



MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD MEETING

Wednesday, July 23, 2025 @ 7:00 am | Conference Room #103

+ *Mission:* A community in continuous pursuit of excellence.

+ *Vision:* A partnership of staff, family, and community promoting lifelong learning in an everchanging world.

AGENDA – REGULAR MEETING

1. Regular Order of Business

- 1.1. Call to Order.....Chair Thostenson
- 1.2. Pledge of Allegiance
- 1.3. Roll Call
- 1.4. Approval of the Meeting AgendaM/S/V
- 1.5. Recognition of Visitors and Guests
- 1.6. Viking Pride: Positive Comments by School Board Members and Administration I/D

2. Business Agenda

- 2.1. Student Enrollment Projections
- 2.2. Student Activity Account
- 2.3. Financial Report
- 2.4. Approve Bills-Check RegisterM/S/V

3. Leadership Reports

- 3.1. School Board and Committee Reports: School Board Members
- 3.2. Activities Director/Community Education Coordinator: Patty Myrvik
- 3.3. Elementary Principal/Curriculum Coordinator: Nicolle Johnston
- 3.4. High School Principal: Lindsey Larson
- 3.5. Superintendent: Scott Monson

4. Approve Consent Agenda Items M/S/V

- 4.1. Minutes of the June 18, 2025 Regular Meeting
- 4.2. Personnel Items
- 4.3. Revised 2025-2026 Contract for Nicolle Johnston
- 4.4. MN Rural Education Association 2025-2026 Membership
- 4.5. Shared Social Worker Agreement for 2025-2026

5. Items Removed from the Consent AgendaI/D/M/S/V

6. Previous Business

- 6.1. 2025-2026 Handbook Review – 2nd Reading.....M/S/V
 - 6.1.1. Student Device and One-To-One Handbook
 - 6.1.2. Activities Handbook
 - 6.1.3. Bus Rules and Regulations
 - 6.1.4. Elementary Family Handbook
 - 6.1.5. High School Student Handbook
- 6.2. Accept bid from AgPlus for Petroleum Products for 2025-2026M/S/V
- 6.3. Accept bid from Brad’s Market for Bread and Baked Goods for 2025-2026.....M/S/V
- 6.4. Accept bid from Prairie Farms for Dairy Products for 2025-2026.....M/S/V

7. New Business

- 7.1. Ten-Year Long-Term Facilities Maintenance Plan
 - 7.1.1. Review LTFM 10-Year Revenue Projections I/D
 - 7.1.2. Approve LTFM 10-Year Expenditures Application.....M/S/V

- 7.1.3. Approve Fiscal Year (FY) 27 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances..... M/S/V
- 7.1.4. Approve Resolution Adopting the School District’s Fiscal Year (FY) 27 Long-Term Facilities Maintenance Ten-Year Plan M/S/V-RC
- 7.2. Approve a Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours During Which the Polling Places Will Remain Open for Voting for School District Elections Not held on the Day of a Statewide Election..... M/S/V-RC
- 7.3. Approve a Resolution for Designation of the Identified Official with Authority [IOWA] for Education Identity Access Management [EDIAM] for the MDE External User Access Recertification System for 2025-2026..... M/S/V-RC
- 7.4. 2025-2026 Handbook Review – 1st Reading
 - 7.4.1. 2025-2026 High School Faculty Handbook M/S/V
- 7.5. Policies and Procedures Review – Legislative Session: Substantive Updates M/S/V
 - 7.5.1. Policy #414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse
 - 7.5.2. Policy #418: Drug-Free Workplace/Drug-Free School
 - 7.5.3. Policy #501: School Weapons Policy
 - 7.5.4. Policy #503: Student Attendance
 - 7.5.5. Policy #514: Bullying Prohibition
 - 7.5.6. Policy #515: Protection and Privacy of Pupil Records
 - 7.5.7. Policy #516: Student Medication
 - 7.5.8. Policy #516.5: Overdose Medication
 - 7.5.9. Policy #534: School Meals
 - 7.5.10. Policy #621: Literacy and the READ Act
 - 7.5.11. Policy #707: Transportation of Public School Students
 - 7.5.12. Policy #709: Student Transportation Safety
 - 7.5.13. Policy #802: Disposition of Obsolete Equipment and Materials
 - 7.5.14. Policy #806: Crisis Management
- 7.6. Policies and Procedures Review – 1st Reading..... M/S/V
 - 7.6.1. Policy #410: Family and Medical Leave
 - 7.6.2. Policy #420: Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Infectious Diseases and Infectious Conditions
 - 7.6.3. Policy #511: Student Fundraising
 - 7.6.4. Policy #519: Interviews of Students by Outside Agencies
 - 7.6.5. Policy #605: Alternative Programs
 - 7.6.6. Policy #907: Rewards
 - 7.6.7. District Procedures: Patch Management
- 7.7. Discuss November 26, 2025 School Board Meeting I/D/M/S/V
- 7.8. Approve a Resolution for Acceptance of Gifts/Donations/Grants..... M/S/V-RC
- 8. Calendar Review: Meeting & Dates..... I/D**
 - 8.1. Monday, August 11: All Staff Back-To-School Workshop
 - 8.2. Tuesday, August 12: Teacher Workshop
 - 8.3. Wednesday, August 13: Teacher Work Day
 - 8.4. Wednesday, August 13: Open House [5-7 pm]
 - 8.5. Wednesday, August 20: First Day of School
 - 8.6. Wednesday, August 27: School Board Meeting [5 :30 pm]
 - 8.7. Wednesday, September 24: School Board Meeting [5 :30 pm]
 - 8.8. Wednesday, October 22: School Board Meeting [5 :30 pm]
- 9. Potential Items for Future Meetings I/D**

9.1. 2024-2025 Superintendent Performance Review

10. Adjournment M/S/V

BUSINESS

AGENDA

STUDENT ENROLLMENT FUNDED [PRELIM] AND PROJECTED

Grade	2020-2021 Funded	2021-2022 Funded	2022-2023 Funded	2023-2024 Funded	2024-2025 Funded [Prelim]	2024-2025 Final Day Headcount	2025-2026 Projected
PreK	6.8	6.1	5.3	8	9.37	9	46
HK/K	22.6	39.3	31.8	42	29.69	30	36
1st Grade	31.1	23.8	39.1	33	41.20	41	31
2nd Grade	30.1	31.4	25.5	42	32.76	33	44
3rd Grade	42.3	33.9	32.6	29	42.15	42	34
4th Grade	28.0	42.9	36.3	31	30.87	31	41
5th Grade	37.0	24.9	46.6	37	33.19	33	31
6th Grade	36.2	37.5	23.5	46	38.12	38	33
7th Grade	46.8	47.6	53.3	43	53.35	53	47
8th Grade	46.4	46.3	48.1	54	45.38	45	53
9th Grade	45.0	50.1	44.9	49	54.72	55	49
10th Grade	45.6	43.7	49.0	45	50.29	50	53
11th Grade	48.3	45.0	42.7	46	46.00	46	51
12th Grade	49.2	45.7	42.6	43	43.02	43	46
Total (K-12)	509	512	516	541	540.74	541	549
Total (PreK-12)	516	518	521	549	550.11	550	595
K-12 Change from Previous Year					-0.35		8



Student Activity Account – Month of June 2025

Fund #	Description	Receipt	Expense
4	Student Council - Minneota Public Schools		\$ 204.98
8	Junior Class - Minneota Public Schools		\$ 1,467.78
8	Junior Class - Rebecca Johnson		\$ 446.90
9	Senior Class - Minneota Public Schools		\$ 3,118.30
9	Senior Class - HyVee		\$ 291.50
14	FFA - Minneota Public Schools		\$ 294.85
14	FFA - Minnesota FFA Association		\$ 1,958.00
15	FCCLA - National Fundraiser	\$ 2,264.00	
15	FCCLA - Fundraiser	\$ 1,874.43	
June 2025 Totals		\$4,138.43	\$7,782.31

Fund Name	FY25 Beginning Balance	June 2025		Year-To-Date			Ending Balance	+/- From SOY
		Receipts	Expenses	Receipts	Expenses	Transfers		
Student Council	\$ 5,808.46	\$ -	\$ 204.98	\$ 9,293.58	\$ 9,939.32	\$ 923.94	\$ 6,086.66	4.8%
Grade 11	\$ 3,453.06	\$ -	\$ 1,914.68	\$ 19,428.76	\$ 14,272.58	\$ (3,453.06)	\$ 5,156.18	49.3%
Grade 12	\$ 923.94	\$ -	\$ 3,409.80	\$ 10,232.00	\$ 3,409.80	\$ 2,529.12	\$ 10,275.26	1012.1%
FFA	\$ 4,379.98	\$ -	\$ 2,252.85	\$ 3,280.00	\$ 5,267.76	\$ -	\$ 2,392.22	-45.4%
FCCLA	\$ 12,783.51	\$ 4,138.43	\$ -	\$ 27,273.43	\$ 34,759.29	\$ -	\$ 5,297.65	-58.6%
National Honor Society	\$ 737.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 737.48	0.0%
June 2025 Totals	\$ 17,900.97	\$ 4,138.43	\$ 7,782.31	\$ 30,553.43	\$ 40,027.05	\$ -	\$ 29,945.45	67.3%

FINANCIAL REPORT

CASH FLOW | END OF JUNE 2025

Account	Description - Use	Beginning Balance	Dividends - Interest	Credits - Revenue	Debits - Expenditures	Total Fixed Income	Ending Balance
State Bank of Taunton [0200]	General	\$ 362,484.50		\$ 643,710.52	\$ 773,807.06		\$ 232,387.96
State Bank of Taunton [0218]	Student Activities	\$ 33,589.33		\$ 4,138.43	\$ 7,782.31		\$ 29,945.45
State Bank of Taunton [0226]	Petty Cash	\$ 2,725.00		\$ 525.00	\$ -		\$ 3,250.00
State Bank of Taunton [0234]	Payroll	\$ -		\$ 258,273.93	\$ 258,273.93		\$ -
PMA-MN Trust [2023A]	2023A	\$ 384,898.40	\$ 1,329.11	\$ -	\$ -	\$ 318,152.34	\$ 704,379.85
PMA-MN Trust [2023B]	2023B	\$ 1,180,920.28	\$ 4,077.82	\$ -	\$ -	\$ 782,796.88	\$ 1,967,794.98
PMA-MN Trust	Investments	\$ 2,547,424.34	\$ 8,639.53	\$ 310,075.33	\$ 350,000.00	\$ 714,900.00	\$ 3,231,039.20
End of June 2025 Statement Totals: All Depositories		\$ 4,512,041.85	\$ 14,046.46	\$ 1,216,723.21	\$ 1,389,863.30	\$ 1,815,849.22	\$ 6,168,797.44
Net Cash Flow Decrease From June 1, 2025 to June 30, 2025							\$ (159,093.63)



FINANCIAL REPORT

ALL FUNDS | EXPENSES & REVENUES

Sequence: L, Fd		202312			202412			202512		
Description	Budget			Budget			Budget			
	BUD23	Year to Date	%	BUD24	Year to Date	%	BUD25	Year to Date	%	
01 General Fund	(7,124,167.00)	(5,381,124.39)	76%	(7,760,002.00)	(6,817,259.39)	88%	(7,967,047.00)	(7,160,341.47)	90%	
02 Food Service Fund	(401,540.00)	(398,500.30)	99%	(497,500.00)	(485,795.24)	98%	(501,520.00)	(455,587.94)	91%	
04 Community Service	(158,930.00)	(128,879.72)	81%	(174,041.00)	(158,382.04)	91%	(191,756.00)	(178,512.53)	93%	
06 Building Construction Fund	0.00	0.00	0%	(2,635,533.00)	(2,659,183.63)	101%	(85,000.00)	(109,097.55)	128%	
07 Debt Service Fund	(1,162,368.00)	(557,310.83)	48%	(1,178,297.00)	(1,384,855.13)	118%	(1,714,917.00)	(1,859,190.23)	108%	
21 Student Activity Account	0.00	(5,575.56)	0%	0.00	(6,990.43)	0%	0.00	(1,859.02)	0%	
R Revenue	(8,847,005.00)	(6,471,390.80)	73%	(12,245,373.00)	(11,512,465.86)	94%	(10,460,240.00)	(9,764,588.74)	93%	
01 General Fund	7,503,210.00	7,399,810.25	99%	7,904,910.00	7,671,826.57	97%	7,930,185.00	7,642,845.63	96%	
02 Food Service Fund	383,205.00	453,623.37	118%	475,972.00	493,869.11	104%	517,663.00	451,359.53	87%	
04 Community Service	173,307.00	184,181.84	106%	240,967.00	229,460.28	95%	253,575.00	268,172.24	106%	
06 Building Construction Fund	0.00	0.00	0%	36,000.00	35,378.78	98%	264,358.00	0.00	0%	
07 Debt Service Fund	1,175,505.00	1,177,055.00	100%	1,177,800.00	1,173,900.00	100%	1,545,578.00	1,546,702.50	100%	
E Expenditure	9,235,227.00	9,214,670.46	100%	9,835,649.00	9,604,434.74	98%	10,511,359.00	9,909,079.90	94%	



FINANCIAL REPORT

FUND 1 | GENERAL FUND REVENUES

Sequence: Fd, O/S			202312			202412			202512		
Description	Budget BUD23	Year to Date	%	Budget BUD24	Year to Date	%	Budget BUD25	Year to Date	%		
01 General Fund											
000 Local Revenues	(1,682,121.00)	(504,702.46)	30%	(1,818,631.00)	(1,552,726.38)	85%	(1,630,758.00)	(1,488,881.17)	91%		
200 State Revenues	(4,275,406.00)	(3,864,944.64)	90%	(4,710,481.00)	(4,250,790.82)	90%	(4,861,105.00)	(4,352,572.66)	90%		
	(34,056.00)	(30,650.00)	90%	0.00	0.00	0%	0.00	0.00	0%		
200 State Revenues	(27,825.00)	(25,989.40)	93%	(26,248.00)	(23,199.65)	88%	(23,662.00)	(22,665.94)	96%		
300 State Revenues	(672,569.00)	(666,173.80)	99%	(1,017,477.00)	(934,149.47)	92%	(1,185,850.00)	(1,078,613.38)	91%		
400 Federal Revenues from State	(231,344.00)	(75,264.11)	33%	(148,519.00)	(2,053.07)	1%	(225,686.00)	(163,318.44)	72%		
500 Federal Revenues from Fed Sou	(48,909.00)	(48,909.00)	100%	(38,646.00)	(50,993.00)	132%	(39,986.00)	(54,567.00)	136%		
600 Loc Sales, Ins Recov & Jdgmnt	(151,937.00)	(164,490.98)	108%	0.00	(3,347.00)	0%	0.00	277.12	0%		
01 General Fund	(7,124,167.00)	(5,381,124.39)	76%	(7,760,002.00)	(6,817,259.39)	88%	(7,967,047.00)	(7,160,341.47)	90%		



FINANCIAL REPORT

FUND 1 | GENERAL FUND EXPENSES

Sequence: Fd, O/S		202312			202412			202512		
Description	Budget			Budget			Budget			
	BUD23	Year to Date	%	BUD24	Year to Date	%	BUD25	Year to Date	%	
01 General Fund										
100 Salaries & Wages	3,939,478.00	4,050,380.48	103%	4,295,935.00	4,296,697.72	100%	4,417,885.00	4,356,904.81	99%	
200 Employee Benefits	932,965.00	884,476.96	95%	1,119,935.00	1,018,350.25	91%	1,138,121.00	963,584.99	85%	
300 Purchased Services	1,487,992.00	1,487,462.13	100%	1,443,025.00	1,457,820.41	101%	1,527,118.00	1,407,217.18	92%	
400 Supplies & Materials	890,330.00	670,197.31	75%	787,395.00	639,413.23	81%	606,905.00	742,851.67	122%	
500 Capital Expenditures	223,137.00	279,954.17	125%	234,000.00	238,249.52	102%	210,406.00	148,528.83	71%	
800 Other Expenditures	29,308.00	27,339.20	93%	24,620.00	21,295.44	86%	29,750.00	23,758.15	80%	
01 General Fund	7,503,210.00	7,399,810.25	99%	7,904,910.00	7,671,826.57	97%	7,930,185.00	7,642,845.63	96%	





MNTrust Monthly Statement

Minnesota ISD #414

Please Note:

THE FUND WILL BE CLOSED JULY 4TH IN OBSERVANCE OF THE INDEPENDENCE DAY HOLIDAY

Activity Summary (MN02-31273-0101) Operating

6/1/2025 - 6/30/2025

Investment Pool Summary	IS
Beginning Market Balance	\$2,547,424.34
Dividends	\$8,639.53
Purchases	\$310,075.33
Redemptions	(\$350,000.00)
Ending Market Balance	\$2,516,139.20
Average Monthly Rate	4.201%
Share Price	\$1.000
Total	\$2,516,139.20
Total Fixed Income	\$714,900.00
Account Total	\$3,231,039.20

Your Representative(s)

Steve Pumper

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Representatives are associated with PMA Securities, LLC

Minnesota ISD #414
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PMA Financial Network
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Naperville, IL 60563



MNTrust Monthly Statement

Minnesota ISD #414

Transaction Activity (MN02-31273-0101) Operating

IS 6/1/2025 - 6/30/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV	Shares this Transaction
11388329	06/10/2025	06/10/2025	Online Wire Redemption	(\$200,000.00)	\$0.00	\$1.000	(200,000.000)
11389291	06/11/2025	06/11/2025	State Funds Purchase, ISD 0414	\$0.00	\$34,230.15	\$1.000	34,230.150
11390584	06/12/2025	06/12/2025	State Funds Purchase, ISD 0414	\$0.00	\$2,212.00	\$1.000	2,212.000
11397713	06/20/2025	06/20/2025	State Funds Purchase, ISD 0414	\$0.00	\$273,633.18	\$1.000	273,633.180
11401518	06/25/2025	06/25/2025	Online Wire Redemption	(\$150,000.00)	\$0.00	\$1.000	(150,000.000)
11412392	06/30/2025	06/30/2025	Dividend Reinvest	\$0.00	\$8,639.53	\$1.000	8,639.530
				(\$350,000.00)	\$318,714.86		(31,285.140)

Beginning Market Value: \$2,547,424.34 | Ending Market Value: \$2,516,139.20



MNTrust Monthly Statement

Minnesota ISD #414

Current Portfolio

6/30/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				06/30/2025		IS Account Balance	\$2,516,139.20	4.201%	\$1.000	\$2,516,139.20	\$2,516,139.20
CD	N	1373684-1	02/04/2025	02/04/2025	02/04/2026	T Bank, National Association, TX	\$239,800.00	4.179%		\$249,820.19	\$239,800.00
CD	N	1373683-1	02/04/2025	02/04/2025	02/04/2026	GBank, NV	\$239,800.00	4.177%		\$249,816.45	\$239,800.00
CD	N	1373682-1	02/04/2025	02/04/2025	07/28/2026	Cornerstone Bank, NE	\$235,300.00	4.149%		\$249,715.77	\$235,300.00
							\$3,231,039.20			\$3,265,491.61	\$3,231,039.20

Time and Dollar Weighted Average Portfolio Yield: 4.164%

Weighted Average Portfolio Maturity: 276.27 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
IS	77.874%	\$2,516,139.20	IS Account
CD	22.126%	\$714,900.00	Certificate of Deposit

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Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

Deposit Codes

N	Single FEIN
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MNTrust Monthly Statement

Minnesota ISD #414

Please Note:

THE FUND WILL BE CLOSED JULY 4TH IN OBSERVANCE OF THE INDEPENDENCE DAY HOLIDAY

Activity Summary (MN02-31273-0201) 2023A Bonds (Municipal Advisory Account)

6/1/2025 - 6/30/2025

Investment Pool Summary		IS
Beginning Market Balance		\$384,898.40
Dividends		\$1,329.11
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$386,227.51
Average Monthly Rate		4.201%
Share Price		\$1.000
Total		\$386,227.51
Total Fixed Income		\$318,152.34
Account Total		\$704,379.85

Your Representative(s)

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MNTrust Monthly Statement

Minnesota ISD #414

Transaction Activity (MN02-31273-0201) 2023A Bonds

IS 6/1/2025 - 6/30/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV	Shares this Transaction
11412393	06/30/2025	06/30/2025	Dividend Reinvest	\$0.00	\$1,329.11	\$1.000	1,329.110
				\$0.00	\$1,329.11		1,329.110

Beginning Market Value: \$384,898.40 | Ending Market Value: \$386,227.51



MNTrust Monthly Statement

Minnesota ISD #414

Current Portfolio

6/30/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				06/30/2025		IS Account Balance	\$386,227.51	4.201%	\$1.000	\$386,227.51	\$386,227.51
SEC	6	61804-1	09/26/2023	09/27/2023	08/31/2025	US TREASURY N/B, 91282CAJ0	\$91,402.34	4.988%		\$100,000.00	\$99,299.81
CD	N	1353390-1	09/12/2023	09/12/2023	09/11/2025	LATINO COMMUNITY CREDIT UNION, NC	\$226,750.00	5.043%		\$249,620.38	\$226,750.00
							\$704,379.85			\$735,847.89	\$712,277.32

Time and Dollar Weighted Average Portfolio Yield: 5.028%

Weighted Average Portfolio Maturity: 69.65 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
IS	54.832%	\$386,227.51	IS Account
SEC	12.976%	\$91,402.34	Securities
CD	32.191%	\$226,750.00	Certificate of Deposit

Index

Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

Deposit Codes

Security Codes

N | Single FEIN

6 | Treasury Note



MNTrust Monthly Statement

Minnesota ISD #414

Please Note:

THE FUND WILL BE CLOSED JULY 4TH IN OBSERVANCE OF THE INDEPENDENCE DAY HOLIDAY

Activity Summary (MN02-31273-0202) 2023B Taxable Bonds (Municipal Advisory Account)

6/1/2025 - 6/30/2025

Investment Pool Summary		IS
Beginning Market Balance		\$1,180,920.28
Dividends		\$4,077.82
Purchases		\$0.00
Redemptions		\$0.00
Ending Market Balance		\$1,184,998.10
Average Monthly Rate		4.201%
Share Price		\$1.000
Total		\$1,184,998.10
Total Fixed Income		\$782,796.88
Account Total		\$1,967,794.98

Your Representative(s)

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2135 CityGate Lane, 7th Floor
Naperville, IL 60563



MNTrust Monthly Statement

Minnesota ISD #414

Transaction Activity (MN02-31273-0202) 2023B Taxable Bonds

IS 6/1/2025 - 6/30/2025

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV	Shares this Transaction
11412394	06/30/2025	06/30/2025	Dividend Reinvest	\$0.00	\$4,077.82	\$1.000	4,077.820
				\$0.00	\$4,077.82		4,077.820

Beginning Market Value: \$1,180,920.28 | Ending Market Value: \$1,184,998.10



MNTrust Monthly Statement

Minnesota ISD #414

Current Portfolio

6/30/2025

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV	Face/Par	Market Value
IS				06/30/2025		IS Account Balance	\$1,184,998.10	4.201%	\$1.000	\$1,184,998.10	\$1,184,998.10
SEC	6	61803-1	09/26/2023	09/27/2023	08/31/2025	US TREASURY N/B, 91282CAJ0	\$182,796.88	4.990%		\$200,000.00	\$198,599.61
CD	N	1353420-1	09/12/2023	09/12/2023	09/11/2025	First National Bank, AR	\$227,000.00	5.036%		\$249,861.59	\$227,000.00
CD	N	1353414-1	09/12/2023	09/12/2023	09/11/2025	Baxter Credit Union, IL	\$226,850.00	4.977%		\$249,867.79	\$226,850.00
CD	N	1353417-1	09/12/2023	09/12/2023	09/11/2025	First National Bank, ME	\$146,150.00	5.028%		\$161,143.66	\$146,150.00
							\$1,967,794.98			\$2,045,871.14	\$1,983,597.71

Time and Dollar Weighted Average Portfolio Yield: 5.007%

Weighted Average Portfolio Maturity: 70.26 Days

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
IS	60.220%	\$1,184,998.10	IS Account
SEC	9.289%	\$182,796.88	Securities
CD	30.491%	\$600,000.00	Certificate of Deposit

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Cost is comprised of the total amount you paid for the investment including any fees and commissions.

