balls and even a shuttlecock. We also added a lollipop paddle some days. Second grade was using the parachute and now they are working on the benchmark for striking using a shour handled implement, while controlling direction. We have been practicing using balloons, balloons and paddles, and will move to using paddles and various objects.

PE- 4th-5th- Nikki Schultz

4th and 5th grade completed their dance unit before Christmas. Since they have been back in person we started our Badminton unit. We will be going onto Nitroball next.

Special Education – Carissa George, Aspen Hartmann

SPED classrooms in grades K-5 continue to work on building and strengthening skills and strategies that help students be successful in the general education curriculum. These skills and strategies include reading fluency and comprehension, math fact fluency and problem solving, written language, social skills, time management, and organizational skills.

EL – Kim King

EL Students - working hard to achieve individual goals - prepping/planning for the ACCESS test given in Feb - March.

5th grade DL - working on enhancing the reading and math curriculum with videos/digital resources - students have become pros at Google Classroom.

Middle/High School Board Report
January 25, 2021
Mr. Timm
Respect – Integrity - Excellence

GOAL 1: Personalize learning for all students in pursuit of their academic excellence.	Registration meetings with 8th-11th graders were held last week. Mrs. Helgemoe lead virtual meetings for 9th-11th grades on January 20th, and we went into 8th grade classrooms at the end of the week. These meetings are designed to help students make the best choices for classes. After our meetings, we encourage students to discuss class options with their parents. Students will register for classes on February 4th and 5th.
GOAL 2: Develop well-rounded students in the areas of character, community & academics.	The Bluff County Collaborative is a partnership of 8 schools in Fillmore and Houston Counties as well as county agencies in both. We have done collaborative projects in the name of connecting students and employers in the hopes of keeping our future workforce talent in the area. Through some grant funding, we were able to recently hire a “Career Navigator” to help strengthen the connection between schools and industry. Please see attached info sheet on some of the work our Career Navigators have done in the last year. I am really looking forward to our “virtual” career fair on February 4th and 5th.
GOAL 4: Promote and provide positive school and community culture that engages all stakeholders.	We returned to our hybrid model of learning for 6th-12th grade on January 11th. A big thank you to our staff and students for their hard work and dedication during distance learning, and for continuing to be flexible as we transition back into hybrid. Our staff and students have been wonderful role models for each other and are working very hard to make the best of each day. Our Middle/High School Student Ambassador team is planning Kindness Week for the elementary. They will be reading a book of kindness to K-5th grade classrooms with an activity. They will also create a kindness tree in the hallway where students will place their hearts (representing an act of kindness) throughout the week.

Bluff Country Collaborative Career Navigators

210 Wood Lake Dr. SE, Rochester, MN 55904

507-273-9661 BCCNavigators@ssc.coop

1/20/2021

Board Members and Administration

Rushford-Peterson Schools

1000 Pine Meadows Lane, Rushford, MN 55971

Dear Board Members and Administration,

It has been a pleasure to work with your school district over the past year and get to know your staff and students as we work collaboratively on career-connected learning. As Career Navigators in the Bluff Country Collaborative (BCC), our job is to do just that: collaborate with area schools, businesses, post-secondary institutions, and communities to provide learning opportunities for students while in school. For this school year, we are focusing on four main goals: implementing [*FutureForward™*](#), supporting best practices among schools, work experience, and the branding and marketing of the BCC.

FutureForward™ is an online platform to connect professionals and students to encourage career-connected learning and build a natural workforce pipeline of local talent. We are also working directly with schools to identify the programs and procedures they are championing in the region and sharing those with other schools in an attempt to identify regional learning possibilities. Using the *FutureForward™* platform, we are able to work with existing work-based learning programs to offer a wider array of opportunities for students, while assisting others is getting certified as work-based learning coordinators. In order for these other goals to be attainable, we are working with community partners to get BCC as a household name and an integral part of SE Minnesota. On the next page, you will see some of the cool projects we orchestrated this past year, and the great opportunities we have available for this year.

If you have any questions, or would like more information about BCC, *FutureForward™*, or the roles of your Career Navigators, please don't hesitate to reach out.

Sincerely,

MaryAnne Smith & Nick Wobig

Bluff Country Collaborative Career Navigators

BCC Career Navigators

Serving the Bluff Country Collaborative Schools of: Caledonia, Houston, La Crescent-Hokah, Lewiston-Altura, Mabel-Canton, **Rushford-Peterson**, Spring Grove

In-Class Impact

Career Navigators met with Senior Seminar Classes and assisted with business connections



