



## **Regular Board Meeting - Sep 08 2025 Minutes**

Monday, September 8, 2025 at 7:00 PM

Elementary Cafeteria

Page

### **1. Opening**

1.1 Call to Order @ 7:00 p.m.

Present: Nikki Peterson, Sally Roller, Mark Jones, Jordan Johnson, Ashley Reinier, and Calvin Schoepp

Absent: Darby Boe

1.2 Pledge of Allegiance

1.3 Open Forum- Carrie Desile spoke asking about change of pay in the food service area.

### **2. Approval of Agenda**

to approve the agenda as presented.

1. Move Tyler up before 4.0 Finance

*Moved by:* Sally Roller

*Seconded by:* Ashley Reinier

**Carried**

### **3. Approval of Minutes**

to approve the meeting minutes

*Moved by:* Ashley Reinier

*Seconded by:* Mark Jones

**Carried**

- 3.1 Regular Board Meeting August 11, 2025 9 - 17  
[Regular Board Meeting - Aug 11 2025 - Minutes - Html](#)
- 3.2 Special Board Meeting August 25, 2025 18 - 19  
[Special Board Meeting - Aug 25 2025 - Minutes - Html](#)

**4. Approval of Finances**

[2025 AUG FINANCE REPORT 202602.pdf](#) [2025 AUG CHECK REGISTER 202602.pdf](#) [2025 AUG WIRES AND PAYROLL 202602.pdf](#) [2025 AUG DETAIL DEPOSIT RECEIPTS 202602.PDF](#) [2025 AUG IDEAS 202602.pdf](#) [202602 STUDENT ACTIVITY REPORT.PDF](#) [2025 AUG CREDIT CARD REGISTER 202602.PDF](#)

to approve payment of the Bremer Credit Card in the amount of \$17,777.46 bills in the amount of \$1,714,054.41, checks #77920-77998; wires in the amount of \$ \$248,262.74; payroll in the amount of \$ \$105,162.76; student activity report.

*Moved by:* Calvin Schoepp

*Seconded by:* Ashley Reinier

**Carried**

**5. Student Enrollment**

[Enrollment Sept 2025 - Google Sheets.pdf](#)

**6. Reports**

- 6.1 High School Principal Report - Presented by Ben Miska 42 - 44  
[High School Principal Report 9-8-25.pdf](#) [Striving for Comprehensive Achievement and Civic Readiness Goals 2024\\_2025.pdf](#)
- 6.2 Elementary Principal Report - Presented by Dr. Tara Olson 45 - 47  
[8\\_8\\_2025.pdf](#)
- 6.3 Superintendent Report - Presented by Bryan Hackbarth 48  
[Supt board report Sept 2025.pdf](#)

6.4 Athletic Director Report - by Tony Gullikson

[Sept 4, 2025 AD Reprot.pdf](#) 

6.5 Board Committee Reports

<b>Committee</b>	<b>Member</b>	<b>Member</b>	<b>Member</b>	<b>Designation</b>
Community Education	Reinier	Jones		
Curriculum	Peterson	Johnson	Schoepp	<i>monthly</i>
Designated Board Reps.	Peterson	Roller	alt. Schoepp	
MSHSL & Activities	Jones	Boe	alt. Peterson	
Education Foundation	Reinier	Johnson	Roller	<i>monthly</i>
Facilities / Health & Safety	Johnson	Boe	Jones	<i>monthly</i>
Finance	Peterson	Schoepp	Boe	<i>monthly</i>
Steering	Peterson	Jones		
Negotiations	Peterson	Schoepp	Boe	<i>monthly</i>
Policy / Handbook	Roller	Reinier	Jones	<i>monthly</i>
Quality	Peterson	Johnson		

Education Team	n	n		
Technology	Jones	Reinier		
Worlds Best Workforce	Peterso n	Johnso n	Reinier	<i>bi-monthly</i>

## 7. Policy Reading

7.1 First Reading

7.2 Second Reading

50 - 189

[414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE.pdf](#) 

[418 DRUG-FREE WORKPLACE:DRUG-FREE SCHOOL.pdf](#) 

[501 SCHOOL WEAPONS POLICY.pdf](#) 

[503 STUDENT ATTENDANCE.pdf](#) 

[515 PROTECTION AND PRIVACY OF PUPIL RECORDS .pdf](#) 

[516 STUDENT MEDICATION AND TELEHEALTH.pdf](#) 

[516.5 OVERDOSE MEDICATION.pdf](#) 

[524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY.pdf](#) 

[534 SCHOOL MEALS POLICY.pdf](#) 

[602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY.pdf](#) 

[621 LITERACY AND THE READ ACT.pdf](#) 

[707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS.pdf](#) 

[709 STUDENT TRANSPORTATION SAFETY POLICY.pdf](#) 

[802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL.pdf](#) 

[806 CRISIS MANAGEMENT POLICY.pdf](#) 

[UPDATED- Acceptable Use Form August 2025.pdf](#) 

[Bring Your Own Device \(BYOD\) Student \(1\).pdf](#) 

to approve the adoption of the attached policies

50 - 189

*Moved by:* Jordan Johnson  
*Seconded by:* Calvin Schoepp

**Carried**

- 7.3 Adoption of Policy 190 - 192  
[Policy 714-Fund Balances.pdf](#)   
to approve the adoption of the attached policies. 190 - 192

*Moved by:* Mark Jones  
*Seconded by:* Sally Roller

**Carried**

## **8. Personnel**

- 8.1 Resignation - Michelle Boroski - Summer Adventures Director  
to approve the resignation of Michelle Boroski as Summer  
Adventures Director

*Moved by:* Mark Jones  
*Seconded by:* Ashley Reinier

**Carried**

- 8.2 Resignation - Kelsey Sirjord - Paraprofessional  
to approve the resignation of Kelsey Sirjord as  
paraprofessional.

*Moved by:* Nikki Peterson  
*Seconded by:* Sally Roller

**Carried**

- 8.3 Resignation - Aida Roley - Paraprofessional  
to approve the resignation of Aida Roley as paraprofessional.

*Moved by:* Mark Jones  
*Seconded by:* Calvin Schoepp

**Carried**

- 8.4 Resignation - Zane Reller - Phy Ed. Teacher  
to approve the resignation of Zane Reller as Elementary Phy. Ed Teacher.
- Moved by:* Calvin Schoepp  
*Seconded by:* Ashley Reinier
- Carried**
- 8.5 Resignation - Beth Wright - Paraprofessional 193  
[Unknown.pdf](#) 
- to approve the resignation of Beth Wright as paraprofessional. 193
- Moved by:* Mark Jones  
*Seconded by:* Calvin Schoepp
- Carried**

## 9. District Business

- 9.1 Construction Update - Presented by Tyler Lawry
- 9.2 Approve LETRS training MOU 194 - 196  
[LETRS MOU 25-26 .pdf](#) 
- to approval of LETRS MOU 194 - 196
- Moved by:* Sally Roller  
*Seconded by:* Mark Jones
- Carried**
- 9.3 Approval : Set Date for Truth in Taxation Presentation 197 - 199  
[public budget hearings schools 2026 8-26-25 \(1\).pdf](#)  [Public Budget Hearing ISD #2176 \(1\).pdf](#)  [TNT Info 2176 School Request .pdf](#) 
- to approve the date of DEC 1, 2025 at 6:30PM for Truth in Taxation presentation. 197 - 199
- Moved by:* Mark Jones  
*Seconded by:* Calvin Schoepp

**Carried**

[public budget hearings schools 2026 8-26-25 \(1\).pdf](#)  [Public Budget Hearing ISD #2176 \(1\).pdf](#)  [TNT Info 2176 School Request .pdf](#) 

- 9.4 Discussion : Set Date for Special Meeting To Pre-Certify Levy to approve Sept 25, 2025 at 7:00 am in the High School Library
- 9.5 Discussion : Snow Removal 200  
[2025 Proof Independent School District Bid for Snow Removal.doc](#) 
- 9.6 Discussion : End Of The Year Survey Results 201 - 205  
[EOY Survey Comparison 2025 .pdf](#) 
- 9.7 Discussion : Comprehensive Achievement and Civic Readiness Goals (CACR)
- 9.8 Discussion : Board Meetings in Alvarado and Oslo
- 9.9 Donations  
\$20,000 From Boosters for core expenses  
\$100 From Class of 1995 for High School and Elementary general use  
\$500. From American Legion to FCCLA  
\$300. From Ed Foundation for Staff in-service days  
to approve donations as presented

*Moved by: Sally Roller*

*Seconded by: Ashley Reinier*

**Carried**

**10. Important Dates**

**11. Adjourn @ 9:11pm**

to adjourn at

*Moved by:* Jordan Johnson

*Seconded by:* Sally Roller

**Carried**

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CAO

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Mayor



## **Regular Board Meeting - Aug 11 2025 Minutes**

Monday, August 11, 2025 at 7:00 PM

Board of Education

Warren/Alvarado/Oslo Public school

District #2176

Elementary CafeteriaCafeteria

### **1. Opening**

1.1 Call to Order at 7:00pm.

Present: Nikki Peterson, Sally Roller, Mark Jones, Darby Boe,  
and Ashley Reinier

Absent: Jordan Johnson and Calvin Schoepp

1.2 Pledge of Allegiance

1.3 Open Forum

### **2. Approval of Agenda**

to approve the agenda as presented.

1. Move Tyler Up to after approval of minutes.

*Moved by:* Darby Boe

*Seconded by:* Ashley Reinier

**Carried**

### **3. Approval of Minutes**

to approve the Regular Board Meeting minutes of the July 14, 2025 meeting and Working Session August 4, 2025.

Moved by: Darby Boe  
Seconded by: Ashley Reinier

**Carried**

- 3.1 Work Session Meeting - August 4, 2025
- 3.2 Regular Board Meeting - July 14, 2025

**4. Approval of Finances**

to approve to approve payment of the Bremer Credit Card in the amount of \$8,678.74 bills in the amount of \$1,508,375.54, checks #77804-77919; wires in the amount of \$729,583.45; payroll in the amount of \$100,171.86; student activity report.

Moved by: Mark Jones  
Seconded by: Nikki Peterson

**Carried**

[2025 July Check Register 202601.pdf](#)  [2025 JULY DEPOSIT REC 202601.pdf](#)  [2025 JULY IDEAS 202601.pdf](#)  [2025 JULY WIRES AND PAYROLL 202601.pdf](#)  [2025 July Student Activity Report 202601.pdf](#)  [2025 JULY FINANCE REPORT 202601.pdf](#) 

**5. Student Enrollment - N/A**

**6. Reports**

- 6.1 High School Principal Report - Presented by Ben Miska  
[High School Principal Report 8-11-25.pdf](#) 
- 6.2 Elementary Principal Report - Presented by Dr. Tara Olson  
[Elementary Report 8 11 25 .pdf](#) 
- 6.3 Superintendent Report - Presented by Bryan Hackbarth  
[Supt Board Report- August 2025-1.pdf](#) 
- 6.4 Athletic Director Report - submitted by Tony Gullikson

6.5 Board Committees

<b>Committee</b>	<b>Board Member</b>	<b>Board Member</b>	<b>Board Member</b>	<b>Designation</b>
Community Education	Reinier	Jones		
Curriculum	Peterson	Johnson	Schoepp	<i>monthly</i>
Designated Board Reps.	Peterson	Roller	alt. Schoepp	
MSHSL & Activities	Jones	Boe	alt. Peterson	
Education Foundation	Reinier	Johnson	Roller	<i>monthly</i>
Facilities / Health & Safety	Johnson	Boe	Jones	<i>monthly</i>
Finance	Peterson	Schoepp	Boe	<i>monthly</i>
Steering	Peterson	Jones		
Negotiations	Peterson	Schoepp	Boe	<i>monthly</i>
Policy / Handbook	Roller	Reinier	Jones	<i>monthly</i>
<b>Quality Education Team</b>	Peterson	Johnson		
Technology	Jones	Reinier		
<b>Worlds Best</b>	Peterson	Johnson	Reinier	<i>bi-</i>

Workforce				monthly
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## 7. Policy Reading

### 7.1 First Reading

[414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE.pdf](#) 

[418 DRUG-FREE WORKPLACE:DRUG-FREE SCHOOL.pdf](#) 

[501 SCHOOL WEAPONS POLICY.pdf](#) 

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[516 STUDENT MEDICATION AND TELEHEALTH.pdf](#) 

[516.5 OVERDOSE MEDICATION.pdf](#) 

[524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY.pdf](#) 

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[802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL.pdf](#) 

[806 CRISIS MANAGEMENT POLICY.pdf](#) 

[UPDATED- Acceptable Use Form August 2025.pdf](#) 

[Bring Your Own Device \(BYOD\) Student \(1\).pdf](#) 

### 7.2 Second Reading - N/A

### 7.3 Adoption of Policy

[713 STUDENT ACTIVITY ACCOUNTING.docx](#) 

[714 FUND BALANCES.doc](#) 

[720 VENDING MACHINES.docx](#) 

[721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES.docx](#) 

[801 EQUAL ACCESS TO SCHOOL FACILITIES.docx](#) 

[805 WASTE REDUCTION AND RECYCLING.docx](#) 

[807 HEALTH AND SAFETY POLICY.docx](#) 

[901 COMMUNITY EDUCATION.docx](#) 

[903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES.docx](#) 

[904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NONSCHOOL PERSONS.docx](#) 

[905 ADVERTISING.docx](#) 

[906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS.docx](#) 

[907 REWARDS.docx](#) 

to approve the policies as presented; with the exception of policy 714- Fund Balance, with intent to reinstate.

*Moved by:* Mark Jones

*Seconded by:* Darby Boe

**Yea** Nikki Peterson, Sally Roller, Mark Jones, Darby Boe, and Ashley Reinier

**Carried 5-0**

## **8. Personnel**

- 8.1 Hire - Marie DeMarce - Reading Interventionist to hire Marie Demarce as the reading Interventionist.

*Moved by:* Sally Roller

*Seconded by:* Darby Boe

**Carried**

- 8.2 Hire - Megan Underdahl - Paraprofessional

to approve the hire of Megan Understahl at paraprofessional Tier 1, Training Step 1 beginning the 2025-26 school year.

*Moved by:* Mark Jones

*Seconded by:* Ashley Reinier

**Carried**

- 8.3 Hire - Mary Stanislowski - Special Education  
to approve of the rehire of Mary Stanislowski at MA+10 Step 20 at 80% FTE beginning the 2025-26 school year.

*Moved by:* Sally Roller

*Seconded by:* Darby Boe

**Carried**

- 8.4 Resignation / Movement to Substitute - Stacy Langseth  
to accept the resignation of Stacy Langseth and move to substitute status.

motion Roller

second Reinier

Carried

- 8.5 Approve Leave - Jane Wagner  
to approve leave for Jane Wagner  
motion Boe

Second Roller

Carried

- 8.6 Approve Leave - Stephanie Jadeke  
to accept the leave request for Stephanie Jadeke

motion Reinier

second Jones

Carried

- 8.7 Approve Leave - Abbey Johnson  
to approve leave request for Abbey Johnson

motion Jones  
second Reinier  
Carried

## 9. District Business

9.1 Discussion: Construction Update

9.2 Approve 6th Grade Reading Curriculum Purchase  
[Cost Proposal for Warren-Alvarado-Oslo SD 2176 SCH 362025  
Into Literature 9-12 National I-2021 CP.pdf](#)   
to approve Reading Curriculum Purchase

*Moved by:* Darby Boe  
*Seconded by:* Ashley Reinier

**Carried**

9.3 Approval of Turf Tank  
[Warren-Alvarado-OsloHighSchool-  
TurfTankTwoGridironDoubleContract.pdf](#) 

to approve the lease agreement of Turf Tank

*Moved by:* Mark Jones  
*Seconded by:* Sally Roller

**Carried**

9.4 Approve WAO marketing initiative  
to approve WAO marketing initiative

*Moved by:* Darby Boe  
*Seconded by:* Sally Roller

**Carried**

9.5 Approval of Student Handbooks  
[STUDENT HANDBOOK 2025-2026 \(1\).pdf](#) 

[WAO Elementary School 2025-2026.pdf](#) 

to approve Student Handbooks as presented

*Moved by:* Mark Jones

*Seconded by:* Darby Boe

**Carried**

- 9.6 Approval of donations  
to approve Donations

*Moved by:* Sally Roller

*Seconded by:* Ashley Reinier

**Carried**

Warren JC's gym score board

\$5,000.00

\$1,751.45 ED FOUNDATION TO FCCLA NATIONALS

**10. Closed Meeting for Negotiations**

to close the meeting at 8:39 pm.

*Moved by:* Ashley Reinier

*Seconded by:* Sally Roller

**Carried**

to open the meeting at 9:14 pm.

*Moved by:* Mark Jones

*Seconded by:* Darby Boe

**Motion Carries**

**11. Adjourn Meeting at : 9:15 PM**

to adjourn the meeting. Next Regular Board Meeting Monday September 8,  
2025 location TBD.

*Moved by:* Sally Roller

Seconded by: Mark Jones

**Carried**

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CAO

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Mayor

Draft



## **Special Board Meeting - Aug 25 2025 Minutes**

Board of Education

Warren/Alvarado/Oslo Public school

District #2176

Monday, August 25, 2025 at 7:00 AM

Elementary Cafeteria

### **1. Opening**

call to order at 7:00 a.m.

Present: Nikki Peterson, Sally Roller, Mark Jones, Jordan Johnson, Darby Boe, Ashley Reinier, and Calvin Schoepp

1.1 Pledge of Allegiance

1.2 Call to Order

1.3 Open Forum

### **2. Approval of Agenda**

to approve agenda as presented

*Moved by:* Mark Jones

*Seconded by:* Darby Boe

**Carried**

### **3. Discussion: Start of School**

to follow the recommendation of the superintendent for the start school.

*Moved by:* Jordan Johnson

*Seconded by:* Mark Jones

**Carried**

**4. Hire - Betty DuBore - 6th Grade Teacher of Record**

to approve the hire of Betty DuBore 6th grade Teacher of Record at 35% FTE, BA Step 16

*Moved by:* Calvin Schoepp

*Seconded by:* Darby Boe

**Carried**

**5. Adjourn**

to adjourn at 7:59 am

*Moved by:* Sally Roller

*Seconded by:* Jordan Johnson

**Carried**

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CAO

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Mayor

AUGUST 2024		FY 25
FINANCIAL REPORT		
Balance Summary Report		
Reconciliation Worksheet Report		
Starting Balance	8/1/24	\$1,225,542.44
Revenues		\$2,071,935.37
Expenses		\$1,996,414.90
Reconciliation Worksheet Report		
Ending Balance	8/31/24	\$1,301,062.91

Bank Reconciliation Amounts		
Ending Checking Balance	8/31/24	\$1,993,500.25
Ending Money Market Balance	8/31/24	\$685,493.99
Sub-total		\$2,678,994.24
Deposits in Transit		
Outstanding Checks/Wires		\$1,377,931.33
Adj.		
Ending Reconciliation Bank Stmt		\$1,301,062.91

Difference \$0.00

Certificate of Deposit	\$2,304,492.07
Ending Reconciled Balance	\$1,301,062.91

TOTAL \$3,605,554.98

PAYROLL \$ 114,577.51

BOND INVESTMENTS 2023A & 2024A		
D7M-002763	INVESTMENT ACCT.	\$ 9,913,439.63
D7M-003548	TAX EXEMPT INV. ACCT.	\$ 12,086,579.62
D7M-004314	D7M-004314	\$ 1,109,673.11
TOTAL		\$ 23,109,692.36

BUILDING BOND REV & EXP	STARTING BALANCE	\$ 7,666.24
	Revenues	
	Expenses	\$ (1,323,515.26)
	Difference	\$ (1,315,849.02)

CONTR DRAW \$1,315,849.02 DEPOSIT DATE SEPT 3, 2024  
OUTSTANDING CHECKS/WIRES BAL INCLUDES CONSTR PAYMENTS.