Rate is the average monthly rate for liquid investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

Face/Par is the amount received at maturity for fixed rate investments.

Market Value reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".

Deposit Codes

Security Codes

N | Single FEIN

6 | Treasury Note

Minneota Public School
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	\$338,212.80
02	Food Service Fund	\$2,413.61
04	Community Service	\$10,068.34
07	Debt Service Fund	\$167,500.00
Report Total		\$518,194.75

Minneota Public School
Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
PMA	01812			US BANK		Wire			
			E 07 005 910 000 000 720	2018A Bond Interest			\$56,100.00		
PO#:	Voucher #:	50681	Invoice	Invoice No: 2927248	7/15/2025	Paid Amt:	\$56,100.00	Check Amount:	\$56,100.00
PMA	01812			US BANK		Wire			
			E 07 005 910 000 000 720	2018B Bond Interest			\$13,343.75		
PO#:	Voucher #:	50682	Invoice	Invoice No: 2923869	7/15/2025	Paid Amt:	\$13,343.75	Check Amount:	\$13,343.75
PMA	01812			US BANK		Wire			
			E 07 005 910 000 000 720	2023A Bond Interest			\$13,000.00		
PO#:	Voucher #:	50683	Invoice	Invoice No: 2924318	7/15/2025	Paid Amt:	\$13,000.00	Check Amount:	\$13,000.00
PMA	01812			US BANK		Wire			
			E 07 005 910 000 000 720	2023B Bond Interest			\$52,800.00		
PO#:	Voucher #:	50684	Invoice	Invoice No: 2924317	7/15/2025	Paid Amt:	\$52,800.00	Check Amount:	\$52,800.00
PMA	01812			US BANK		Wire			
			E 07 005 910 000 000 720	2016A Bond Interest			\$19,006.25		
PO#:	Voucher #:	50679	Invoice	Invoice No: 2927444	7/15/2025	Paid Amt:	\$19,006.25	Check Amount:	\$19,006.25
PMA	01812			US BANK		Wire			
			E 07 005 910 000 000 720	2016B Bond Interest			\$13,250.00		
PO#:	Voucher #:	50680	Invoice	Invoice No: 2927438	7/15/2025	Paid Amt:	\$13,250.00	Check Amount:	\$13,250.00
SBT	00127			COMMISSIONER OF REVENUE		Wire			
			B 01 215 013	ST TAX			\$5,080.09		
PO#:	Voucher #:	50571	Invoice	Invoice No: S2025240	6/20/2025	Paid Amt:	\$5,080.09	Check Amount:	\$5,080.09
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire			
			B 01 215 017	PERA			\$2,644.68		
PO#:	Voucher #:	50572	Invoice	Invoice No: S2025240	6/20/2025	Paid Amt:	\$2,644.68	Check Amount:	\$2,644.68
SBT	00710			TEACHERS RETIREMENT		Wire			
			B 01 215 018	TRA			\$20,918.83		
PO#:	Voucher #:	50574	Invoice	Invoice No: S2025240	6/20/2025	Paid Amt:	\$20,918.83	Check Amount:	\$20,918.83

Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	2313			Educators Benefit Consultants		Wire		
		B 01	215 000	PAYROLL DEDUCTIONS			\$1,613.88	
		B 01	215 085	MED FSA			\$825.00	
		B 01	215 086	PAYROLL DEDUCTIONS			\$645.83	
PO#:	Voucher #:	50567	Invoice	Invoice No: S2025240	6/20/2025		Paid Amt: \$3,084.71	
							Check Amount: \$3,084.71	
SBT	3017			EFTPS		Wire		
		B 01	215 010	FICA/MD			\$20,763.70	
		B 01	215 011	FED TAX			\$9,251.83	
PO#:	Voucher #:	50569	Invoice	Invoice No: S2025240	6/20/2025		Paid Amt: \$30,015.53	
							Check Amount: \$30,015.53	
SBT	3022			Common Remitter		Wire		
		B 01	215 005	PAYANNU			\$4,879.52	
PO#:	Voucher #:	50575	Invoice	Invoice No: S2025240	6/20/2025		Paid Amt: \$4,879.52	
		B 01	215 005	PAYANNU			\$200.34	
PO#:	Voucher #:	50573	Invoice	Invoice No: S2025240	6/20/2025		Paid Amt: \$200.34	
		B 01	215 005	PAYANNU			\$584.17	
PO#:	Voucher #:	50568	Invoice	Invoice No: S2025240	6/20/2025		Paid Amt: \$584.17	
							Check Amount: \$5,664.03	
SBT	00211			SW/WC SERVICE COOPERATIVES		Wire		
		B 01	215 027	Group Health Insurance			\$33,920.02	
PO#:	Voucher #:	50587	Invoice	Invoice No: Health Ins.	6/30/2025		Paid Amt: \$33,920.02	
							Check Amount: \$33,920.02	
SBT	01418			HORACE MANN		Wire		
		B 01	215 051	Auto Insurance			\$822.54	
PO#:	Voucher #:	50588	Invoice	Invoice No: June Payroll Ded	6/30/2025		Paid Amt: \$822.54	
							Check Amount: \$822.54	
SBT	2819			EMC Insurance Companies		Wire		
		E 01	005 940 000 000 340	Property Liability			\$5,161.75	
PO#:	Voucher #:	50589	Invoice	Invoice No: June Ins.	6/30/2025		Paid Amt: \$5,161.75	
							Check Amount: \$5,161.75	
SBT	00127			COMMISSIONER OF REVENUE		Wire		
		B 01	215 013	ST TAX			\$3,207.34	
PO#:	Voucher #:	50598	Invoice	Invoice No: S2025241	7/8/2025		Paid Amt: \$3,207.34	
		B 01	215 013	ST TAX			\$1,049.23	
PO#:	Voucher #:	50609	Invoice	Invoice No: S2026010	7/8/2025		Paid Amt: \$1,049.23	

Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	00127			COMMISSIONER OF REVENUE		Wire		
			B 01 215 013	ST TAX			\$702.51	
PO#:	Voucher #:	50604	Invoice	Invoice No: S2025250	7/8/2025	Paid Amt:	\$702.51	
						Check Amount:	\$4,959.08	
SBT	00594			PUBLIC EMPLOYEES RETIREMENT		Wire		
			B 01 215 017	PERA			\$2,413.76	
PO#:	Voucher #:	50605	Invoice	Invoice No: S2025250	7/8/2025	Paid Amt:	\$2,413.76	
			B 01 215 017	PERA			\$280.04	
PO#:	Voucher #:	50610	Invoice	Invoice No: S2026010	7/8/2025	Paid Amt:	\$280.04	
						Check Amount:	\$2,693.80	
SBT	00710			TEACHERS RETIREMENT		Wire		
			B 01 215 018	TRA			\$18,015.60	
PO#:	Voucher #:	50600	Invoice	Invoice No: S2025241	7/8/2025	Paid Amt:	\$18,015.60	
			B 01 215 018	TRA			\$3,511.54	
PO#:	Voucher #:	50611	Invoice	Invoice No: S2026010	7/8/2025	Paid Amt:	\$3,511.54	
			B 01 215 018	TRA			\$278.67	
PO#:	Voucher #:	50606	Invoice	Invoice No: S2025250	7/8/2025	Paid Amt:	\$278.67	
						Check Amount:	\$21,805.81	
SBT	2313			Educators Benefit Consultants		Wire		
			B 01 215 000	PAYROLL DEDUCTIONS			\$337.50	
PO#:	Voucher #:	50602	Invoice	Invoice No: S2025250	7/8/2025	Paid Amt:	\$337.50	
			B 01 215 000	PAYROLL DEDUCTIONS			\$1,276.38	
			B 01 215 085	MED FSA			\$700.00	
			B 01 215 086	PAYROLL DEDUCTIONS			\$645.83	
PO#:	Voucher #:	50594	Invoice	Invoice No: S2025241	7/8/2025	Paid Amt:	\$2,622.21	
			B 01 215 085	MED FSA			\$125.00	
PO#:	Voucher #:	50607	Invoice	Invoice No: S2026010	7/8/2025	Paid Amt:	\$125.00	
						Check Amount:	\$3,084.71	
SBT	3017			EFTPS		Wire		
			B 01 215 010	FICA/MD			\$2,813.18	
			B 01 215 011	FED TAX			\$1,133.74	
PO#:	Voucher #:	50603	Invoice	Invoice No: S2025250	7/8/2025	Paid Amt:	\$3,946.92	
			B 01 215 010	FICA/MD			\$13,906.64	
			B 01 215 011	FED TAX			\$5,694.95	
PO#:	Voucher #:	50596	Invoice	Invoice No: S2025241	7/8/2025	Paid Amt:	\$19,601.59	
			B 01 215 010	FICA/MD			\$3,291.48	

Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	3017			EFTPS		Wire			
			B 01 215 011	FED TAX			\$1,649.01		
PO#:	Voucher #:	50608	Invoice	Invoice No: S2026010	7/8/2025			Paid Amt: \$4,940.49	
								Check Amount: \$28,489.00	
SBT	3022			Common Remitter		Wire			
			B 01 215 005	PAYANNU			\$4,168.21		
PO#:	Voucher #:	50601	Invoice	Invoice No: S2025241	7/8/2025			Paid Amt: \$4,168.21	
			B 01 215 005	PAYANNU			\$584.17		
PO#:	Voucher #:	50595	Invoice	Invoice No: S2025241	7/8/2025			Paid Amt: \$584.17	
			B 01 215 005	PAYANNU			\$833.34		
PO#:	Voucher #:	50612	Invoice	Invoice No: S2026010	7/8/2025			Paid Amt: \$833.34	
			B 01 215 005	PAYANNU			\$200.34		
PO#:	Voucher #:	50599	Invoice	Invoice No: S2025241	7/8/2025			Paid Amt: \$200.34	
								Check Amount: \$5,786.06	
SBT	3034			elan Corporate		Wire			
			E 01 100 203 033 000 430	K Buysse Elementary Supplies			\$12.50		
			E 01 005 110 000 000 401	District Office Supplies			\$35.00		
			E 01 005 640 000 316 366	Staff Development			\$2,234.29		
			E 01 005 110 000 000 305	BOSA Dues			\$204.30		
			E 01 300 298 000 000 401	Apple Subscription			\$12.74		
			E 04 005 505 290 321 401	Trap Team Supplies			\$1,003.08		
			E 01 300 298 000 000 401	MSHSL Trap Team Fee			\$250.00		
			E 04 005 505 290 321 401	State Trap Team Expense			\$833.05		
			E 01 005 110 000 000 401	District Office Supplies			\$88.46		
			E 01 300 292 225 000 369	State Gold Expenses			\$2,176.86		
PO#:	Voucher #:	50646	Invoice	Invoice No: June/July 2025	7/14/2025			Paid Amt: \$6,850.28	
								Check Amount: \$6,850.28	
SBT	51997	4255		ACTION COMPANY LLC		Check			
			E 01 005 810 191 000 350	Irrigation Repair Labor			\$330.00		
			E 01 005 810 191 000 350	Irrigation Spring Start Up			\$450.00		
			E 01 005 810 191 000 350	Irrigation Repair Labor			\$330.00		
			E 01 005 810 191 000 350	Irrigation Repair Parts			\$130.40		
PO#:	Voucher #:	50555	Invoice	Invoice No: 8536	6/18/2025			Paid Amt: \$1,240.40	
								Check Amount: \$1,240.40	

Minneota Public School
Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	51998	4009		AG PLUS COOPERATIVE		Check			
			E 01	005 760 000 720 350	Vechile Repair		\$165.49		
PO#:	Voucher #:	50550	Invoice	Invoice No: 6317333	6/18/2025	Paid Amt:	\$165.49		
						Check Amount:	\$165.49		
SBT	51999	3695		AP Design		Check			
			E 01	300 294 215 000 401	Baseball Resin Award		\$76.10		
PO#:	Voucher #:	50562	Invoice	Invoice No: 94292	6/18/2025	Paid Amt:	\$76.10		
						Check Amount:	\$76.10		
SBT	52000	2347		Avera Marshall Regional Med Ct		Check			
			E 01	300 298 000 000 305	Athletic Training - 3/23 - 4/19		\$726.60		
PO#:	Voucher #:	50554	Invoice	Invoice No: CINV-007035	6/18/2025	Paid Amt:	\$726.60		
						Check Amount:	\$726.60		
SBT	52001	3582		BETH BUYSSE		Check			
			E 01	005 810 000 000 401	Vinyl Vehicle Numbers		\$40.00		
PO#:	Voucher #:	50561	Invoice	Invoice No: 100	6/18/2025	Paid Amt:	\$40.00		
						Check Amount:	\$40.00		
SBT	52002	4323		BRB SYSTEMS USA CO.		Check			
			E 04	005 505 290 321 401	Wired Trap Voice Release System		\$1,265.00		
			E 04	005 505 290 321 401	GP Trap Plug Fitted		\$26.00		
			E 04	005 505 290 321 401	Shipping		\$152.71		
PO#:	Voucher #:	50558	Invoice	Invoice No: 5/24/25	6/18/2025	Paid Amt:	\$1,443.71		
						Check Amount:	\$1,443.71		
SBT	52003	3861		CASH		Check			
			E 01	300 298 000 000 369	Students		\$210.00		
			E 01	300 298 000 000 369	Coaches		\$350.00		
			E 01	300 298 000 000 369	Coach		\$35.00		
PO#:	Voucher #:	50563	Invoice	Invoice No: State Clay Target	6/18/2025	Paid Amt:	\$595.00		
						Check Amount:	\$595.00		
SBT	52004	4381		Data Processing Design Inc.		Check			
			E 01	005 810 000 000 320	Monthly Fax Statement		\$30.99		
PO#:	Voucher #:	50551	Invoice	Invoice No: EGOLD-12126297	6/18/2025	Paid Amt:	\$30.99		
						Check Amount:	\$30.99		
SBT	52005	00177		DEMCO EDUCATIONAL CORP		Check			
			E 01	005 620 000 000 401	W12187360 Demo CircExtender		\$135.55		
			E 01	005 620 000 000 401	W12670230 Crystal Clear Tape		\$142.60		
			E 01	005 620 000 000 401	W16280200 Plastic Bone Folder		\$10.48		

Minneota Public School

Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52005	00177		DEMCO EDUCATIONAL CORP		Check		
			E 01	005 620 000 000 401	W13823640 Demco Bookshelf Dividers	\$319.78		
PO#: 11142	Voucher #:	50566	Invoice	Invoice No: 7658898	6/18/2025	Paid Amt:	\$608.41	
						Check Amount:	\$608.41	
SBT	52006	4336		Jessica Verly		Check		
			E 01	005 760 000 723 360	Transportation Agreement - 6/10 - 6/12	\$112.05		
PO#:	Voucher #:	50556	Invoice	Invoice No: 6/10 - 6/12	6/18/2025	Paid Amt:	\$112.05	
						Check Amount:	\$112.05	
SBT	52007	4100		Maker Bot		Check		
			E 01	300 292 209 000 401	Skip to the beginning of the images gallery Make	\$69.00		
			E 01	300 292 209 000 401	fedex ground shipping	\$7.50		
PO#: 11121	Voucher #:	50553	Invoice	Invoice No: INV91936758	6/18/2025	Paid Amt:	\$76.50	
						Check Amount:	\$76.50	
SBT	52008	2505		Minneota Bus Service		Check		
			E 01	300 294 215 733 305	Baseball Bussing	\$215.08		
PO#:	Voucher #:	50552	Invoice	Invoice No: May 2025 Trips	6/18/2025	Paid Amt:	\$215.08	
						Check Amount:	\$215.08	
SBT	52009	2860		MN FCCLA		Check		
			E 01	300 292 207 000 366	Adult Chaperone	\$625.00		
			E 01	300 292 207 000 366	Adviser	\$125.00		
			E 01	300 292 207 000 369	Student Complete/Non Complete	\$5,000.00		
			E 01	300 292 207 000 366	Advisers Breakfast	\$40.00		
PO#:	Voucher #:	50560	Invoice	Invoice No: 2025 State FCCLA	6/18/2025	Paid Amt:	\$5,790.00	
						Check Amount:	\$5,790.00	
SBT	52010	4420		Northland Comm & Tech College		Check		
			E 01	300 211 000 000 390	S Gruenes PSEO Spring 2025	\$723.99		
PO#:	Voucher #:	50559	Invoice	Invoice No: 00374453	6/18/2025	Paid Amt:	\$723.99	
						Check Amount:	\$723.99	
SBT	52011	4018		PEMBERTON LAW, P.L.L.P		Check		
			E 01	005 010 000 000 305	Professional Services	\$407.00		
PO#:	Voucher #:	50557	Invoice	Invoice No: 05/31/2025	6/18/2025	Paid Amt:	\$407.00	
						Check Amount:	\$407.00	
SBT	52012	00505		THE MINNEOTA MASCOT		Check		
			E 01	005 010 000 000 305	Ad Help Wanted	\$36.00		
PO#:	Voucher #:	50565	Invoice	Invoice No: 89916	6/18/2025	Paid Amt:	\$36.00	

Minneota Public School

Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52012	00505		THE MINNEOTA MASCOT		Check			
			E 01	005 010 000 000 305	Ad Help Wanted		\$42.00		
PO#:	Voucher #:	50564	Invoice	Invoice No: 90064	6/18/2025	Paid Amt:	\$42.00		
						Check Amount:	\$78.00		
SBT	52013	01568		Minneota Education Minnesota Organization		Check			
			B 01	215 028	DUES		\$1,169.44		
PO#:	Voucher #:	50570	Invoice	Invoice No: S2025240	6/20/2025	Paid Amt:	\$1,169.44		
						Check Amount:	\$1,169.44		
SBT	52014	00380		JOHNSON CONTROL INC		Check			
			E 01	005 865 000 380 350	Dakin Chiller - Not Working		\$549.00		
PO#:	Voucher #:	50576	Invoice	Invoice No: 1-135895946830	6/23/2025	Paid Amt:	\$549.00		
						Check Amount:	\$549.00		
SBT	52015	00454		MARSHALL PUBLIC SCHOOLS		Check			
			E 01	300 294 449 000 305	Boys' Hockey - C Becker		\$1,107.69		
PO#:	Voucher #:	50577	Invoice	Invoice No: 12883	6/23/2025	Paid Amt:	\$1,107.69		
						Check Amount:	\$1,107.69		
SBT	52016	2008		Scholastic Book Fairs Inc.		Check			
			E 01	005 620 000 000 401	Minneota Public Book Fair		\$1,104.20		
PO#:	Voucher #:	50224	Invoice	Invoice No: Minneota Book Fairs	6/23/2025	Paid Amt:	\$1,104.20		
						Check Amount:	\$1,104.20		
SBT	52017	00680		ST EDWARD SCHOOL		Check			
			E 04	701 590 000 350 305	St Edwards Health Funds		\$562.46		
PO#:	Voucher #:	50578	Invoice	Invoice No: Health Funds 2025	6/23/2025	Paid Amt:	\$562.46		
						Check Amount:	\$562.46		
SBT	52018	4336		Jessica Verly		Check			
			E 01	005 760 000 723 360	Transportation Agreement - 6/24 - 6/26		\$169.43		
PO#:	Voucher #:	50579	Invoice	Invoice No: 6/24 - 6/26	6/30/2025	Paid Amt:	\$169.43		
						Check Amount:	\$169.43		
SBT	52019	00680		ST EDWARD SCHOOL		Check			
			E 04	701 590 000 350 305	St Edwards Reimbursement - Health Funds		\$313.53		
PO#:	Voucher #:	50580	Invoice	Invoice No: Health Funds	6/30/2025	Paid Amt:	\$313.53		
						Check Amount:	\$313.53		
SBT	52020	00211		SW/WC SERVICE COOPERATIVES		Check			
			E 04	701 590 000 350 305	School Nurse Computer - Approved Quote		\$861.06		
PO#:	Voucher #:	50581	Invoice	Invoice No: St Edwards	6/30/2025	Paid Amt:	\$861.06		
						Check Amount:	\$861.06		

Minneota Public School
Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52021	3557		Southwest Sportsmen Club, Inc.		Check			
			E 04	005 505 290 321 401	White Flyer Clay Targets		\$4,523.60		
PO#:	Voucher #:	50582	Invoice	Invoice No:	6/30/25			Paid Amt:	\$4,523.60
								Check Amount:	\$4,523.60
SBT	52022	4602		Bridget Claeys		Check			
			R 04	005 505 283 321 050	Robotics Comm Ed Class - Cancellation		\$25.00		
PO#:	Voucher #:	50591	Invoice	Invoice No:	Comm Ed Class 7/2025	7/2/2025		Paid Amt:	\$25.00
								Check Amount:	\$25.00
SBT	52023	4363		Evan & Kalynn Buysse		Check			
			R 04	005 505 283 321 050	Robotics Comm Ed Class - Cancellation		\$25.00		
PO#:	Voucher #:	50590	Invoice	Invoice No:	Comm Ed Class 7/2025	7/2/2025		Paid Amt:	\$25.00
								Check Amount:	\$25.00
SBT	52024	4603		Teresa Javers		Check			
			R 04	005 505 283 321 050	Robotics Comm Ed Class - Cancellation		\$25.00		
PO#:	Voucher #:	50593	Invoice	Invoice No:	Comm Ed Class 7/2025	7/2/2025		Paid Amt:	\$25.00
								Check Amount:	\$25.00
SBT	52025	4601		Yavone Morgan		Check			
			R 04	005 505 283 321 050	Robotics Comm Ed Class - Cancellation		\$25.00		
PO#:	Voucher #:	50592	Invoice	Invoice No:	Comm Ed Class 7/2025	7/2/2025		Paid Amt:	\$25.00
								Check Amount:	\$25.00
SBT	52026	01568		Minneota Education Minnesota Organization		Check			
			B 01	215 028	DUES		\$1,169.44		
PO#:	Voucher #:	50597	Invoice	Invoice No:	S2025241	7/8/2025		Paid Amt:	\$1,169.44
								Check Amount:	\$1,169.44
SBT	52027	00017		AMERICAN FAMILY ASSURANCE		Check			
			B 01	215 026	Group Cancer - Payroll Deduction		\$996.12		
PO#:	Voucher #:	50618	Invoice	Invoice No:	383115	6/30/2025		Paid Amt:	\$996.12
								Check Amount:	\$996.12
SBT	52028	3303		Legal Shield		Check			
			B 01	215 033	Group Legal - Payroll Deduction		\$181.40		
PO#:	Voucher #:	50613	Invoice	Invoice No:	06/15/2025	6/30/2025		Paid Amt:	\$181.40
								Check Amount:	\$181.40
SBT	52029	1080		MN NCPERS Life Insurance		Check			
			B 01	215 025	Group Life - SB Deduction		\$16.00		
PO#:	Voucher #:	50616	Invoice	Invoice No:	185001072025	6/30/2025		Paid Amt:	\$16.00
								Check Amount:	\$16.00

Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52030	2490		US Able Life		Check		
			B 01 215 027	Group Life - Payroll Deduction			\$109.20	
PO#:	Voucher #:	50615	Invoice	Invoice No: 0005718964	6/30/2025		Paid Amt:	\$109.20
			B 01 215 027	Group Life - Payroll Deduction			\$44.80	
PO#:	Voucher #:	50614	Invoice	Invoice No: 0005718974	6/30/2025		Paid Amt:	\$44.80
							Check Amount:	\$154.00
SBT	52031	4518		VSP Insurance Co (CT)		Check		
			B 01 215 034	Group Vision - Payroll Deduction			\$154.04	
PO#:	Voucher #:	50617	Invoice	Invoice No: 823209605	6/30/2025		Paid Amt:	\$154.04
							Check Amount:	\$154.04
SBT	52032	4017		READING & MATH INC		Check		
			E 01 100 203 000 000 305	Site Fee - Math Corps Member			\$1,500.00	
PO#:	Voucher #:	50373	Invoice	Invoice No: INV2184	6/30/2025		Paid Amt:	\$1,500.00
							Check Amount:	\$1,500.00
SBT	52033	3558		ADVANCED HEALTH, SAFETY, & SECURITY		Check		
			E 01 005 810 000 000 350	Labor to take down & install			\$2,660.00	
			E 01 005 810 000 000 350	Material for mounting			\$95.00	
PO#:	Voucher #:	50623	Invoice	Invoice No: IN5924MN	7/14/2025		Paid Amt:	\$2,755.00
							Check Amount:	\$2,755.00
SBT	52034	4009		AG PLUS COOPERATIVE		Check		
			E 01 005 760 000 720 440	Bus Fuel			\$967.31	
			E 01 005 760 000 720 440	Van Fuel			\$426.51	
			E 01 005 760 000 720 440	LP Gas			\$53.44	
			E 01 005 760 000 720 350	Tires, Oil Change			\$269.81	
PO#:	Voucher #:	50624	Invoice	Invoice No: 6/30/2025	7/14/2025		Paid Amt:	\$1,717.07
							Check Amount:	\$1,717.07
SBT	52035	4250		American Welding & Gas, Inc		Check		
			E 01 300 301 000 830 433	Acetylene Cylinder			\$18.60	
			E 01 300 301 000 830 433	Argon CO2 Mix Cylinder			\$65.10	
			E 01 300 301 000 830 433	Oxygen Cylinder			\$18.60	
			E 01 300 301 000 830 433	Safety and Compliance			\$9.26	
			E 01 300 301 000 830 433	Cylinder Surcharge			\$8.95	
PO#:	Voucher #:	50625	Invoice	Invoice No: 0010950344	7/14/2025		Paid Amt:	\$120.51
							Check Amount:	\$120.51

Minneota Public School
Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52036	3695		AP Design		Check			
			E 01	005 810 000 000 401	Name Plates	\$104.30			
PO#:	Voucher #:	50642	Invoice	Invoice No: 94378	7/14/2025	Paid Amt:	\$104.30		
						Check Amount:	\$104.30		
SBT	52037	2347		Avera Marshall Regional Med Ct		Check			
			E 01	300 298 000 000 305	Training Hours 5/18 - 6/14	\$95.00			
PO#:	Voucher #:	50619	Invoice	Invoice No: CINV-007888	7/14/2025	Paid Amt:	\$95.00		
						Check Amount:	\$95.00		
SBT	52038	2927		Big Stone Therapies, Inc.		Check			
			E 01	005 404 000 740 394	PT Mileage	\$9.80			
			E 01	005 404 000 740 394	PT Drive Time	\$45.56			
			E 01	005 404 000 740 394	PT	\$124.44			
PO#:	Voucher #:	50620	Invoice	Invoice No: 29089	7/14/2025	Paid Amt:	\$179.80		
						Check Amount:	\$179.80		
SBT	52039	00092		CARLSON & STEWART REFRIG		Check			
			E 02	005 770 000 701 350	Completed PM - No Follow Up	\$504.00			
PO#:	Voucher #:	50626	Invoice	Invoice No: 69095	7/14/2025	Paid Amt:	\$504.00		
			E 01	005 810 000 000 350	Cleaned Scotsman Ice machine	\$268.07			
PO#:	Voucher #:	50627	Invoice	Invoice No: 69094	7/14/2025	Paid Amt:	\$268.07		
						Check Amount:	\$772.07		
SBT	52040	00116		CITY OF MINNEOTA		Check			
			E 01	005 810 183 000 330	Water/Sewer	\$2,578.80			
			E 01	005 810 186 000 330	Garbage	\$2,383.71			
PO#:	Voucher #:	50621	Invoice	Invoice No: 1.00328.01	7/14/2025	Paid Amt:	\$4,962.51		
						Check Amount:	\$4,962.51		
SBT	52041	4208		COORDINATED BUSINESS SYSTEMS		Check			
			E 01	005 257 000 302 560	Monthly Statement	\$398.67			
PO#:	Voucher #:	50622	Invoice	Invoice No: INV472362	7/14/2025	Paid Amt:	\$398.67		
						Check Amount:	\$398.67		
SBT	52042	4381		Data Processing Design Inc.		Check			
			E 01	005 810 000 000 320	Monthly Useage Statement	\$90.65			
PO#:	Voucher #:	50643	Invoice	Invoice No: 702096418	7/14/2025	Paid Amt:	\$90.65		
						Check Amount:	\$90.65		

Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52043	3435		DEPARTMENT OF TREASURY		Check			
			E 01	005 110 000 000 401	Quarter 2 - PCORI Fee		\$211.17		
PO#:	Voucher #:	50644	Invoice	Invoice No:	Qtr 2 PCORI Fee	7/14/2025		Paid Amt:	\$211.17
								Check Amount:	\$211.17
SBT	52044	01527		FRANKS ELECTRIC & PLUMBING INC		Check			
			E 01	005 810 000 000 350	Sisscor Lift - Gym Inspection		\$80.00		
PO#:	Voucher #:	50628	Invoice	Invoice No:	26809-C	7/14/2025		Paid Amt:	\$80.00
								Check Amount:	\$80.00
SBT	52045	00275		GISLASON'S HARDWARE		Check			
			E 01	005 810 191 000 401	Grounds Supplies		\$49.15		
			E 01	005 810 000 000 401	Custodial Supplies		\$116.95		
			E 01	300 301 000 830 433	Shop Supplies		\$108.75		
			E 02	005 770 000 701 401	Kitchen Supplies		\$5.97		
PO#:	Voucher #:	50629	Invoice	Invoice No:	6/30/2025	7/14/2025		Paid Amt:	\$280.82
								Check Amount:	\$280.82
SBT	52046	00380		JOHNSON CONTROL INC		Check			
			E 01	005 865 000 380 350	Changing out Pump on Chiller		\$2,406.70		
PO#:	Voucher #:	50630	Invoice	Invoice No:	1-135963380176	7/14/2025		Paid Amt:	\$2,406.70
								Check Amount:	\$2,406.70
SBT	52047	00332		MARSHALL INDEPENDENT		Check			
			E 01	005 010 000 000 305	Coaching Position Ads - Newspaper		\$323.55		
PO#:	Voucher #:	50631	Invoice	Invoice No:	083046	7/14/2025		Paid Amt:	\$323.55
								Check Amount:	\$323.55
SBT	52048	1828		Minneota Building Materials		Check			
			E 01	005 810 000 000 401	Custodial Supplies		\$26.49		
			E 01	300 301 000 830 433	Shop Supplies - HS		\$113.04		
PO#:	Voucher #:	50632	Invoice	Invoice No:	6/30/2025	7/14/2025		Paid Amt:	\$139.53
								Check Amount:	\$139.53
SBT	52049	00498		MINNESOTA UI FUND		Check			
			E 01	300 211 000 000 281	High School Unemployment		\$10,906.03		
			E 01	100 203 000 000 281	Elementary Unemployment		\$14,306.22		
			E 01	005 770 000 000 281	Food Service Unemployment		\$3,071.16		
PO#:	Voucher #:	50645	Invoice	Invoice No:	07986821	7/14/2025		Paid Amt:	\$28,283.41
								Check Amount:	\$28,283.41
SBT	52050	00560		OTTERTAIL POWER CO		Check			
			E 01	005 810 184 000 330	School Building Electricity		\$5,288.43		

Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52050	00560		OTTERTAIL POWER CO		Check			
			E 01	005 810 184 000 330	Ballfield Electricity		\$416.22		
			E 01	005 810 184 000 330	Liftpump Electricity		\$29.16		
			E 01	005 810 184 000 330	Garage Electricity		\$29.17		
PO#:	Voucher #:	50633	Invoice	Invoice No: 6/30/2025	7/14/2025	Paid Amt:	\$5,762.98	Check Amount:	\$5,762.98
SBT	52051	4018		PEMBERTON LAW, P.L.L.P		Check			
			E 01	005 010 000 000 305	Professional Services		\$54.00		
PO#:	Voucher #:	50639	Invoice	Invoice No: 56	7/14/2025	Paid Amt:	\$54.00	Check Amount:	\$54.00
SBT	52052	00602		Performance Foodservice - Marshall		Check			
			E 02	005 770 000 701 491	Commodity Shipping		\$1,903.64		
PO#:	Voucher #:	50641	Invoice	Invoice No: 6/30/2025	7/14/2025	Paid Amt:	\$1,903.64	Check Amount:	\$1,903.64
SBT	52053	2446		Pete's Electric Motor Repair		Check			
			E 01	005 865 000 380 350	Work on Chiller		\$1,560.07		
PO#:	Voucher #:	50634	Invoice	Invoice No: 18061	7/14/2025	Paid Amt:	\$1,560.07		
			E 01	005 810 192 000 350	Scrubber - Work		\$1,112.89		
PO#:	Voucher #:	50635	Invoice	Invoice No: 18046	7/14/2025	Paid Amt:	\$1,112.89	Check Amount:	\$2,672.96
SBT	52054	00211		SW/WC SERVICE COOPERATIVES		Check			
			E 01	300 790 000 000 369	Building Identity Event		\$48.11		
			E 01	005 257 000 000 305	May & June Cyber Security		\$784.38		
			E 01	005 257 000 000 305	May & June Tech Support		\$3,545.00		
PO#:	Voucher #:	50636	Invoice	Invoice No: 6/30/2025	7/14/2025	Paid Amt:	\$4,377.49	Check Amount:	\$4,377.49
SBT	52055	00505		THE MINNEOTA MASCOT		Check			
			E 01	005 010 000 000 305	School Board Minutes		\$126.00		
PO#:	Voucher #:	50638	Invoice	Invoice No: 90210	7/14/2025	Paid Amt:	\$126.00	Check Amount:	\$126.00
SBT	52056	3369		TOTAL LAWN CARE		Check			
			E 01	005 810 191 000 350	Round 2 - Early Summer		\$847.00		
PO#: 11117	Voucher #:	50637	Invoice	Invoice No: 11493	7/14/2025	Paid Amt:	\$847.00	Check Amount:	\$847.00

Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52057	00286		YELLOW MEDICINE EAST		Check			
			E 01	300 790 000 313 305	Integration Cross District Expense		\$4,660.19		
PO#:	Voucher #:	50640	Invoice	Invoice No: 25-53	7/14/2025	Paid Amt:	\$4,660.19	Check Amount:	\$4,660.19
SBT	52058	00380		JOHNSON CONTROL INC		Check			
			E 01	005 865 000 380 305	Service Agreement - January 2025 - March 2025		\$5,800.00		
PO#:	Voucher #:	50674	Invoice	Invoice No: 1-134935241608	7/15/2025	Paid Amt:	\$5,800.00	Check Amount:	\$5,800.00
SBT	52059	2323		Borch Sporting Goods		Check			
			E 01	300 296 227 000 401	SKU: VX5EC BADEN PERFECTION LEATHER		\$210.00		
			E 01	300 296 227 000 401	SKU: VX450C BADEN LEXUM COMPOSITE E		\$1,125.00		
			E 01	300 296 227 000 401	BADEN PERFECTION HAMMOCK BALL CAR		\$295.00		
PO#: 11184	Voucher #:	50650	Invoice	Invoice No: AYA003098-YA01	7/15/2025	Paid Amt:	\$1,630.00		
			E 01	300 298 000 000 401	Ameri Stripe Ready 2 Spray		\$1,800.00		
PO#:	Voucher #:	50652	Invoice	Invoice No: AAZ003951-YA01	7/15/2025	Paid Amt:	\$1,800.00		
			E 01	300 294 213 000 401	Bison Basketball Nets		\$48.00		
PO#: 11185	Voucher #:	50651	Invoice	Invoice No: AYA003068-YA02	7/15/2025	Paid Amt:	\$48.00		
			E 01	300 296 227 000 401	UA ARMOURFUSE SHOWTIM ROYAL Size Sr		\$280.00		
			E 01	300 296 227 000 401	UA ARMOURFUSE SHOWTIM ROYAL Size M		\$910.00		
			E 01	300 296 227 000 401	UA ARMOURFUSE SHOWTIM ROYAL Size L		\$210.00		
PO#: 11154	Voucher #:	50648	Invoice	Invoice No: AYA003053-YA03	7/15/2025	Paid Amt:	\$1,400.00		
			E 01	300 296 213 000 401	Bison Basketball Nets		\$48.00		
PO#: 11180	Voucher #:	50649	Invoice	Invoice No: AYA003067-YA02	7/15/2025	Paid Amt:	\$48.00	Check Amount:	\$4,926.00
SBT	52060	3915		CHAIR SLIPPERS		Check			
			E 01	005 810 000 000 401	CS200 Gray Medium Slipper		\$270.00		
			E 01	005 810 000 000 401	Freight		\$34.75		
PO#: 11156	Voucher #:	50653	Invoice	Invoice No: 17225	7/15/2025	Paid Amt:	\$304.75	Check Amount:	\$304.75
SBT	52061	4392		COR Advantage		Check			
			E 04	005 582 000 344 401	COR Advantage Standard - Annual Student Lice		\$427.85		
PO#:	Voucher #:	50669	Invoice	Invoice No: 008606156	7/15/2025	Paid Amt:	\$427.85	Check Amount:	\$427.85
SBT	52062	00147		CURRICULUM ASSOCIATES INC		Check			
			E 01	100 203 000 000 430	Quick Word Handbook Everyday Writers Studer		\$119.20		

Minneota Public School
Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52062	00147		CURRICULUM ASSOCIATES INC		Check			
			E 01	100 203 000 000 430	Shipping	\$14.30			
PO#:	Voucher #:	50657	Invoice	Invoice No: FY2026 Books	7/15/2025	Paid Amt:	\$133.50		
						Check Amount:	\$133.50		
SBT	52063	4599		Data Center Warehouse		Check			
			E 01	005 257 000 000 456	Hovercam SOLO Spark II Document Camera	\$1,590.00			
PO#: 11179	Voucher #:	50654	Invoice	Invoice No: INV234529	7/15/2025	Paid Amt:	\$1,590.00		
						Check Amount:	\$1,590.00		
SBT	52064	4270		DeltaMath Solutions Inc		Check			
			E 01	100 203 000 000 405	25-26 PLUS School License	\$350.00			
PO#: 11172	Voucher #:	50655	Invoice	Invoice No: 23867	7/15/2025	Paid Amt:	\$350.00		
						Check Amount:	\$350.00		
SBT	52065	4373		ESGI LLC		Check			
			E 01	100 203 000 000 405	ESGI 12-Month License(Max 35 Students)	\$518.00			
			E 01	100 203 000 000 405	Additional Students	\$72.00			
PO#: 11170	Voucher #:	50656	Invoice	Invoice No: INVES008824	7/15/2025	Paid Amt:	\$590.00		
						Check Amount:	\$590.00		
SBT	52066	4268		ExploreLearning LLC		Check			
			E 01	100 203 000 000 406	RFLX-FRX2-BUN/Bundle: Reflex + Frax; Site Li	\$4,315.50			
PO#: 11169	Voucher #:	50660	Invoice	Invoice No: CI-00116283	7/15/2025	Paid Amt:	\$4,315.50		
						Check Amount:	\$4,315.50		
SBT	52067	4071		H2I GROUP		Check			
			E 01	005 810 000 000 350	Screen & Recoat Minneota HS Viking Gym Floor	\$8,120.00			
PO#: 11091	Voucher #:	50664	Invoice	Invoice No: 246962	7/15/2025	Paid Amt:	\$8,120.00		
						Check Amount:	\$8,120.00		
SBT	52068	00320		HOUGHTON MIFFLIN COMPANY		Check			
			E 01	100 203 000 000 406	2015 Go Math! Teacher Digital Management Cer	\$244.90			
			E 01	100 203 000 000 406	2015 Go Math! Teacher Digital Management Cer	\$244.90			
			E 01	100 203 000 000 406	Shipping and Handling	\$0.00			
PO#: 11166	Voucher #:	50662	Invoice	Invoice No: 956299757	7/15/2025	Paid Amt:	\$489.80		
			E 01	100 203 000 000 406	2015 Go Math! Student Editions Set Grade 2	\$2,238.60			
			E 01	100 203 000 000 406	Freight	\$324.60			
PO#: 11166	Voucher #:	50661	Invoice	Invoice No: 956298688	7/15/2025	Paid Amt:	\$2,563.20		
						Check Amount:	\$3,053.00		

Minneota Public School
Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
SBT	52069	3988		HUDL		Check			
			E 01	300 298 000 000 405	HUDL Agreement/Subscription		\$16,000.00		
PO#:	Voucher #:	50647	Invoice	Invoice No: H00135271	7/15/2025	Paid Amt:	\$16,000.00	Check Amount:	\$16,000.00
SBT	52070	4487		IT Outlet		Check			
			E 01	005 257 000 000 455	55" Newline interactive panel with wall mount		\$1,550.00		
PO#: 11177	Voucher #:	50663	Invoice	Invoice No: 10004504	7/15/2025	Paid Amt:	\$1,550.00	Check Amount:	\$1,550.00
SBT	52071	00380		JOHNSON CONTROL INC		Check			
			E 01	005 865 000 380 305	July 2025 - September 2025		\$6,148.00		
PO#:	Voucher #:	50665	Invoice	Invoice No: 1-135928734744	7/15/2025	Paid Amt:	\$6,148.00	Check Amount:	\$6,148.00
SBT	52072	2217		MASSP		Check			
			E 01	300 050 000 000 820	LL MASSP Membership Dues		\$615.00		
			E 01	300 050 000 000 820	LL MASSP Division Dues		\$30.00		
PO#:	Voucher #:	50659	Invoice	Invoice No: 1893	7/15/2025	Paid Amt:	\$645.00	Check Amount:	\$645.00
SBT	52073	01175		MINN. ELEVATOR SERVICE, INC.		Check			
			E 01	005 865 000 347 305	July Monthly Service		\$207.01		
PO#:	Voucher #:	50666	Invoice	Invoice No: 1136018	7/15/2025	Paid Amt:	\$207.01	Check Amount:	\$207.01
SBT	52074	2009		Northwest Evaluation Assn.		Check			
			E 01	100 203 000 000 406	MAP Growth Foundation Online Annual License		\$1,000.00		
			E 01	100 203 000 000 406	MAP Growth K-12		\$2,900.00		
PO#:	Voucher #:	50675	Invoice	Invoice No: 839436	7/15/2025	Paid Amt:	\$3,900.00	Check Amount:	\$3,900.00
SBT	52075	3651		One Office Solution		Check			
			E 01	300 211 000 000 401	Xerox Paper Labels		\$10.99		
			E 01	300 211 000 000 401	Ezpeel Labels		\$40.34		
			E 01	300 211 000 000 401	Vanilla Envelopes		\$21.80		
PO#:	Voucher #:	50658	Invoice	Invoice No: 614924-00	7/15/2025	Paid Amt:	\$73.13	Check Amount:	\$73.13
SBT	52076	2315		Plunkett's Pest Control		Check			
			E 01	005 810 191 000 350	General Pest Control Program		\$423.06		

Minneota Public School

Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52076	2315		Plunkett's Pest Control		Check		
			E 01	005 810 191 000 350	Discount		(\$20.34)	
PO#:	Voucher #:	50667	Invoice	Invoice No: 9231849	7/15/2025	Paid Amt:	\$402.72	
						Check Amount:	\$402.72	
SBT	52077	4499		PowerSchool Inc.		Check		
			E 01	005 257 000 000 305	Subscription - One Year		\$1,583.97	
PO#:	Voucher #:	50668	Invoice	Invoice No: Q-157292-1	7/15/2025	Paid Amt:	\$1,583.97	
						Check Amount:	\$1,583.97	
SBT	52078	3212		Riddell		Check		
			E 01	300 294 211 000 401	FB Helmet Speed Flex		\$818.00	
			E 01	300 294 211 000 401	FB Helmet Speed Icon		\$2,560.00	
			E 01	300 294 211 000 401	FB Helmet Speed Icon		\$670.00	
			E 01	300 294 211 000 401	Shipping		\$177.95	
PO#:	Voucher #:	50670	Invoice	Invoice No: 952338128	7/15/2025	Paid Amt:	\$4,225.95	
						Check Amount:	\$4,225.95	
SBT	52079	4062		Seesaw Learning, Inc		Check		
			E 01	100 203 000 000 406	Seesaw Subscription - July to June		\$1,499.00	
PO#:	Voucher #:	50671	Invoice	Invoice No: 2023-83071	7/15/2025	Paid Amt:	\$1,499.00	
						Check Amount:	\$1,499.00	
SBT	52080	2785		SHI		Check		
			E 01	005 257 000 302 405	M365 A3 Unified Edu Sub Per User - Part#: AAI		\$4,720.54	
			E 01	005 257 000 302 405	M365 A3 Unified Edu Sub Student Use Benefit I		\$0.00	
PO#: 11181	Voucher #:	50672	Invoice	Invoice No: B19980623	7/15/2025	Paid Amt:	\$4,720.54	
						Check Amount:	\$4,720.54	
SBT	52081	3565		Starfall Education		Check		
			E 01	100 203 000 000 406	MORE-C Classroom Membership- Serves a srr		\$195.00	
PO#: 11158	Voucher #:	50673	Invoice	Invoice No: 6149-0217-8581	7/15/2025	Paid Amt:	\$195.00	
						Check Amount:	\$195.00	
SBT	52082	00701		SUPREME SCHOOL SUPPLY		Check		
			E 01	300 211 000 000 430	11MPRR Permanent Record Cards 100/pkg		\$40.00	
			E 01	300 211 000 000 430	Freight		\$12.96	
PO#: 11152	Voucher #:	50677	Invoice	Invoice No: 190852	7/15/2025	Paid Amt:	\$52.96	
			E 01	300 211 000 000 430	High School Instructional Supply		\$15.45	
			E 01	300 211 000 000 430	118 RD NCR Student Pass/Transfer Books		\$165.00	
PO#: 11155	Voucher #:	50676	Invoice	Invoice No: 190853	7/15/2025	Paid Amt:	\$180.45	
						Check Amount:	\$233.41	

Minneota Public School
Detail Payment Register By Check

Check Number: 51996-2147483647 Payment Date: 6/18/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
SBT	52083	4359		Tech Check		Check		
			E	01 005 257 000 302 405	LW-SMG30-LGW-1Y-R -- Linewize Local Gatew	\$0.00		
			E	01 005 257 000 302 405	LW-T1-CLASS-1Y -- Classwize 1 Year Subscrip	\$2,940.00		
			E	01 005 257 000 302 405	LW-T1-SMGR-1Y -- Linewize School Manager 1	\$3,858.75		
PO#: 11175	Voucher #:	50678	Invoice	Invoice No: 8565C	7/15/2025	Paid Amt:	\$6,798.75	
						Check Amount:	\$6,798.75	
SBT	52084	3222		MREA		Check		
			E	01 005 010 000 000 305	FY2026 Legislative Fee	\$1,100.00		
			E	01 005 010 000 000 305	FY2026 Membership Fee	\$535.00		
PO#:	Voucher #:	50685	Invoice	Invoice No: FY2026 Memb	7/17/2025	Paid Amt:	\$1,635.00	
						Check Amount:	\$1,635.00	
						Report Total:	\$518,194.75	

LEADERSHIP

REPORTS

→ Student Learning and Achievement

◆ Literacy Team

- Met July 10th for PD and aligned our K-2 foundational skills curriculum (3-6 aligned as well-morphology)
- K-3 Reading Teachers updated standards-based report cards to reflect the new ELA standards—these changes will be reflected **this** school year.