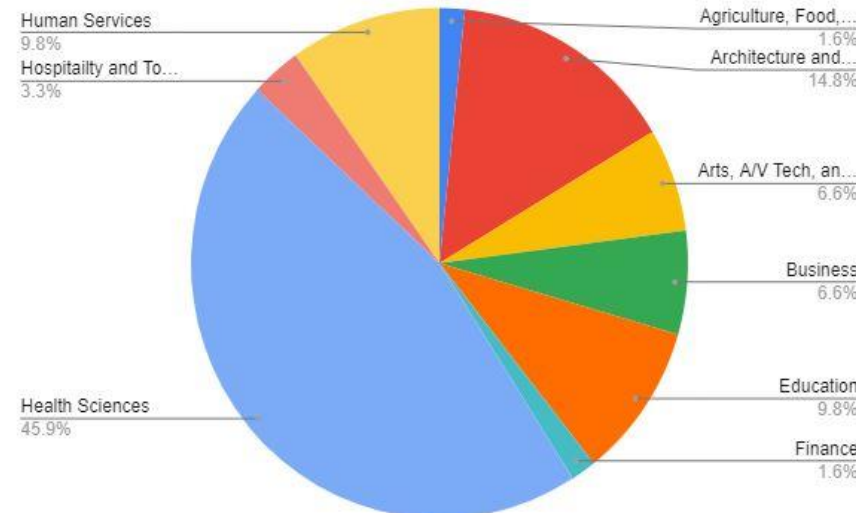
Student Response

78 students have taken our Student Survey, with over 45% interested in Health Sciences



Inter-district Opportunities

CNA Pathway Program starting in Fall 2021. Partnering with HealthForce to provide additional resources for students interested in healthcare



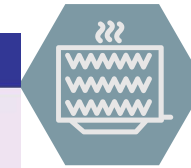
FutureForward™ Implementation

251 R-P Students on FutureForward™, 384 Professionals, 520 Career Videos



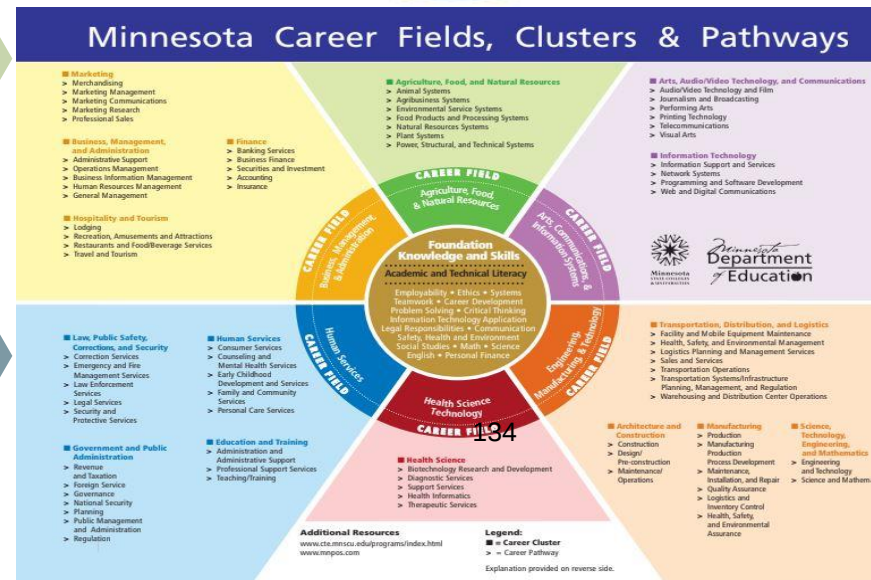
Lunch & Learn 2021

Regional opportunity to connect with professionals on a regular basis



Virtual Career Fair, Winter 2021

7 participating schools, 1,000+ students, 40+ speaker sessions from colleges, businesses, and professionals





John Loney RP Activities

January Board Report

On January 4th we began in-person practices. Things have gone pretty well so far.

Current numbers for our Winter Activities

Activity	7th	8th	9th	10th	11th	12th	TOTAL
One Act Play	7	3	0	3	2	6	21
Dance	2	3	4	7	3	3	22
Speech	3	1	1	0	1	5	11
Boys Basketball	14	7	9	6	5	5	46
Girls Basketball	14	9	7	6	2	4	42
Wrestling	1	1	3	0	4	0	9

- The Three Rivers Conference (TRC) Activities Directors and the TRC Board of Directors have developed a policy for fans, (see attached document). As you read the document there are a number of factors that play into individual schools differences in hosting fans. TRC schools were allowed the flexibility to host home fans if they have the capability, which we do here. Below the TRC Statement is RP's current practice for hosting fans. Currently RP is one of about 4-5 TRC Schools that are allowing home fans only with restrictions.
- Currently the MSHSL and MDH require everyone including players participating in games to wear a mask. The only activity that we offer here at RP that masks aren't required during competition is Wrestling (wrestlers don't wear a mask when they are wrestling as it's a potential choking hazard).

- For our home events we now have the capabilities to stream games events at the same time. We now have separate Youtube Channels for our JH games and Varsity-9th grade games. We are gradually adding more things to our streaming. It's been a gradual process.
- This week myself and Steph Evenson went around to our BBB and GBB team and discussed why we need to be wearing masks, as well as times players can take down their masks during stoppages of play during games. Steph has also had some further discussions with individual players about masks.
- Working with Steph Evenson, she was able to develop our Rushford-Peterson COVID-19 Return to Play Protocol. Steph, Kirsten Allen (RP Trainer), and myself now have a process by which we screen athletes who are returning from having COVID-19. (see attached document).
- The Dugout construction for the varsity softball field is in the home stretch. Wayne Rye has done a great job!