AUG 2025		FY 26
FINANCIAL REPORT		
Balance Summary Report		
Reconciliation Worksheet Report		
Starting Bala	8/1/25	\$1,469,300.20
Revenues		\$2,977,879.66
Expenses		\$2,113,997.51
Reconciliation Worksheet Report		
Ending Balar	8/31/25	\$2,333,182.35

Bank Reconciliation Amounts		
Ending Checking Balance	8/31/25	\$2,657,818.97
Ending Money Market Balance	8/31/25	\$815,999.19
Sub-total		\$3,473,818.16
Deposits in Transit		
Outstanding Checks/Wires		\$1,140,633.73
Adj.		\$2.08
Ending Reconciliation Bank Stmt		\$2,333,182.35

Difference \$0.00

Certificate of Deposit	\$2,392,348.01
Ending Reconciled Balance	\$2,333,182.35

TOTAL \$4,725,530.36

PAYROLL \$ 100,171.86

BOND INVESTMENTS 2023A & 2024A		
D7M-002763	INVESTMENT ACCT.	\$ 5,188,497.39
D7M-003548	X EXEMPT INV. ACCT.	\$ 100,000.00
D7M-004314	D7M-004314	\$ 673,901.41
TOTAL		\$ 5,962,398.80

BUILDING BOND REV & EXP	STARTING BALANCE	\$ -
	Revenues	\$ 1,380,287.15
	Expenses	-\$1,380,287.15
	Difference	\$ -

CD List	
Bremer 12/24/2025 5mn 4.20%	\$ 1,074,712.36
Bremer 12/21/25 12mn 4.20%	\$ 1,317,635.65

## 2025 Aug Check Register 202602

Check	Rcd	Vendor	Date	Amount
77920		BERGSTROM ELECTRIC, INC.	8/1/2025	164,393.70
77921		AT&T Mobility	8/11/2025	76.14
77922		BLUUM USA, INC	8/11/2025	30,330.00
77923		INTELLIGENT MARKING USA, INC.	8/11/2025	8,850.00
77924		MASSP	8/11/2025	195.00
77925		PREMIUM WATERS, INC	8/11/2025	23.99
77926		QUALITY MEATS & SEAFOOD	8/11/2025	2,052.00
77927		Techniques	8/11/2025	3,518.39
77928		Triangle Coach Service	8/11/2025	3,300.00
77929		W/A/O Ed Foundation	8/11/2025	512.84
77930	MARK CH	WARROAD HIGH SCHOOL	8/11/2025	150.00
77931		ARBITER SPROTS LLC	8/13/2025	345.00
77932		ASEC EDUCATIONAL COOP	8/13/2025	38,873.26
77933		AUTO VALUE WARREN	8/13/2025	28.17
77934		BLUUM USA, INC	8/13/2025	3,089.00
77935		Coca-Cola Enterprises Bottling	8/13/2025	272.00
77936		EHLERS	8/13/2025	5,000.00
77937		FORUM COMMUNICATIONS COMPANY	8/13/2025	725.60
77938		Garden Valley Technologies	8/13/2025	65.45
77939		GERRELLS SPORTS CENTER	8/13/2025	99.80
77940		Jim Ranstrom	8/13/2025	96.94
77941		JOHNSON CONTROLS	8/13/2025	335.75
77942		K&K TRUCKING INC	8/13/2025	720.00
77943	payment	Lowes	8/13/2025	1,347.10
77944		MARSHALL COUNTY COOPERATIVE	8/13/2025	370.55
77945		NAPA SUPPLY OF WARREN	8/13/2025	82.77
77946		NORTH CENTRAL BUS & EQUIPMENT INC	8/13/2025	1,154.66
77947		NORTHDALE OIL INC	8/13/2025	27.81
77948	88697	POMP'S TIRE	8/13/2025	77.04
77949		Red Lake Falls Volleyball	8/13/2025	100.00
77950	639850	SCHOLASTIC	8/13/2025	1,745.00
77951		School Outlet	8/13/2025	1,498.14
77952		SECTION 21 APPAREL CO.	8/13/2025	1,012.00
77953	24957	SECURLY	8/13/2025	2,686.50
77954		STEPS TO LITERACY	8/13/2025	54.01
77955	KLEVEN	Summer Arts Stages	8/13/2025	420.00
77956		SVEN'S Under Car Shop, LLC	8/13/2025	66.25
77957	payments	TRUE NORTH EQUIPMENT	8/13/2025	25.31
77958		WARREN CITY	8/13/2025	13,649.98
77959		WARREN SHEAF	8/13/2025	1,138.00
77960		ASEC EDUCATIONAL COOP	8/20/2025	5,756.71
77961		CHS Ag Services	8/25/2025	193.70
77962		Coca-Cola Enterprises Bottling	8/25/2025	2,340.00
77963		Dacotah Paper	8/25/2025	2,919.70
77964		Danelle Klassy	8/25/2025	400.00
77965		Dollar General- REGIONS 410526 CHARGED	8/25/2025	51.40
77966		ELECTRO WATCHMAN, INC	8/25/2025	3,430.80
77967		GERRELLS SPORTS CENTER	8/25/2025	5,940.00
77968		Liberty Business Systems	8/25/2025	682.40
77969		MINNESOTA FFA ASSOCIATION	8/25/2025	1,235.00
77970		MN ST HIGH SCHOOL LEAGUE	8/25/2025	1,800.00
77971		NORTHWEST SERVICE COOPERATIVE	8/25/2025	8,861.01
77972		PREMIUM WATERS, INC	8/25/2025	141.48

77973		SCHOOL DATEBOOKS	8/25/2025	288.95
77974		Supermarket Foods	8/25/2025	52.71
77975		T-Mobile	8/25/2025	40.00
77976		TODD DAHLMAN	8/25/2025	446.25
77977		US Bank Operations Center	8/25/2025	5,014.58
77978		US Foods, Inc	8/25/2025	1,947.74
77979		W/A/O Ed Foundation	8/25/2025	28.00
77980	METLIFE	Metropolitan life Insurance Comp.	8/26/2025	2,733.48
77981		THE MCDOWELL AGENCY	8/26/2025	90.20
77982		BERGSTROM ELECTRIC, INC.	8/27/2025	174,870.30
77983		DAKOTA FIRE PROTECTION INC	8/27/2025	33,168.54
77984		DONLAR CONSTRUCTION COMPANY	8/27/2025	195,735.21
77985		FLOOR TO CEILING CARPET ONE	8/27/2025	146,521.35
77986		H2I GROUP	8/27/2025	84,892.00
77987		ICON ARCHITECTURAL GROUP	8/27/2025	29,400.00
77988		JOHNSON CONTROLS	8/27/2025	45,029.72
77989		NORDSTROM ARCHITECTUREAL SHEET	8/27/2025	93,974.00
77990		Peterson Sheet Metal	8/27/2025	365,971.63
77991		SINGER MD, LLC	8/27/2025	136,471.45
77992		SUMMIT SITEWORKS	8/27/2025	67,191.60
77993		THIEF RIVER GLAZING	8/27/2025	7,061.35
77994		Anthony Holthusen	8/28/2025	205.00
77995		Jason Rantanen	8/28/2025	165.00
77996		John Syvertson	8/28/2025	165.00
77997		Lewis Jones	8/28/2025	165.00
77998		NATHAN HAASE	8/28/2025	165.00
<b>Total</b>				<b>1,714,054.41</b>

**2025 AUG WIRE REGISTER AND PAYROLL 202602**

Vendor	Date	Amount
MN STATE TAX	8/1/2025	1,823.57
MINNESOTA CHILD SUPPORT PAY CT	8/1/2025	85.00
EMC Insurance Companies	8/1/2025	17,850.63
The OMNI Group	8/1/2025	2,011.69
eGOLDFAX	8/1/2025	31.49
SQUARE INC	8/4/2025	60.00
TSYS MERCHANT SOLUTIONS	8/4/2025	330.00
Northwest Service Cooperative School	8/4/2025	98,050.82
AFLAC	8/4/2025	1,401.28
Standard Insurance Company	8/4/2025	880.45
REINHART FOODSERVICE LLC	8/5/2025	1,011.53
BPA/WEX	8/31/2025	175.00
US Bank Operations Center	8/8/2025	5,014.58
S & S Activewear	8/8/2025	1,281.29
S & S Activewear	8/12/2025	1,478.90
WEX/BPA	8/12/2025	300.21
HERITAGE EMBROIDERY & DESIGN	8/13/2025	530.00
MN STATE TAX	8/18/2025	2,532.56
MINNESOTA CHILD SUPPORT PAY CT	8/18/2025	85.00
MASA	8/18/2025	359.00
BSN Sports, LLC	8/18/2025	2,754.10
BPA/WEX	8/18/2025	150.00
VSP INSURANCE CO.	8/18/2025	418.54
The OMNI Group	8/19/2025	2,020.03
REINHART FOODSERVICE LLC	8/19/2025	2,360.04
WEX/BPA	8/19/2025	53.51
Liberty Business Systems	8/20/2025	2,961.05
MINNESOTA HOIST INSPECTION INC.	8/21/2025	1,727.20
WEX/BPA	8/21/2025	43.00
REINHART FOODSERVICE LLC	8/22/2025	1,612.65
PERFORMANCE FOODSERVICE	8/22/2025	209.00
BPA/WEX	8/25/2025	187.00
REINHART FOODSERVICE LLC	8/26/2025	874.70
WEX/BPA	8/26/2025	186.52
AMAZON.COM	8/4/2025	14,787.55
Kemps LLC (DBA Cass-Clay Creamery)	8/28/2025	185.10
BRADY, MARTZ & ASSOCIATES, P.C.	8/28/2025	12,600.00
IRS US	8/29/2025	14,223.89
The OMNI Group	8/29/2025	2,011.69
PERA	8/29/2025	4,169.97
TEACHERS RETIREMENT ASS'N	8/29/2025	5,013.44
IRS US	8/15/2025	15,377.02
WIKSTROM TELEPHONE COMPANY	8/15/2025	634.02
PERA	8/15/2025	4,554.69
TEACHERS RETIREMENT ASS'N	8/15/2025	4,971.61
WEX/BPA	8/12/2025	0.11
CARDMEMBER SERVICE	8/27/2025	17,777.46
REINHART FOODSERVICE LLC	8/5/2025	1,105.85
<b>TOTAL</b>		<b>\$ 248,262.74</b>

PAYROLL	DATE	AMOUNT
S202603	8/15/25	\$ 52,170.25
S202604	8/29/25	\$ 52,992.51
<b>TOTAL</b>		<b>\$ 105,162.76</b>

### Warren/Alvarado/Oslo Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
5966	2176	BRE														
SQUARE-COMED			10489	Credit	A	08/01/25		Wire	1	Misc						
						2176 R 04 005 505		321 040 000		COMED-SUMMER ADV					1,052.63	0.00
														Receipt Total:	\$1,052.63	\$0.00
														<b>Deposit Total:</b>	<b>\$1,052.63</b>	<b>\$0.00</b>
5967	2176	BRE														
SQUARE-COMED			10490	Credit	A	08/04/25		Wire	1	Misc						
						2176 R 04 005 505		321 040 000		SQUARE-SUMMER ADV					237.29	0.00
														Receipt Total:	\$237.29	\$0.00
														<b>Deposit Total:</b>	<b>\$237.29</b>	<b>\$0.00</b>
5968	2176	BRE														
SQUARE-COMED			10491	Credit	A	08/05/25		Wire	1	Misc						
						2176 R 04 005 505		321 040 000		SQUARE-SUMMER ADV					168.72	0.00
														Receipt Total:	\$168.72	\$0.00
														<b>Deposit Total:</b>	<b>\$168.72</b>	<b>\$0.00</b>
5969	2176	BRE														
SQUARE-COMED			10492	Credit	A	08/06/25		Wire	1	Misc						
						2176 R 04 005 505		321 040 000		SQUARE-SUMMER ADV					101.65	0.00
														Receipt Total:	\$101.65	\$0.00
														<b>Deposit Total:</b>	<b>\$101.65</b>	<b>\$0.00</b>
5970	2176	BRE														
SQUARE-COMED			10493	Credit	A	08/07/25		Wire	1	Misc						
						2176 R 04 005 505		321 040 000		SQUARE-SUMMER ADV					1,935.03	0.00
														Receipt Total:	\$1,935.03	\$0.00
														<b>Deposit Total:</b>	<b>\$1,935.03</b>	<b>\$0.00</b>
5971	2176	BRE														
SQUARE-COMED			10494	Credit	A	08/11/25		Wire	1	Misc						
						2176 R 04 005 505		321 040 000		SQUARE-SUMMER ADV					475.19	0.00
														Receipt Total:	\$475.19	\$0.00
														<b>Deposit Total:</b>	<b>\$475.19</b>	<b>\$0.00</b>

### Warren/Alvarado/Oslo Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
5972	2176	BRE														
SQUARE-COMED			10495	Credit	A	08/13/25		Wire	1	Misc						
						2176 R 04 005 505	321 040 000			Comm Ed Classes Tuition					372.33	0.00
														Receipt Total:	\$372.33	\$0.00
														<b>Deposit Total:</b>	<b>\$372.33</b>	<b>\$0.00</b>
5973	2176	BRE														
SQUARE-COMED			10496	Credit	A	08/14/25		Check	1	Misc						
						2176 R 04 005 505	321 040 000			SQUARE-SUMMER ADV					271.27	0.00
														Receipt Total:	\$271.27	\$0.00
														<b>Deposit Total:</b>	<b>\$271.27</b>	<b>\$0.00</b>
5974	2176	BRE														
SQUARE-COMED			10497	Credit	A	08/15/25		Wire	1	Misc						
						2176 R 04 005 505	321 040 000			SQUARE-SUMMER ADV					610.52	0.00
														Receipt Total:	\$610.52	\$0.00
														<b>Deposit Total:</b>	<b>\$610.52</b>	<b>\$0.00</b>
5975	2176	BRE														
SQUARE-COMED			10498	Credit	A	08/18/25		Wire	1	Misc						
						2176 R 04 005 505	321 040 000			SQUARE-SUMMER ADV					950.68	0.00
														Receipt Total:	\$950.68	\$0.00
														<b>Deposit Total:</b>	<b>\$950.68</b>	<b>\$0.00</b>
5976	2176	BRE														
YEARBOOK			10499	Credit	A	08/08/25		Check	1	Misc						
						2176 R 01 300 291	000 099 419			Yearbook					660.00	0.00
														Receipt Total:	\$660.00	\$0.00
														<b>Deposit Total:</b>	<b>\$660.00</b>	<b>\$0.00</b>
5977	2176	BRE														
Financial Deposits			10500	Credit	A	08/08/25		Check	1	Misc						
						2176 R 04 005 505	321 040 000			Registrations					50.00	0.00
						2176 R 04 005 248	321 040 000			Driver's Ed 715,714					330.00	0.00
						2176 R 01 005 060	000 099 000			Boosters Donation 5717					20,000.00	0.00
						2176 R 01 300 399	628 405 000			Carl Perkins Fed 111322					598.18	0.00
						2176 B 01 215 025				BCBS-5173					2,705.66	0.00

### Warren/Alvarado/Oslo Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
5977	2176	BRE														
Misc Deposits			10500	Credit	A	08/08/25		Check	1	Misc						
						2176	B 01 215 025			BCBS-25784					1,412.84	0.00
														Receipt Total:	\$25,096.68	\$0.00
														<b>Deposit Total:</b>	<b>\$25,096.68</b>	<b>\$0.00</b>
5978	2176	BRE														
MN STATE IDEAS			10501	Credit	A	08/15/25		Wire	1	Misc						
						2176	R 01 005 000 000 234 000			Hmst Market Value 24/25					338.72	0.00
						2176	R 04 005 000 321 234 000			HMST MARKET VALUE 24/25					60.49	0.00
						2176	R 07 005 000 000 234 000			AGR HSTD MKT VAL 24/25					2,511.12	0.00
						2176	R 07 005 000 000 258 000			SCH BLDG BOND AG CR 24					166,583.06	0.00
						2176	R 01 005 000 000 229 000			Disparity Reduction 24/25					50.74	0.00
						2176	R 04 005 000 321 229 000			Disparity Reduction 24/25					9.06	0.00
						2176	R 07 005 000 000 229 000			Disparity Reduction 24/25					376.19	0.00
						2176	R 01 005 000 000 211 000			General Ed Aid					689,757.21	0.00
														Receipt Total:	\$859,686.59	\$0.00
														<b>Deposit Total:</b>	<b>\$859,686.59</b>	<b>\$0.00</b>
5979	2176	BRE														
MISC DEPOSITS			10502	Credit	A	08/12/25		Check	1	Misc						
						2176	R 06 005 870 000 092 000			Interest					57.00	0.00
						2176	E 01 300 291 000 404 423			Musical Supplies					188.52	0.00
														Receipt Total:	\$245.52	\$0.00
														<b>Deposit Total:</b>	<b>\$245.52</b>	<b>\$0.00</b>
5980	2176	BRE														
COIN-VENDING			10503	Credit	A	08/12/25		Check	1	Misc						
						2176	R 21 005 298 301 099 725			COIN-VENDING/ELEM					310.52	0.00
														Receipt Total:	\$310.52	\$0.00
														<b>Deposit Total:</b>	<b>\$310.52</b>	<b>\$0.00</b>
1	2176	BRE														
↓-VENDING/CASH			10504	Credit	A	08/12/25		Check	1	Misc						
						2176	R 21 005 298 301 099 725			CASH-VENDING/ELEM					654.00	0.00
														Receipt Total:	\$654.00	\$0.00
														<b>Deposit Total:</b>	<b>\$654.00</b>	<b>\$0.00</b>

### Warren/Alvarado/Oslo Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
5982	2176	BRE														
MISC FUND 21 DEPOSITS			10505	Credit	A	08/12/25		Check	1	Misc						
						2176	R 21 005 298	301 099	736	FCCLA/NO/5722				100.00		0.00
						2176	R 21 005 298	301 099	716	Band Revenue				1,120.00		0.00
						2176	R 21 005 298	301 099	726	Boy's Basketball Camp 5724				210.00		0.00
						2176	R 01 005 000	000 096	000	Donation to Buildings719				100.00		0.00
														Receipt Total:	\$1,530.00	\$0.00
														<b>Deposit Total:</b>	<b>\$1,530.00</b>	<b>\$0.00</b>
5983	2176	BRE														
COMMED/SUMMER ADV			10506	Credit	A	08/12/25		Check	1	Misc						
						2176	R 04 005 505	321 040	000	SUMMER ADV				3,163.00		0.00
														Receipt Total:	\$3,163.00	\$0.00
														<b>Deposit Total:</b>	<b>\$3,163.00</b>	<b>\$0.00</b>
5984	2176	BRE														
CORRECTION 5980			10507	Debit	A	08/12/25		Wire	1	Misc						
						2176	R 21 005 298	301 099	725	W-Club Revenue				(0.02)		0.00
														Receipt Total:	(\$0.02)	\$0.00
														<b>Deposit Total:</b>	<b>(\$0.02)</b>	<b>\$0.00</b>
5985	2176	BRE														
SQUARE COMM ED TUITION			10510	Credit	A	08/20/25		Wire	1	Misc						
						2176	R 04 005 505	321 040	000	Comm Ed Classes Tuition				33.86		0.00
														Receipt Total:	\$33.86	\$0.00
														<b>Deposit Total:</b>	<b>\$33.86</b>	<b>\$0.00</b>
5986	2176	BRE														
SQUARE COM ED TUITON			10511	Credit	A	08/21/25		Wire	1	Misc						
						2176	R 04 005 505	321 040	000	Comm Ed Classes Tuition				645.41		0.00
														Receipt Total:	\$645.41	\$0.00
														<b>Deposit Total:</b>	<b>\$645.41</b>	<b>\$0.00</b>