→ **Curriculum:** Pacing/Mapping will begin this year for literacy PreK-12

→ **New READ Act Update: PD for Phase 2 Educators**

- ◆ READ Act 2.0 statute extended the deadline for Phase 2 educators to complete the required professional development to July 1, 2027. The registration request process for Phase 2 educators will begin January 2026. **Phase 2 training options will be provided by October 2025 .**

→ The following educators are identified in the READ Act for Phase 2:

- Grades 4–12 Classroom Teachers responsible for reading instruction
- Teachers who provide reading instruction to students in a state-approved alternative program
- Grades 6–12 staff responsible for selecting curriculum
- Employees who select literacy instructional materials for Grades 6–12.

We have our K-6 staff trained in LETRS along with myself and our K-12 SpEd staff. We opted to have our 4-6 reading teachers and SpEd educators do Phase 1 training, which is LETRS.



Elementary Updates School Board Report

Nicolle Johnston

☐ New Staff Welcome

- **Thalia Reis, K-12 Art**
- **Jolene Condelli, MS/HS ELA**
- **Mary Noyes, HS ELA**
- **Lucas Damm, HS SpEd (and Ivanhoe)**
- **Michelle Buysse, K-12 Social Worker (and Lakeview)**

- ☐ **Summer Bingo Challenge**
- **25 prizes handed out**



☐ Important Events

- ☐ **Bounce Back Summer Program (July 21)**
- ☐ **New Teacher Workshop**
- ☐ **Teacher Workshop Week (August 11, 12, 13)**
- ☐ **Open House (August 13th)**
- ☐ **First Day of School (August 20th)**

July 2025

SUPERINTENDENT'S REPORT

-  Fully staffed*
-  Buildings and Grounds
-  Federal Funding Withheld = \$14,327
-  Focus: Start of the Year
-  Focus: Strategic Planning Priority Areas
-  Washington, DC – AASA Governing Board

SUPERINTENDENT'S REPORT

An Action Framework for Public Education

PRINCIPLE 1 Prioritize Student-Centered Learning

PRINCIPLE 2 The New Basics: Real Skills for Real Life

PRINCIPLE 3 Attract, Hire, Retain, and Reward the Best People

PRINCIPLE 4 Build Highly Engaged Family, Community & Business Partnerships

PRINCIPLE 5 Measure What Matters

THE PUBLIC
EDUCATION PROMISE



SUPERINTENDENT'S REPORT

The Words That Work

It's not ~~education~~.

It's not ~~schools~~.

It's not ~~classrooms~~ or ~~teachers~~.

It's not even ~~students~~.

IT'S ALL ABOUT THE CHILDREN!

CONSENT

AGENDA

MINNEOTA PUBLIC SCHOOLS – ISD #414

JUNE 18, 2025 SCHOOL BOARD REGULAR MEETING MINUTES

A Regular Meeting of the Board of Education of ISD #414, Minneota Public Schools, was called to order by Chair Abby Thostenson on Wednesday, June 18, 2025 at 7:00 am in the Conference Room.

Roll call was taken. Members present included Emily Coequyt, Jon Buysse, Ryan Runia, Tom Skorczewski, Julie Mead, Martin Hennen, and Abby Thostenson. Nicolle Johnston, Heather Anderson, and Scott Monson also attended.

Motion by Mead, second by Runia, to approve the meeting agenda with addendum items as presented. Motion passed unanimously.

School Board Members highlighted different things for Viking Pride. Superintendent Monson shared a photo of a \$180,000 donation to the school district [for a new playground] from the State Bank of Taunton.

Superintendent Monson reviewed student enrollment, the Student Activity Fund/Account, and the monthly financial report.

Motion by Buysse, second by Runia, to approve the payment of bills and the check register as presented. Motion passed unanimously.

Motion by Coequyt, second by Hennen, to approve the Consent Agenda as amended. Motion passed unanimously.

Superintendent Monson presented the 2025-2026 budget. Motion by Buysse, second by Runia, to approve the 2025-2026 budget as presented. Motion passed unanimously.

Motion by Mead, second by Buysse, to approve the 2nd reading of Policies #516.5, #523, #531, #532, #601, #606, #620, and #701 as presented. Motion passed unanimously.

Motion by Hennen, second by Runia, to approve compensation and benefits for 2025-2026 for non-union/support staff. Motion passed unanimously, with Skorczewski abstaining.

Motion by Mead, second by Hennen, to approve the District Procedures for Non-Licensed Staff – Hiring, Hours, and Benefits. Motion passed unanimously.

Motion by Runia, second by Skorczewski, to approve facilities and equipment use fees for 2025-2026. Motion passed unanimously.

Five handbooks were reviewed for the first of two times, but no formal action was taken. The handbooks included the Student Device and One-to-One Handbook, the Activities Handbook, the Bus Rules and Regulations, the Elementary Family Handbook, and the High School Student Handbook.

Motion by Buysse, second by Hennen, to authorize the acceptance of bids for petroleum products for 2025-2026. Motion carried unanimously, with Skorczewski abstaining.

Motion by Skorczewski, second by Runia, to authorize the acceptance of bids for bread and baked goods for 2025-2026. Motion carried unanimously.

Motion by Mead, second by Runia, to authorize the acceptance of bids for dairy products for 2025-2026. Motion carried unanimously.

Motion by Mead, second by Buysse, to approve a Resolution designating Scott Monson as the LEA Authorized Representative for the district. Motion passed unanimously by roll call vote with all members voting yes.

Motion by Mead, second by Coequyt, to recognize tenure for Jared Josephson. Motion carried unanimously.

Motion by Runia, second by Coequyt, to recognize tenure for Jessica Bradley. Motion carried unanimously.

Motion by Skorczewski, second by Mead, to recognize tenure for Nicolle Johnston. Motion carried unanimously.

Motion by Hennen, second by Mead, to Approve a Resolution for Acceptance of Gifts/Donations/Grants. Motion passed unanimously by roll call vote with all members voting yes.

Motion by Skorczewski, second by Runia, to adjourn the meeting. Motion passed unanimously.

The meeting was adjourned at 7:55 am.

Martin Hennen, Clerk

Consent Agenda Personnel Items - July 2025

Resignation or Termination			
Name	Position	Effective Date	Details
McKenna Yost	Junior High Volleyball Coach	Immediately	Personal Reasons
Kaley Buysse	Elementary Student Council Advisor	Immediately	Personal Reasons
Zach Fieber	.4 FTE School Social Worker	Immediately	Personal Reasons
New Contract or New Hire			
Name	Position	Salary-Wages	Effective Date
Samantha Pies	Assistant Volleyball Coach	\$ 3,899.00	2025-2026 Season
Bryan Powell	Junior High Boys Basketball Coach	\$ 2,625.00	2025-2026 Season
Sarah Staseen	Junior High Volleyball Coach	\$ 3,103.00	2025-2026 Season
Amanda Norby	Junior High Volleyball Coach	\$ 2,625.00	2025-2026 Season
Lucas Damm	Junior High Football Coach	\$ 2,069.00	2025-2026 Season
Tara Skorczewski	High School Yearbook Adviser	\$ 3,819.00	2025-2026 Season
Devann Shultz	Elementary School Yearbook Adviser	\$ 468.00	2025-2026 Season
Zita Miskinies	Conession Manager	\$ 1,200.00	2025-2026 Season
Angela Werner	NHS Adviser	\$ 1,464.00	2025-2026 Season
LeaAnne Bot	FCCLA Adviser	\$ 3,026.00	2025-2026 Season
Cindy Van Keulen	FCCLA Assistant	\$ 1,722.00	2025-2026 Season
Matt Buysse	FFA Adviser	\$ 4,755.00	2025-2026 Season
Alex Lessman	FFA Assistant	\$ 2,704.00	2025-2026 Season
Teresa Myhre	Musical Co-Director	\$ 1,464.00	2025-2026 Season
Mary Noyes	Musical Co-Director	\$ 1,464.00	2025-2026 Season
John Voit	Musical Orchestra Director	\$ 1,932.00	2025-2026 Season
Josh Bauer	Musical Technical Director	\$ 1,932.00	2025-2026 Season
Jay Knutson	Vocal	\$ 918.00	2025-2026 School Year
John Voit	Band	\$ 4,533.00	2025-2026 School Year
Kaaren Rogers	Musical Volunteer		2025-2026 Season
Emily Citterman	Assistant Volleyball Coach	\$ 3,899.00	2025-2026 Season
Ireland Stassen	Volleyball Volunteer		2025-2026 Season
Chad Johnston	Head Football Coach	\$ 6,284.00	2025-2026 Season
Matt Myrvik	Assistant Football Coach	\$ 4,377.00	2025-2026 Season
Steve Sussner	Assistant Football Coach	\$ 4,377.00	2025-2026 Season
Les Engler	Assistant Football Coach	\$ 4,377.00	2025-2026 Season
Jordan Fink	Junior High Football Coach	\$ 2,109.00	2025-2026 Season
Matt Myhre	Junior High Football Coach	\$ 2,109.00	2025-2026 Season
Matt Buysse	Football Volunteer		2025-2026 Season
Brian Rodas	Football Volunteer		2025-2026 Season
Bryce Jeppesen	Football Volunteer		2025-2026 Season
Alex Pohlen	Football Volunteer		2025-2026 Season
Lucas Damm	SPED Teacher	\$ 51,624.00	2025-2026 School Year
Michelle Buysse	School Social Worker	\$ 64,000.00	2025-2026 School Year
Shelby Domeier	Elementary Teacher	\$ 50,672.00	2025-2026 School Year
Modification of Contract			
Name	Position	Salary-Wages	Effective Date
Jessica Rosa	Social Students Teacher	BA to BA+15	Immediately

**MINNEOTA PUBLIC SCHOOL DISTRICT #414
ELEMENTARY SCHOOL PRINCIPAL/CURRICULUM DIRECTOR**

The Board of Education of Independent School District No. 414 of Minneota, Minnesota at a meeting held on the 23rd day of July, 2025, enters into this agreement with Ms. Nicolle Johnston, who agrees to serve as the Elementary School Principal/Curriculum Director. The above-named administrator shall faithfully perform the services prescribed by the Board of Education, or its Superintendent, during the life of this contract for an annual salary, payable in equal installments, as indicated below.

The Board of Education agrees to pay Ms. Nicolle Johnston the following salary and rate per duty day:

2025-2026 - \$102,000 annually (\$434.04)

The annual salary shall be paid in 24 equal installments payable by the 10th and 25th of each month beginning in July, 2025, of the contract year.

This contract is subject to the following provisions, agreed to and adopted by the Board of Education for the school year 2025-2026.

Section I Appropriate Licensure: The Elementary Principal/Curriculum Director shall furnish the District, throughout the entirety of this Contract, a valid and appropriate license to act as Principal in the State of Minnesota, as provided by applicable laws, rules, and regulations.

Section II Duty Year and Duty Days

Subd. 2.1 Duty Year: The Elementary Principal/Curriculum Director's duty year shall consist of 235 days.

Subd. 2.2 Scheduling of Duty Days: The School Board shall establish the school year calendar for each school year. The duty day schedule for the Elementary Principal/Curriculum Director shall be subject to the approval of the Superintendent. The Elementary Principal/Curriculum Director shall perform services on those days as determined by the Superintendent, including those legal holidays on which the School Board is authorized to conduct school and, pursuant to such authority, has determined to conduct school.

Subd. 2.3 Non-Duty Days: Unless otherwise approved, in writing, by the Superintendent, all non-duty time to which the Elementary Principal/Curriculum Director is entitled for in a given contractual year shall be taken by the following August 1st.

Subd. 2.4 Duty Days – Normal Duty Days:

2.4.1 : The Elementary School Principal/Curriculum Director shall normally be on duty during the period established as the teacher's basic duty day at their building of responsibility.

2.4.2 : The Elementary School Principal/Curriculum Director, because of managerial and leadership duties and responsibilities, agrees to commit whatever time is necessary to accomplish such managerial and leadership duties and responsibilities.

2.4.3 : The Elementary School Principal/Curriculum Director is allowed to work extra-duty positions and receive the approved duty compensation.

Subd. 2.5 School Closings: In the event a duty day(s) is lost for any reason, the Elementary Principal/Curriculum Director shall perform duties on such other day(s) in lieu thereof as the Superintendent shall determine. In the event that Elementary Principal/Curriculum Director duty day(s) are not rescheduled, the Elementary Principal/Curriculum Director's compensation shall be reduced in the amount of $\frac{1}{235}$ of the Elementary Principal/Curriculum Director's basic salary, unless the Elementary Principal/Curriculum Director is on a paid leave of absence.

Section III Group Insurance and Other Compensation

Subd. 3.1 Health and Hospitalization Insurance: The School District shall provide the Elementary School Principal/Curriculum Director and the Elementary School Principal/Curriculum Director's dependents with health and hospitalization coverage under the School District's group plan. The School District shall contribute the sum of the total cost of the family health insurance premium.

Final Regulations have not been issued under many provisions of the Patient Protection and Affordable Care Act (ACA). This creates considerable uncertainty regarding the Employer's financial obligations. This agreement may be reopened, and all material terms of compensation, hours, and fringe benefits (including health benefits) may be subject to negotiations and changes as reasonably necessary to comply with the ACA and to address any increase in cost that the ACA may require.

Subd. 3.2 General Liability

3.2.1: The District shall carry a general liability insurance policy as required by Minnesota Statutes.

3.2.2: The District shall carry "errors and omissions" insurance coverage in an amount not less than that in effect at the signing of this contract.

Subd. 3.3 Annuity Contribution: The District will contribute up to \$2,500 a year for 2025-2026.

Subd. 3.4 Mileage: The Elementary School Principal/Curriculum Director will be allowed to use their own personal vehicle when attending district functions, approved staff development activities, meetings, and conferences. The mileage will be reimbursed at the current IRS established rate of pay.

Section IV Professional Memberships, Dues, and Development

Subd. 4.1 Association Dues: While this agreement is in effect, the school district shall contribute the full amount toward Association Dues for one national and one state professional association for the Elementary Principal portion and one national and one state professional association for the Curriculum Director portion.

Subd. 4.2 Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Elementary Principal's/Curriculum Director's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the Superintendent. The Elementary Principal/Curriculum Director may periodically report to the School Board relative to all meetings and conferences attended. The Elementary Principal/Curriculum Director shall file itemized expense statements to be processed and approved by the Superintendent per District policies and procedures and by law.

Section V

Paid Absences

Subd 5.1 Sick Leave/Earned Sick and Safe Time (ESST): The Elementary School Principal/Curriculum Director shall earn sick leave at the rate of 16½ days per year (1½ days per month August through June). ESST leave will accrue at a rate of 1 hour for every 30 hours worked. A day shall be defined as the Elementary School Principal/Curriculum Director's normal working day.

Subd 5.2 Accumulation: Unused sick leave shall accumulate to a maximum credit of one-hundred-fifty (150) days. ESST hours may accumulate to forty-eight (48) hours each year, with a maximum of eighty (80) hours. Accrued unused sick and ESST leave may be carried over to the next school year but remain subject to the maximum accruals.

Subd 5.3 Use:

- a. Sick leave with pay shall be allowed by the School Board whenever the Elementary School Principal/Curriculum Director's absence is found to have been due to personal illness, or illness of a child for such reasonable periods as the principal's attendance may be necessary on the same terms the principal is able to use sick leave benefits for the principal's own absence, or a medical appointment that cannot be scheduled outside of the school day which prevented attendance at school and performance of duties on that day or days.
- b. ESST: During each school year, forty-eight (48) hours of sick leave accrued shall be designated as ESST. ESST shall be allowed whenever an employee's absence is found to have been due to reasons set forth in Minnesota Statutes, section 181.9447. ESST may be used in increments of no less than fifteen (15) minutes.

Subd 5.4: Documentation:

- a. The Board of Education may require the Elementary School Principal/Curriculum Director to furnish a medical certificate from a qualified physician as evidence of personal illness, indicating such absence was due to illness, in order to qualify for sick leave pay.
- b. ESST: When permissible by law, the School District may require an employee to furnish documentation indicating any absence in excess of three (3) consecutive days was due to a qualifying event pursuant to Subdivision 3(2.) of this Section, in order to receive ESST pay. The employee will be advised when documentation is required.

Subd 5.5: Leave will be deducted from accumulated ESST first if the request falls under ESST and sick leave and until ESST is exhausted. Once ESST has been exhausted, additional sick leave taken shall be deducted from the employees' accumulated, unused sick leave if the employee has such leave available. Sick leave allowed shall be deducted from the accrued sick leave earned by the Elementary School Principal/Curriculum Director.

Subd 5.6 Personal Leave: A maximum of five (5) days per year shall be granted to be used for personal business. These days shall not carry over into the next year and must be used by the following August 1.

5.6.1: The Elementary School Principal/Curriculum Director shall complete a personal leave request notifying the Superintendent at least twenty-four (24) hours in advance of the intent to use a personal leave day. In the event that a twenty-four (24) hour notice is not possible the Elementary Principal/Curriculum Director shall notify the Superintendent, or a representative of the Board of Education, and a leave request form shall be completed as soon as the Elementary Principal/Curriculum Director returns.

Subd 5.7 Leave for Bereavement of Family, Medical Emergency: The Elementary School Principal/Curriculum Director shall be granted six (6) days of leave in the event of death or medical emergency in the immediate family non-accumulative, with the used days to be deducted from sick leave. Immediate family is defined as father, mother, brother, sister, spouse or child, grandparents, or grandchildren or in-laws of a similar degree of relationship of the employee and employee's spouse. Bereavement leave also includes aunts and uncles of the employee and employee's spouse.

Subd. 5.8 Flex Days: The Elementary School Principal/Curriculum Director shall have 2 flex days to use per year non-accumulative on teacher workdays. These days can be substituted for a non-teacher contract day without the use of leave. These flex days must have prior approval by the Superintendent of Schools and cannot be used on the first or last teacher workday of the school year.

Subd. 5.9 Jury Duty: If the Elementary Principal/Curriculum Director is called for jury duty they shall continue to receive their regular pay with any compensation received while on jury duty being turned over to the school district.

Subd. 5.10 Court Hearings: If the Elementary School Principal/Curriculum Director is subpoenaed by a court as a defendant or witness as the result of performing management duties and responsibilities, they shall continue to receive their regular pay with any witness fees received from the court being turned over to the school district. This shall not apply to court cases initiated by the Elementary Principal/Curriculum Director against the School District.

Subd. 5.11 Worker's Compensation: Pursuant to M.S. 176, a principal injured on the job in the service of the school district and collecting workmen's compensation insurance shall draw sick leave and receive full salary from the school district the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Subd. 5.12 Restriction: Any absence not referred to in the preceding leaves will be construed as Absence without Leave. The Principal/Curriculum Director absent without leave will be terminated either immediately or at the end of the school year at the discretion of the School Board.

Section VI Unrequested Leave of Absence: This is at the discretion of the School Board.

Section VII Grievance Procedure:

Subd. 7.1: Grievance is defined as a disagreement as to the interpretation or application of any term or terms of this agreement and/or job description maintained by the school district.

Subd. 7.2: Days shall be defined as calendar days.

Subd. 7.3 Procedure: Grievances as defined in subd. 7.1 shall be settled in the following manner. The steps set forth must be followed in the order listed within the time limits prescribed.

7.3.1 Step 1: The grievance shall be orally presented to the Personnel Committee within 14 days after the Elementary Principal/Curriculum Director knew or should have known of the alleged violation. If a settlement is not reached within 5 days after oral presentation to the Personnel Committee the grievance shall be reduced to writing in a clear statement of the issues involved. This shall be transmitted to the Chairperson of the School Board for handling in accordance with Step 2.

7.3.2 Step 2: The Board Chair shall establish a Step 2 meeting with the aggrieved and the School Board. The Step 2 meeting shall be held within 10 days after the Elementary School Principal/Curriculum Director has appealed from Step 1. The time and place for meeting under Step 2 shall be at the discretion of the School Board. The School Board shall prepare a report of the meeting, together with a written disposition of the matter and forward copies thereof to the Elementary School Principal/Curriculum Director within 10 days after the Step 2 meeting.

Subd. 7.4: If agreement is not reached at Step 2, then any other procedures open to said Elementary Principal/Curriculum Director shall be according to law. Grievance cases shall be as confidential as possible.

Section VIII Duration:

Subd. 8.1 Term of Contract: This Agreement shall remain in full force and effect for a period commencing July 1, 2025, except as specifically provided otherwise in this Agreement, through June 30, 2026, and thereafter until modified or terminated pursuant to the P.E.L.R.A. as amended.

Subd. 8.2 Effect: This Agreement constitutes the full and complete agreement between the School District and the Elementary School Principal/Curriculum Director. The provisions herein supersede and take precedence over any and all prior Agreements, resolutions, practices, District policies, rules or regulations concerning the terms and conditions of employment.

Subd. 8.3 Finality: It is further agreed that any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement.

Subd. 8.4 Severability: Any provision of this Agreement shall be severable if it or its application under any circumstance is held legally invalid. Such an action shall not affect any other provision of this agreement or the application of any other provision.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

Elementary School Principal/Curriculum Director

Minneota Public Schools

Nicolle Johnston, Elementary School
Principal/Curriculum Director

Abby Thostenson, Chair

Martin Hennen, Clerk

Dated this ____ day of _____, 2025.

Dated this ____ day of _____, 2025.

Scott Monson

From: MREA <info@mreavoice.org>
Sent: Monday, July 14, 2025 9:41 AM
To: Scott Monson
Subject: MREA Membership Renewal Pending Payment



Dear Scott Monson,

Thank you for your membership in the Minnesota Rural Education Association! Your membership helps us proactively engage with legislators and state officials to address Greater Minnesota public education funding and policy issues. Minnesota School District's renewed membership is fundamental to MREA's advocacy targeting support for student learning and reducing funding gaps in Greater Minnesota education.

Membership Renewal – July 1, 2025 – June 30, 2026

Membership fees are calculated with a base fee of \$1,100 plus a legislative fee of \$1/APU. Minnesota School District's renewed membership is based on 535 APU, with a total of \$1,635.00. Please use this email as your invoice. Thank you for submitting a copy of this invoice with your check payable to MREA at:

Minnesota Rural Education Association
2233 Roosevelt Rd, Ste 7
St. Cloud, MN 56301

INVOICE | MEMBERSHIP DUES

Membership Status: Pending

Your Membership Tier: Full ISD

Membership Year: July 1, 2025 - June 30, 2026

Membership Dues: \$1,635.00

Due Date: August 29

MREA's membership year is July 1 - June 30, so we ask that you pay your membership dues by August 29 to ensure there's no lapse in membership benefits.