THANK-YOU'S:

- Rushford Foods (Brad and Betsey Hoiness) for their generous donation to allow us to purchase additional streaming cameras and software.
- Corey Mattson for his tireless work in helping us develop our streaming platforms and assisting and setting up of our Youtube Channels.
- Holly Ekern for her work in setting up anything and everything and development of all of our VR programs, signup sheets for game days....the list goes on and on.....
- Parents, Coaches, Players in their continued flexibility with schedules, practices, games and other things that seem to change hour-hour, day-day, and week-week.
- Jake Timm with his assistance to help with making sure our RP Athletes are complying with wearing their masks appropriately.
- Steph Evenson helping and assisting me with all and any COVID related things.

Just a reminder of the RP Twitter Account: @RPTrojansJLoney if you want to keep track of RP activities..

GO TROJANS!

Sincerely,

John Loney, RP Activities Director

TRC Statement Regarding Fan Attendance

The Three Rivers Conference Superintendents and Activities Directors have made the following decisions regarding fan attendance. The group took into consideration that our conference encompasses 4 counties with many of our schools still operating in a distance learning model. Each school would be dealing with different levels of risk.

- 1) **No visitor fans** for wrestling, dance, and boys/girls basketball (grades 7-12).
- 2) Schools will stream the following games: 9th, JV and Varsity. Not all schools will be streaming JH games.
- 3) Fan/Spectator Limitations will be looked at weekly.
- 4) Schools are restricted by a 12' rule around the playing surface, 6' distance between fans, and attendance recommendations that are 150 max or 25% of attendance limits. Gyms can no longer allow fans on the same side as the players and coaches. These restrictions cause our conference schools to have different limits.
- 5) Member schools have the right to enact more restrictive limitations for their facility.

Rushford-Peterson Fan Attendance

1. Rushford-Peterson will be allowing home fans to attend Varsity/JV/9th/8th and 7th grade games.
2. At this time **ONLY 2 Parents/Adults per player** will be allowed to watch their player in person. Parents/Adults with players on the team need to pre-register no later than 2:30pm of game day via the official link that will be emailed out weekly.
3. After each level of play is completed, those Parents/Adults will leave the school to allow the next group of Parents/Adults to enter the school and watch the next game.
4. Admission: \$5 per adult will be charged for Varsity, JV, and 9th grade games. Exact change only.
5. It is recommended that the Parents/Adults at the game take their player home once they are done playing their game.
6. Per MSHSL/MDH guidance, Parents/Adults are not allowed on the court or playing surface. Parents/Adults will meet their player at the door before they leave.
7. Per MSHSL/MDH guidance, masks will be worn and social distancing practices will be followed at all times.
8. Parents/Adults attending the games will sit on X's on the bleachers.
9. All Dance, Boys Basketball, Girls Basketball, and Wrestling events will be streamed on our Youtube Channel:
https://docs.google.com/document/d/15gfmtVaCcb8ueh2_dDvq-20ymuHJkqyFD0xug2jRcCY/edit?usp=sharing

Rushford-Peterson COVID-19 Return to Play

Athlete Name: _____ Date of Positive Test: _____

Criteria to Return

- 10 days have passed since symptoms first appeared and symptoms have resolved (no fever >100.4F for 24 hours without fever reducing medication) or are improving (cough, shortness of breath) **OR** athlete was asymptomatic for 10 days following positive test.
- Athlete was not hospitalized due to COVID-19 infection.
- Athlete must answer to the following questions
 - o Have you had any chest pain/tightness with exercise Y/N
 - o Have you had any episodes of syncope or near syncope Y/N
 - o Any excessive dyspnea or fatigue with exertion Y/N
 - o Have you had any palpitations Y/N

NOTE: If any of the above answers are YES or athlete was hospitalized, clearance from an approved health care provider will be required.

-
- ☐ Athlete has satisfied criteria and is cleared to resume activity (asymptomatic or mild infection)
 - ☐ Athlete has satisfied criteria and is cleared to start activity progression
 - ☐ Athlete has not satisfied criteria and is not cleared for return

Evaluated By: _____

Evaluator Signature: _____ Date: _____

Return to Play Stages

- Stage 1: Day 1 and 2 (2 days minimum)- Light activity for 15 minutes or less- no resistance training
- Stage 2: Day 3 (1 day minimum)- Add simple movement activities (eg. running drills) for 30 minutes or less
- Stage 3: Day 4 (1 day minimum)- Progress to more complex training for 45 minutes or less, light resistance training may begin
- Stage 4: Day 5 and 6 (2 days minimum)- Normal training for 60 minutes or less
- Stage 5: Day 7- May return to full activity participation

Athlete has met all criteria to return to full participation on: _____ by _____

Date

Evaluator