### Warren/Alvarado/Oslo Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
5987	2176	BRE														
TRA REFUND EMPLOYER			10512	Credit	A	08/22/25		Wire	1	Misc						
						2176	B 01 215 018			TRA REFUND					6.56	0.00
														Receipt Total:	\$6.56	\$0.00
														<b>Deposit Total:</b>	<b>\$6.56</b>	<b>\$0.00</b>
5988	2176	BRE														
SQUARE COMM ED			10513	Credit	A	08/25/25		Wire	1	Misc						
						2176	R 04 005 505	321 040 000		Comm Ed Classes Tuition					188.43	0.00
														Receipt Total:	\$188.43	\$0.00
														<b>Deposit Total:</b>	<b>\$188.43</b>	<b>\$0.00</b>
5989	2176	BRE														
TSYS PMT ONLINE			10514	Credit	A	08/27/25		Wire	1	Misc						
						2176	R 02 005 770	701 601 000		Pupil Lunch TYSY 82725					54.00	0.00
														Receipt Total:	\$54.00	\$0.00
														<b>Deposit Total:</b>	<b>\$54.00</b>	<b>\$0.00</b>
5990	2176	BRE														
COMED; BENEFITS; LTCS; FCCL			10519	Credit	A	08/28/25		Check	1	Misc						
						2176	R 04 005 505	321 040 000		SUMMER ADV 865727				200.00	0.00	
						2176	R 04 005 505	321 040 000		SUMMER ADV				551.00	0.00	
						2176	R 04 005 505	321 040 000		SUMMER ADV 865728				1,030.00	0.00	
						2176	B 01 215 025			Blue Cross and Blue Shield				2,825.68	0.00	
						2176	B 01 215 039			METLIFE DENTAL				15.27	0.00	
						2176	B 01 215 038			VSP Vision Insurance				7.84	0.00	
						2176	R 01 005 000	000 099 002		Crisis Grant Revenue				6,000.00	0.00	
						2176	R 01 005 331	675 400 000		P2P #21919 FCCLA				1,707.10	0.00	
														Receipt Total:	\$12,336.89	\$0.00
														<b>Deposit Total:</b>	<b>\$12,336.89</b>	<b>\$0.00</b>
1	2176	BRE														
Y ONLINE PYMT			10515	Credit	A	08/28/25		Wire	1	Misc						
						2176	R 02 005 770	701 601 000		Pupil Lunch TYSY 82825					104.00	0.00
														Receipt Total:	\$104.00	\$0.00
														<b>Deposit Total:</b>	<b>\$104.00</b>	<b>\$0.00</b>

### Warren/Alvarado/Oslo Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
5992	2176	BRE														
SQUARE COM ED			10516	Credit	A	08/29/25		Wire	1	Misc						
						2176	R 04 005 505	321 040 000		Comm Ed Classes Tuition					125.93	0.00
														Receipt Total:	\$125.93	\$0.00
														<b>Deposit Total:</b>	<b>\$125.93</b>	<b>\$0.00</b>
5993	2176	BRE														
IDEAS AUG 30 FY25/FY26			10518	Credit	A	08/29/25		Wire	1	Misc						
						2176	R 01 005 000	740 360 000		State Aids Special E FY24/25					102,135.44	0.00
						2176	R 04 005 580	325 300 000		ECFE Aids FY24/25					101.95	0.00
						2176	R 04 005 582	344 300 000		School Readiness -FY24/25					704.01	0.00
						2176	R 04 005 583	354 300 000		Pres Health ScreeningFY24/25					30.60	0.00
						2176	R 07 005 000	000 317 000		LTFM State Aid FY24/25					928.75	0.00
						2176	R 01 005 000	312 300 000		Literacy Inc. Aid Rev FY24/25					884.38	0.00
						2176	R 01 005 620	343 300 000		School Library Rev FY24/25					1,200.00	0.00
						2176	R 01 005 000	000 227 000		Abatement Aid FY24/25					2.64	0.00
						2176	R 04 005 000	321 227 000		Abatement Aid FY24/25					0.51	0.00
						2176	R 01 005 000	373 300 000		SSP Rev FY24/25					1,200.00	0.00
						2176	R 01 005 000	374 300 000		SS Prsnl-C&I Revenu FY24/25					1,200.00	0.00
						2176	R 01 005 000	000 211 000		General Ed Aid FY25/26					138,733.11	0.00
						2176	R 07 005 000	000 234 000		AGR HSTD MKT VAL FY25/26					3,522.80	0.00
						2176	R 07 005 000	000 258 000		SCH BLDG BOND AG CR FY25/26					174,967.34	0.00
						2176	R 07 005 000	000 229 000		Disparity Reduction FY25/26					563.61	0.00
						2176	R 01 005 000	740 360 000		State Aids Special E FY25/26					38,352.38	0.00
						2176	R 04 005 582	344 300 000		School Readiness - FY25/26					6,259.67	0.00
						2176	R 04 005 583	354 300 000		Pre Health Screening FY25/26					402.84	0.00
						2176	R 07 005 000	000 317 000		LTFM State Aid FY25/26					2,910.87	0.00
						2176	R 01 005 000	000 227 000		Abatement Aid FY25/26					18.00	0.00
														Receipt Total:	\$474,118.90	\$0.00
														<b>Deposit Total:</b>	<b>\$474,118.90</b>	<b>\$0.00</b>
4	2176	BRE														
URN ITEM/REF TO MAKER			10509	Debit	A	08/13/25		Wire	1	Misc						
						2176	R 01 300 291	000 099 419		Yearbook RETURN ITEM					(120.00)	0.00
														Receipt Total:	(\$120.00)	\$0.00
														<b>Deposit Total:</b>	<b>(\$120.00)</b>	<b>\$0.00</b>

### Warren/Alvarado/Oslo Schools Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Receipt Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
5995	2176	BRE														
BREMER MM INT AUG 2025																
			10508	Credit	A	08/31/25		Wire	1	Misc						
						2176	R 01 005 000 000 092 000			Earning from Invest BBMM					1,665.81	0.00
														Receipt Total:	\$1,665.81	\$0.00
														<b>Deposit Total:</b>	<b>\$1,665.81</b>	<b>\$0.00</b>
5996	2176	BRE														
CORT 33.86 S/B 33.68																
			10517	Debit	A	08/20/25		Wire	1	Misc						
						2176	R 04 005 505 321 040 000			Comm Ed Classes Tuition CR					(0.18)	0.00
														Receipt Total:	(\$0.18)	\$0.00
														<b>Deposit Total:</b>	<b>(\$0.18)</b>	<b>\$0.00</b>
														Report Total:	\$1,386,681.21	\$0.00



RUN DATE: 08/27/25 (IDEAS)  
 RUN TIME: 13:24

MINNESOTA DEPARTMENT OF EDUCATION  
 STATE AIDS PAYMENT REPORT BY DISTRICT  
 FINAL ACCOUNT PART 1

ENTITLEMENT YEAR: 24-25  
 FINAL PAYMENT AUGUST 30

DISTRICT: 2176-01 WARREN-ALVARADO-OSLO SCHOOL DIST.

AID PROGRAM	NO. DST	ANNUAL AID ENTITLEMENT	PRORATED AID ENTITLEMENT	GENERAL REDUCTION	ANNUAL UFARS REVENUE	REDUCTION ADJUSTMENT	CUMULATIVE AMOUNT DUE
GENERAL EDUCATION AID		6,344,048.21	6,344,048.21	0.00	6,344,048.21	0.00	5,899,964.84
GEN ED SHARED TIME		5,639.02	5,639.02	0.00	5,639.02	0.00	5,639.02
SCH TRUST LAND ENDOWMENT		38,450.43	38,450.43	0.00	38,450.43	0.00	38,450.43
SUBTOTAL		6,388,137.66	6,388,137.66	0.00	6,388,137.66	0.00	5,944,054.29
AGR HSTD VAL CR FND1		3,387.22	3,387.22	0.00	3,387.22	0.00	3,387.22
AGR HSTD MKT VAL CR FND4		604.87	604.87	0.00	604.87	0.00	604.87
AGR HSTD MKT VAL CR FND7		25,111.19	25,111.19	0.00	25,111.19	0.00	25,111.19
SUBTOTAL		29,103.28	29,103.28	0.00	29,103.28	0.00	29,103.28
SCH BLDG BOND AG CR FU 7		1,665,830.61	1,665,830.61	0.00	1,665,830.61	0.00	1,665,830.61
SUBTOTAL		1,665,830.61	1,665,830.61	0.00	1,665,830.61	0.00	1,665,830.61
DISPARITY REDUCT FUND 1		507.45	507.45	0.00	507.45	0.00	507.45
DISPARITY REDUCT FUND 4		90.61	90.61	0.00	90.61	0.00	90.61
DISPARITY REDUCT FUND 7		3,761.94	3,761.94	0.00	3,761.94	0.00	3,761.94
SUBTOTAL		4,360.00	4,360.00	0.00	4,360.00	0.00	4,360.00
SPECIAL EDUCATION		1,003,613.28	1,003,613.28	0.00	1,003,613.28	0.00	933,360.35
SUBTOTAL		1,003,613.28	1,003,613.28	0.00	1,003,613.28	0.00	933,360.35
EARLY CHILD & FAM EDUC		3,398.68	3,398.36 *	0.00	3,398.36	0.00	3,160.47
SCHOOL READINESS REVENUE		23,466.92	23,466.92	0.00	23,466.92	0.00	21,824.24
PRESCH HEALTH SCREENING		1,020.00	1,020.00	0.00	1,020.00	0.00	948.60
LT FAC MAINT REV FUND 7		30,958.51	30,958.51	0.00	30,958.51	0.00	28,791.41
LITERACY INCENTIVE AID		29,479.06	29,479.06	0.00	29,479.06	0.00	27,415.53
HRLY WORKER UNEMPLOYMENT		46,912.98	46,912.98	0.00	46,912.98	0.00	42,221.68
READ ACT LITERACY AID		23,165.20	23,165.20	0.00	23,165.20	0.00	23,165.20
TCHR COMP READ ACT TRNG		20,914.80	20,914.80	0.00	20,914.80	0.00	20,914.80
SUBTOTAL		179,316.15	179,315.83	0.00	179,315.83	0.00	168,441.93
SCHOOL LIBRARY AID		40,000.00	40,000.00	0.00	40,000.00	0.00	37,200.00
SUBTOTAL		40,000.00	40,000.00	0.00	40,000.00	0.00	37,200.00
ABATEMENT AID FUND 1		105.47	105.47	0.00	105.47	0.00	97.56
ABATEMENT AID FUND 4		20.16	20.16	0.00	20.16	0.00	18.65
SUBTOTAL		125.63	125.63	0.00	125.63	0.00	116.21
STUDENT SUPPORT PERSONNL		40,000.00	40,000.00	0.00	40,000.00	0.00	37,200.00
STUDENT SUPPORT COOP		40,000.00	40,000.00	0.00	40,000.00	0.00	37,200.00
SUBTOTAL		80,000.00	80,000.00	0.00	80,000.00	0.00	74,400.00
TOTAL		9,390,486.61	9,390,486.29	0.00	9,390,486.29	0.00	8,856,866.67

\* PRORATED

RUN DATE: 08/27/25 (IDEAS)  
 RUN TIME: 13:24

MINNESOTA DEPARTMENT OF EDUCATION  
 STATE AIDS PAYMENT REPORT BY DISTRICT  
 FINAL ACCOUNT PART 2

ENTITLEMENT YEAR: 24-25  
 FINAL PAYMENT AUGUST 30

DISTRICT: 2176-01 WARREN-ALVARADO-OSLO SCHOOL DIST.

AID PROGRAM	UFARS CODE	GROSS AID YEAR-TO-DATE	GROSS AID THIS PAYMENT	TAX SHIFT ADJ THIS PAYMENT	OTHER ADJ THIS PAYMENT	NET AID PAYMENT	THIS PAYMENT OVERPAYMENT
GENERAL EDUCATION AID	01S211	5,933,576.42	0.00	0.00	0.00	0.00	0.00
GEN ED SHARED TIME	01S213	5,639.02	0.00	0.00	0.00	0.00	0.00
SCH TRUST LAND ENDOWMENT	01S201	38,450.43	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		5,977,665.87	0.00	0.00	0.00	0.00	0.00
AGR HSTD VAL CR FND1	01S234	3,387.22	0.00	0.00	0.00	0.00	0.00
AGR HSTD MKT VAL CR FND4	04S234	604.87	0.00	0.00	0.00	0.00	0.00
AGR HSTD MKT VAL CR FND7	07S234	25,111.19	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		29,103.28	0.00	0.00	0.00	0.00	0.00
SCH BLDG BOND AG CR FU 7	07S258	1,665,830.61	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		1,665,830.61	0.00	0.00	0.00	0.00	0.00
DISPARITY REDUCT FUND 1	01S229	507.45	0.00	0.00	0.00	0.00	0.00
DISPARITY REDUCT FUND 4	04S229	90.61	0.00	0.00	0.00	0.00	0.00
DISPARITY REDUCT FUND 7	07S229	3,761.94	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		4,360.00	0.00	0.00	0.00	0.00	0.00
SPECIAL EDUCATION	01S360	831,224.91	102,135.44	0.00	0.00	102,135.44	0.00
SUBTOTAL		831,224.91	102,135.44	0.00	0.00	102,135.44	0.00
EARLY CHILD & FAM EDUC	04F325	3,058.52	101.95	0.00	0.00	101.95	0.00
SCHOOL READINESS REVENUE	04F344	21,120.23	704.01	0.00	0.00	704.01	0.00
PRESCH HEALTH SCREENING	04F354	918.00	30.60	0.00	0.00	30.60	0.00
LT FAC MAINT REV FUND 7	07S317	27,862.66	928.75	0.00	0.00	928.75	0.00
LITERACY INCENTIVE AID	01F312	26,531.15	884.38	0.00	0.00	884.38	0.00
HRLY WORKER UNEMPLOYMENT	01S369	42,221.68	0.00	0.00	0.00	0.00	0.00
READ ACT LITERACY AID	01F356	23,165.20	0.00	0.00	0.00	0.00	0.00
TCHR COMP READ ACT TRNG	01F357	20,914.80	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		165,792.24	2,649.69	0.00	0.00	2,649.69	0.00
SCHOOL LIBRARY AID	01F343	36,000.00	1,200.00	0.00	0.00	1,200.00	0.00
SUBTOTAL		36,000.00	1,200.00	0.00	0.00	1,200.00	0.00
ABATEMENT AID FUND 1	01S227	94.92	2.64	0.00	0.00	2.64	0.00
ABATEMENT AID FUND 4	04S227	18.14	0.51	0.00	0.00	0.51	0.00
SUBTOTAL		113.06	3.15	0.00	0.00	3.15	0.00
STUDENT SUPPORT PERSONNL	01F373	36,000.00	1,200.00	0.00	0.00	1,200.00	0.00
STUDENT SUPPORT COOP	01F374	36,000.00	1,200.00	0.00	0.00	1,200.00	0.00
SUBTOTAL		72,000.00	2,400.00	0.00	0.00	2,400.00	0.00
TOTAL		8,782,089.97	108,388.28	0.00	0.00	108,388.28	0.00

RUN DATE: 08/27/25 (IDEAS)  
 RUN TIME: 13:24

MINNESOTA DEPARTMENT OF EDUCATION  
 STATE AIDS PAYMENT REPORT BY DISTRICT  
 CURRENT ACCOUNT PART 1

ENTITLEMENT YEAR: 25-26  
 PAYMENT #04 : AUGUST, 30

DISTRICT: 2176-01 Warren-Alvarado-Oslo School Dist.

AID PROGRAM	NO. DST	ANNUAL AID ENTITLEMENT	PRORATED AID ENTITLEMENT	GENERAL REDUCTION	ANNUAL UFARS REVENUE	REDUCTION ADJUSTMENT	AMOUNT PAYABLE CURRENT ACCOUNT
GENERAL EDUCATION AID		6,449,415.48	6,449,415.48	0.00	6,449,415.48	0.00	5,804,473.93
SUBTOTAL		6,449,415.48	6,449,415.48	0.00	6,449,415.48	0.00	5,804,473.93
AGR HSTD VAL CR FND1		3,138.48	3,138.48	0.00	3,138.48	0.00	2,824.63
AGR HSTD MKT VAL CR FND4		628.37	628.37	0.00	628.37	0.00	565.53
AGR HSTD MKT VAL CR FND7		23,485.32	23,485.32	0.00	23,485.32	0.00	21,136.79
SUBTOTAL		27,252.17	27,252.17	0.00	27,252.17	0.00	24,526.95
SCH BLDG BOND AG CR FU 7		1,166,448.92	1,166,448.92	0.00	1,166,448.92	0.00	1,049,804.03
SUBTOTAL		1,166,448.92	1,166,448.92	0.00	1,166,448.92	0.00	1,049,804.03
DISPARITY REDUCT FUND 1		502.12	502.12	0.00	502.12	0.00	451.91
DISPARITY REDUCT FUND 4		100.53	100.53	0.00	100.53	0.00	90.48
DISPARITY REDUCT FUND 7		3,757.35	3,757.35	0.00	3,757.35	0.00	3,381.62
SUBTOTAL		4,360.00	4,360.00	0.00	4,360.00	0.00	3,924.01
SPECIAL EDUCATION		191,761.90	191,761.90	0.00	191,761.90	0.00	168,098.48
SUBTOTAL		191,761.90	191,761.90	0.00	191,761.90	0.00	168,098.48
SCHOOL READINESS REVENUE		20,865.57	20,865.57	0.00	20,865.57	0.00	18,779.01
PRESCH HEALTH SCREENING		1,342.80	1,342.80	0.00	1,342.80	0.00	1,208.52
LT FAC MAINT REV FUND 7		19,405.80	19,405.80	0.00	19,405.80	0.00	17,465.22
SUBTOTAL		41,614.17	41,614.17	0.00	41,614.17	0.00	37,452.75
ABATEMENT AID FUND 1		25.71	25.71	0.00	25.71	0.00	23.14
ABATEMENT AID FUND 4		4.34	4.34	0.00	4.34	0.00	3.91
SUBTOTAL		30.05	30.05	0.00	30.05	0.00	27.05
TOTAL		7,880,882.69	7,880,882.69	0.00	7,880,882.69	0.00	7,088,307.20

RUN DATE: 08/27/25 (IDEAS)  
 RUN TIME: 13:24

MINNESOTA DEPARTMENT OF EDUCATION  
 STATE AIDS PAYMENT REPORT BY DISTRICT  
 CURRENT ACCOUNT PART 2

ENTITLEMENT YEAR: 25-26  
 PAYMENT #04 : AUGUST, 30

DISTRICT: 2176-01 Warren-Alvarado-Oslo School Dist.