Thank you for your continued support as we advocate for Greater Minnesota education. We'll notify you as soon as we receive your payment. Please contact us at info@mreavoice.org or (320) 762-6574 with questions or if you want to pay via credit card.

Office hours are Tuesday, Wednesday and Thursday, 9 a.m. to 1 p.m. CST.

Sincerely,

Your MREA Team

(833)-MNVOICE

MREA is a nonprofit 501(c)(4) membership association and dues are not tax deductible as charitable contributions. We estimate 41.8% of FY26 dues will be attributable to non-deductible lobbying activity and are not deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Notify your accountant and/or tax preparer.



Agreement for Shared Social Worker for 2025-2026

This agreement, effective for the 2025-2026 school year, is made and entered into by and between Minneota Independent Schools, District #414 of Minneota, Minnesota, and Lakeview Independent School District #2167 of Cottonwood, Minnesota.

The parties are duly organized school districts pursuant to the laws of the State of Minnesota. The parties are desirous of participating together relative to the education of the students in both districts.

Lakeview Independent School District #2167 agrees to purchase fifty percent (50%) of the services of a licensed school social worker from Minneota Independent School District #414. This agreement is for a 1.0 FTE equally shared cost of a 183-day contract for the 2025-2026 school year.

Lakeview Independent School District #2167 agrees to pay Minneota Independent School District #414:

- \$37,587.20 in 2025-2026. This is for fifty percent (50%) of the teacher's salary and benefits for the 2025-2026 school year per the Minneota Master Agreement.
- Any adjustment based upon teacher negotiations and/or a change in terms of the contract would be mutually agreed upon by both parties.

The billing will be made from the Minneota Public Schools to the Lakeview Public Schools at the end of the 2025-2026 school year.

It is mutually understood and agreed that the intent of this agreement is that it shall be effective for the 2025-2026 school year and shall expire on June 30, 2026.

In the event that either of the districts desires to non-renew this agreement for the 2026-2027 school year, a written notice must be made no later than March 1, 2026. If this notice is not made, the agreement will be updated and renewed for 2026-2027.

Minneota Public Schools, ISD #414

Lakeview Public Schools, ISD #2167

Board of Education – Chair

Board of Education – Chair

Board of Education – Clerk

Board of Education – Clerk

Date _____

Date _____

PREVIOUS

BUSINESS

Student Device & One-to-One Handbook



Minneota Public Schools

2025-2026



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Minneota Public School One-to-One Program

Minneota Public Schools' 1:1 Initiative focuses on preparing students for their future in a world of digital technology and information. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first-century students is a device selected by the school district.

The individual use of this device is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Personal devices encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community.

Technology immersion does not diminish the vital role of a quality standards-based curriculum and highly effective instruction, but instead enhances the presentation of both and transforms the teacher from a director of learning to a facilitator of learning.

The policies, procedures, and information within this document apply to all electronic devices used in Minneota Public Schools including any other device considered by the administration to come under this policy. Teachers may set additional requirements for computer use in their classrooms.





Receiving Your Device

1.1 Receiving Your Device

Devices will be distributed each fall at a time/date TBD. Parents and students must sign and return all required documents before the device can be issued to their child.

Devices will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original device each year while enrolled at MPS unless swapped out due to age or condition.

1.2 Device Charger

Each student device is handed out with a corresponding charger. It is the responsibility of the student to maintain possession of their charger for the year. If the student loses or breaks their charger, they will have to purchase a new charger through the school.

1.3 Device Check-In

Devices will be returned during the final week of school. If a student transfers out of the Minneota school district during the school year, the device and charger must be returned at that time.

Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at MPS for any other reason must return their device on the date of termination.

If your device has been determined to be intentionally damaged, defaced or in a condition not attributable to normal wear and tear, you will be fined respectively for the damage at the end of the year during the student device check-in or when checking out to transfer to another district.

If a student fails to return the device or charger at the end of the school year or upon termination of enrollment at MPS, that student will be subject to criminal prosecution or civil liability and for the replacement cost of the computer. Failure to return the computer/charger or reimburse the district for its replacement cost will result in a theft being filed with the local police department.





Taking care of your device

Students are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the Tech office.

2.1 General Precautions



- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Students should never carry their device while the screen is open and must always carry it closed.
- Be mindful when handling backpacks with devices inside to avoid accidental damage.
- To conserve battery life, devices should be placed in sleep mode (by closing the cover) or shut down when not in use.
- **Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Minneota Public School District.**
- Devices are sensitive to temperature extremes. Don't leave them in an area where the sun will bake them or where they are exposed to freezing temperatures (like your locked car). If the device gets cold, let it warm up to room temperature before operating.
- Devices must never be left unattended in an unlocked car, locker, or any unsupervised area.
- Students are responsible for keeping their device's battery charged for each school day. The school will not borrow out extra chargers.
- To not comply with the General Precautions may result in being required to check out and return the device each day from the tech office for a minimum of one week on the first offense or a minimum of two weeks on the 2nd offense. Any additional offenses may result in the loss of netbook privileges as determined by the building Principal.

2.2 Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the screen.
- ~~Do not poke the screen.~~ Being that they are touch screens
- Do not place anything on the keyboard before closing the device (e.g., pens, pencils).
- Clean the screen with a soft, dry cloth or anti-static cloth. These devices are touchscreen and need to be kept clean to be effective.
- ~~Do not "bump" the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.~~



- Be mindful of how the device is stored – Example: If kept in a bookbag, do not throw the bookbag around.



Using your device at school

The devices are intended for daily use at school. In addition to teacher expectations for device use, school messages, announcements, calendars, and schedules may be accessed using the device. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.

3.1 Device Left at Home

If students leave their device at home, they must check out a loaner device from the High School tech office which is subject to availability. If a student repeatedly leaves their device at home, they may be required to “check out” their device from the Tech office for a period of time. Additional offenses may result in detention or other disciplinary action as determined by the building Principal.

3.2 Device Undergoing Repair

The Tech office will make loaner devices available when a student device is dropped off for repair due to normal wear and tear or for warranty issues. If the repair is required due to a violation of general precautions or malicious intent, the student will be required to check out and return the loaner device each day from the Tech office.

3.3 Charging your Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their device each evening. If a student does not have a fully charged device or suffers a shortage of battery life during a day, it is the responsibility of that student to charge their device during lunch or at another time of non-use. For this purpose, charging areas will be designated in supervised areas (classrooms). Outlets will be limited so students shouldn't rely on charging their device at school. Extra chargers will not be loaned out to students.

3.4 Device Settings

- Students may not change any device control panel settings from the original defaults.
- Inappropriate media may not be used as a screensaver or be saved on the device.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols or pictures, or any other material that is not school appropriate will result in disciplinary actions.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.



3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- NON-EDUCATIONAL internet games are not allowed on the device during school hours. NO games can be downloaded and installed on your device.
- Do not save any music, games, or programs to the device. All software must be district approved.

3.6 Home Internet Access

Students are allowed to set up home internet access on their devices. The machines are capable of accessing wireless internet. The rules outlined above regarding appropriate use also apply when the device is in use outside the school building.

3.7 Personal Input/Output Devices

Students are allowed to bring their own mouse/headphones to use with their computers if they desire. Each student will be responsible for their own equipment, and the technology department will not be responsible for fixing these items should they malfunction.

Managing Your Files and Saving Your Work

4.1 Saving Documents on Your Device

Storage space will be available on your device, but it will NOT be backed up in case of reimaging. You should save important documents on removable file storage such as a flash/USB drive, cloud storage, or external hard drive. Students are encouraged to use district-recommended cloud storage to store their documents. Training will be provided by the school district on how to use this cloud-based site.

It's the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Storage

The school will provide a non-secure "common drive" where students can store and access files while at school. Students will be encouraged to use cloud-based storage, such as their Google account.

4.3 Network Connectivity

The Minneota Public School District makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.



Software on Devices

5.1 Originally Installed Software

The software originally installed by the Minneota Public School district must remain on the device in usable condition and be easily accessible at all times.

From time to time, the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from the device at the completion of the course. Periodic checks of devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

5.2 Virus Protection

The issued device has anti-virus protection and other programs that help protect the software. If a student suspects that there is a virus or malware on their device, they should bring it to the Tech office for inspection.



5.3 Additional Software

Students are not allowed to load extra software on their devices.

5.4 Inspection by Administration

The issued devices are the property of the school and are loaned to the students free of charge. The Administration and/or staff can request a device inspection at any time. Random device inspections may be held periodically.

5.5 Procedure for changing or re-loading software

If illegal software is discovered, the software or files will be subject to deletion and could warrant that the hard drive be re-imaged. If technical difficulties occur, the hard drive may have to be re-imaged to solve the problem. In such cases, the school does not accept responsibility for the loss of any software or documents deleted due to a re-imaging procedure.

5.6 Software upgrades

Upgraded versions of licensed software are available from time to time. Students may be required to check in their devices for periodic updates.



Acceptable Use

The Minneota Public School District is pleased to be able to offer access to the district computers which provide the necessary programs required by classes and the district network which provides access to e-mail, student data storage, and the Internet. To gain access to these resources, students and parent must sign and return this form to the school.

While these materials are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or find ways to use provided hardware and software beyond its educational intent. For this reason, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the device, Internet, e-mail, or other technology privileges. Violations may result in disciplinary action up to and including suspension/expulsion for the students. When applicable, law enforcement agencies may be involved.

6.1 Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer 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, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's ~~"Internet Acceptable Use"~~ "Internet, Technology, and Cell Phone Acceptable Use, Safety, and Data Privacy" policy is available on the Minneota Public Schools website – <https://www.minneotaschools.org/our-district/board-of-education/board-policies> - Policy #524.

6.2 Student Privacy Data

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 affecting a student's educational data. The notice must:, or assessment technology provider contract

- A. identify each curriculum, testing, or assessment technology provider with access to educational data;
- B. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
- C. 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.

The school district must provide parents and students with an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

6.3 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- It is the parents' responsibility to supervise all use of the Internet while their child is using a school-supplied computer at home.
- CIPA Regulations (Child Information Protection Act): It is important to point out that the school district may or may not provide a web filter for off-campus use. The student could be subject to controversial web content without proper monitoring. It should be also noted that if your child attempts to put any harmful or illegal content on the device, both the student and parent/guardian will take full responsibility.
- Any use of the device outside of the school day still falls within the guidelines of the Acceptable Use Policy [524] adopted by the school district (which can be found on the school website). All students will abide by this policy while they are using their devices either at or away from school.

6.4 School Responsibilities

- Provide internet and email access to its students while at school.
- Provide internet blocking of inappropriate materials while at school.
- Provide network data storage areas. School-provided data storage areas will be treated similar to school lockers. The Minneota Public School District reserves the right to review, monitor, and restrict information stored on or transmitted via Minneota Public School District-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.5 Students Responsibilities

- Use computers in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to computer use.



- Use all technology resources in an appropriate manner so as not to damage school equipment. “Damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the student’s own negligence, errors, or omissions. Use of any information obtained via Minneota Public School District’s designated internet system is at your own risk. Minneota Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. Help the Minneota Public School district protect our computer system by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always log off the computer after they are done working to protect their accounts and files. If a student does not log off, any e-mail or internet activity under their name will be considered their responsibility.
- If a student should receive an e-mail containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to print a copy and turn it into the office.

6.6 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates the district Acceptable Use Policy or any other existing Board policy or public law.
- Use of sites selling term papers, book reports, and other forms of student work
- Non-Educational internet/computer games
- Use of any software not already installed on the device without prior approval from the school.
- Changing of the device settings
- Downloading and executing files – Examples: MSN Messenger, games, etc.
- Spamming – Sending mass or inappropriate e-mails.
- Gaining access to other students’ accounts, files, and/or data
- Password sharing
- Use of the school’s internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Giving out personal information except in an instructional context or in the performance of Minneota Public School District business and with the permission of the district.
- Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer



programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Using the device to participate in cyber bullying.
- Using the device to plagiarize or cheat.
- Writing, Drawing, or placing stickers or gum wrappers on the device.

6.7 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher, parent, or administrator.
- Plagiarism is a violation of district and school policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school district.

6.8 Student Discipline

Computers owned by Minneota Public Schools are first and foremost for educational purposes. This does not preclude the use of the issued device at home for other purposes, but priority is given to use by the student for schoolwork. At home or at school, a student who violates any part of this handbook or the District's Acceptable Use Policy shall be subject to the consequences outlined in that document.

At school, students must always have a school-related purpose for being on the Internet. Information downloaded from the Internet should be classroom-related and approved by the classroom teacher. This requirement applies to any information from the Internet such as software, music, and non-print images. Students who use the Internet in school for non-approved purposes or purposes not related to schoolwork will receive the following consequences at a minimum:

- **1st Offense:** The classroom teacher will handle the problem according to his or her classroom discipline policy described on the course syllabus.
- **2nd Offense:** The student will be referred to the office and scheduled for detention.
- **3rd Offense:** The student will be referred to the office and issued in-school suspension.

Additional offenses or serious violations such as using the Internet in school to view or download material that is obscene, vulgar, or sexually explicit, or to bully or harass another person, may result in additional and more severe consequences as determined by the Principal.



6.9 Cyberbullying

Students using the issued devices are reminded of the districts' policies regarding bullying and harassment, including cyberbullying, as described in district policies.

Protecting & Storing Your Device

7.1 Device Identification

Student devices will be labeled in the manner specified by the school. This labeling will not be removed for any reason. If a device loses its labeling, the student will immediately turn in the device for re-labeling. The district will maintain an inventory of all devices, with label identification, student assignment, and serial numbers. **Only labels or stickers approved by the Minneota Public School District may be applied to the device.**

7.2 Password Protection

Student devices will be password protected. Students will keep their passwords confidential. If a student fails to keep this confidentiality agreement and any part of this policy has not been followed, appropriate disciplinary steps will be followed.

7.3 Storing Your Device

When students are not using their devices, they should be stored in their lockers – NOT IN THE HALLWAY. Nothing should be placed on top of your device when stored in the locker. Students are encouraged to take their devices home every day after school to be charged, regardless of whether or not they are needed. Devices should not be stored in a student's vehicle at school or at home.

7.4 Devices Left Unattended

Under no circumstance should devices be left unattended (except in designated areas). Any device left unattended is in danger of being stolen. If a device is found unattended, it will be taken to the K-12 office.

Repairing or Replacing Your Device

8.1 Warranty

This coverage is purchased by the Minneota Public School district as part of the purchase price of the equipment. This coverage warrants the netbooks from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair the device or to replace the device. The warranty does not warrant against damage caused by misuse, abuse, accidents, or computer viruses, **or cover the charger**. Please report all device problems to the Tech office.



8.2 School District Protection

The school district shall provide repairs at no cost to the student for normal wear and tear. School District Protection is available for all students and parents to cover device repair or replacement in the event of theft (police report required) or accidental damage. The protection plan cost is \$25 annually for each device. It is highly recommended that each family purchase this plan. Accidents happen to even the most careful people. The plan is optional but if a family waives the School District Protection plan, the student/parent is fully responsible for any repairs or replacement of the device should there be damage. The first incident of **accidental** damage to the device is covered under the school's protection plan – if the family purchased the plan. Damage other than that caused by an accident or damage to a second, third, fourth, etc. device will be the responsibility of the student and/or the parent. The school will determine the appropriate course of action and/or restitution in situations such as this. Lost items such as protective cases and charging cables will be charged the actual replacement cost. There is a sliding scale (for the cost of the protection plan) based on your application for free and reduced lunch. See the district office for details.

8.3 School/Student Responsibilities

Students will be held responsible for maintaining their individual school computers and keeping them in good working order. See Section 2.1 “General Precautions” for information and expectations for taking care of the device. Computers that malfunction or are damaged must be reported to the Tech office.

The school district will be responsible for repairing:

- Computers that malfunction due to manufacturing or software defects.
- Devices that suffer damage from normal use.
- Any issue covered under warranty.

The student/family without District Protection Plan will be responsible for:

- Repair cost due to accidental damage.
- Full cost if replacement is necessary.
- Students will be entirely responsible for the cost of repairs to devices that are damaged intentionally or due to negligence. Vandalism may be charged if a destroyed device isn't fully paid for by the responsible party.
- Parents who don't pay for their broken/repaired device in a timely manner will be subject to being turned into a collection agency.

Devices that are stolen must be reported to the building principal or district superintendent and the Minnesota Police Department. A police report will be required by the district to prove the claim for the loss.

8.4 Claims

All insurance claims must be reported to the Tech office. If a device is stolen or damaged, students or parents must file a police or fire report and bring a copy of the report to the administrator's office before a device can be replaced with School District Protection. The district will work with the Minnesota Police Department to be aware of this District-owned equipment.

Device Technical Support

The Tech office coordinates the repair work for all electronic devices. Services provided include the following:

- Hardware maintenance and repairs
- Password identification/retrieval
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner devices
- Virus removal



Electronic Device Pledge Form

Student Pledge for Electronic Device:

- 1) I will follow all of the policies and regulations included in the 1-to-1 Handbook while at school as well as outside of the school day.
- 2) I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- 3) I agree to return the device and protective case in good working condition.

Parent Pledge:

I recognize that it is my responsibility to restrict access to all controversial materials, and I will not hold the school district or its employees or agents responsible for any inappropriate materials acquired by my child. I will also assure that my child will not use this device to engage in cyber-bullying of any kind. I will assume full responsibility for any harmful or illegal content on the device. I also will take full responsibility for any damage that occurs to the device while the device is in my child's possession. I hereby give permission to allow my child to check out a school issued device for the current school year.

I agree to the stipulations set forth in the above documents including the 1-to-1 Device Handbook, the district Acceptable Use Policy, the Bullying Policy, other applicable district policies and this pledge form.

Student Name (Please Print): _____ Student Grade _____

Student Signature: _____ Date: _____

Parent Name (Please Print): _____

Parent Signature: _____ Date: _____

PLEASE CHECK ONE: Checks payable to Minneota Public School

I agree to enroll in and fully understand the school district protection plan (cost \$25)

I decline to enroll in the school district protection plan and fully realize that I am financially responsible for repairing any damage and/or replacing my child's school issued device.

_____ Amount Paid _____ Cash _____ Check(Check Number)

Parental Consent for Google Additional Services

I give permission for my child to access Google Additional Services, including YouTube, Google Translate, Maps, Earth, Play Store, and Bookmarks, for educational use.

Parent Signature: _____ Date: _____

**MINNEOTA HIGH
SCHOOL
2025-26**



**RULES AND REGULATIONS
PERTAINING TO
HIGH SCHOOL ACTIVITIES**

MISSION

The mission of Minneota activities will be to help students learn: Respect, Discipline, Commitment, Sportsmanship, Faith, Trust, Loyalty, Honor, Integrity and Passion.

ACTIVITIES

Your high school career includes many activities aside from the regular classroom experiences in which you may participate. You are urged to take part in some of them. Besides being entertaining and satisfying, these activities broaden your interests and help you to develop many extra skills. Minneota High School offers the following activities for our students:

Music

We are proud of our music programs and their exhibitions during the school year at various sporting events, fine concerts, competitions, and other public appearances. Its pep does much for our fine school spirit. Musicians are made through practice; they are not born musicians. If you are interested in music, reach out to the music instructors. If you do not have an instrument, some may be available for your use. A rental fee for certain instruments will be charged.

Speech

Minneota High School participates in speech activities sponsored by the Minnesota State High School League. The fields include Oratory, Dramatic Reading, Extemporaneous Reading and Speaking, Humorous Selection, Story-Telling and several other categories. Here is a challenge to develop diction, confidence and poise. Participate in speech activities!

Drama Activities

In the fall, MHS will produce either a musical or a play. The genre of the production will be at the discretion of the director. Plays are selected by the director and approved by the administration. The cast is selected by tryouts, which are open to all students. Those interested in trying out will be asked to attend a meeting where information concerning the production will be presented. In winter, MHS will offer One-Act Play sponsored by the Minnesota State High School League. Play selection will be determined by the director. Cast and technical crew will be selected through tryouts by the director. Opportunities will exist to perform the play for our community as well as at the MSHSL competitive level.

Visual Arts

Minneota High School has added Visual Arts as an MSHSL competitive activity for the 2025-26 school year. This is a yearlong activity where participants will have the opportunity to showcase their artistic talents for an opportunity to participate in a statewide show in the spring.

Athletics

Minneota participates in eleven interscholastic sports. They include football, cross country, and volleyball in the

fall; basketball, wrestling, hockey, and dance team in the winter; softball, baseball, track, and golf in the spring. We are members of the Camden Conference in basketball, volleyball, track, cross-country, baseball, softball, and dance team. We are a member of the Southwest District North Sub-District for football. Minneota is a member of the Minnesota State High School League. We are in a co-op with Canby for dance, cross-country, track and softball. Minneota hosts softball and the others are held in Canby, including practices. We are in a co-op with Marshall for hockey, and Marshall is the host for that sport.

Our eligibility rules are those of the Minnesota State High School League, supplemented by local rules to govern special situations. We expect our athletes to be well behaved off the field as well as on. While every effort is made to have excellence in athletic achievements, emphasis is mainly on good sportsmanship and fair play.

FCCLA Organization

Family, Career and Community Leaders of America is a dynamic and effective national student organization that helps young men and women in grades 7-12 become leaders and address important personal, family, work, and societal issues through Family and Consumer Sciences Education.

Chapter projects focus on a variety of youth concerns, including teen pregnancy, parenting, family relationships, community service, substance abuse, peer pressure, environment, nutrition and fitness, teen violence, and career exploration.

Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life--planning, goal setting, problem solving, decision making, and interpersonal communication--necessary in the home and workplace.

To be eligible, a student must be enrolled in a Family Consumer Science class or have had one year of Family Consumer Science class.

Robotics

The Robotics program is designed to explore the current and future use of automation technology in industry and everyday use. The students will receive a comprehensive overview of robotic systems and the subsystems that comprise them.

FFA

The FFA organization promotes agriculture and premier leadership through hands on experience. FFA prepares students for life after high school; whether that be college or in a career field. Students have the unique opportunity to travel to conventions and meet other FFA members as well as exciting leadership training.

Clay Target League

The Clay Target League is offered through Community Education and is an extracurricular coed activity for students in grades seven through twelve who have their Firearms Safety Certification.

MSHSL State Qualification Policy

The top five shooters, based on competition averages, will be selected to represent the Minneota Clay Target League at the Prior Lake competition.

Competition average scores are calculated by combining the shooter's regular season average with their score from the Alexandria competition.

Tiebreaking procedures are as follows:

The shooter with the higher score at Alexandria will advance.

If a tie remains after comparing Alexandria scores, the tie will be broken using a reverse run method (evaluating the most consecutive targets hit from the end of the round backward).

Student Council

The Student Council is an organization of students selected to serve as their official representatives in matters of concern to the entire school in areas where the council has been given power and authority by the administration. It is comparable to a lawmaking body in that student members are elected to represent and speak for the group.

In the spring, students apply for officer positions and a faculty committee selects officers from the applicants. Officer positions are president, vice-president, secretary, treasurer, and parliamentarian to serve as executive officers for the council. If we have a regional or state officer in our school, they are automatically a member of the council.