AID PROGRAM	UFARS CODE	CUMULATIVE AMOUNT DUE	GROSS AID YEAR-TO-DATE	GROSS AID THIS PAYMENT	TAX SHIFT ADJ THIS PAYMENT	OTHER ADJ THIS PAYMENT	NET AID THIS PAYMENT
GENERAL EDUCATION AID	01S211	1,046,474.99	907,741.88	138,733.11	0.00	0.00	138,733.11
SUBTOTAL		1,046,474.99	907,741.88	138,733.11	0.00	0.00	138,733.11
AGR HSTD VAL CR FND1	01S234	0.00	0.00	0.00	0.00	0.00	0.00
AGR HSTD MKT VAL CR FND4	04S234	0.00	0.00	0.00	0.00	0.00	0.00
AGR HSTD MKT VAL CR FND7	07S234	7,045.60	3,522.80	3,522.80	0.00	0.00	3,522.80
SUBTOTAL		7,045.60	3,522.80	3,522.80	0.00	0.00	3,522.80
SCH BLDG BOND AG CR FU 7	07S258	349,934.68	174,967.34	174,967.34	0.00	0.00	174,967.34
SUBTOTAL		349,934.68	174,967.34	174,967.34	0.00	0.00	174,967.34
DISPARITY REDUCT FUND 1	01S229	0.00	0.00	0.00	0.00	0.00	0.00
DISPARITY REDUCT FUND 4	04S229	0.00	0.00	0.00	0.00	0.00	0.00
DISPARITY REDUCT FUND 7	07S229	1,127.21	563.60	563.61	0.00	0.00	563.61
SUBTOTAL		1,127.21	563.60	563.61	0.00	0.00	563.61
SPECIAL EDUCATION	01S360	38,352.38	0.00	38,352.38	0.00	0.00	38,352.38
SUBTOTAL		38,352.38	0.00	38,352.38	0.00	0.00	38,352.38
SCHOOL READINESS REVENUE	04F344	6,259.67	0.00	6,259.67	0.00	0.00	6,259.67
PRESCH HEALTH SCREENING	04F354	402.84	0.00	402.84	0.00	0.00	402.84
LT FAC MAINT REV FUND 7	07S317	5,821.74	2,910.87	2,910.87	0.00	0.00	2,910.87
SUBTOTAL		12,484.25	2,910.87	9,573.38	0.00	0.00	9,573.38
ABATEMENT AID FUND 1	01S227	18.00	0.00	18.00	0.00	0.00	18.00
ABATEMENT AID FUND 4	04S227	0.00	0.00	0.00	0.00	0.00	0.00
SUBTOTAL		18.00	0.00	18.00	0.00	0.00	18.00
TOTAL		1,455,437.11	1,089,706.49	365,730.62	0.00	0.00	365,730.62

RUN DATE: 08/27/25 (IDEAS)  
 RUN TIME: 13:24

MINNESOTA DEPARTMENT OF EDUCATION  
 STATE AIDS PAYMENT SCHEDULE  
 \*\*\*\* NET AID PAYMENT \*\*\*\*

PAYMENT YEAR: 25-26  
 BASIS: C0230, F0230

DISTRICT: 2176-01 Warren-Alvarado-Oslo School Dist.

THIS REPORT CONTAINS SUMMARY INFORMATION ON STATE AIDS CASH PAYMENTS TO YOUR DISTRICT FOR THE 25-26 PAYMENT YEAR. INCLUDED ARE THE FINAL PAYMENTS FOR 24-25 AND CURRENT PAYMENTS THROUGH JUNE 30 FOR 25-26. ACTUAL AMOUNTS ARE SHOWN FOR PAY PERIODS WITH A STATUS OF 'ACTUAL' OR 'CURRENT'. PROJECTED AMOUNTS ARE SHOWN FOR PAY PERIODS WITH A STATUS OF 'ESTIMATE'.

THE AMOUNTS SHOWN ARE TOTAL PAYMENTS FOR ALL STATE AID AND CREDIT PROGRAMS THAT ARE PAID ON THE IDEAS PAYMENT SYSTEM. BY NOT SHOWING THE PROGRAM DETAIL, WE ARE ABLE TO GENERATE THIS ONE PAGE SUMMARY REPORT AND MAIL IT TO YOU EACH PAY PERIOD. THIS REPORT WILL SUPPLEMENT THE DETAILED PAYMENT PROJECTION REPORT THAT IS PROVIDED PERIODICALLY. THE INTENT IS TO PROVIDE MORE CURRENT INFORMATION FOR YOUR USE IN MANAGING DISTRICT CASH FLOW... INFORMATION THAT REFLECTS CHANGES IN THE DATA ITEMS FOR YOUR DISTRICT AS THEY BECOME AVAILABLE AND ARE INCLUDED ON THE IDEAS DATABASE.

REMEMBER, AS THE PROJECTED PAYMENTS ARE SUBJECT TO CHANGE, THE DISTRICT'S CASH MANAGEMENT POLICY SHOULD ALLOW FOR SUCH POTENTIAL VARIATIONS IN ORDER THAT YOU WILL ALWAYS HAVE SUFFICIENT CASH RESOURCES AVAILABLE TO MEET CURRENT OPERATING EXPENSES.

PAY PERIOD	STATUS	OPERATING FUNDS	DEBT SERVICE	ALL FUNDS
JUL 15	ACTUAL	36,468.13	0.00	36,468.13
JUL 30	ACTUAL	181,516.54	181,964.61	363,481.15
AUG 15	ACTUAL	690,216.22	169,470.37	859,686.59
AUG 30	CURRENT	291,225.53	182,893.37	474,118.90
SEP 15	ESTIMATE	181,796.43	0.00	181,796.43
SEP 30	ESTIMATE	419,666.97	183,202.93	602,869.90
OCT 15	ESTIMATE	145,437.14	0.00	145,437.14
OCT 30	ESTIMATE	200,363.86	182,274.20	382,638.06
NOV 15	ESTIMATE	0.00	0.00	0.00
NOV 30	ESTIMATE	53,157.70	181,964.61	235,122.31
DEC 15	ESTIMATE	399,952.13	0.00	399,952.13
DEC 30	ESTIMATE	218,155.71	181,964.62	400,120.33
JAN 15	ESTIMATE	368,284.15	0.00	368,284.15
JAN 30	ESTIMATE	292,595.21	0.00	292,595.21
FEB 15	ESTIMATE	294,474.28	619.17	295,093.45
FEB 28	ESTIMATE	363,592.84	0.00	363,592.84
MAR 15	ESTIMATE	363,592.85	0.00	363,592.85
MAR 30	ESTIMATE	436,311.42	0.00	436,311.42
APR 15	ESTIMATE	290,874.28	0.00	290,874.28
APR 30	ESTIMATE	529,102.26	0.00	529,102.26
MAY 15	ESTIMATE	363,592.84	0.00	363,592.84
MAY 30	ESTIMATE	217,645.50	0.00	217,645.50
JUN 20	ESTIMATE	234,735.00	0.00	234,735.00
JUN 30	ESTIMATE	0.00	0.00	0.00
TOTAL		6,572,756.99	1,264,353.88	7,837,110.87

- 2025-26 AID ENTITLEMENT AMOUNTS ARE BASED ON THE BEST ESTIMATES AVAILABLE AT THIS TIME, BUT MAY BE SOFT.
- 2024-25 AID ENTITLEMENTS AND PROJECTED FINAL PAYMENTS ARE BASED PRIMARILY ON DATA AS OF THE FEBRUARY 2025 FORECAST AND WILL BE REVISED THROUGH THE YEAR AS STUDENT, EXPENDITURE AND OTHER DATA ARE FINALIZED.
- ESTIMATED PAYMENT AMOUNTS ON THIS REPORT REFLECT A 90/10 PAYMENT SCHEDULED. EARLY RECOGNITION ITEMS WITH NO CORRESPONDING AID ADJUSTMENT SPECIFIED IN STATUTE WILL CONTINUE TO BE RECOGNIZED EARLY.

### Warren/Alvarado/Oslo Schools Student Activity Transaction Report 202602 through 202602

Sequence: Comp, L, Fd, Org, Pro, Fin, O/S, Crs

21 Student Activity Fund																
2176	E	21	005	298	301	401	724	WAO Warehouse	St Bal:	\$30.00	Activity:	\$2,790.19	Enc:	\$0.00	End Bal:	\$2,820.19
Type	Code	Period	Date	St	Vendor / Cust / Desc	Detail Description	PO#	Inv Ref	PmtDt/DepCtl	Pmt Tp	Check#	Amount				
VOU	56853	202602	08/01/25	1	2892 SQUARE INC	SQUARE FEE		8.1.25-2892	08/04/25	WX	0	30.00				
VOU	56933	202602	08/07/25	1	2656 S & S Activewear	84155474		OBP-958587	08/12/25	WX	0	141.93				
VOU	56933	202602	08/07/25	1	2656 S & S Activewear	84155466		OBP-958587	08/12/25	WX	0	239.00				
VOU	56933	202602	08/07/25	1	2656 S & S Activewear	84155476		OBP-958587	08/12/25	WX	0	10.63				
VOU	56933	202602	08/07/25	1	2656 S & S Activewear	83358823		OBP-958587	08/12/25	WX	0	76.12				
VOU	56933	202602	08/07/25	1	2656 S & S Activewear	83677561		OBP-958587	08/12/25	WX	0	1,011.22				
VOU	56934	202602	08/05/25	1	2656 S & S Activewear	82606079		OBP-956922	08/08/25	WX	0	14.26				
VOU	56934	202602	08/05/25	1	2656 S & S Activewear	82673611		OBP-956922	08/08/25	WX	0	65.00				
VOU	56934	202602	08/05/25	1	2656 S & S Activewear	82673607		OBP-956922	08/08/25	WX	0	174.35				
VOU	56934	202602	08/05/25	1	2656 S & S Activewear	82673606		OBP-956922	08/08/25	WX	0	32.50				
VOU	56934	202602	08/05/25	1	2656 S & S Activewear	82640798		OBP-956922	08/08/25	WX	0	64.51				
VOU	56934	202602	08/05/25	1	2656 S & S Activewear	83358390		OBP-956922	08/08/25	WX	0	206.66				
VOU	56934	202602	08/05/25	1	2656 S & S Activewear	82847792		OBP-956922	08/08/25	WX	0	204.29				
VOU	56934	202602	08/05/25	1	2656 S & S Activewear	82887191		OBP-956922	08/08/25	WX	0	71.56				
VOU	56934	202602	08/05/25	1	2656 S & S Activewear	82887198		OBP-956922	08/08/25	WX	0	196.72				
VOU	56934	202602	08/05/25	1	2656 S & S Activewear	82887193		OBP-956922	08/08/25	WX	0	4.19				
VOU	56934	202602	08/05/25	1	2656 S & S Activewear	82606080		OBP-956922	08/08/25	WX	0	105.65				
VOU	56934	202602	08/05/25	1	2656 S & S Activewear	82606082		OBP-956922	08/08/25	WX	0	141.60				
<b>Total Voucher Activity:</b>												<b>\$2,790.19</b>				
2176	E	21	005	298	301	401	725	W-Club	St Bal:	\$11,018.10	Activity:	\$2,340.00	Enc:	\$0.00	End Bal:	\$13,358.10
Type	Code	Period	Date	St	Vendor / Cust / Desc	Detail Description	PO#	Inv Ref	PmtDt/DepCtl	Pmt Tp	Check#	Amount				
VOU	56860	202602	08/21/25	1	1146 Coca-Cola Enterprises Bottling	w club		5194691	08/25/25	CH	77962	2,340.00				
<b>Total Voucher Activity:</b>												<b>\$2,340.00</b>				
2176	E	21	005	298	301	401	732	Volleyball	St Bal:	\$0.00	Activity:	\$279.98	Enc:	\$141.93	End Bal:	\$279.98
Type	Code	Period	Date	St	Vendor / Cust / Desc	Detail Description	PO#	Inv Ref	PmtDt/DepCtl	Pmt Tp	Check#	Amount				
VOU	56937	202602	08/01/25	1	19006 AMAZON.COM	VB- Patiassy 7x4 FT Volleyball Re	11354	1M7X-P1FK-6I	08/04/25	WX	0	279.98				
<b>Total Voucher Activity:</b>												<b>\$279.98</b>				
2176	R	21	005	298	301	099	716	Band Revenue	St Bal:	\$0.00	Activity:	(\$1,120.00)	Enc:	\$0.00	End Bal:	(\$1,120.00)
Type	Code	Period	Date	St	Vendor / Cust / Desc	Detail Description	PO#	Inv Ref	PmtDt/DepCtl	Pmt Tp	Check#	Amount				
RCT	10505	202602	08/12/25	1	C1 Misc	Band Revenue			5982	CH		(1,120.00)				
<b>Total Receipt Activity:</b>												<b>(\$1,120.00)</b>				
Page 37 of 205	R	21	005	298	301	099	725	W-Club Revenue	St Bal:	(\$3,828.29)	Activity:	(\$964.50)	Enc:	\$0.00	End Bal:	(\$4,792.79)
Type	Code	Period	Date	St	Vendor / Cust / Desc	Detail Description	PO#	Inv Ref	PmtDt/DepCtl	Pmt Tp	Check#	Amount				
F	10503	202602	08/12/25	1	C1 Misc	COIN-VENDING/ELEM			5980	CH		(310.52)				
F	10504	202602	08/12/25	1	C1 Misc	CASH-VENDING/ELEM			5981	CH		(654.00)				

**Warren/Alvarado/Oslo Schools**  
**Student Activity Transaction Report**  
**202602 through 202602**

Sequence: Comp, L, Fd, Org, Pro, Fin, O/S, Crs

21 Student Activity Fund												
Type	Code	Period	Date	St	Vendor / Cust / Desc	Detail Description	PO#	Inv Ref	PmtDt/DepCtl	Pmt Tp	Check#	Amount
<b>2176 R 21 005 298 301 099 725 W-Club Revenue</b>						<b>St Bal:</b>		<b>Activity:</b>		<b>Enc:</b>		<b>End Bal:</b>
												<b>(\$3,828.29)</b>
												<b>(\$964.50)</b>
												<b>\$0.00</b>
												<b>(\$4,792.79)</b>
RCT	10507	202602	08/12/25	1	C1 Misc	W-Club Revenue			5984	WX		0.02
											<b>Total Receipt Activity:</b>	<b>(\$964.50)</b>
<b>2176 R 21 005 298 301 099 726 Boy's Basketball Revenue</b>						<b>St Bal:</b>		<b>Activity:</b>		<b>Enc:</b>		<b>End Bal:</b>
												<b>\$0.00</b>
												<b>(\$210.00)</b>
												<b>\$0.00</b>
												<b>(\$210.00)</b>
RCT	10505	202602	08/12/25	1	C1 Misc	Boy's Basketball Camp 5724			5982	CH		(210.00)
											<b>Total Receipt Activity:</b>	<b>(\$210.00)</b>
<b>2176 R 21 005 298 301 099 736 FCCLA Revenue</b>						<b>St Bal:</b>		<b>Activity:</b>		<b>Enc:</b>		<b>End Bal:</b>
												<b>(\$2,138.42)</b>
												<b>(\$100.00)</b>
												<b>\$0.00</b>
												<b>(\$2,238.42)</b>
RCT	10505	202602	08/12/25	1	C1 Misc	FCCLA/NO/5722			5982	CH		(100.00)
											<b>Total Receipt Activity:</b>	<b>(\$100.00)</b>
<b>21 Student Activity Fund</b>												
												<b>\$5,081.39</b>
												<b>\$3,015.67</b>
												<b>\$141.93</b>
												<b>\$8,097.06</b>
<b>Report Total Balance:</b>												
												<b>\$5,081.39</b>
												<b>\$3,015.67</b>
												<b>\$141.93</b>
												<b>\$8,097.06</b>

District # 2176

Warren/Alvarado/Oslo Schools

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2:29 PM

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-8/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
BRE	19549			CARDMEMBER SERVICE		Wire
			E 01	300 053 000 430 000	SEISMICAUDIO.COM- CHOIR EQUIP	\$548.98
			E 01	300 640 306 366 000	HILTON GARDEN INN_SEC CONFR	\$354.58
			E 01	100 640 306 366 000	HILTON GARDEN INN_SEC CONFR	\$354.58
			E 21	005 298 301 401 721	SPOTIFY-S.COUNCIL	\$12.87
PO#:	Voucher #:	56982	Invoice	Invoice No: 7.3.25-9722	8/27/2025	Paid Amt: \$1,271.01
			E 21	005 298 301 401 736	DELTA GRFRKS-FCCLA NAT'L	\$385.00
			E 21	005 298 301 401 736	SCAVENGERHUNT.COM-FCCLA NATL	\$42.07
			E 21	005 298 301 401 736	MAGICWAY TRANSP-FCCLA NATL	\$46.00
			E 21	005 298 301 401 736	MANUEL-FCCLA NATL	\$38.40
			E 01	300 399 628 366 000	HYATT-FCCLA NATL ADV	\$44.34
			E 21	005 298 301 401 736	HYATT REG-FCCLA NATL	\$495.59
			E 21	005 298 301 401 736	MOOVING TAXI-FCCLA NATL	\$39.74
			E 21	005 298 301 401 736	HYATT REG- FCCLA NATL	\$20.73
			E 21	005 298 301 401 736	DKC TRANSPORTATIN- FCCLA NATL	\$40.25
			E 21	005 298 301 401 736	UBER TRIP FCCLA NATL	\$36.18
			E 21	005 298 301 401 736	JOJOS SHACKBAR-FCCLA NATL	\$141.68
			E 01	300 399 628 366 000	HYATT REG-FCCLA NATL ADV	\$15.71
			E 01	300 399 628 366 000	HYATT REG-FCCLA NATL ADV	\$30.56
			E 21	005 298 301 401 736	THE GROUP INC-FCCLA NATL	\$77.74
			E 01	300 399 628 366 000	HYATT REG- HYATT REG-FCCLA NATL ADV	\$14.08
			E 01	300 399 628 366 000	HYATT REG- HYATT REG-FCCLA NATL ADV	\$34.82
			E 21	005 298 301 401 736	HAMPTONS SCOCIAL- HYATT REG- HYATT F	\$458.48
			E 01	300 399 628 366 000	ORANGE COUNTY-HYATT REG- HYATT REC	\$18.10
			E 01	300 399 628 366 000	HYATT REG-FCCLA NATL ADV	\$16.90
			E 01	300 399 628 366 000	HYATT REG-FCCLA NATL ADV	\$16.34
			E 01	300 399 628 366 000	BEST LOC-FCCLA NATL ADV	\$50.00
			E 01	300 399 628 366 000	HYATT-FCCLA NATL ADV	\$90.14
			E 01	300 399 628 366 000	HAYATT REG- FCCLA NATL ADV	\$1,208.82
			E 21	005 298 301 401 736	HAYATT REG- FCCLA NATL ADV	\$660.32
			E 21	005 298 301 401 736	HAYATT REG- FCCLA NATL	\$5,607.42
			E 01	005 605 000 430 000	NORTON AP- IT SEC.	\$171.80
#:	Voucher #:	56983	Invoice	Invoice No: 7.3.25-2320	8/27/2025	Paid Amt: \$9,801.21
			E 01	100 203 000 460 000	DENVER AIR-PROF DEV	\$253.00
			E 01	100 203 000 401 000	QUICKLUTIONS-ELEM OFFICE	\$49.00
			E 01	100 203 000 460 000	VSP EPS LEARING-TEXTBOOKS	\$43.96
			E 01	100 203 000 460 000	LUFT RIDE- PROF DEV	\$115.35

District # 2176

Warren/Alvarado/Oslo Schools

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2:29 PM

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-8/31/2025 Period: 202602-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
BRE	19549			CARDMEMBER SERVICE		Wire		
			E 01 100 203 000 460 000	AXELS REST-PROF DEV			\$27.23	
			E 01 100 203 000 401 000	DBL TREE- PROF DEV			\$266.28	
			E 01 100 051 000 820 000	ZEFFY-THE READING LEAF- ELEM MEMBERH:			\$46.80	
			E 01 100 203 000 401 000	QUICKLUTIONS-TRANS FEE			\$0.98	
PO#:	Voucher #:	56984	Invoice	Invoice No: 7.3.25-5201	8/27/2025	Paid Amt:	\$802.60	
			E 01 005 810 302 530 000	WOODLAND POWER PRODUCT-CRDT			\$209.48	
PO#:	Voucher #:	56985	Credit	Invoice No: 8.01.25-CR	8/27/2025	Paid Amt:	(\$209.48)	
			E 01 005 110 000 402 000	Optisigns Subscription-IT			\$648.00	
PO#:	Voucher #:	56980	Invoice	Invoice No: 7.3.25-5057	8/27/2025	Paid Amt:	\$648.00	
			E 01 005 110 000 305 000	SURVEYMONKEY.COM			\$468.00	
			E 01 005 020 000 820 000	MN ASSOCIATE- SUP MEMERSHIP			\$1,365.00	
			E 01 100 640 306 366 000	THE BLOCK ROGERS SECRETARIES CONF			\$85.69	
			E 01 300 640 306 366 000	THE BIRD NEW-SEC CONFR			\$17.64	
			E 01 300 640 306 366 000	THE UNICORN PARK-SEC CONFR			\$11.32	
			E 01 100 640 306 366 000	THE UNICORN PARK-SEC CONFR			\$27.66	
			E 01 100 640 306 366 000	HOUSE OF PIZZA-SEC CONFR			\$85.84	
			E 01 300 640 306 366 000	MARATHON PETRO -SEC CONFR			\$75.00	
			E 01 300 640 306 366 000	CRAVE FOOD - SEC CONFR			\$59.48	
			E 01 100 640 306 366 000	CARIBOU COFFEE-SEC CONFR			\$12.00	
			E 01 005 810 302 530 000	WOODLAND POWER PRO- EQUIPMENT GRO			\$3,256.49	
PO#:	Voucher #:	56981	Invoice	Invoice No: 7.3.25-3378	8/27/2025	Paid Amt:	\$5,464.12	
							Check Amount:	\$17,777.46
							Report Total:	\$17,777.46

September							October						November					December					January								
grade	25-26	24-25	23-24	22-23	21-22	20-21	25-26	24-25	23-24	22-23	21-22	20-21	25-26	24-25	23-24	22-23	21-22	20-21	25-26	24-25	23-24	22-23	21-22	20-21	25-26	24-25	23-24	22-23	21-22	20-21	
K	40	35	33	52	46	52		36	33	51	44	48		36	33	52	44	48		36	34	51	44	48		36	34	51	44	48	
1	37	30	51	44	46	48		30	51	44	46	49		30	51	46	46	50		30	52	47	46	49		30	52	47	46	49	
2	32	54	47	49	54	36		54	47	49	54	36		54	47	49	54	37		54	47	49	52	36		54	47	49	51	36	
3	57	47	48	54	36	29		46	48	54	34	30		46	48	55	34	30		44	48	51	33	31		44	48	51	33	31	
4	43	49	53	38	34	38		49	53	38	34	38		49	53	38	34	38		50	50	37	34	37		49	50	37	35	37	
5	48	53	36	35	42	37		54	38	35	41	36		54	37	35	41	36		51	38	35	39	34		51	38	35	39	34	
6	53	40	37	41	35	33		41	36	42	36	33		41	36	42	35	33		41	35	40	33	33		41	33	40	33	33	
T: K-6	310	308	305	313	293	273		310	306	313	289	270		311	305	317	288	272		306	304	310	281	268		305	302	310	281	268	
7	41	34	42	35	34	38		34	42	34	33	38		33	42	34	33	38		33	42	32	33	38		33	42	32	34	38	
8	35	42	35	35	39	42		40	35	35	39	42		38	35	35	39	42		36	35	34	39	40		36	34	34	39	41	
9	38	34	34	39	44	35		34	34	39	43	34		34	33	40	42	33		34	34	40	42	32		34	34	40	41	32	
10	37	35	42	42	35	44		35	42	42	35	43		36	42	42	34	42		36	43	40	33	41		36	43	39	33	40	
11	33	46	38	34	44	33		46	37	34	44	33		45	37	33	45	33		45	37	31	44	33		47	36	32	44	32	
12	42	41	40	45	37	34		39	39	49	36	34		40	39	49	36	34		39	38	47	35	33		40	38	47	35	33	
T: 7-12	226	232	231	230	233	226		228	229	233	230	224		226	228	233	229	222		224	229	224	226	217		226	227	224	226	216	
T: K-12	536	536	536	543	526	499		538	535	546	519	494		537	533	550	517	495		530	533	534	507	485		531	529	534	507	484	
February							March						April					May					End of May								
grade	25-26	24-25	23-24	22-23	21-22	20-21	25-26	24-25	23-24	22-23	21-22	20-21	25-26	24-25	23-24	22-23	21-22	20-21	25-26	24-25	23-24	22-23	21-22	20-21	25-26	24-25	23-24	22-23	21-22	20-21	
K		36	34	52	44	48		36	34	51	44	48		36	33	52	43	47		36	33	53	44	47		36	33	53	44	47	
1		30	51	47	46	48		30	51	47	45	48		30	51	46	45	48		30	52	46	45	49		30	52	46	45	49	
2		53	46	48	50	34		54	46	48	49	34		54	45	48	50	35		54	46	48	54	35		55	46	48	53	35	
3		44	48	51	33	31		44	48	50	33	31		43	48	52	34	31		43	48	53	34	31		43	48	53	34	31	
4		49	50	37	35	37		49	50	37	35	37		48	50	37	35	37		48	53	38	35	39		48	53	38	35	39	
5		49	40	34	38	34		50	40	34	39	34		50	40	34	38	33		52	40	34	38	35		52	40	34	40	35	
6		41	34	40	32	34		41	34	40	32	34		42	34	39	31	32		41	34	41	32	32		41	34	41	33	32	
T: K-6		302	303	309	278	266		304	303	307	277	266		303	301	308	276	263		304	306	313	282	268			305	306	313	284	268
7		32	42	32	33	38		32	42	32	34	38		33	40	32	33	38		33	42	34	33	39		33	42	34	33	39	
8		36	34	34	38	40		36	34	33	39	41		36	34	33	40	40		38	36	33	40	41		38	36	32	40	41	
9		34	34	40	41	34		34	34	40	42	34		34	34	40	41	33		35	34	40	42	34		35	34	40	42	34	
10		35	43	39	32	40		35	43	38	32	40		35	43	38	32	40		35	44	36	34	42		35	44	37	34	42	
11		45	36	32	43	31		45	37	32	43	31		44	37	33	44	31		44	39	34	45	31		44	39	35	45	31	
12		40	37	47	35	32		39	37	47	34	32		39	38	48	36	31		39	38	48	35	32		39	38	48	35	32	
T: 7-12		222	226	224	222	215		221	227	222	224	216		221	226	224	226	213		224	233	225	229	219			224	233	226	229	219
T: K-12		524	529	533	500	481		525	530	529	501	482		524	527	532	502	476		528	539	538	511	487			529	539	539	513	487

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# High School Principal Report

Monday, 9.8.2025

## Staffing

1. High School Staffing Needs for 25/26 school year & beyond
  - a. Special Education Teacher-Filled for 25/26
    - i. This is a position we will continue to advertise for the 26/27 school year
  - b. Beth Wright resigning as full time para
    - i. Recommending the hire of Lisa Ortiz
  - c. Social Worker
  - d. 6-8 Math Interventionist
  - e. Long Term Sub for English anticipated starting January 19 to April 6

## Events/Meetings

1. Striving for Comprehensive Achievement & Civic Readiness committee met
2. Building Project Meetings continuing through the school year

## Great Things at WAO High School the Past Month

1. School starting September 2-Many, many people to thank

## Upcoming

1. Fastbridge Testing for grades 6-12 in Reading and Math
2. Science Committee meeting September 10
3. MTSS Year 2 Meetings, begin September 11
4. Homecoming Week September 22-26
  - a. Coronation on Monday, September 22 in Auditorium
  - b. Volleyball at home on September 23
  - c. Football Game & Dance on Friday, September 26
5. Parent Teacher Conferences Monday, October 13 & Tuesday, October 14 from 3:30-7:30 PM
6. No School Thursday, October 16 and Friday, October 17

# Warren/Alvarado/Oslo

## Striving for Comprehensive Achievement and Civic Readiness Goals

### 2024-2025

#### **All Students Ready for School**

Goal 1: The percentage of 4-5-year-old students completing our VPK/School Readiness Preschool program, meeting or exceeding proficiency standards on the Teaching Strategies Gold growth report will meet or exceed 95% at the end of the 24/25 school year.

Outcomes: 96% for Social-Emotional, 96% for Physical, 79% for Language, 93% for Cognitive, 93% for Literacy, 89% for Mathematics

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New Goal 1: The percentage of 4-5-year-old students completing our VPK/School Readiness Preschool program, meeting or exceeding proficiency standards on the Teaching Strategies Gold growth report will meet or exceed 95% at the end of the 25/26 school year.

New Goal 2: By the end of 25-26, the percentage of 4-5 year olds meeting proficiency in the language standard will increase by 5%.

#### **Close the Achievement Gap(s) Between Student Groups**

Goal 1: By the end of the 24/25 school year, the MCA Reading test achievement gap will be closed.

Outcomes: The achievement gap between Non-Free/Reduced students and Free/Reduced students was 8.2% in 24/25 for MCA Reading Tests

Goal 2: By the end of the 25/26 school year the achievement gap on the MCA Math test will be 10% or below reducing it 3% per year.

Outcomes: The achievement gap between Non-Free/Reduced students and Free/Reduced students was 13.4% in 24/25 for MCA Math Tests

Goal 3: By the end of the 25/26 school year the achievement gap on the MCA Science test will be 6.5% or lower by reducing it by 1.5% each year.

Outcomes: The achievement gap between Non-Free/Reduced students and Free/Reduced students was 9.5% in 24/25 for MCA Science Tests

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New Goal 1: By the year 26/27, the achievement gap on the MCA Reading Test will close by 4% per year and be closed

Repeat Goal 2 (2 year goal): By the end of the 25/26 school year the achievement gap on the MCA Math test will be 10% or below reducing it 3% per year.

Repeat Goal 3 (2 year goal): By the end of the 25/26 school year the achievement gap on the MCA Science test will be 6.5% or lower by reducing it by 1.5% each year.

New Goal 4: WAO will build a more established MTSS program and interventions to work towards a closed achievement gap

## **All Students Career and College Ready by Graduation**

Goal 1: WAO High School will increase the number of industries that are impacted by the Work Based Learning Program by 2 industries in the 24/25 school year. In the 23/24 school year, 8 industries participated including Service, Health, Education, Agriculture, Construction, Retail, Self-employed in Music, and Agricultural Industries.

Outcomes: In the 24/25 school year, 10 industries were impacted with the Work Based Learning Program. Those industries include Service, Health, Education, Agriculture, Retail, Natural Resources, Business, Entrepreneurship, Politics/Government, Arts/Non-profit

Goal 2: By 24/25 WAO's average for in-house ACT will be 19.14

Outcomes: In 24/25 WAO's average in-house ACT was 19.28

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New Goal 1: During the 25/26 school year WAO will increase partnerships with 2 regional universities and 2 employers to lead to pathways to future employment.

New Goal 2: By 25/26 WAO's average for in-house ACT will be 19.2

## **All Students Graduate**

Goal 1: In 24/25 less than 5 students per grade level (grades 9th-11th) were invited to summer school for credit recovery.

Outcomes: 24/25 summer school invited three 9th grade students, five 10th grade students and one 11th grade student for a total of 9 students.

Goal 2: In 24/25 the number of students missing 10% or more days of school will be reduced to 14.8% or less.

Outcomes: In 24/25 18.8% of students missed 10% or more school days

Goal 3: In 24/25 the graduation rate will increase to 100%.

Outcomes: In 24/25 the graduation rate was 100%

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New Goal 1: In 25/26, by the beginning of Semester 2, 100% of seniors will be on track to graduate

New Goal 2: In 25/26 the graduation rate will be 100%.



# Warren/Alvarado/Oslo Elementary School

## School Board Updates

Dr. Tara Olson – Principal  
tolson@wao.k12.mn.us

DATE: 8/8/2025

<p><b>Highlights</b></p>	<ul style="list-style-type: none"> <li>• The first week went well- some kinks to iron out that we expected including traffic patterns, exterior door safety, heating/cooling of some rooms, and PE spaces.</li> <li>• Including Little Ponies we had 294 Learners start the year. We have one new family with 3 children beginning Monday getting us pretty close to that 300 mark!</li> <li>• I visited every classroom to introduce myself, discuss safety, and welcome them to school. Kids are very excited to get into the new spaces and we had fun conversations about the new big word, “auxillary”. They can’t wait to get in there and run!</li> <li>• Staff report we have less office traffic with our offices not being front and center. This also means we have more kids staying in their classrooms and less disruption to learning! All good things!</li> </ul>
<p><b>Staffing</b></p>	<ul style="list-style-type: none"> <li>• <b>Huge thank you to our kitchen and custodial staff!</b> We could not have done any of this without the many hours that they put in.</li> <li>• 1 week prior to school starting we had 2 paras and 1 PE teacher turn in their resignations.</li> <li>• We advertised and interviewed for a para and filled one position, pending board approval. This will help with some of our morning traffic issues allowing us to get another adult outside!</li> <li>• We are utilizing an OFP teacher, Mr. Crummy, to fill our PE position temporarily. It is not ideal as we had to combine classes, making for some large groups and some disruptions to our master schedule.</li> <li>• Strong interest in the PE position with 6 inquiries. We will interview 3 strong candidates next week.</li> </ul>
<p><b>Student Engagement</b></p>	<ul style="list-style-type: none"> <li>• <b>Elementary Leadership Team-</b> volunteered and helped to assist at our Open House! They did a great job of pointing people in the right direction and reassuring some nervous kindergartners. Thanks to Nora Laymon and Sara Yutrenka for supporting these young leaders!</li> </ul>

	<ul style="list-style-type: none"> <li>• Open House attendance seemed average, based on feedback, with lots of excitement for an opportunity to see the completed space in the future.</li> <li>• <b>Safety Patrol</b> will be making a return! Applications are due this week so look for those young leaders outside sometime next week!</li> </ul>
<p><b>Dates to Note</b></p>	<ul style="list-style-type: none"> <li>• September 11- Elementary PE Interviews</li> <li>• September 17- Tara @Virtual Leadership Meeting (1-3)</li> <li>• September 18- Tara @ Virtual ADSIS Orientation (9-12)</li> <li>• September 25- ECFE- Touch a Truck Event 6-7 pm</li> <li>• September 26- Tara Out- Personal Day</li> </ul>

**Welcome to WAO Mrs. Jadeke and Mrs. Dubore!**



Paige Jadeke, First Grade Teacher-First Day/First Class EVER!



Erin DuBore, Kindergarten Teacher- First Class at WAO!





**WARREN-ALVARADO-OSLO  
SCHOOL DISTRICT**

www.wao.k12.mn.us  
P: (218) 745-5393 | F: (218) 745-5886  
224 East Bridge Ave, Warren, MN 56762

**First week of school-** First and foremost, what was accomplished in order to start the school year on time was simply amazing! No doubt, this was a signature moment for all of us at WAO and there are many people to thank for that.

Special thanks to the following people:

- Custodial crew
- Teachers/Support staff
- Kitchen staff
- Office staff
- WAO football team
- Contractors/Sub contractors

The first week of school is never easy, but once again everyone at WAO rose to the challenge. Overall I am happy to report that things went pretty smooth and we could not be happier to have our students back! A big shout out to all of our teachers at WAO who were tasked with having to organize their physical space, in addition to preparing for their students to return. Some other folks who deserve a lot of credit.

- Bus drivers/transportation Department
- Technology Dept
- District Nurse
- Activities Staff
- Principals
- WAO Students & Families

**WAO Building Project-** Although we are still making progress, there is so much yet to be done. With school back in session, our focus will continue to be that our building project is completed on time, on budget, and meeting our expectations. The new addition gym opened for students today. We hope to be in our new kitchen by next week and the HS classrooms on the north side are getting closer to being ready.

I spoke with Donlar and ICON again today about scheduling a comprehensive walkthrough with all parties involved soon; to review what still needs to be done and developing those timelines. Reminder that the building project completion is still scheduled for late fall/early winter.

**WAO Marketing Update-** The ad promoting the district on the high school Facebook page had garnered 6,322 ad views by over 3000 accounts and 254 total link clicks as of a week ago.

Another ad is scheduled for the elementary Facebook account at the end of the month. Last week's #WhyWAO post had 1,242 views on the high school account and 616 on the elementary account in its first four days. Future social media messages will continue with #WhyWAO, as well details on our unique programs and the various student support services provided by our high-quality staff.

LET'S GO PONIES!!!

Bryan J. Hackbarth- WAO Superintendent

From the Activity Director's Desk – Sept 4, 2025

The construction project is in full swing still with school going on and we have had a few disruptions. Firstly, we flipped our home and away with SAC to give us a few more days before our first home volleyball game. With that said, our first home game will be Sept. 11 vs C/F and all levels will play in the main gym. This game will be Military Appreciation night.

The Activities Committee met on Sept 2. The first order of business was plan the logistics of our first home game. The big takeaway is that all will enter from the north side of the school into our commons area. Another item we came together on is the naming of the gym areas. After input from coaches, staff, and the Activities and Athletics Committee (Superintendent Hackbarth, board members Derby Boe and Mark Jones, and myself), we agreed on the following naming system: **Auditorium** – the gym that also serves as our stage **Little Gym** – the gym located in the elementary building **Main Gym** – the gym where varsity games are traditionally played **Auxiliary Gym** – the newly constructed gym.

Homecoming is scheduled for the week of Sept 26. Please use these when talking about the different locations.

Event parking and access Information will be announced on social media, through Sports You, and email with visiting teams prior to our game on 9/11. A huge thank you to the public for their patience and understanding as our new facilities are being updated and built.

All programs are in the process of going through IMPACT (immediate post-concussion assessment and cognitive testing). Thank you to NVHC and specifically Rachel Johnston for providing this service to our students.

Thank you to the coaches who have offered to get their Title III bus certification and DOT physical. At nearly each event we will be transporting some, if not all, of the teams by suburban and mini-bus due to driver shortage. If anyone is interested or knows someone that may be interested in bus driving please reach out.

The scoreboards have been installed and tested in the Auxiliary gym. We also have technology that will allow the scoreboards to be run through an iPhone or iPad in the Auxiliary gym, Auditorium, and the football field. The Main gym score boards were purchased in 2004 and are not compatible with the tech.

Bleachers and volleyball standards are being installed this week into the Auxiliary gym this week. The Auxiliary gym project should be complete by Sept. 15. The leadership teams are going to sit down before Sept. 15 and create a usage plan.