National Honor Society

The Viking Chapter of the National Honor Society has as its objectives to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in students of Minneota High School. Membership in this chapter is based upon scholarship, service, leadership and character. To be eligible for membership, candidates must meet G.P.A. requirements. Their eligibility shall then be considered on their service, leadership and character. Selection is by the NHS Faculty Council and is limited to Juniors and Seniors.

Knowledge Bowl

Minneota offers Knowledge Bowl to students in grade 7-12. Knowledge Bowl is an interdisciplinary academic contest that combines intense competition with the incredible skill of knowledge recall. Team members work cooperatively to solve oral and written questions while teams race against each other to be the first to answer the question correctly.

AWARDS PRESENTATION

Awards may be presented to students at the conclusion of the activity. Coaches/directors may hand out all awards, with the paper being notified so that an article with accompanying picture can be placed in the *Minneota Mascot*.

AWARD SYSTEM

It is the hope that all students will take part in some extra-curricular activities. School will be more interesting and valuable with participation in some extra-curricular activity.

In some cases, it will take more than one year to earn a letter. Registration for each activity is done in Arbiter and records are kept online. Reports are available upon request. In most activities, you will be awarded a letter when you first earn it. See specific activity in the section below for an explanation of the types of awards to be given. In no case will any awards be given if the student is not in good standing at the time the letters are awarded.

The coaching staff/advisor/director of a particular activity has the option to letter a student/athlete based on predetermined criteria they have established for that activity.

If any suspensions occur during the season, the student will not letter in that activity. They will receive a participation certificate. The season will be defined from the first day of practice as defined by the MSHSL to the last contest for the team or individual.

Winning a letter in Athletics/Activities at Minneota High School

1. Point System

A player must attain one-third plus one of the number of quarters in football and the same number of innings in baseball and softball. For basketball one-half plus one number of halves. For example, if we have 7 games this would equal 28 quarters. One-third of 28 is 9 plus 1 would equal 10 quarters that a player would have to participate in.

Players can also letter if they are a member of the tournament team.

Dance athletes will letter if they are on the varsity team and participate in the end of the year tournament. Should an injury or other unique circumstance take place, coach/advisor discretion will be used in the lettering process.

Wrestlers will be awarded letters if they

- participate in one-third of the varsity matches, or
- earn ten team points, or
- are a member of the tournament team, or
- distinguished themselves or team in outstanding manner, or
- Senior with the team for three years.

Girls' golfers must average under 60 and participate in 3/4 of the matches or (2) place in district, or (3) participate for three years but not earn enough points (Senior only).

Boys' golfers must average under 50 and participate in 3/4 of the matches, or (2) place in district, or (3) participate for three years but not earn enough points (Senior only).

This alone would not entitle a player to a letter. The following will also be taken into consideration:

Injured Player: Anyone injured/medical disability during the course of the season who the coach/advisor in his/her opinion would have lettered will be awarded one.

In addition, a participant must complete the regular season/activity period to be eligible for a letter.

Student Manager: Must complete two years of duty in the same sport from grades 7 through 12 to the satisfaction of the coach/advisor to receive a letter.

2. Type of Awards

A. Emblem - A participant may get a letter "M" for the first time in grades 7-12 providing he/she has met these activity requirements. An individual will receive only one emblem.

B. Insignia - Given to participants the first time they letter.

C. Gold Bars & Certificates - Gold bars and certificates will be given to participants each time a letter is earned.

Policy for Lettering in Senior High Band

Letters and music emblems shall be awarded on a point basis. To be entitled to a band emblem, a student must earn a total of 18 points. Points start accumulating at the beginning of the student's 9th grade year. The points earned are cumulative through the course of the student's band career.

One point shall be granted to each member of a group for each public appearance of the group, other than assembly program, band/choir concerts, parades and graduation. Public appearances include pep band performances, solo/ensemble contest, large group contest and other performances outside of the school day that are not a part of your quarter grade.

Soloists and ensembles taking part in the section/state contest will receive 3 points for a superior rating, 2 points for an excellent rating, and 1 point for participation if a superior or excellent rating is not scored.

An accompanist will receive 1 point for accompanying a soloist or ensemble.

Seniors will receive a letter their final year if they have not received one previously in band.

Chorus

To be entitled to a choir pin, a student must earn a total of 15 points through participation in extra-curricular choral activities. At least eight of these points must be earned in public appearances and contests.

Ways to earn points:

1. Regular attendance at rehearsals - 1 point for each semester.
2. Participation in each public appearance of an ensemble - 1 point per event.
3. Solo/small ensemble opportunities within the large ensemble - 1 to 3 points each year.
4. Accompanying opportunities - 1 to 5 points (based on quantity and quality of services provided) each year
5. Solo and small ensemble participation in sub-section and/or region/state contests - Superior rating = 3 points; Excellent rating = 2 points; Participation = 1 point

Ways to lose points:

1. Unexcused absences - 1 point for each occurrence.
2. Ineligibility at the time of a major performance or contest - 2 points for each occurrence.

Points start accumulating at the beginning of each academic year with letters awarded based on total points earned as of May 5. Seniors in good standing may be awarded a letter at the discretion of the director even though they may not have earned the necessary 15 points.

Speech Activities

1. 25 points are necessary to secure a letter
2. Breakdown of points
 - Participating in regular season meets 5-10 pts.
 - Participating in the Sub-Section contest 15-20 pts.
 - Participating in the Sectional contest as either an alternate or a contestant 25 pts.(Points are awarded at coach's discretion)

Drama Activities

1. 25 points are necessary to secure a letter
 - Earning a Letter in Drama (Theater)
 - To be entitled to a drama pin, a student must earn a total of 25 points in a school sponsored production. Ways to earn points:
 - 1) Participation as an actor/actress
 - 10-15 points for a leading role
 - 8-10 points for a supporting role
 - 5-8 points for a small role
 - 2) Participation in various support crews (set construction, lighting, costumes, make-up, etc.)
 - 5-10 points based on degree of commitment
 - 3) Student Director
 - 10-15 points
 - 4) Member of the orchestra (for musical productions)
 - 10 points

Ways to lose points:

- 1) Frequent unexcused absences from rehearsals or performances
 - -1 point
- 2) Ineligibility at the time of a major performance or contest
 - -2 points for each occurrence

2. One-Act Play Contest

Lead 10 pts.
Other Roles 5 pts.
Student Director 10 pts.
Technical Crew 5-10 pts.
Advancing to Regional Contest 10 additional pts.

Outstanding Actor or Actress Award 5 additional pts.

3. Three-Act Plays

Lead 10-15 pts.

Other Roles 5-10 pts.

Student Director 10-15 pts.

Stage Manager 10-15 pts.

Technical Director 10-15 pts.

Orchestration 10-15 pts.

Technical Crew 5-10 pts.

(Points are awarded at director's discretion)

When enough points are accumulated, a letter will be awarded. A dramatics emblem is to be awarded at the same time as the letter.

Knowledge Bowl

Letters and emblems shall be awarded on a point basis. Points are earned by attendance at practice, attendance at meets, and achievement at meets. Points will be earned as follows:

Practice Points: Attend a minimum of 80% of the practices 25 points
Attend between 50% and 79% of the practices 15 points
Attend less than 50% of the practices 0 points

Meet Points: Attend a minimum of 80 % of the meets 25 points
Attend between 50% and 79% of the meets 15 points
Attend less than 50% of the meets 0 points

Excellence points: Place in the top 5 at the region level 20 points
Place in the top 10 at the region level 15 points
Place in the top 15 at the region level 10 points
Place in the top 20 at the region level 5 points

A total of 60 points will earn a letter. Points will carry over to the following year.

Visual Arts

Letters and emblems shall be awarded on a point basis. Points are earned by attendance at practice, attendance at meets, and achievement at meets. Points will be earned as follows:

1. COURSES:

a. Complete four semester courses in the Visual Arts with an exception of a minimum of two courses for graduating classe of 2026

b. Maintain a 3.2 or higher G.P.A. in all Visual Arts classes

2. CHARACTER:

- a. Exhibit Respect, Responsibility, Character, and Pride!
- b. Show leadership and kindness to others in the Visual Arts classroom (i.e. class discussions, responsibility of materials, helpful to others)

3. COMPETITION:

- a. Exhibit original art work in shows and competitions (2 minimum): this includes but is not limited to the, MSHSL regional or state Visual Arts section 3A, MHS Fine Arts Showcase, Lyon County Fair, Other as approved by advisor.

GUIDELINES FOR EXTRACURRICULAR ACTIVITIES

The eligibility rules of the Minnesota State High School League and those of the Board of Education will apply to all extra-curricular activities at Minneota Junior and Senior High School. All forms necessary for participation must be completed and turned into the high school office prior to the start of scheduled activity.

I. Extra-Curricular Activities Policy on Truancy

A participant, who is truant or who has an unexcused absence from school will be dealt with on an individual basis by the high school principal and/or activities director based on the length of the truancy or unexcused absence.

Students, who receive detention from teachers for disciplinary reasons and, therefore, miss practice, will fall under the rules imposed by their respective coaches. Information concerning rules for specific activities will be handled as stated in the "Rules and Regulations Manual" regarding student activities.

II. Extra-Curricular Activities Rules and Regulations

Violations related to MSHSL will fall under the guidelines of the MSHSL. Refer to the MSHSL handout for these guidelines.

III. Activities not covered by the Minnesota State High School League will fall under district rules/regulations.

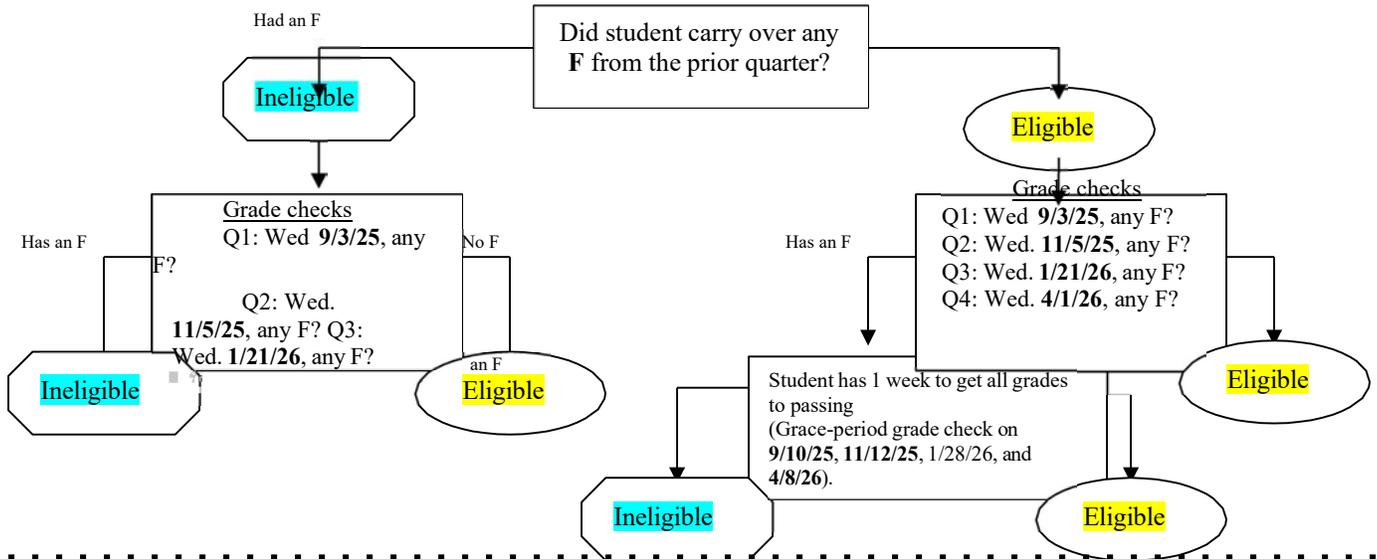
Any student who is involved or will be involved in school sponsored activities, not covered by the Minnesota State High School League, found in violation of the district rules/regulations shall be ineligible for two weeks or one contest/event, whichever is greatest. Consequences for similar violations (i.e. chemical or code of conduct) during the same school year will be cumulative and will be subject to ineligibility for the following

Second violation: 6 events, 3 weeks or 21 calendar days, whichever is longer

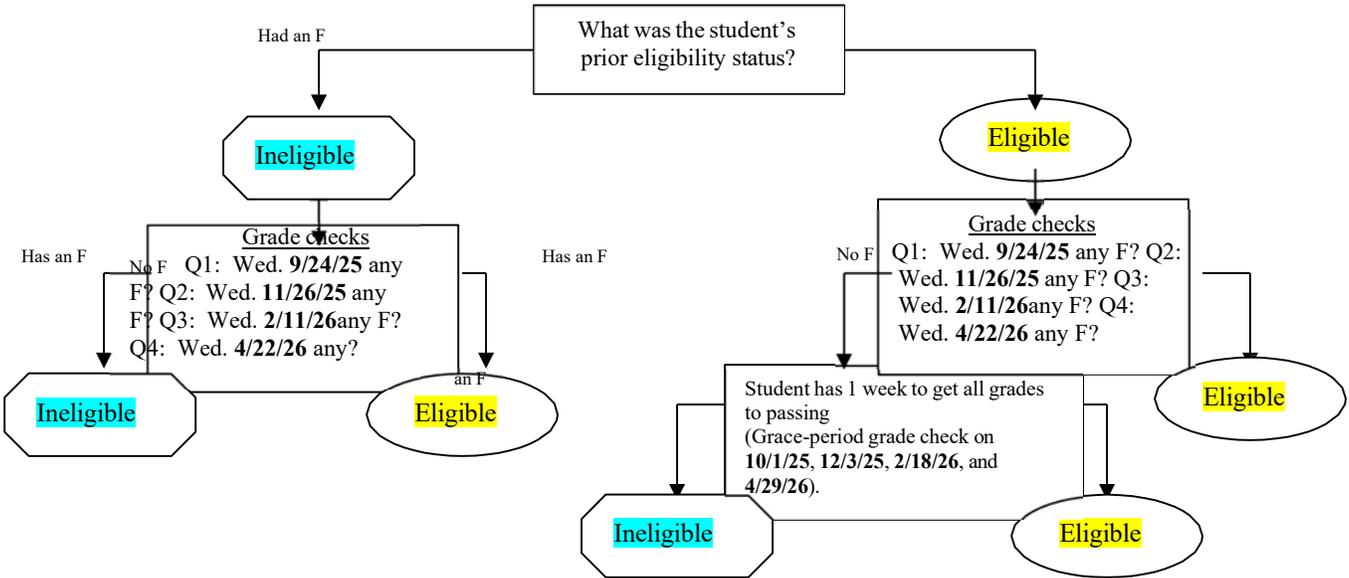
Third violation: 12 events, 4 weeks, or 28 calendar days, whichever is longer

Minnesota High School Academic Eligibility Procedure 2025-26

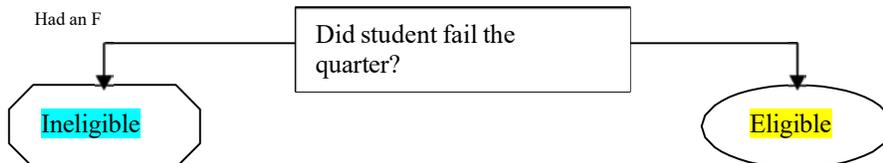
*Academic Eligibility verification procedure to use for the beginning of a Quarter until week 3 of a Quarter.



*Academic Eligibility verification procedure to use for week 6 of a quarter.



*Academic Eligibility verification procedure to use for the end of the Quarter.(Oct 16, Jan 3, Mar 12, May 21)



Students with disabilities will not be discriminated against. All IEP's are to be followed by the teachers/district

Academic Eligibility

Student education is the number one priority of Minneota Public Schools. Grade checks and progress toward graduation will be completed by members of the administration according to the flowchart above. All students that participate in activities are subject to grade checks. This includes all public and parochial students, PSEO students, Online students, Home School students and those that participate on a team as part of a co-op agreement.

If a student is ineligible at grade check and has not been ineligible prior to that grade check, they will be given a 1-week grace period to get their grade to a passing mark. If they are not passing at the end of this grace period they will become ineligible. If a student is ineligible at grade check and was ineligible at the check prior, they will be ineligible until the next grade check. If a student is ineligible at the end of the quarter, there is no grace period. The ineligibility will be in effect until the next grace period.

Students that are on grace period are allowed to practice and compete during that week of grace period. Students that are ineligible are allowed to practice but cannot compete in events, travel with the team, dress for events, or sit on the team bench.

Conflict Resolution Process

If participants or parents have concerns, they will need to follow the appropriate chain of command. The appropriate chain is as follows:

1. Participant meets with Team Captains
2. Participant meets with Coaches
3. Participant & Parents meet with Coaches
4. Participant, Parent & Coaches meet with Activities Director
5. Participant, Parent, Coaches & Activities Director meet with High School Principal

As your student becomes involved in the programs at Minneota High School, they will experience some of the most rewarding moments of their lives. However, it is important that they understand that there may also be times when things do not go the way you or your child wishes. At these times, discussion with your child and their coaches is encouraged.

Examples of These Situations

- Treatment of your student, mentally or physically
- Ways to help your student-athlete improve
- Concerns about your student's attitude
- Academic support and possible college opportunities

It is very difficult to accept your student is not playing as much as or in the role you may hope. Coaches/advisors/directors are professionals; they make judgments based on what they believe to be best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other situations should be left to the discretion of the coach.

Examples of These Situations

- Team Strategy
- Other student-athletes
- Playing time

Coach/Parent Conferences

There are situations that may necessitate a conference between the coach and parents. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. The following steps should be followed to help promote resolution.

- Conflicts should first try to be resolved between the student-athlete and the coach. No parent meeting will take place before that happens.
- Parents should call or email the coach to set up a meeting time. Coaches will return calls or emails in a timely fashion.
- Meetings will be held in a professional setting in the school building during school/professional time. If emotions rise to an unreasonable level during the meeting, it will be ended and rescheduled.
- It is inappropriate to approach a coach unscheduled, immediately prior to, during, or at the conclusion of a contest. Meetings of this nature do not promote resolution.
- If, after a good faith attempt to discuss a situation or resolve an issue without reasonable satisfaction, the next step is to call the activities director to discuss the situation.
- If it is deemed that any behavior by parents and/or fans is excessive and out of control consequences may include removal for the competition, suspension from attending 1 or more events or being served with trespass.

Both parenting and coaching are extremely difficult vocations. By understanding each position, we are better able to accept the actions of the other and provide greater benefits to our student -athletes. As a parent, when your student becomes involved in one of our programs, you have a right to understand the expectations put on them. This begins with clear communication from the coaches in charge of each program.

Communication Expected from Coaching Staff

- Philosophy of the coach
- Locations and times of all practices and contests
- Any team rules or requirements
- Discipline policy and anything that might result in the denial of the student's participation

Communication Coaches Expect From Parents

- Concerns expressed directly to the coach
 - Notification of any schedule conflict
 - Specific concerns with regard to the coaches' philosophy and/or experience.
- **Communication between Parents and Students (not your own child)** Parents should not engage in conversation with other students that is degrading to other students or coaches. It also should not solicit requests of the student to circumvent the game strategy or instruction of the coaching staff.
 - This form of communication may be considered bullying or harassment of a minor child and will not be tolerated. Appropriate actions will be taken by the school in such instances.

Attendance

Each athletic participant and coach/advisor/director representing Minneota Public School shall dress and conduct himself/herself in such a manner that he/she brings credit to the school and community. In order for a student to participate in a practice, or event, he/she must be signed in by 10:00am if absent due to illness. Any student who leaves school ill after 10:00am for any length of time is not allowed to participate in practices or events.

Exceptions will include dental/medical/legal appointments, family emergencies, funerals, religious instructions and/or school related activities. A note must accompany all appointments from a parent per standard district procedure. The Activities Director or Principal must approve any other exceptions.

Additional Team Rules

Coaches/activity directors shall publish any additional training rules of the squads and file a copy of the training rules with the Principal and Activities Director. Such rules are to be clear, concise, and capable of practical enforcement. If a coach has rules other than those listed in the Manual, a copy must be given to the students, Activities Director, and High School Principal. The School Board must approve these rules.

Incriminating Evidence

If the administration is alerted to Internet sites, photos, or other evidence of a breach in MSHSL rules, an investigation will ensue. Photos of possession (holding tobacco products, drug paraphernalia, or alcoholic beverages) will be treated as a violation.

Level of Play

A student/athlete may only play at one level lower than the highest level that the coaching staff place the student/athlete. Example: If a student/athlete dresses for the varsity team, he/she can only play at the B squad or JV level. If the student/athlete is moved up to a higher level during the season, that level will be considered the “new” highest level.

Supervision

It is the responsibility of the advisor/coach to maintain supervision at all times, with special attention given to this duty, when overnight lodging of participants is required. Only those participants involved directly in the activity are to be allowed at the lodging site, with exception being members of the immediate family.

Student Managers

Student managers are an integral piece of each team/activity. Students that wish to be a team manager must inquire with the coach/advisor of the team about available opportunities. Coaches/advisors will give instructions and duties that they need the student managers to complete at practices and competitions. Student managers are expected to follow all MHS, MSHSL and team rules and are subject to the same consequences as those participating in the activity.

Cameras in Locker Room

Pursuant to MSHSL and Minnesota Public Schools rules, the use of cameras in the locker room, bathroom, athletic training room, or other area where students change clothing or where a student’s personal medical/injury status may be disclosed is prohibited. We understand that students may keep a smart phone in their gym locker and play music from it (music that is not profane or offensive) – that this activity is not prohibited. However, the use of cameras in these locations is strictly prohibited. If your child notes an object or action that violates MHS or MSHSL code of conduct, they should notify a coach or school personnel immediately. Violations of this MSHSL policy may include MHS disciplinary steps and or an MSHSL code of conduct violation.

Transportation Policy

Minneota Public School provides transportation from the Minneota Public School to the sponsored activities, and back to the Minneota Public School for all students involved in school sponsored activities. The Ivanhoe School District will be responsible for transporting students to the Minneota Public School, and back to Ivanhoe for Minneota Public School sponsored activities. The shuttle bus is determined by the Ivanhoe Board of Education and is subject to change. Any questions regarding the Ivanhoe Shuttle Bus should be directed to the Ivanhoe School.

All students are to ride on the buses to and from school sponsored activities unless there is a specific and valid reason as to why they will be riding with their parents or an approved adult who is not a student in high school to or from the activity. If this is the case, the parent will submit in writing the reason as to why their son or daughter should be permitted to use this alternate form of transportation. This request must be received by email no later than noon of the day of activity. The high school principal, activities director, or coach who will decide whether to honor such request will review this request. Any changes or cancellations need to be reviewed by the proper personnel.

Parents must talk to the coach and provide a written note when they (parents) are going to provide a ride home for the student. A parent may request that their son or daughter ride home with an approved adult who is not a student in high school. If the student rides home with their parents or an approved adult who is not a high school student, the **Parent** will submit the request to the high school principal, activities director or coach in writing by noon of the day of competition the reason as to why their son or daughter should be permitted to use this alternate form of transportation and who will be driving. Failure to comply with this policy will result in the student riding the school provided transportation.

Co-op activity transportation. Minneota will provide transportation for our co-op activities held at Canby High School. Students should ride the school provided transportation to and from all practices held in Canby. With parental permission, a student with a valid driver's license may transport themselves to and from practice. If a student wishes to ride with another student to and from practice both the parents of the student providing the transportation and the parents of the student riding with the student must give written permission to the Activities Director.