Respectfully submitted,  
Tony Gullikson

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 414

Orig. 1995

Rev. 2025

Revised: \_\_\_\_\_

Deleted: 2

#### 414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

**[NOTE: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]**

##### I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

##### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

##### III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
  - 1. is not likely to occur and could not have been prevented by exercise of due care; and
  - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minnesota Statutes, chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes, chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes, chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.
- E. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- F. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:

414-1

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child's physical or mental health when reasonably able to do so;
2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minnesota Statutes, section 260C.007, subdivision 6, clause (5);
7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules, part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident.

This definition only applies to child care centers licensed under Minnesota Rules, chapter 9503.

- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes, section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes, section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minnesota Statutes, section 609.02, subdivision 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes, section 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes, section 121A.58.
- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes, section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes, section 609.341, subdivision 10) to any

act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes, section 243.166, subdivision 1b(a) or (b).

- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm [under Minnesota Statutes, section 260E.03, subdivision 5, or a similar law of another jurisdiction](#); (2) been found to be palpably unfit [under Minnesota Statutes, section 260C.301, subdivision 1, paragraph \(b\), clause 3, or a similar law of another jurisdiction](#); (3) committed an act that resulted in an involuntary termination of parental rights [under Minnesota Statutes, section 260C.301, or a similar law of another jurisdiction](#); or (4) or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative [or parent under Minnesota Statutes, section 260C.515, subdivision 4, or a similar law of another jurisdiction](#).

#### IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, 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 has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to,

tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

**[NOTE: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]**

#### **V. INVESTIGATION**

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child,

other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g.

**VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

**VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

**VIII. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)  
[Minn. Stat. § 260C.301 \(Termination of Parental Rights\)](#)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)

Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

**Cross References:** MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 418

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2025

#### 418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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

##### I. PURPOSE

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

##### II. GENERAL STATEMENT OF POLICY

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

##### III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation,

ingestion, or by any other immediate means.

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

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program [or a Tribal medical cannabis program](#) as a pupil solely because the patient or person is enrolled in the registry program [or a Tribal medical cannabis program](#), unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

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

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

**[NOTE: The 2025 Minnesota legislature amended this law.]**

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**V. PROCEDURES**

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

**[NOTE: School districts are required by Minnesota Statutes, section 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, in accordance with school district procedures."]**

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

**[NOTE: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition (41 United States Code section 8103; 34 Code of Federal**

**Regulations Part 84). An acknowledgment will document satisfaction by the school district of this federal requirement.]**

- D. Employees are subject to the school district’s drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes, section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

**VI. SCHOOL PROGRAMS**

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

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

- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of

instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

## VII. ENFORCEMENT

### A. Students

1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service, which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

### B. Employees

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

### C. The Public

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

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**Legal References:** Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)  
Minn. Stat. § 152.01, Subd. 15a (Definitions)  
Minn. Stat. § 152.0264 (Cannabis Sale Crimes)  
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)  
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)  
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)  
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)  
Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)  
Minn. Stat. § 342.56 (Limitations)  
Minn. Stat. § 609.684 (Abuse of Toxic Substances)  
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)  
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)  
21 U.S.C. § 812 (Schedules of Controlled Substances)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

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

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

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

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

[Please visit MDE's Health Education webpage for more information.](#)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 501

Orig. 1995

Rev. 2025

Revised: \_\_\_\_\_

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## 501 SCHOOL WEAPONS POLICY

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. DEFINITIONS

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

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

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

#### **IV. EXCEPTIONS**

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

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

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

C. Policy Application to Instructional Equipment/Tools

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

D. Firearms in School Parking Lots and Parking Facilities

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

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION**

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

1. immediate out-of-school suspension;

2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion
- While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

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

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

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

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

contacted concerning the policy violation.

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

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

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

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

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

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

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

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

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 503

Orig. 1995

Rev. 2025

Revised: \_\_\_\_\_

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## 503 STUDENT ATTENDANCE

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

#### A. Responsibilities

##### 1. Student's Responsibility

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

##### 2. Parent or Guardian's Responsibility

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

##### 3. Teacher's Responsibility

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

##### 4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all

assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

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

1. Excused Absences

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

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

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

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

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

d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

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

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

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

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

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within \_\_\_\_ days from the date of the student's return to school. Any work

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

2. Unexcused Absences

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

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

b. Consequences of Unexcused Absences

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

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will be notified by certified mail that his or her child is nearing a total of \_\_\_\_\_ unexcused absences and that, after the \_\_\_\_\_ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.

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

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

C. Tardiness

1. Definition

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

2. Procedures for Reporting Tardiness

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

3. Excused Tardiness

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Valid excuses for tardiness are:

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

4. Unexcused Tardiness

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

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

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

**III. RELIGIOUS OBSERVANCE ACCOMMODATION**

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

**IV. DISSEMINATION OF POLICY**

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

**V. REQUIRED REPORTING**

A. Continuing Truant

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

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

B. Reporting Responsibility

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

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

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

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

C. Habitual Truant

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

**Legal References:** Minn. Stat. § 120A.05 (Definitions)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
Minn. Stat. § 120A.34 (Violations; Penalties)  
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 260A.02 (Definitions)  
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)  
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)  
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)  
*Goss v. Lopez*, 419 U.S. 565 (1975)  
*Slocum v. Holton Bd. of Educ.*, 429 N.W.2d 607 (Mich. App. Ct. 1988)  
*Campbell v. Bd. of Educ. of New Milford*, 475 A.2d 289 (Conn. 1984)  
*Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113*, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)  
*Gutierrez v. Sch. Dist. R-1*, 585 P.2d 935 (Co. Ct. App. 1978)  
*Knight v. Bd. of Educ.*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)  
*Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

MSBA/MASA Model Policy 515  
Orig. 1995  
Rev. 2025

Deleted: 4

## 515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. DEFINITIONS

#### A. Authorized Representative

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

#### B. Biometric Record

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

#### C. Dates of Attendance

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

D. Directory Information

1. [Insert school district definition of "directory information" here.](#)

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

E. Education Records

1. What constitutes "education records"

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

2. What does not constitute education records

The term "education records" does not include:

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

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are

education records.

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

F. Education Support Services Data

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

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

G. Eligible Student

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

H. Juvenile Justice System

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

I. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student

health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

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

J. Parent

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

K. Personally Identifiable

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

L. Record

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

M. Responsible Authority

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

N. Student

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

O. School Official

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

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

P. Summary Data

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

Q. Other Terms and Phrases

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

**IV. GENERAL CLASSIFICATION**

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

**V. STATEMENT OF RIGHTS**

A. Rights of Parents and Eligible Students

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

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

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

**B. Eligible Students**

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

**C. Students with a Disability**

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

**VI. DISCLOSURE OF EDUCATION RECORDS**

**A. Consent Required for Disclosure**

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

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- a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
- a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
  - b. dated;
  - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
  - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes, chapter 256B or Minnesota Care under Minnesota Statutes, chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
6. Eligible Student Consent
- Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and

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required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

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

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

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

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

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

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

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

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;
19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or

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

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

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not

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

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

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

C. Nonpublic School Students

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

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

**VII. RELEASE OF DIRECTORY INFORMATION**

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
  - a. Minnesota Statutes, section 13.32, subdivision 5; and
  - b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.
2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under [Minnesota Statutes, section 13.32](#).
- ~~3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.~~
- ~~4. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.~~

Deleted: 3

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).

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

C. Present Students and Parents

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

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
  - b. the parent's or eligible student's right to refuse to let the school district

designate any or all of those types of information about the student and/or the parent as directory information; and

- c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

**[NOTE: Federal law allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.3 that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes.**

Deleted: 1.d

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

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

D. Procedure for Obtaining Nondisclosure of Directory Information

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

- 1. Name of the student and/or parent, as appropriate;
- 2. Home address;

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

E. Duration

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

**VIII. DISCLOSURE OF PRIVATE RECORDS**

A. Private Records

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

B. Private Records Not Accessible to Parent

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

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

- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

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

D. Military-Connected Youth Identifier

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

**IX. DISCLOSURE OF CONFIDENTIAL RECORDS**

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data

in the case of data not on individuals, and confidential data in the case of data on individuals.

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

**D. Chemical Abuse Records**

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

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

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

section 121A.40, *et seq.*

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

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
  2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
  3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [**designate title of individual, i.e., building principal**] in writing by [**date**] each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
  2. Home address;
  3. Student's grade level;
  4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
  7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.

- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## **XII. LIMITS ON REDISCLOSURE**

### A. Redisclosure

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

### B. Redisclosure Not Prohibited

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

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

### C. Classification of Disclosed Data

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

D. Notification

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

**XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student;
  - b. the legitimate interests these parties had in requesting or obtaining the information; and
  - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
  - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
  - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations, section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.

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

**disclosure was made and/or purpose for the disclosure.]**

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

**XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

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

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

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

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

  1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
  2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are

requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

**XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

A. Request to Amend Education Records

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

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

B. Right to a Hearing

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

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

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

C. Conduct of Hearing

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

D. Appeal

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

**XVI. PROBLEMS ACCESSING DATA**

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

**XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

- A. Where to File Complaints

515-26

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

B. Content of Complaint

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

**XVIII. WAIVER**

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

**XIX. ANNUAL NOTIFICATION OF RIGHTS**

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

**XX. DESTRUCTION AND RETENTION OF RECORDS**

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

**XXI. COPIES OF POLICY**

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

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32, Subd. 5 (Directory Information)  
Minn. Stat. § 13.393 (Attorneys)  
Minn. Stat. Ch. 14 (Administrative Procedures Act)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)  
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)  
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)  
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)  
Minn. Stat. Ch. 256L (MinnesotaCare)  
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. § 363A.42 (Public Records; Accessibility)  
Minn. Stat. § 480.40 (Personal Information, Dissemination)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)  
18 U.S.C. § 2331 (Definitions)  
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7908 (Armed Forces Recruiting Information)  
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)  
25 U.S.C. § 5304 (Definitions – Tribal Organization)  
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)  
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)  
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)  
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)  
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)  
*Gonzaga University v. Doe*, 536 U.S. 273 309 (2002)

Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

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

**Additional Resources**

**U.S. Department of Education**

FAQs on Photos and Videos under FERPA | Protecting Student Privacy (012325)  
<https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa>

Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy (012325)  
<https://studentprivacy.ed.gov/resources/letter-wachter-regarding-surveillance-video-multiple-students>

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

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

FERPA/IDEA Crosswalk | Protecting Student Privacy (012325)

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 516

Orig. 1995

Rev. 2025

Revised: \_\_\_\_\_

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## 516 STUDENT MEDICATION AND TELEHEALTH

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. DRUG AND MEDICATION REQUIREMENTS

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

#### A. Administration of Drugs and Medicine

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

according to Minnesota Statutes, 121A.21; or

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

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

3. Exclusions

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

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

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

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from

the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

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

j. epinephrine delivery systems, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that

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(1) the pupil may possess the epinephrine or

(2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine delivery systems, that the parent provides properly labeled to the school for the pupil as needed.

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

k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.

l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health

plan).

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

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

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

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

C. Nonprescription Medication

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

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

D. Possession and Use of Epinephrine Delivery Systems ▼

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1. Definitions

a. "Administer" means the direct application of an epinephrine delivery system to the body of an individual.

b. "Epinephrine delivery system" means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.

c. "School" means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.

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

a. possess epinephrine delivery systems; or

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

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

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

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

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

Registered nurses may administer epinephrine delivery systems in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine delivery systems in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine delivery system is to be administered, when caring for a patient whose condition falls within the protocol.

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

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

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

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

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E. Sunscreen

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

F. Procedure regarding unclaimed drugs or medications.

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

**IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH**

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours,

and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.

- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

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

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

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

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MSBA/MASA Model Policy 516.5

Orig. 2023

Revised:

Rev: 2025

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### 516.5 OVERDOSE MEDICATION

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

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#### I. PURPOSE

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

#### II. GENERAL STATEMENT OF POLICY

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

#### III. DEFINITIONS

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

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such addiction forming or addiction sustaining liability.

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

#### **IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES**

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

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

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

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

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

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

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

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

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

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#### V. NALOXONE STORAGE

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

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

- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

#### VI. Privacy Protections

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

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 121A.21 (School Health Services)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.224 (Opiate Antagonists)  
Minn. Stat. § 144.344 (Emergency Treatment)  
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)  
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.02 (Schedules of Controlled Substances)  
Minn. Stat. § 604A.01 (Good Samaritan Law)  
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)

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Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)  
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)  
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)  
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

**Cross Reference:** MSBA/MASA Model Policy 516 (Student Medication)

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

**Deleted:** Minnesota Department of Health Toolkit on the Administration of Naloxone<sup>1</sup>

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

Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

MSBA/MASA Model Policy 524  
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**524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY**

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

**I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

**II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

**III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

**IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

**V. UNACCEPTABLE USES**

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

**[NOTE: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]**

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
  - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
  - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
  8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
  9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

#### VI. FILTER

**[NOTE: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts seeking technology revenue pursuant to Minnesota Statutes, section 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]**

**[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes 125B.15 as follows: "A school district receiving technology revenue under section 125B.26 must prohibit, including through use of available software filtering technology or other effective methods, adult access to material that under federal or state law is reasonably believed to be obscene or child pornography."]**

#### **ALTERNATIVE NO. 1**

**[NOTE: For a school district that does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under Minnesota Statutes, section 125B.15.]**

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All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

**[NOTE: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]**

**ALTERNATIVE NO. 2**

**[NOTE: Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.]**

- A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.
- B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

**ALTERNATIVE NO. 3**

**[NOTE: School districts that receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy that contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.]**

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or

3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

**[NOTE: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]**

**VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

**VIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.

- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes, chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

**IX. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

**X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misedeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

**XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.
    - b. Information retrieved through school district computers, networks, or online resources.

- c. Personal property used to access school district computers, networks, or online resources.
  - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
  4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
  5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
  6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
  7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
  8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

**XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
  5. A statement that the school district's acceptable use policy is available for

parental review.

**XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
  - 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  - 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
  - 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
  - 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
  - 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
  - 1. the technology provider's employees or contractors have access to educational data only if authorized; and
  - 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

**XIV. SCHOOL-ISSUED DEVICES**

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued

through a one-to-one program.

- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
  - 1. any location-tracking feature of a school-issued device;
  - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
  - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  - 2. the activity is permitted under a judicial warrant;
  - 3. the school district is notified or becomes aware that the device is missing or stolen;
  - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  - 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes, section 121A.031; or
  - 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

**XV. CELL PHONE USE**

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

**[NOTE: In 2024, the Minnesota legislature enacted a law requiring that school districts adopt a policy on students' possession and use of cell phones in school by March 15, 2025. This law does not state that school districts must incorporate specific language or provisions in the school district policy.]**

MSBA recognizes the common practice of setting forth cell phone rules in a student handbook or similar document. This Article directs school administration to establish cell phone rules, which the school board may require be presented to the board for approval. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings. The school board may choose to set forth general principles regarding cell phone use in this Article.

~~The Minnesota Elementary School Principals Association and the Minnesota Association of Secondary School Principals collaborated to make best practices available to schools on a range of different strategies to achieve the goals stated above.]~~

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**XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

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A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

**XVII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.73 (School Cell Phone Policy)  
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)  
17 U.S.C. § 101 *et seq.* (Copyrights)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
*Mahanoy Area Sch. Dist. v. B.L.*, 594 U.S. 180, 141 S. Ct. 2038 (2021)  
*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969)  
*United States v. Amer. Library Assoc.*, 539 U.S. 1942003)  
*Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)  
*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, 894 F.Supp.2d 1128 (D. Minn. 2012)

*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)  
*S.J.W. v. Lee's Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)  
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)  
*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 534

Orig. 2017

Rev. 2025

Revised: \_\_\_\_\_

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## 534 SCHOOL MEALS POLICY

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

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

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

### I. PURPOSE

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

### II. PAYMENT OF MEALS

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

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

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

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

B. [Free School Meals Program](#)

1. [The free school meals program is created within the Minnesota Department of Education](#)

2. [Each school that](#) participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

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

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

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

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

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

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

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

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

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

F. [A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.](#)

G. [A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.](#)

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

**III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION**

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches  $[\textit{insert amount}]$  or  $[\textit{insert number of meals}]$ . Families will be notified by  $[\textit{insert the method used to notify families (e.g., automated calling system, email, letters sent home)}]$ .
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

**IV. UNPAID MEAL CHARGES**

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

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

**V. COMMUNICATION OF POLICY**

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
1. all households at or before the start of each school year;
  2. students and families who transfer into the school district, at the time of enrollment; and
  3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

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

**Cross References:** None

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 602

Orig. 1995

Rev. 2025

Revised: \_\_\_\_\_

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## 602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. CALENDAR RESPONSIBILITY

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

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

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

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more

affecting a school district school facility.

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

**[NOTE: The 2025 Minnesota legislature enacted the following:**

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

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

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

#### **IV. SCHOOL DAY RESPONSIBILITY**

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

#### **V. E-LEARNING DAYS**

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

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

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

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

Adopted: \_\_\_\_\_  
Orig. 2023  
Revised: \_\_\_\_\_

MSBA/MASA Model Policy 621  
Rev. 2025

## 621 LITERACY AND THE READ ACT

**[NOTE: By the 2026–2027 school year, the school district must provide evidence-based reading instruction through a focus on student mastery of the foundational reading skills of phonemic awareness, phonics, and fluency, as well as the development of oral language, vocabulary, and reading comprehension skills. Students must receive evidence-based instruction that is proven to effectively teach children to read, consistent with Minnesota Statutes, sections 120B.118 to 120B.124.]**

**[NOTE: The 2024 Minnesota legislature renumbered the Read Act statutes to 120B.118 and 120B.119.]**

### I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

### II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student’s educational experience.

### III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.

- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.
- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through an MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "expressive language," or "receptive language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension. This approach is consistent with the principles identified in the science of reading and is designed to ensure all students develop strong foundational literacy skills.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a

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method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.

- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

**IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT**

- A. The school district must administer an approved reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, by February 15 each year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by MDE.

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- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.

- C. Schools, after administering each screener, must follow the language access plan under Minnesota Statutes, section 123B.32 and give the parent of each student who is not reading at or above grade level information from the screener about:

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1. the student's reading proficiency as measured by a screener approved by MDE;
2. reading-related services currently being provided to the student and the student's progress; and
3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.

D. For students enrolled in dual language immersion programs, the school district must measure the student's reading proficiency in English or in the program's partner language, if available, according to Article V below. Following its language access plan under Minnesota Statutes, section 123B.32, the school district must notify families with timely information about students' reading proficiency, including how the student's reading proficiency is assessed, any reading-related services or supports provided to the student and the student's progress, and strategies for families to use at home in helping students succeed in becoming grade-level proficient in reading in English or the partner language. The dual language immersion program may provide information about national research on reading proficiency for students in dual language immersion programs in the parent notification.

- E. The school district may not use this section to deny a student's right to a special education evaluation.

**V. IDENTIFICATION AND REPORT**

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, and students enrolled in dual language immersion programs, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with

universal screening for mastery of foundational skills and expressive or receptive language mastery. The screening tool used must be a valid and reliable universal screener that is highly correlated with foundational reading skills. For students reading at grade level, beginning in the winter of grade 2, the oral reading fluency screener may be used to assess reading difficulties, including characteristics of dyslexia, without requiring a separate screening of each subcomponent of foundational reading skills.

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- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.

C. For students enrolled in dual language immersion programs:

1. if students are screened in the partner language, they must be screened at the same interval as the screenings in English under paragraph A above;
2. if the program provides instruction in foundational reading skills in English, the students receiving that instruction must be screened in English;
3. if the program provides instruction in foundational reading skills in the partner language, the students receiving that instruction must be screened in the partner language;
4. if no screener is available in the partner language, the school district must identify how students' reading proficiency is assessed and how the school district determines and provides targeted reading instruction in the partner language and supports to students identified as needing additional support in developing mastery of foundational reading skills; and
5. the partner language screening tool must be approved by the school district for kindergarten through grade 3 students.

- D. Students in grades 4 and above, including multilingual learners and students receiving special education services, who are not reading at grade level must be screened for reading difficulties, including characteristics of dyslexia, using a screening tool approved by MDE, and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.

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- E. Reading screeners in English, and in the predominant languages of school 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 multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner ("Commissioner") by June 15 in the form and manner determined by the Commissioner.

- F. The school district must include in its local literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate

characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:

1. a summary of the school district's efforts to screen for [characteristics of reading difficulties, including dyslexia](#);
2. the number of students universally screened for that reporting year;
3. the number of students demonstrating characteristics of dyslexia for that year; and
4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

#### VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide [aligned and targeted](#) 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.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.119, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.119.

**[NOTE: Starting in the 2026-2027 school year, a school district must use only evidence-based literary interventions. The 2025 Minnesota legislature amended Minnesota Statutes, section 120B.12, subdivision 3, to delay the 2025-26 requirement for one school year.]**

- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide [aligned and targeted](#) reading intervention [as defined by the MTSS framework](#) until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.
- F. The school district must determine the format of the personal learning plan in

collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must 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.

**VII. LOCAL LITERACY PLAN**

A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner by June 15 each year. The plan must be consistent with the Read Act, and include the following:

1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
2. a process to notify and involve parents;
3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
5. identification of staff development needs, including a plan to meet those needs;
6. the curricula used by school site and grade level and, if applicable, the district plan and timeline for adopting evidence-based curricula and materials starting in the 2025-2026 school year;
7. a statement of whether the school district has adopted an MTSS framework;
8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
  - a. students in kindergarten through grade 3;
  - b. students who demonstrate characteristics of dyslexia; and
  - c. students in grades 4 to 12 who are identified as not reading at grade level.

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9. the number of teachers and other staff that have completed training approved by the department;

~~10. the number of teachers and other staff proposed for training in structured literacy;~~

~~11. how the district used funding provided under the Read Act to implement the requirements of the Read Act;~~

~~12. beginning as soon as practicable after the end of fiscal year 2026, how the district used literacy aid funding received under Minnesota Statutes, section 124D.98; and~~

~~13. beginning on December 31, 2025, for a district with a dual language immersion program:~~

~~a. the program's partner language;~~

~~b. grade levels included in the program;~~

~~c. the language used to screen students' foundational reading skills;~~

~~d. the percentage of grade 3 students taking the Minnesota Comprehensive Assessments; and~~

~~e. the number of students in the program in grades 4 to 12 who are identified as not reading at grade level.~~

B. ~~Annually by June 15,~~ the school district must post its literacy plan on the official school district website and submit it to the Commissioner using the template developed by the Commissioner.

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~~C. The school district must use a streamlined template developed by the Commissioner for local literacy plans that meets the requirements of Minnesota Statutes, section 120B.12, subdivision 4a, and requires all reading instruction and teacher training in reading instruction to be evidence-based.~~

**VIII. STAFF TRAINING**

A. ~~The district must provide training from a menu of approved evidence-based training programs to the following teachers and staff by July 1, 2026:~~

Deleted: Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5,

1. ~~reading~~ intervention teachers working with students in kindergarten through grade 12;

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2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;

3. ~~kindergarten through grade 12~~ special education teachers ~~responsible for foundational reading instruction~~;

4. curriculum directors;

5. instructional support staff, ~~contractors, and volunteers who assist in providing reading interventions under the oversight and monitoring of a trained licensed teacher;~~
6. employees who select literacy instructional materials for a district; ~~and~~
7. ~~teachers holding English as a second language teaching licenses.~~

**Deleted:** who provide reading instruction; and

B. The school district must provide training from a menu of approved evidence-based training programs to ~~the following teachers by July 1, 2027:~~

1. ~~teachers who provide foundational reading instruction to students in grades 4 to 12;~~
2. ~~teachers who provide instruction to students in a state-approved alternative program; and~~
3. ~~teachers who provide instruction to students in dual language immersion programs.~~

~~The Commissioner may grant a school district an extension to these deadlines.~~

C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

**Deleted:** all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68.

~~D. Training provided by the following may satisfy the professional development requirements under this Article:~~

1. ~~a certified trained facilitator; or~~
2. ~~a training program that MDE has determined meets the professional development requirements under the Read Act.~~

#### **IX. STAFF DEVELOPMENT**

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.
- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
  1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.119 and other literacy-related areas including writing until the

student achieves grade-level reading and writing proficiency;

- 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
- 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
- 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including academic language development, and build academic literacy; and
- 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.

C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

**X. LITERACY AID USES**

The school district must use its literacy aid to meet the requirements and goals adopted in the school district's local literacy plan.

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**[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 124D.98 to enact these changes.]**

- Legal References:** Minn. Stat. § 120B.119 (Read Act Definitions)  
 Minn. Stat. § 120B.12 (Read Act Goal and Interventions)  
 Minn. Stat. § 120B.123 (Read Act Implementation)  
 Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)  
 Minn. Stat. § 124D.68 (Graduation Incentives Program)  
 Minn. Stat. § 124D.98 (Literacy Incentive Aid)  
 Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

**Cross References:** None

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Deleted: INCENTIVE

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Deleted: support implementation of evidence-based reading instruction

Deleted: The following are eligible uses of literacy incentive aid:

Deleted: 1. → training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools; ¶

2. → evidence-based training using a training program approved by MDE; ¶

Deleted: 3. → employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.119; ¶

4. → materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 707

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2025

## **707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

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

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. DEFINITIONS**

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

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

**IV. ELIGIBILITY**

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

**[NOTE: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school**

**districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]**

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

**V. TRANSPORTATION OF NONRESIDENT STUDENTS**

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

**VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

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

district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.

- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

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

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with ~~disabilities, not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with disabilities, not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.~~

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- B. Resident students with ~~disabilities who are transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.~~

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

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

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

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

#### **VIII. HOMELESS STUDENTS**

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

origin is located.

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

**IX. AVAILABILITY OF SERVICES**

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

**X. MANNER OF TRANSPORTATION**

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

**XI. RESTRICTIONS**

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

**XII. FEES**

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

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

**Legal References:**

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

**Cross References:**

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

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MSBA/MASA Model Policy 709

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2025

## 709 STUDENT TRANSPORTATION SAFETY POLICY

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

### I. PURPOSE

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

### II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

#### A. School Bus Safety Week

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

#### B. Student School Bus Safety Training

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

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

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

C. Active Transportation Safety Training

1. Training Required

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

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

Deleted: 2. → [Deadlines](#)

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

2. Instruction

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

**III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

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

1. School Bus and Bus Stop Rules

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

2. Rules at the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing

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

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

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

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

the street.

- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

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

4. Consequences

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

(1) Elementary (K-6)

1st offense - warning  
2nd offense - 3 school-day suspension from riding the bus  
3rd offense - 5 school-day suspension from riding the bus  
4th offense - 10 school-day suspension from riding the bus/meeting with parent  
Further offenses - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

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

709-4

5th offense – suspended from riding the bus for the remainder of the school year

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

(3) Other Discipline

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

(4) Records

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

(5) Vandalism/Bus Damage

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

(6) Notice

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

(7) Criminal Conduct

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

**IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

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

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B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

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

**V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
  1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  2. reckless driving;
  3. improper or erratic traffic lane changes;
  4. following the vehicle ahead too closely;
  5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;

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

## **VI. SCHOOL BUS DRIVER TRAINING**

### **A. Training**

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

individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

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

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

B. Evaluation

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

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

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

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

**VII. OPERATING RULES AND PROCEDURES**

A. General Operating Rules

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

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

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

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

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

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, 49 Code of Federal Regulations, Part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the

words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
  - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

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

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

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unloading;

- (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.
- g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
- h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
- i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.

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- j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, Subd. 2 (See Section II.B., above).
        - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
      - 2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.
      - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.
- D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement
- 1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
    - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
    - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
    - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
    - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
    - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
    - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
    - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.

2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

**VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

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

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

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

**IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.

- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

**X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

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

**XI. STUDENT TRANSPORTATION SAFETY COMMITTEE**

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

- Legal References:**
- Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
  - Minn. Stat. § 123B.03 (Background Check)
  - Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
  - Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
  - Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
  - Minn. Stat. § 123B.90 (School Bus Safety Training)
  - Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
  - Minn. Stat. § 123B.935 (Active Transportation Safety Training)
  - Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
  - Minn. Stat. Ch. 169 (Traffic Regulations)
  - Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
  - Minn. Stat. § 169.02 (Scope)
  - Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
  - Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
  - Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules;

Misdemeanor)  
Minn. Stat. § 169.454 (Type III Vehicle Standards)  
Minn. Stat. § 169.4582 (Reportable Offense on School Buses) Minn. Stat. §§  
169A.25-169A.27 (Driving While Impaired)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus  
Driving)  
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements,  
Restrictions)  
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)  
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)  
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)  
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain  
Offenses)  
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
Minn. Stat. Ch. 245C (Human Services Background Studies)  
Minn. Stat. § 609.02 (Definitions)  
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and  
Penalties)  
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
49 C.F.R. § 383.5 (Transportation Definitions)  
49 C.F.R. § 383.51 (Disqualification of Drivers)  
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 802

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2025

## **802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

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

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

### **III. DEFINITIONS**

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

### **IV. MANNER OF DISPOSITION**

#### **A. Authorization**

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

#### **B. Contracts Over \$175,000**

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

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

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

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

D. Contracts \$25,000 or Less

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

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

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

F. Notice of Quotation

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

G. Sales to Employees

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

H. Exceptions for Surplus School Computers

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

I. Disposing of Surplus Books

Notwithstanding Minnesota Statutes, section 471.345, governing school district contracts made upon sealed bid or otherwise complying with the requirements for competitive

bidding, other provisions of this section governing school district contracts, or other law to the contrary, the school district may dispose of school books, including library books, books from an individual classroom library, and textbooks including other materials accompanying a textbook. The school district may dispose of surplus books by donating them to a family of a student residing in the district or a charitable organization under section 501(c)(3) of the Internal Revenue Code.

**[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 123B.52 to add paragraph I.]**

- Legal References:** Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)  
Minn. Stat. § 123B.29 (Sale at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 471.85 (Property Transfer; Public Corporations)  
Minn. Stat. § 645.11 (Published Notice)
- Cross References:** MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 806

Orig. 1999

Revised: \_\_\_\_\_

Rev. 2025

## 806 CRISIS MANAGEMENT POLICY

**[NOTE: The Commissioner of the Minnesota Department of Education (Commissioner) is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minnesota Statutes, section 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort among the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]**

### I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

### II. GENERAL INFORMATION

#### A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

#### B. Elements of the District Crisis Management Policy

##### 1. General Crisis Procedures

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The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

**[NOTE: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities." A website link is provided in the resource section of this Policy.]**

a. Lock-Down Procedures

Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

**[NOTE: Minnesota law requires a minimum of five school lock-down drills each school year. See Minnesota Statutes, section 121A.035.]**

b. Evacuation Procedures

Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures

for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

**[NOTE: Minnesota law requires a minimum of five school fire drills, consistent with Minnesota Statutes, section 299F.30, and one school tornado drill each school year. See Minnesota Statutes, section 121A.035.]**

c. Sheltering Procedures

Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

**[NOTE: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]**

2. Crisis-Specific Procedures

The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

**[NOTE: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]**

**[NOTE: The 2024 Minnesota legislature enacted permissive language stating that a school board "may adopt the model cardiac emergency response plan provided by" the Commissioner (as of June 4, 2024, a response plan is not yet available.)**

3. School Emergency Response Teams

a. Composition

The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be

willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

**[NOTE: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]**

b. Leaders

The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

**III. PREPARATION BEFORE AN EMERGENCY**

A. Communication

1. District Employees

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents

Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated

persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

**[NOTE: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]**

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes, section 299F.30. See Minnesota Statutes, section 121A.035.

**[NOTE: The State Fire Marshal advises schools to defer fire drills during the winter months.]**

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

**[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]**

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

**[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]**

C. Facility Diagrams and Site Plans

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All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

**[NOTE: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]**

**[NOTE: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minnesota Statutes, section 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]**

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

**[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]**

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider

an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

**[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]**

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

**[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]**

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of

emotional support to the counseling areas.

4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

**[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]**

**IV. ACTIVE SHOOTER DRILL**

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
  - a. a statistically significant effect on relevant outcomes based on any of the following:
    - i. strong evidence from one or more well designed and well implemented experimental studies;
    - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or

- iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias.
  - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
- 4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
- 5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

- 1. accessible;
- 2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
- 3. culturally aware;
- 4. trauma-informed; and
- 5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

- 1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of

a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.

2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
  - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
  - b. the importance of taking threats seriously and seeking help; and
  - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity, [including providing information about the Department of Public Safety's statewide anonymous threat reporting system and any local threat reporting systems.](#)

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

3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for

schools, including but not limited to:

- a. student opportunities for leadership related to prevention and safety;
- b. encouragement and support to students in establishing clubs and programs focused on safety; and
- c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and
2. the effect of active shooter drills on the mental health and wellness of students and staff.

**V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY**

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats

- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

**VI. MISCELLANEOUS PROCEDURES**

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

**[NOTE: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]**

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

**[NOTE: The Every Student Succeeds Act, 20 United States Code, section 6301, et seq.; Title IX, 20 United States Code, section 1681, et seq.; and the Unsafe School Choice Option, 20 United States Code, section 7912, require school districts to establish such transfer procedures.]**

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power

plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

- Legal References:** Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.038 (Students Safe at School)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)  
Minn. Stat. § 326B.02, Subd. 6 (Powers)  
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses)  
Minn. Rules Ch. 7511 (Fire Code)  
20 U.S.C. § 1681, *et seq.* (Title IX)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

- Cross References:** MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)  
*Comprehensive School Safety Guide*  
[Minnesota School Safety Center - Resources \(mn.gov\)](#)

- Resources:** I Love U Guys Foundation, *Standard Response Protocol*  
<https://iloveuguy.org/The-Standard-Response-Protocol.html> (012325)  
Safe and Sound Schools  
<https://safeandsoundschools.org/> (012325)

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## **Acceptable Use Policy Information Network System & Social Media Warren/Alvarado/Oslo Public Schools**

### **Purpose**

The Board of Education, Administration, and Staff of the WAO schools recognize the need for access to a global information network. Preparing students to compete in the 21<sup>st</sup> century requires access to the tools they will be using as adults. Accordingly, the WAO schools shall operate an information network system to enhance and expand its educational mission.

### **Definition**

Information Network is defined as the hardware, software, cabling, and related equipment that allows for the creation, storage, transfer and access to data, video and voice communication both within the district and to the outside world. Responsible use of this global information network is of primary importance. Responsible use shall be governed by the regulations and conditions set forth in this policy.

User is defined as any person using the Information Network.

### **Acceptable Use**

The district's information network shall be used for educational purposes consistent with the district's educational mission, district policy, state laws, and federal laws. Use of the information network is a privilege. That privilege may be revoked or restricted.

The district reserves the right to inspect folders and files (locally and cloud storage) to assure compliance with this Information Network Acceptable Use Policy.

### **WAO Rights and Responsibilities**

1. **The school district reserves the right to monitor all activity and use of all devices on the school network.**
2. **The school district reserves the right to block any material on the internet made available at school.**
3. **The school district reserves the right to deny access of school technology and software to any individual.**
4. **The school district reserves the right to search school owned devices at any time.**

### **Prohibited Use**

The following activities are prohibited:

1. Private or commercial business use
2. Any illegal activity
3. Using the system to submit, obtain, publish, store, or display objectionable or inaccurate information including:
  - a. Information to encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by district policy, state, or federal law
  - b. Information encouraging the toleration or promotion of discrimination towards individuals or groups of individuals based on race, sex, religion, age, or national origin
  - c. Information or software that is pornographic or sexually explicit
4. Subscribing to any service which results in membership or line charges. System users and parents of student users assume full responsibility for any charges incurred. Students will not join a mailing list unless directed by a teacher as part of an assignment.
5. Any social media access during school hours and/or while using the WAO internet system.
6. Use of internet games/computer games without teacher permission.
7. Removing or defacing any barcode labels or serial numbers on any school issued equipment.
8. Bypassing the Warren Alvarado Oslo Sonicwall filter by use of a web proxy server.
9. We have the right to refuse devices on our network.

### **Security**

Any action by the user which results in the compromise of the system's security is expressly prohibited. Any user identifying a security problem on the district's system must immediately notify the superintendents or technology coordinator.

1. Attempts to log on to the district's system as a system administrator or access any portion of the system, folders, or files for which the user does not have access privileges shall result in cancellation of user privileges and may result in disciplinary action up to and including expulsion.
2. Users will keep all accounts and passwords confidential
3. Users will not improperly access, alter, or delete the files, data, or other information of others.

### **Mobile Technology**

Upon receiving a mobile technology device from the district, including but not limited to, iPads, iPods, laptops, school purchased cell phones and desktop computers, it is the student and/or staff's responsibility to maintain the technology and return it in good working condition. If the technology device is damaged while not exercising good judgment, it is the sole responsibility of the WAO student or staff member to fix or replace the device. These cases are investigated by the WAO administration and WAO District IT staff. Parent(s) or guardians(s) may be billed for damages of equipment.

Students and staff will be held responsible for maintaining their individual iPads, iPods, laptops, school purchased cell phones and desktop computers, and keeping them in good working order. This includes while at the WAO campus and at home. This includes cleaning/disinfecting the device with appropriate cleaners and soft cloth.

Keeping a backup of local files (not applications) on various backup solutions (Google Drive, external hard drive, jump drive, CD/DVD, etc.) is the sole responsibility of each technology user.

- Mobile Technology Device cases furnished by the school district for distance learning or overnight check out, must be returned with only normal wear and no alterations to avoid paying a case replacement fee, which includes the cost of the new case.
- Mobile Technology Devices & desktop computers that malfunction or are damaged must be reported to the district IT staff as soon as possible. The school district will be responsible for repairing Mobile Technology Devices & desktop computers that have been damaged by staff/students due to daily wear and tear. The misuse, neglect or are accidentally damaged will be repaired or replaced with costs being covered by the student or staff. Staff/students will be responsible for the entire cost of repairs or replacement of the Mobile Technology Device & desktop computers that are damaged intentionally or from misuse.
- Mobile Technology Devices & desktop computers that are stolen must be reported immediately to the district Administration and district IT staff.
- Under no circumstances should Mobile Technology Devices be left in unsupervised areas. Any device left in unsupervised areas is in danger of being stolen.
- Lost or misused items such as sleeves, chargers, and cables will be charged the actual replacement cost to whomever possesses it.
- Any purchases made with an online account on your device without prior approval, will be your responsibility and must be reimbursed to the school district.
- WAO Students and Staff may use their personal devices while on campus. These devices must be checked over by the District Technology Director before it will be allowed to access the WAO Wifi. **Students-See elementary/high school handbooks as well as the *Bring Your Own Device* agreement for guidelines and rules regarding personal devices.**

### **Software**

System users are responsible for taking precautions to prevent viruses or other harmful software on individual workstations or the district's information network.