Parents must provide written permission to the Activities Director for their child to transport themselves. If a student rides school transportation to Canby for practice, it is expected that they will ride this transportation back to Minneota. If the student will be staying in Canby, parental permission must be provided in writing to the Activities Director prior to 12:00pm.

If a student misses the bus to a competition they will not be allowed to transport themselves to the event even with parent permission. A parent may bring them to the competition, however team rules on being allowed to dress, sit on bench or play will be followed. Please note the team bus will not stop at a residence to pick up a student that has missed the bus.

****School administrators have the ability to exercise discretion regarding the above transportation policy.**

Scheduling Procedure for Use of District Facilities

Any staff member who wishes to use the school building for an organized activity, outside of normal school day, must follow the below procedures:

1. Meet with the Activities Director to discuss proposed activity:
 - A. purpose of activity,
 - B. scheduled dates and times for use of the school building, i.e. gymnasium, classroom, study

hall room, weight room, etc.
C. staff who will supervise the activity,

D. To register for the Facilities Scheduling Service please select the Facility Scheduling link on the Minneota Public Schools website.

2. Responsibilities

- A. keep track of all equipment used and make sure it is properly cared for (equipment must be used at school facilities),
- B. properly supervise all activities,
- C. make sure facilities are properly taken care of and cleaned up following activity,
- D. provide documentation of liability and student insurance as deemed necessary.

Note: This would also pertain to activities not sponsored by Minneota Public School District

Student Accident Insurance

STUDENTS ARE REQUIRED TO REPORT ALL ACCIDENTS TO THE OFFICE WITHIN 24 HOURS OF THE OCCURRENCE SO THAT A WRITTEN REPORT CAN BE FILED.

Participation Fees and Registration

All students in grades 7-12 must pay a designated participation fee per activity before they will be allowed to participate in any contests. **The fee must be paid before the first scheduled contest.** If the fee is not paid, the student will not be allowed to compete until the fee is paid. If a student/athlete cannot pay the participation fee, a sliding scale is available by contacting the Activities Director or the District Office. There will be a family cap of \$460, Senior High Individual Cap of \$265 and a Junior High Individual Cap of \$215.

Blue Category Activities			Gold Category Activities		
Fall Activities	9-12 Fee	7-8 Fee	Activity	9-12 Fee	7-8 Fee
Cross Country	\$ 110.00	\$ 85.00	Competition Band	\$ 20.00	\$ 10.00
Football	\$ 110.00	\$ 85.00	Competition Vocal	\$ 20.00	\$ 10.00
Volleyball	\$ 110.00	\$ 85.00	Speech	\$ 60.00	\$ 30.00
Winter Activities	9-12 Fee	7-8 Fee	Robotics	\$ 60.00	\$ 30.00
Basketball	\$ 110.00	\$ 85.00	FCCLA	\$ 60.00	\$ 30.00
Dance	\$ 110.00	\$ 85.00	FFA	\$ 60.00	\$ 30.00
Wrestling	\$ 110.00	\$ 85.00	Knowledge Bowl	\$ 50.00	\$ 25.00
Hockey	\$ 110.00	\$ 85.00	Math Counts	\$ 50.00	\$ 25.00
Spring Activities	9-12 Fee	7-8 Fee	MSHSL Visual Arts	\$ 50.00	\$ 25.00
Baseball	\$ 110.00	\$ 85.00	Fall Musical/Play	\$ 60.00	\$ 30.00
Golf	\$ 110.00	\$ 85.00	One-Act Play	\$ 60.00	\$ 30.00
Softball	\$ 110.00	\$ 85.00	Clay Target	\$ 60.00	\$ 30.00
Track	\$ 110.00	\$ 85.00			
Free-Meal students pay 25% of the Activity Fee					
Reduced-Meal students pay 50% of the Activity Fee					
Individual Cap/Maximum is \$215 for Junior High & \$265 for Senior High					
Family Cap/Maximum is \$460					

***Free & Reduced Rates Determined by submission of Free & Reduced forms

Reimbursements

If a student has paid their participation fee and then decides to quit the activity during the two-week pre-season practice time, they will be reimbursed 100% of the participation fee. If you cancel out of an athletic/fine arts activity, notification must be given to both the Activities Director and the coach prior to the start of the first official contest/game to be given a full refund.

Once the activity has had its first official contest/game, you will not be eligible to receive a full or partial refund. If cancellation is due to an injury, please contact the Activities Director at 507-872-6532 ext.1141. A doctor's note will be needed to have on record. Refunds due to injury will be handled on a per-case basis.

Injuries/Illness

If a student has an injury or illness that requires surgery, hospitalization, concussion or other health issue that requires extended care and note of clearance to participate must be received by the Activities Director. This note of clearance must come from the primary doctor of record for the injury/illness. In the case of concussion, this clearance must be received from the partner doctors of our Athletic Training Provider.

Air Quality Guidelines

BACKGROUND / AQI / WILDFIRES

Increasing incidence of wildfires and other pollutants affecting air quality have led institutions to attempt to determine when and where it is safe for practice and competition in athletics. There is currently little medical, or data driven guidance for participation in athletics. Furthermore, in competitions there is the added concern of safety for spectators, officials and working personnel.

The air quality index (AQI) is a nationally uniform index promulgated by the Environmental Protection Agency (EPA) for reporting and forecasting daily air quality across the country. It is used to report information about the most common ambient air pollutants, including particulate matter (PM_{2.5} or PM₁₀) and ozone. The AQI uses a normalized scale from 0 to 500 and provides associated health-based descriptors for each category; it is based on a full 24 hours of data.

Air quality conditions can change rapidly, especially when air quality is affected by smoke from wildfires. In addition, air quality conditions can vary significantly from specific locale to specific locale and a general AQI for a region, metropolitan area or local area may not accurately reflect air quality at a specific athletic venue within or adjacent to those areas.

The AQI was developed for people living and working in an area with poor air quality and not specifically for those participating in athletic activity. Short-term exposure to temporarily poor air quality may primarily be of risk to those with underlying health conditions and is of unknown risk for healthy individuals. Poor air quality may be more concerning in highly polluted areas with chronic poor air quality compared to short-term exposure associated with wildfires. As a result, duration of exposure, type of exercise, as well as anticipated air quality over a period of time should be factored into athletic participation decisions.

Whenever there are concerns about air quality related to the health and safety of student-athletes during practices or competitions, the AirNow tool provided by the US Environmental Protection Agency is the primary tool to be used to make decisions about the efficacy of outdoor physical activity. AirNow.Gov is a multi-agency web site operated by the EPA that reports air quality using the AQI and estimates the air quality for each hour within a given region. Although AirNow.Gov does not provide venue specific air quality readings, using AirNow.Gov to obtain AQI and particulate matter information can be helpful in providing estimates for a specific venue and educating the public about current conditions. The Air Quality Index (AQI) is a color-coded index informing users about the quality of the air and its relationship to health.

There is a direct link of increased health risk for asthmatics as well as others with cardiac conditions such as heart attacks, strokes, and irregular cardiac rhythms when engaging in physical activity with poor air quality. It is the responsibility of the host athletic trainer to determine when an event should be suspended and when it is safe to return to play as the result of air quality concerns. There are three reasons why otherwise healthy athletes are at special risk for inhaling pollutants. First, as physical activity increases minute ventilation, the number of pollutants that are inhaled relative to when the athlete is at rest increases. Second, during activity, a larger proportion of air is inhaled through the mouth, which bypasses the body's built-in nasal filtration system. Third, pollutants are inhaled more deeply and may diffuse into the bloodstream more quickly during physical activity. These risks are heightened in athletes with pre-existing pulmonary or cardiac conditions

1. When the AQI is between 101 – 150, student-athletes with preexisting conditions affecting their cardiac or respiratory systems should be closely monitored by the athletic trainer. If there are any signs or symptoms of distress, the student-athlete is to be pulled from the practice/competition. Practices should decrease in both duration and intensity. Practices should not be longer in duration than 2hrs. Rest breaks and substitutions should be utilized to decrease breathing rate when possible. General air quality warnings need to be provided to the spectators, guests, and coaches at the venue describing the risk of prolonged exposure to poor air quality.

2. When the AQI is at 151 – 200, student-athletes with preexisting medical conditions should be removed from participation, as the air quality is unhealthy. Some members of the general public may experience adverse health effects, and those participants from sensitive groups (respiratory and cardiac preexisting conditions) may experience more serious health effects. At this rating practices should not last longer than 90min. Rest breaks and substitutions should be utilized to decrease breathing rate. No conditioning or fitness testing should be done outside. If possible, practice should be moved inside. General air quality warnings should be provided to the spectators, guests, and coaches at the venue describing the risk of prolonged exposure to poor air quality.

3. When the AQI is at 201 or greater, outdoor physical activity should be discontinued as the rating is very unhealthy; meaning that a health alert is in effect and there is increased risk of adverse health effects for everyone. General air quality warnings should be provided to the spectators, guest, and coaches at the venue describing the risk of prolonged exposure to poor air quality. When the AQI drops below 200 and the forecast indicates that weather patterns are favorable for the air quality to remain below that threshold, return to play is permissible.

Air Quality Index Chart Link: <https://airnow.gov/index> AQI Basics for Ozone and Particle Pollution

Daily AQI Color	Air Quality Index	Visibility	Description of Air Quality	Activity Modifications
Good Green	0 to 50	15 miles and up	Air quality is satisfactory, and air pollution poses little or no risk	None. Athletes' w/asthma should keep inhalers at hand and pretreat before exercise as directed by their healthcare provider.
Moderate Yellow	51 to 100	8 to 14 miles	Air quality is acceptable. However, there may be a risk for some people, particularly those who are unusually sensitive to air pollution.	Athletes' w/asthma should keep inhalers at hand and pretreat before exercise as directed by their healthcare provider. All athletes' w/respiratory illness should limit outdoor activity, monitor symptoms and reduce/cease activities.
Unhealthy for Sensitive Groups Orange	101 to 150	3 to 7 miles	Members of sensitive groups may experience health effects. The general public is less likely to be affected.	Consider postponing/delaying/relocating events, especially high exertion sports (i.e. soccer, cross-country). Activities over 2hrs should decrease in intensity and duration. Add rest breaks or substitutions to lower breathing rates.
Unhealthy Red	151 to 200	1.5 miles to 2.5 miles	Some members of the general public may experience health effects; members of sensitive groups may experience more serious health effects	Consider postponing/delaying/relocating events, especially high exertion sports (i.e. soccer, cross-country). Activities over 90 min should decrease in intensity and duration. No intense conditioning/fitness should be done outdoors. Add rest breaks or substitutions to lower breathing rates. If possible, move practices/events indoors.
Very Unhealthy Purple	201 to 300	1 mile	Health alert: The risk of health effects is increased for everyone.	Postpone/delay/relocate outdoor sport events. Move all practices indoors.
Hazardous Maroon	301 and higher	> 1 mile	Health warning of emergency conditions: everyone is more likely to be affected.	Cancel all outdoor events or relocate to another site.
Note: Values above 500 are considered beyond the AQI. Follow recommendations for the "Hazardous category." Additional information on reducing exposure to extremely high levels of particle pollution is available here.				

Forms

All mandatory forms must be turned in by the first scheduled practice. If the forms are not turned in by the first practice, the student will not participate. This includes registration for activities. If a student is not registered for the activity they are participating in, they will not be allowed to participate until they are registered. Students participating in all Blue Category Activities must have a valid physical on file every 3 years. Activity fees must be paid prior to the first competition. If fees are not paid, the student will not be allowed to participate.

Infractions

All infractions, whether by an employee or student of Minneota Public Schools, will be governed by the Minnesota State High School League Policies, Minneota High School, and at the discretion of the Minneota school administration.

MSHSL Bylaws

Minneota High School will follow all rules as outlined in the MSHSL Bylaws.

Playing Time Guidelines

Minneota School District encourages all students to participate in any extra-curricular programs offered by the district. The district will do all it can to provide staff, equipment, and facilities for these programs. Coaches,

students and parents need to understand that there can sometimes be limitations and restrictions to the amount and level of participation that can be made available to the student.

Playing time is a concern for parents and players. Our coaches recognize the value of game experience in the development of players and will make efforts to provide that experience. In order for a student to learn the value of hard work, cooperation, and teamwork, the playing time of a participant will be based on many factors as listed below, and assuming all other team rules are being followed. Playing time is recognized as a coach's decision and based on a player's:

- Attendance at practice
- Performance at practices and in competitive situations
- Attitude
- Effort
- Commitment to the team
- Player/situational match-ups

Junior High (grades 7 and 8): This is an age where exploration of the activity occurs, and fundamental skills are emphasized. While playing time will be provided for every participant, practice also plays a very significant role in the overall development of a player. Skill development, introduction to competition, and teamwork are the emphasis, while winning is a secondary goal.

C squad: Participation and individual development for all students remain the focus of the activity, but now winning will not necessarily be sacrificed so everyone can have playing time. The coach is now charged with the beginning stages of developing those who have worked hard, shown exceptional skill, and have dedicated themselves to that activity. However, the coach will still see that everyone gets some meaningful playing time throughout the course of the season. Skill development, fundamentals, sport concepts and teamwork are emphasized.

JV: Consisting of a wide range of grade levels, the main objective of participation here is to continue development of those participants who have worked to improve their skills, while providing student athletes with opportunities to achieve success at the varsity level. While all members of the team will continue to be seen as “developing”, and continue to receive some playing time, the amount of playing time at this level will be weighted toward those who are more skilled and developed as deemed by the coaching staff in accordance with the Playing Time Guidelines above. Teamwork and skill development continue to be the emphasis.

Varsity: The goal of the varsity squad is to provide the most competitive team possible to represent Minneota High School, while adhering to the principles of sportsmanship, teamwork and cooperation. This will consistently mean playing the best available athletes within roles designed by the coach to produce the most success possible for the team. Playing time will be given to those who will help the team attain these objectives. In situations where an individual may not understand why playing time is limited, the coach is expected to explain, upon request, what will be necessary in order for playing time to increase. Everyone must remember that this is competitive interscholastic athletics and that the amount of playing time will not be guaranteed.

MSHSL 9th Grade Governance

Starting with the 2025-26 school year the MSHSL Board of Directors and member schools have approved the inclusion of 9th grade students under the umbrella of the MSHSL. What does this change mean?

- Students in 9th grade are now considered High School participants and are subject to all rules and regulations of the MSHSL.
- Students in 7/8th grade cannot participate in more than 1 event versus a team of 9th grade and up students and continue to participate at the Junior High level.
- Students wishing to open enroll and participate in an activity without MSHSL penalty must do so by the end of their 8th grade year in order to be immediately eligible. This does not apply if a student is moving into the district at any point.

Tips on Being a Good Activities Parent

Support Coaches/Directors

Be supportive and positive of coaches/directors in front of your children.

Teach Respect for Authority

There will certainly be times when you disagree with a coach or official, but remember, they are trying their best to be fair. Show good sportsmanship by staying positive.

Open Communication/Dialogue

If there are concerns regarding a situation with a team or staff member, it is imperative that these concerns be addressed first and foremost with the coaches. Student participants must be involved in these discussions as well. There cannot be understanding or potential for change to occur if there is not communication. This should take place in a calm manner, in a professional setting and it is important that the student is present to avoid misunderstandings or misinterpretations of any circumstances or situations.

Reinforce Lessons Being Learned

The coaching staff is teaching while your child is on the court, field, stage, or at contest but you can help by reinforcing things like sportsmanship, and how to deal with success and failure after practices and contests. Help us teach character and the life skills that athletics develop.

Learn Through Failure

It is often said that failure is the best teacher. Help your kids cope with failure in a constructive way. It is okay to be disappointed, but keep the big picture in mind.

Get to Know the Coach/Advisor/Director

Coaches/Advisors/Directors are powerful influences on your kids, so take time to get to know them. Attend any preseason meetings to get to know the coaches'/directors' philosophy, expectations, and background.

Your Child is an Individual

Focus on what your child does well as well as areas they need to improve. Do not compare the progress or success of other athletes.

Stay Rational

Always listen to your child, but remember to stay rational until you have investigated the situation. Remember, there is always another side to the story.

Be a Role Model

Take a good, honest look at your actions and reactions during games, performances, and contests. You have a huge impact on how your student will react to the same situations.

Show Unconditional Love

Make sure your kids know you love them, win or lose.

**20254-20265 BUS RULES AND
REGULATIONS
MINNEOTA PUBLIC SCHOOLS**



MINNEOTA PUBLIC SCHOOLS
504 N MONROE
MINNEOTA, MN 56264
WWW.MINNEOTASCHOOLS.ORG

INDEPENDENT SCHOOL DISTRICT #414

MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264

August 2025⁴

Viking Families and Students:

Welcome to the 2025⁴-2026⁵ school year! Minneota Public Schools and 4.0 Bus Service strive to provide safe and efficient school bus transportation to and from school and for various activities. We are both excited to continue our work together to provide safe and reliable transportation to and from school and school events.

It is necessary to have rules and regulations to protect each student's welfare and to share those rules with students and families. Every child, regardless of age, has a responsibility to follow these rules. They should realize that carelessness, thoughtlessness, or misconduct can cause injury to themselves or their fellow passengers.

Please review the safety rules listed below with your child.

- I. Only students and staff assigned to a school bus by the school authority may be transported.
- II. If your child wishes to ride on another bus to get off at a friend's home, they must present a note to their respective Principal (or their designee) in advance for permission before getting on that bus.
- III. 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.
- IV. Conduct on School Buses and Consequences for Misbehavior
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.

The consequences for school bus/bus stop misconduct will be imposed by 4.0 Bus Service, a Principal or school administrator, and/or 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.

INDEPENDENT SCHOOL DISTRICT #414
MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264

A. School Bus and Bus Stop Rules

The 4.0 Bus Service and the school district school bus safety rules are to be posted on every bus. The Bus Service's and school district's discipline procedures must be followed if these rules are broken. In most circumstances, the consequences are progressive and may include suspension of bus privileges. The school bus driver must report unacceptable behavior to the 4.0 Bus Service manager.

B. Rules at the Bus Stop

1. Get to your bus stop [at least] 3 minutes before your scheduled pickup time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. Do not fight, harass, intimidate, or engage in horseplay.
10. Do not use alcohol, tobacco, or drugs.
11. Follow all other School District policies.

C. Rules on the Bus

1. Immediately follow the directions the driver gives.
2. Sit in your seat, facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. Do not fight, harass, intimidate, or engage in horseplay.
7. Do not throw any objects.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.
11. Eating or drinking on the bus is left to the bus driver's discretion.
12. Follow all other School District policies.

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MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264

D. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes, co-curricular events, and extracurricular events (field trips or competitions). 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. All decisions are made by 4.0 Bus Service in conjunction with the school district.

Consequences for PreK-12 Students

1st offense	Warning & parent notification.
2nd offense	Up to a 3 school-day suspension from riding the bus & parent notification.
3rd offense	Up to a 5 school-day suspension from riding the bus & parent notification.
Further offenses	Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

1. 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 may also result from school bus/bus stop misconduct.

2. 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. Records may also be maintained in the transportation office.

3. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay for such damages ~~{~~~~or make arrangements to pay}~~ within two weeks may result in the loss of bus privileges until paid.

INDEPENDENT SCHOOL DISTRICT #414
MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264

4. 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.

5. Criminal Conduct

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

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MINNEOTA PUBLIC SCHOOLS - MINNEOTA, MN 56264

School Late Starts and School Closing Procedures

Delaying or closing school because of bad weather is a decision that is often made with short notice to students, parents, and staff, although I try to inform everyone as soon as a decision has been made. I have found that a late start due to fog or limited visibility is one of the more difficult decisions, as fog and limited visibility can be spotty or move in after buses are sent out. For me, these decisions are based on common sense, and I make decisions focused on the safety of our students, staff, and families.

Given the weather conditions when school is open, parents may not want to send their child on the bus – while we always want your child in school, we also respect parents’ right to keep their child/ren home. We utilize SchoolMessenger as the initial contact with families when there is an early dismissal, late start, or school is cancelled for the day. Additionally, a list of radio/TV stations that the school contacts are noted in student handbooks.

Several tasks occur before deciding to either delay or close school. Depending on weather and road conditions, the decision on a late start or close for the day is made as early as possible, typically before 6:00 a.m. It is possible that **the** weather will dictate a variation.

If we proceed with a late start, the decision to remain closed or open two hours late is made as early as possible, typically around 8:00 a.m. **Breakfast [free to all students] is still served when school is on a two-hour late start. Morning school activities and field trips will be canceled or rescheduled for another day.**

All school activities, practices, and community education events are canceled if school is closed early or canceled for the day. The Activities Director may make exceptions, in consultation with other school staff and administration.

Once the decision is made to close early, radio/TV stations will be notified, and an announcement is made through SchoolMessenger that the school will be closing, including the time buses will leave. Both staff and students should have an alternate place to stay if the weather does not permit them to go home.

Given the use of cell phones, word travels quickly on school day changes which sometimes is helpful and other times causes confusion. School closing procedures allow staff to have an orderly process for getting the students home safely.

My first priority continues to be the safety and well-being of our students, staff, bus drivers, and families. For questions, please reach out to the elementary, high school, or district office.

In education,



Scott Monson
Superintendent

scott.monson@minneotaschools.org
507-872-6175

Minneota Elementary

20254-20265

Student/Family Handbook



Honor. Respect. High Expectations.

Scott Monson, Superintendent
Heather Anderson, High School Principal
Nicolle Johnston, Elementary Principal
Patty Myrvik, Activities Director

504 N. Monroe
Minneota, MN 56264

<https://www.minneotaschools.org/>

Welcome to Minneota Elementary!

We are delighted that you have chosen Minneota Elementary for your child's education! We value your commitment, advocacy and involvement in your child's education. We look forward to building a partnership with you to achieve the end goal of your child mastering the grade-level standards and showing maturity, independence, and confidence.

We are committed to providing your child with a safe, enriching, and exciting school experience. We believe that every child can learn, and that it is our responsibility to guide students as they learn, grow, and reach academic success.

We look forward to a fantastic school year! Together we can make a positive difference for all our students.

<p>ADMINISTRATION Nicolle Johnston, Elementary Principal/Curriculum Coordinator 507.872.6122 EX 1160</p>	<p>FRONT OFFICE Shannon Sorensen, Elementary Administrative Assistant Allyson Breyfogle, Secondary Administrative Assistant Sandy Minnehan, Administrative Assistant</p>
<p>Preschool Melinda Stiklestad – 4s and ECFE Coordinator Caitlyn Sonnenburg – 3s and 4s</p>	<p>Early Childhood Special Education Hollie Thompson</p>
<p>KINDERGARTEN Jessica Bradley Karen Dalager</p>	<p>GRADE 1 Kristy Schumacher Larissa Damm</p>
<p>GRADE 2 Sue Buysse – Reading, Social Studies, and Science Diane Gillingham – Math, Social Studies, and Science</p>	<p>GRADE 3 Sarah Stassen – Math and Science Heather Webskowski – Reading and Social Studies</p>
<p>GRADE 4 Kim Gades – Reading and Social Studies Jared Josephson – Math and Science</p>	<p>GRADES 5 & 6 Shelby Domeier (6) Reading Kaley Buysse (6) Math Keven Larson (5) Science Erin Walerius (5) Social Studies</p>
<p>MUSIC Jay Knutson – Grades K-5</p>	<p>Grades 5 & 6 BAND / Grade 6 Music John Voit</p>
<p>PHYSICAL EDUCATION Emily Hennen – Grades K-5 and DAPE Joel Skillings – Grade 6</p>	<p>ART Thalia ReisKennar Louwagie</p>
<p>TITLE 1 Sherri Schultze – Reading</p>	<p>SCHOOL SOCIAL WORKER Tiffany Johnson</p>
<p>SPECIAL EDUCATION Cindy Van Keulen – Grades 1-4 Taylor Niska – Grades 4-7</p>	<p>ESL Stephanie Guza</p>
<p>Technology for Grades 4-6 David Moriarty</p>	<p>School Nurses Sara Gorecki Whitney Muhl</p>

If you'd like to contact any staff member via email, use the following template:

firstname.lastname@minneotaschools.org

ACHIEVEMENT

Aside from feeling safe and happy while at school, academic achievement is our number one priority for your child while they attend Minneota Elementary. We know that student achievement and success link directly to home and school relationships. We strive to communicate with our student's parents and guardians regularly about your child's performance regarding the content-specific standards they are learning and the other factors contributing to school success – focus, persistence, and drive.