1. Any attempt to degrade or disrupt system performance will be viewed as a violation of district policy and administrative regulations and may be viewed as criminal activity under applicable state and federal laws.
2. Students may not install any software without written permission from the teacher in charge **and** the system administrator.
3. Copyright laws and license agreements shall be adhered to.

### **E-mail**

Electronic users are responsible for taking precautions to prevent viruses or other harmful software on individual workstations or the district's information network.

1. Forgery of electronic mail messages is prohibited as is any attempt to read, delete, copy, or modify the email of other system users.
2. Students are cautioned not to give out their home phone number or address on the Internet
3. Students are prohibited from accessing anonymous mail accounts or chat rooms using the school district network. (ie. hotmail, etc.)

### **Cyberbullying**

**Students are reminded that using electronic devices or the internet to target another student may be considered cyberbullying under School District Policy 413 (Harassment & Violence), Policy 514 (Bullying) & Policy 524 (INTERNET ACCEPTABLE USE AND SAFETY POLICY).**

### **Parents**

- **Talk with your children about values and standards they should follow when using the internet just as you do with other information sources such as television, movies & radio.**
- **Help the school district ensure your child remains safe by using school issued email, software or technology equipment appropriately at home.**

### **System Vandalism**

System vandalism will result in cancellation of system use privileges. Fines or restitution will be imposed for acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment, materials, or data. Vandalism also includes the uploading or creating of computer viruses.

### **Violations**

Violation of any provision or condition of this policy may be cause for disciplinary action. When applicable, law enforcement agencies may be involved. Coercing or encouraging another person to violate this policy will also cause investigation and possible disciplinary action.

### **Disclaimer**

The WAO School District provides the information network on an “as is, as available” basis. The network is not warranted to be error free or uninterrupted. The district assumes no liability for loss of data or service.

The user is solely responsible for evaluating the accuracy or suitability of any information obtained through a local or global network.

Interpretation, application, and modification of this Acceptable Use Policy is within the sole discretion of WAO School District # 2176.

Any questions regarding this policy should be directed to the Superintendent of Schools.

**Acceptable Use Policy  
Information Network System  
Warren/Alvarado/Oslo Public Schools**

**(Signature Page)**

Staff/Student Name (Printed): \_\_\_\_\_

\_\_\_\_\_  
Staff/Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **Bring Your Own Device (BYOD)**

BYOD is an option made available to students in grades 10-12 enrolled in college in the high school courses. This allows them to bring their privately owned portable technology devices such as laptops, tablets, to school for academic use.

Bringing privately owned devices to school is completely optional. This policy outlines appropriate use and prohibited activities for BYOD devices.

The following protocols are provided to students as a guideline of expectations:

- Students are expected to exercise responsible behavior when handling technology, including personally owned devices and the devices of others.
- Never leave a device unattended, both in and out of the classroom.
- Keep the device away from water and other liquids.
- Any devices, for which anti-virus, spyware, adware software is available, must have an up-to-date version of the antivirus software running. **Failure to do so, will result in not being able to use the Warren-Alvarado-Oslo network.**
- BYOD: Logging in, Connecting to the Network, and Basic Troubleshooting each student is expected to use his/her own Warren-Alvarado-Oslo district-provided Google account (example: 123456@waostudent.org) username and password.
- Criminal Acts are strictly prohibited while using your own device while on the WAO network. These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing via email, cyberstalking, various explicit content, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.

Student technology brought to school remains the sole property of the student and therefore will not receive direct technical support from Warren-Alvarado-Oslo technology staff. As such, any technical support for the device must be provided by the student and family.

Warren-Alvarado-Oslo makes every reasonable effort to maintain a safe learning environment for all students. Warren-Alvarado-Oslo assumes no responsibility for damage, loss, or theft of devices a student brings to school. As with any other student property, devices brought to school from home are the student's responsibility. It is recommended that families stress the important responsibilities students have when bringing their devices to school.

**Student Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 714

Orig. 2011

Revised: \_\_\_\_\_

Rev. 2022

## **714 FUND BALANCES**

**[NOTE: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]**

### **I. PURPOSE**

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

### **II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

### **III. DEFINITIONS**

- A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.

- G. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. "Unrestricted" fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

**IV. CLASSIFICATION OF FUND BALANCES**

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

**V. MINIMUM FUND BALANCE**

The school district will strive to maintain a minimum unassigned general fund balance of 10 percent of the annual budget.

**[NOTE: School districts need to select one of the bracketed choices above and fill in the blank. The other bracketed choice should be deleted. If a minimum fund balance is specified, a stabilization arrangement such as that specified in Part IX below that sets aside specific stabilization amounts may not be necessary.]**

**VI. ORDER OF RESOURCE USE**

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

**[NOTE: The school board determines this order.]**

**VII. COMMITTING FUND BALANCE**

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

**VIII. ASSIGNING FUND BALANCE**

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the Superintendent. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

**IX. STABILIZATION ARRANGEMENTS**

**[NOTE: If the school board has established any arrangement(s) for emergencies and other contingencies, the description(s) should be included in this section. The school board needs to specifically define the circumstances or conditions when these amounts may be used, which must be unanticipated adverse financial or economic**

circumstances. These circumstances or conditions cannot be situations that are expected to or which occur routinely. Stabilization arrangements should be reported as restricted or committed if they meet the criteria or, otherwise, should be reported as unassigned. They should not be reported as assigned. If the school board does not have any such arrangements, this section should be deleted.]

**X. REVIEW**

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

**[NOTE: The school board should determine the review period adequate for their school district and change "an annual" to "a quarterly" or "a monthly" or some other time frame if appropriate.]**

**Legal References:** Statement No. 54 of the Governmental Accounting Standards Board

**Cross References:** None

Date: 19 August 2025

To: Ben Miska

Dear Ben,

This is to formally resign from my role as Para Professional at WAO High School. This is to be effective immediately.

Thank you for trusting me with assisting with our students and the opportunity to work in room 99 and giving me the space to grow into my own. I am happy to help with substituting in the upcoming school.

Best Regards,  
Bethany Wright

**MEMORANDUM OF UNDERSTANDING  
BETWEEN**

**Warren-Alvarado-Oslo Independent School District #2176 (hereinafter referred to as  
“District”)**

**AND**

**Education Minnesota Warren-Alvarado-Oslo, Local #7277 (hereinafter referred to as  
“Union”)**

WHEREAS the District and Union are parties to a collective bargaining agreement (CBA) for the period from July 1, 2025, through June 30, 2026; and,

WHEREAS the District and Union desire to address the time commitment, compensation, schedule, location of training, and deadlines for teachers required to complete the state of Minnesota mandated READ Act training; and,

WHEREAS the District and Union have agreed that teachers will participate in Language Essentials for Teachers of Reading and Spelling (hereinafter referred to as “LETRS”), administered by Lexia and,

WHEREAS the total anticipated number of hours of training required for LETRS is 137.5 hours for K-12th Grade teachers and 32 hours for Pre-K teachers;

NOW THEREFORE, be it resolved that the parties agree to the following:

1. Eligibility

The Union and District will establish a list of eligible teachers, who must:

- a. Hold a license issued by the Professional Educator Licensing and Standards Board; and,
- b. Be employed by the District between July 1, 2025, and June 30, 2026; and,
- c. Be required by the District to complete approved training described under Minn. Stat. § 120B.123, subdivision 5.

2. Compensation earned for READ Act training

Teachers will earn compensation as follows:

The time eligible K-12th grade teachers and Pre-K teachers spend outside of the time provided by the District for READ Act Training time, will be compensated at \$20.00 dollars per hour.

The breakdown of the expected time will be as follows:

**K-12th Grade Course Staff Development Total  
Development Total**

Online Component - 61.5 hours  
Reading Component - 28 hours  
Face-to Face Component - 48 hours

Total - 137.5 hours

**PreK Course Staff**

Online Component - 15 hours  
Reading Component - 5 hours  
Face-to Face Component - 12 hours

Total - 32 hours

All synchronous sessions for eligible PreK-12th grade teachers will be individually scheduled by the participants. Any synchronous session occurring during contracted hours, as defined by the Warren-Alvarado-Oslo collective bargaining agreement, must receive prior approval from the building administrator. Furthermore, participants waive compensation for the duration of the synchronous learning session held during contracted hours.

3. Credit Recognition

Requests for graduate credits to apply toward a lane change may be made according to Article VI, Section 2.

4. Proof of completion and payment timeline

In all cases, teachers shall submit proof of training completion to the building administrator.

5. Contingencies for additional time

If the training exceeds 137.5 hours for teachers completing all modules, the District and Union will reconvene to discuss additional compensation in the form of pay, comp time, or other arrangements.

6. Failure to comply with the READ Act

Compliance with the Minnesota READ Act (Minn. Stat. § 120B.123) is mandatory for both the District and eligible teachers. Failure by the District to comply with these requirements may result in action taken by the Minnesota Department of Education. Failure by an eligible teacher to comply with the training requirements may result in a teacher being out of compliance with READ Act requirements related to reading instruction in accordance with state statute and could result in discipline.

7. Effective Date and Duration

This MOU shall continue in effect until June 30th, 2026.(Programming for the current cohort will not be completed until this date)

NOW THEREFORE, be it further resolved that the parties agree to the following:

**Impact on Precedent.** Nothing in this MOU may be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA between the District and the Union. Neither the District nor the Union may refer to this MOU or submit it in any proceeding or case as evidence of a precedent or practice.

**Entire Agreement.** This MOU constitutes the entire agreement between the parties related to compensation for teachers for completing READ Act training. Neither party has relied on any statements, promises, or representations that are not stated in this MOU. The terms of this MOU constitute the entire agreement between the parties and supersede any prior written or oral, or other agreement, statement, or practice between the parties relating to the subject matter of this

MOU. No changes to this MOU will be valid unless they are in writing and signed by both parties. A copy of this MOU will have the same legal effect as the original.

IN WITNESS WHEREOF, the parties have voluntarily entered into this MOU on the dates shown by their signatures. This MOU will not become effective unless and until it is approved by the District's School Board and is signed by both parties.

For the District: *[Signature]*  
Dated: 9-8-25

For the Union: *[Signature]*  
Dated: 9/8/2025



**TAXPAYER SERVICE CENTER**  
612 N Broadway, Suite 207, Crookston, MN 56716  
Phone (218) 281-2554 \* Fax (218) 281-3801  
[www.co.polk.mn.us](http://www.co.polk.mn.us)

Samuel W. Melbye, Director of Property Records

DATE: August 26, 2025

TO: School District Clerks

FROM: Samuel W. Melbye, Polk County Director of Property Records

SUBJECT: Public Budget Hearing Dates

According to Minnesota Statutes, each school board must certify to the county auditor on or before September 30, 2025, the date it has selected for its Public Budget hearing. (Enclosed is a form to be used for that purpose, to be signed by the clerk of the school board and mailed to our office).

If not certified by September 30, the County Auditor is required to assign the hearing date.

The school district hearings must be held between the dates of November 25th and December 29th (after 6:00 p.m.) of this year.

Thank you for your cooperation in this matter.

P.S. We are also asking for a school phone number so that we can add that to your contact information on the Truth in Taxation Notices. (Please include the school phone number on the enclosed form).

# PUBLIC BUDGET MEETINGS

## Warren/Alvarado/Oslo School District #2176

\_\_\_\_\_  
Meeting Date (must be after 11-25-25 & no later than 12-29-25)

\_\_\_\_\_  
Time (needs to be held at 6:00 p.m. or later)

\_\_\_\_\_  
Location (Room and Building **and** *Physical address*)

\_\_\_\_\_  
School Phone Number for Truth in Taxation Contact Information  
(Include area code, please)

Referendum on November Ballot

Certified by:

\_\_\_\_\_  
School Clerk

\_\_\_\_\_  
Date

Marshall County Auditor/Treasurer  
208 E Colvin Avenue, Suite 11  
Warren, MN 56762  
218-745-4851

**Request for Truth In Taxation Information**  
(Please return by September 30th)

ISD #2176 Warren/Alvarado/Oslo

**Initial Hearing**

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Continuation Hearing (if applicable)**

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Referendum Pending**

Is there a school district referendum pending?    Yes                       No

**Contact Name for Written Comments (this information will print on the TNT's notices):**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

Website Address: \_\_\_\_\_  
(new requirement for Pay 2024)

\_\_\_\_\_  
Superintendent/Clerk Signature

\_\_\_\_\_  
Date

Independent School District #2176  
Warren-Alvarado-Oslo  
224 East Bridge Ave, Warren, MN 56762

**CALL FOR BIDS FOR SNOW PLOWING/REMOVAL SERVICES**

Notice is hereby given that sealed bids will be received by the Board of Education of Independent School District No. 2176, Marshall County, Warren, MN 56762 until **3:30 p.m., Wednesday, October 68, 2025** for the purchases of **SNOW PLOWING/REMOVAL SERVICES**, according to specifications on file in the District Office of Independent School District No. 2176, Warren, MN 56762. Tabulations will be presented to the Board of Education for official action at their regular meeting at 7:00 p.m. on Monday, October 13, 2025.

Specifications and bid forms may be obtained from the District Office at 224 East Bridge Ave, Warren, MN 56762 or on the district website at <https://www.wao.k12.mn.us>

Sealed bids are to be submitted to the District Office of Independent School District No. 2176, with the envelopes clearly identified on the outside as "Snow Plowing/Removal Services" bid.

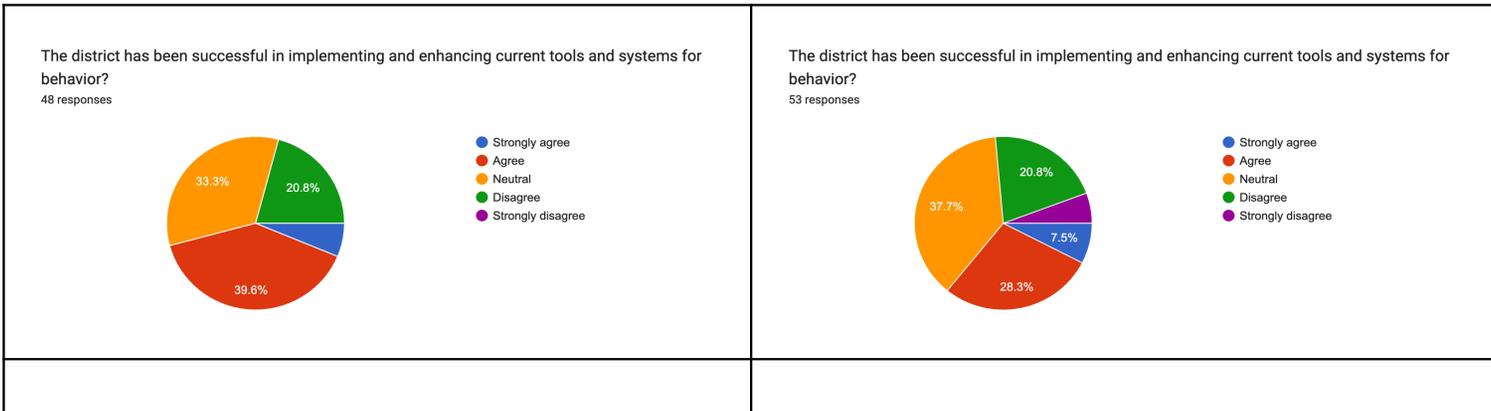
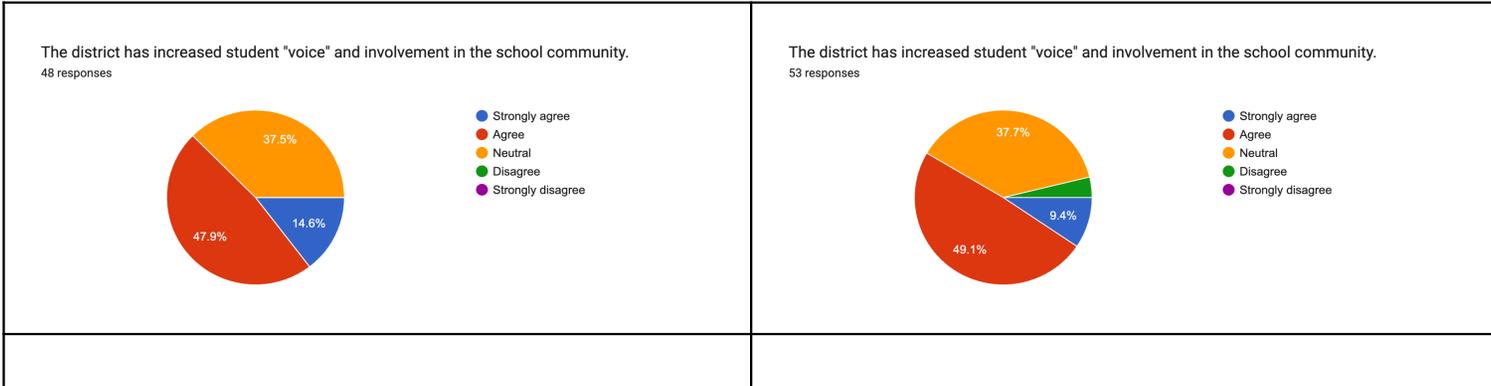
The Board of Education reserves the right to reject any and/or all bids.

If you have any questions, contact Jason Morken at 218-289-33245.

## DISTRICT QET End-of-Year Survey Result Comparison

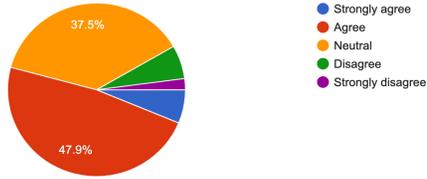
### 2023-24 Results

### 2024-25 Results



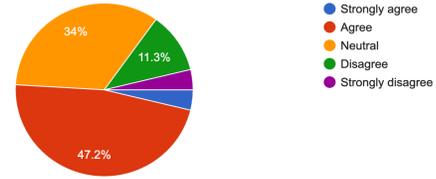
The district has been successful in implementing and enhancing current tools and systems for mental health intervention?

48 responses



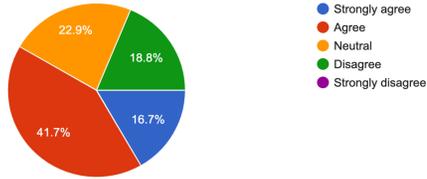
The district has been successful in implementing and enhancing current tools and systems for mental health intervention?

53 responses



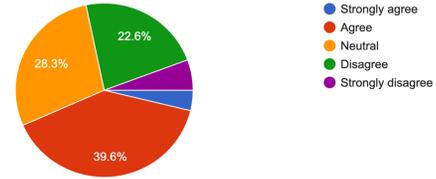
The district attracts, develops, and retains the best staff possible.

48 responses



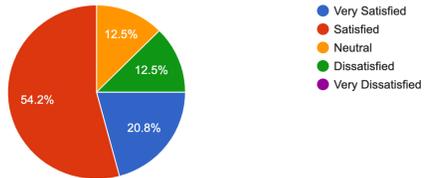
The district attracts, develops, and retains the best staff possible.

53 responses



Rate your satisfaction with the climate & culture of our district as a whole.

48 responses



Rate your satisfaction with the climate & culture of our district as a whole.

53 responses