It is imperative that Minneota Elementary families feel welcomed and are engaged with the school's curriculum, assessments, and events. Our collaboration with you will ensure that your child will be successful in school both academically and socially.

ANIMALS IN SCHOOL

Due to student and staff allergies, animals are only allowed on school property under specified circumstances. Parents' initial contact should be made with the classroom teacher, who will contact the building principal or school nurse before allowing the child to bring in an animal. A release form must be filled out and approved before the animal will be allowed on school property. The release form (Figure B) is included at the end of this document.

APPEAL AND GRIEVANCES PROCEDURE

Parental or staff requests for modification of any policies outlined in this document may be orally presented to the principal or superintendent at their respective offices. If an agreement is not reached by this means, an application for modification of a policy provision may be made in writing to the Board of Education for consideration at its next monthly meeting.

When a party is aggrieved, the appeal procedure shall be the same as for policy modification. The Chairperson may call special meetings of the Board of Education.

ASBESTOS MANAGEMENT PLAN

Minneota Public Schools has on file a complete and updated Management Plan dealing with Asbestos Containing Building Materials (ACBM) within the School District's buildings. The Management Plan is available for viewing by interested parties, Monday through Friday, 8:00 a.m. to 3:00 p.m. in the District Office. Copies of the management plan are available from the District for nominal cost.

As required by Federal law, the condition of asbestos in our school is surveyed every six months as part of an ongoing operations and maintenance program. A comprehensive inspection is conducted every three years. Concerns identified from these inspections are remedied by professional asbestos abatement contractors in a timely manner. The remaining asbestos in the district buildings will remain unless its condition deteriorates or it becomes necessary due to renovation. Minneota Public Schools also contracts with the Southwest/West Central Service

Cooperative and IEA to provide environmental consulting services. If you have any questions or concerns, please address them with Les Engler, Director of Buildings and Grounds.

ATTENDANCE

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.

When an illness or family obligation necessitates a student's absence, we ask that parents call the elementary school office (507-872-6122) before the start of the school day (8:10), leave a message using the school's voicemail or send an email to Shannon Sorensen, Elementary Administrative Assistant, at shannon.sorensen@minneotaschools.org. If the school is not notified of an absence, school personnel will call the parent to confirm the reason for the absence.

Tardiness/Absences

The following guidelines will be used throughout the school year:

- *Tardy* – any student who arrives after 8:10 AM but before 10:00 AM
- *Unexcused Tardy* – students who come late to school without a note or parent contact. Without a proper excuse, cumulative tardiness to school will result in disciplinary action or a report submitted to Southwest Health and Human Services.
- *Morning absence* – students coming after 10:00 AM are considered absent for the AM
- *Afternoon absence* – students leaving after morning attendance but before 1:00 PM are considered absent for the PM

Students cannot leave the school grounds during the day without prior approval from school personnel. Failure to receive this approval will result in loss of recess time, after-school detention, or the local law enforcement being contacted. The parents will also be notified.

Support For Student Attendance

We follow district approved attendance procedures. Student attendance will be reviewed on a weekly basis to identify and problem-solve attendance issues. This review also includes possible intervention any time a student is absent **three or more days** in one month (excused or unexcused).

Excessive Absences

Any student with a total of 7 (excused or unexcused) absences and tardies may be required to provide verification from a doctor or therapist.

[PLEASE REFER TO POLICY #503](#)

AWARDS

Each month we will gather to celebrate students being recognized for showing Viking Valor – acting with Honor, showing Respect, and meeting High Expectations.

Monthly recognition will be given to students in the following ways:

- Viking Valor Slips – 10 slips drawn to spin for a prize (See Viking Valor)
- Student of the Month – one per grade

An award for perfect attendance will be given out at the end of the year.

BICYCLE—SCOOTER—ROLLERBLADE—SKATEBOARD—RIPSTICK RULES

Children may ride their bicycles to school and must follow all rules and regulations the state of MN sets. Children must walk their bicycles onto the school grounds and store them in the provided bike racks. The bike racks will be off-limits to students during the school day.

Scooters, rollerblades, skateboards, and rip sticks are prohibited on school property or crosswalks.

BREAKFAST & LUNCH

The elementary school offers one free daily breakfast and lunch program to its students.

Breakfast is served between 7:45 AM and 8:00 AM. All students are expected to be in their classrooms by 8:10 AM.

Lunch times vary by grade level. Students will be notified of their lunch time on the first day of school. Students may bring a prepared lunch from home if they choose to.

Prices:

- Elementary Student Breakfast - \$2.00 / Adult Breakfast - \$3.30
- Elementary Student Lunch - \$3.10 / Adult Lunch - \$5.00
- Extra Milk - \$0.40

BULLYING

Minneota Elementary will not tolerate bullying from students or staff toward victims and consequences will be enforced (see discipline matrix below). Minneota Elementary is committed to providing every student with a safe and supportive learning environment.

The following definitions were copied from the National Center Against Bullying:

“Bullying is a deliberate misuse of power in relationships through repeated verbal, physical, and social behavior that intends to cause physical, social, or psychological harm. It can involve an individual or a group misusing their power, or perceived control, over one or more persons who feel unable to stop it from happening.”

Bullying can happen in person or online, via various digital platforms and devices, and can be obvious (overt) or hidden (covert). Behaviors are considered bullying when it is repeated over time.

Bullying of any form or for any reason can have immediate and long-term effects on those involved, including bystanders. Single incidents and fights between equals, whether in person or online, are not defined as bullying. Bullying is not:

- Single episodes of social rejection or dislike
- Single episode acts of nastiness or spite
- Random acts of aggression or intimidation
- Mutual arguments, disagreements, or fights.

For more detailed information, please refer to the school district's bullying policy linked below:

[POLICY #514](#)

BUS TRANSPORTATION

Riding the school bus is a privilege and not a right. We are committed to transporting every student safely. To accomplish this, student bus riders are expected to follow the bus safety rules.

The responsibility of a school bus driver is great. Children whose behavior jeopardizes the safety of others by distracting the driver may lose the privilege of riding. Suppose a child is disruptive on the bus to the degree that such behavior poses a threat or hazard to the safety of the other riders or distracts the bus driver from safely operating the bus. In that case, the bus driver will inform the administrator. The administrator will meet with the child involved in the infraction and warn the child that the subsequent violation could mean removal from the bus for up to one school week. Parents will be informed of the offense by the building administrator. Serious misconduct may be reported to local law enforcement.

Please review the bus riding policy that was sent home prior to the start of the school year. Please also take some time to discuss the need for good bus behavior. Your support in getting this message to your children is appreciated.

Students will not be allowed to alter their regular transportation without written or verbal permission from their parents. The student should bring this note to their classroom teacher in the morning.

CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found below and on the school district's website at <https://www.minneotaschools.org>

CELL PHONES/ELECTRONIC DEVICES

In order to support a focused and respectful learning environment, cell phones and/or other electronic devices Smartwatches, will not be allowed in any elementary classrooms during the instructional day, unless the classroom teacher gives permission. Kindles, iPads, and other electronic devices may be used for educational purposes at the teacher's discretion. These devices should be kept in lockers; however, the school district is not responsible for any lost or stolen items. Cell phones and Smartwatches are not allowed during recess or lunch.

First Violation: Student receives a verbal reminder, the device is kept in the principal's office and returned at the end of the day, and parents are contacted.

Second Violation: The device is kept in the principal's office and parents are notified to pick up the device after school. If students are caught with the items listed above, they will be taken away and returned at the end of the school day. If students are caught with these items another time, the items will be kept in the principal's office and returned at a time agreed upon by the principal and the student's parents.

Third Violation: Conference with student, parent, and principal with the possibility of restriction of device from school.

In the event of an emergency, families should call the school office. Students are not permitted to use personal devices to contact parents during the day.

Cell phones are not allowed during recess or lunch.

COMMUNICABLE DISEASES-MINIMUM REGULATIONS

IS MY CHILD WELL ENOUGH TO GO TO SCHOOL?

We ask that you please kid your child home if they:

- have had an oral temperature of 100 degrees fahrenheit or higher in the past 24 hours.
- have vomited two or more times in the past 24 hours.
- have diarrhea or not feeling well combined with frequent trips to the bathroom.
- have a rash with an unknown cause; see healthcare provider
- have an illness that prevents them from participating in routine activities.

Attendance rules for common communicable diseases

Parents are asked NOT to send their children to school when sick. Not only can they not function appropriately when feeling poorly, but they will also expose other children to an infectious disease. Parents are asked to immediately notify the school nurse/office if their child contracts any contagious diseases listed below to prevent further outbreaks.

Fever: Students will be excluded from school if their temperature is 100 degrees or more. Before returning to school, students must be fever-free for 24 hours without using fever-reducing agents (Tylenol, Advil/Motrin, etc.).

Colds: Students should be excluded from school (especially younger children) for the one or two days they feel the illest (earache, sore throat, runny nose, watery eyes, fever, etc.).

Influenza: Students with Influenza A or B should be excluded from school immediately. Please notify the school nurse/office if your child has influenza-like symptoms, including a fever, cough, or sore throat. Students should not return until the fever has been gone for 24 hours.

Pink Eye: Students must be excluded if thick white or yellow drainage, redness of the eye, and eye pain. Your child may return after being examined by their health care provider and approved to return with a note from them

Fifths Disease: Call the school nurse or office if your child has been diagnosed with Fifths Disease. Students do not need to stay home from school if a health care provider rules out other rash-causing illnesses. Persons with the fifths disease are unlikely to be contagious once the rash appears.

Chicken Pox: Students with chickenpox must be excluded from school until ALL blisters have dried into scabs. This is usually about six days after the rash begins. (Notify the school nurse/office immediately.)

Impetigo: Students with impetigo are to be excluded from school immediately. Your child may return after being examined by their healthcare provider and 24 hours after treatment has started. It is recommended to cover lesions. Please notify the school nurse/office if the healthcare provider made a diagnosis.

Scabies: Students will be excluded from school immediately. Your child may return after being examined by their healthcare provider, having been on treatment for 24 hours, and have a note from the healthcare provider with approval to return to school. Please notify the school nurse/office.

Ringworm: The infected child will be excluded from school until their healthcare provider has examined them and treatment has been started. Any child with ringworm should not participate in gym and other close contact activities that are likely to expose others if the lesions cannot be fully covered or until 72 hours after treatment. Please notify the school nurse/office.

Rashes: Students will be excluded from school immediately when they have an undiagnosed rash or rash attributable to a contagious illness or condition. Some rashes are highly infectious (such as measles, if measles is suspected, consult your physician immediately). Notify the school nurse/office with questions.

Strep Throat: Students with strep throat should be excluded from school until at least 24 hours after antibiotic treatment has begun and the fever is gone.

Head Lice: Students with head lice will be excluded from school immediately. Any student with live lice or nits must be treated with approved methods (discuss with school nurse). If head

lice are found at home, please immediately notify the school nurse/office so other students may be observed for head lice and treated if needed. See Head Lice Policy below.

***Whenever you have a question about your child's health, please get in touch with the school nurse or physician.**

HEAD LICE POLICY

Head lice are a common problem in elementary school settings. At Minneota Elementary, we do our best to take preventative measures to keep the number of cases to a minimum. Many common-sense strategies can be taught and reinforced throughout the year to help eliminate this problem. Some include teaching students to keep their hands out of other people's hair and not sharing combs or hats. This list is not exhaustive. The school nurse has more information on this topic if you want to learn more.

If you suspect that your child has head lice, seek medical advice. If your child has head lice or was treated for head lice, please get in touch with your child's teacher or the school nurse to be treated so that others who may have it can be treated. A trained staff person may check if a student shows signs of head lice.

1. The first case of head lice
 - a. Contact the parent to have the child removed from school as soon as possible.
 - b. Parents will be given lice control information by school personnel.
 - c. The child will not return to the classroom until 24 hours after treatment is completed.
 - d. A trained staff person will check the affected student before they return to the classroom (upon return to school, the student will need to go to the school nurse to be checked). If live lice are found, the student will be sent home again. This will be repeated until no live lice are found by trained staff every time a student returns to school.
 - e. The student will be rechecked ten days after returning to the classroom.
2. The second case, same student
 - a. Contact the parent to pick up the student. Talk with parents and ask what they did to rid the student, family, and house of the first case of lice.
 - b. A trained staff person will check the affected student before they return to the classroom (upon return to school, the student needs to go to the school nurse to be checked). If live lice are found, the student will be sent home again – this will be repeated until no live lice are found by trained staff after returning to school.
 - c. The student will be rechecked ten days after returning to the classroom.
 - d. Students in the classroom may be checked when the second case is identified.
3. The third case, same student
 - a. Same as above in number two.
 - b. Home visit by the school nurse or social worker.
4. School's Plan of Last Resort. (To be planned by the school administration and school nurse.)

DISCIPLINE POLICIES AND PROCEDURES

The following procedures are specific to the elementary grades and will be used in conjunction with the [District's Discipline Policy #506](#).

Parents and school personnel will work cooperatively to help children learn self-discipline and respect for others and property. The focus for students is to play and work constructively with peers and to solve problems through cooperation and compromise. We believe that all students and staff have a right to feel safe, to learn without disruption, and to be treated with respect.

Minnesota Public Schools has three main behavior expectations. These are **honor, respect and high expectations**. Behavior expectations across all areas of our school (classrooms, hallways, bathrooms, lunchroom, playground and buses) are taught at the beginning of the school year. These expectations are also re-taught and reinforced throughout the year to ensure a safe and supportive learning environment for every child.

When problems occur in the classroom, teachers will determine whether they can handle the incident or if a principal's visit is warranted. If a child prevents instruction from continuing, becomes aggressive physically toward anyone, or repeats unacceptable behavior, the principal will be called. A discipline report will be filled out (and entered into JMC), and a phone call home will be made.

Grades 5-6 Parents:

Students in these grades will be eligible to be given detention as a result of exhibiting inappropriate behaviors. Detention will be served on Thursdays from 3:15 – 4:00 PM and staffed by a teacher. Teachers may assign detention if they feel it is warranted. If your child is given detention, the teacher must notify you, and the school will send an automated email. The principal or superintendent shall distribute out-of-school suspensions. When a student is suspended, the principal will send the parents a written notice containing grounds for the suspension, a statement of the facts, a readmission plan, and a copy of the Pupil Fair Dismissal Act. Expulsion procedures may apply if a student suspended has not been reinstated after five days.

Expulsion shall be a function of the School Board, with no student being expelled without a hearing. The hearing shall be closed and preceded by a written notice containing the grounds for the action, a statement of the facts, and the time and place of the hearing. A copy of the Pupil Fair Dismissal Act and information about the pupil's legal rights shall be provided to the pupil and the parent.

Reasonable Force

The law does not allow corporal punishment, nor aversive or deprivation procedures.

Under MN State Law, reasonable force to restrain a student from causing bodily harm (to themselves, another student, or a staff member) by a teacher, school employee, bus driver, or another agent of a school district is allowed.

Pupils with Disabilities

Special considerations may be given to a student for which an individualized education program (IEP) is written should they be removed from class. Consideration may be given following a review of the IEP.

Behavioral problems that arise and are of causal effect due to the disability shall be dealt by:

1. Teacher-student conference;
2. Teacher-parent conference;
3. Teacher-parent-principal conference;
4. Referral to the Child Study team for further evaluation.

Suspension, Exclusion and Expulsion of Students with Disabilities

Handled according to Minnesota Rule 3525.2470 and Minnesota Statute, Sections 127.26 to 127.39 (Pupil Fair Dismissal Act).

Behavioral problems not of a causal effect due to the disability shall be handled as outlined in this policy.

DRESS

Please be sure your child has dressed appropriately for the weather. Children play outside daily unless it rains or the temperature dips below 0. They should be dressed daily with the temperature and precipitation in mind.

Students will not be allowed to wear hats (or the hoods on their sweatshirts) during the school day. However, they may wear hats outside during recess [and during designated school dress up days](#).

Students will need a separate pair of tennis shoes for physical education classes. These shoes will be worn during physical education classes and indoor recesses held in the gym.

If administration determines that (1) a student's mode of dress or appearance interferes or disrupts the educational mission, school environment, classwork or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Administration will notify/contact the parent/guardian.

DRILLS

In an effort to maintain student and staff safety and to meet both state and federal guidelines, we will practice fire, tornado and active shooter drills during the school year. It is our priority to practice these drills in an age appropriate manner and in a way that prevents fear. We conduct 5 fire drills, 5 Active Shooter drills, [and as well as](#) one severe weather drill in the spring during severe weather week.

E-LEARNING

Our E-Learning plan can be found on the district website at <https://www.minneotaschools.org/domain/181>

EMPLOYMENT BACKGROUND CHECKS

Minneota Public Schools will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, annuals, etc.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
 - Use of musical instruments owned or rented by the school district.
 - A school district-sponsored driver or motorcycle education training course.
 - Transportation of students to and from optional extracurricular activities

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the elementary principal, Nicolle Johnston, at nicolle.johnston@minneotaschools.org.

HARASSMENT AND VIOLENCE POLICY

Minneota Public Schools do not condone or allow harassment or violence based on sex, religion, race, color, creed, national origin, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

[REFER TO POLICY #413](#)

HAZING

[PLEASE REFER TO POLICY #526](#)

HOMEWORK

Homework policies vary from teacher to teacher. Each teacher will explain their approach to students, and most will be given study time during the day to complete assignments. As children progress through the grades, the amount of homework gradually increases. The amount may vary daily, but primary children are not given more than 30 minutes of work to complete. Upper-grade assignments should take no more than 45 minutes to complete. Students who do not use class time wisely may need additional time to complete their studies at home. Occasionally, a student may have a unique project that takes several hours of work at home. We welcome open communication and questions from you regarding the assigned work. Please reach out to your child's teacher or administrator anytime!

INDOOR RECESS

Occasionally, weather conditions will force the students to have indoor recess. When possible, the students will use the gym to allow for some physical activity, but often they are compelled to use classrooms or hallways due to limited gym space. Weather conditions that will force the students to have indoor recess include, but are not limited to, heavy rainfall, icy conditions, and cold temperatures (0 degrees or lower F in temperature or wind chill temperature).

All weather decisions will be made using the *National Weather Service*. You can access their page with the link below.

<https://forecast.weather.gov/MapClick.php?CityName=Minneota&state=MN&site=FSD&textField1=44.5637&textField2=-95.982&e=0#.WX52aojyvW8>

**Minneota Elementary
Inside Recess – Temperature Policy**

	Temperatures					
Wind Speeds		0 or Below	1-5	6-9	10-14	15+
	0-5	In	Out	Out	Out	Out
	6-10	In	Out	Out	Out	Out
	10-15	In	Out	Out	Out	Out
	15-20	In	In	Out	Out	Out
	20-25	In	In	In	Out	Out
	25-30+	In	In	In	Out	Out

***All decisions to stay in for recess are ultimately left up to the principal, and the table can be changed at any point.**

INTERNET ACCEPTABLE USE AND SAFETY POLICY

[REFER TO POLICY #524](#)

LEAD IN DRINKING WATER PLAN

Minneota Public Schools have historically conducted - and continues to conduct - Lead in Drinking Water testing per the Minnesota Department of Health guidelines. Minneota Public Schools is committed to providing a safe working and learning environment for employees and students. The district has developed a Lead in Water management plan and testing program that complies with the Minnesota Statute 121A.335, as well as with Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) expectations. For more information on Minneota Public Schools lead reduction program and testing results, please contact Les Engler at 507-872-6532 ext. 1157.

LEAVING/RETURNING TO SCHOOL

If you come to the school to pick up your child in grades PreK-3 for an appointment, you must check in with the office. Someone from the office will contact your child's teacher and have them meet you in the office. For grades 4-6, the student may check themselves in and out of the office. However, a parent or guardian must be present (parked outside) when the student checks out. If a child comes to school late or returns from an appointment, they must also come through the office to sign in.

LOST AND FOUND

Any articles found on school grounds or in the building will be placed in the hallway near the east elementary bathrooms. Students will be asked to check the lost and found as many valuable clothing articles are left each year. More valuable items (i.e., phones, jewelry, etc.) will be brought directly to the office, and parents may check for lost items.

MEDICATIONS – PRESCRIPTION AND NON-PRESCRIPTION

1. Purpose

This policy aims to set forth the following provisions when medications must be administered to students in the school setting.

2. General Statement of Policy

Many children with chronic or acute health conditions can attend school because of their prescribed medication(s) effectiveness. Safe and effective medication administration includes monitoring the child's response to the drug to ensure that it is therapeutic and minimizes interference with learning. Whenever possible, the parent or guardian should arrange to give

their child's medications to them at home.

Medication administration to students shall be done only in circumstances wherein the child's health and education may be jeopardized without it. **Medication may be administered only by the school nurse or personnel to whom they delegate this responsibility.** Medication will not be given without the written authorization of the parent/guardian and physician as necessary.

Parents may always come to school and administer medication to their children. The school asks that parents check in at the main office first.

3. **Requirements**

- a. Both prescription and non-prescription medications require written authorization from a student's parent or guardian.
- b. A [REQUEST TO ADMINISTER MEDICATION IN THE SCHOOL](#) form must be completed when any prescription is administered in school. These forms are available in the office and only pertain to the **current** school year.
- c. Prescription medication must come to school in the original container appropriately labeled for the student by the pharmacy or physician. For safety reasons, parents must bring their child's medication to school. If they cannot, parents are expected to call the school, alerting the staff of the number of medicines being sent. **Medication arriving in baggies, old medication bottles, or open containers will not be accepted.**
- d. Non-prescription medication must come in the original sealed container.
- e. Prescription medications are generally not to be carried by the student. The exception to this guideline is a prescription medication for asthma, reactive airway disease, or anaphylaxis. This school district believes it is in the best interest of students with asthma to move toward independent asthma management during their school years. Students are allowed to self-carry their inhaler medication following these criteria:
 - The inhaler must be properly labeled for that student.
 - Written authorization from the parent and physician must specify approval for the student to carry an inhaler and self-administer.
- f. It is the parents' responsibility to provide medication refills. When medication is low, school staff will notify parents via phone, email, or letter. At the end of the school year, parents will be contacted about the amount of medication remaining, and arrangements can be made for pick-up or disposal as necessary.

The board, in keeping with the policy, adopted the following procedures for the dispensing of non-prescription and prescription medications:

Non-prescription Medication Administration Procedures

The school will not provide any over-the-counter (OTC) medication. If the parent wants their child to have something, the parent will provide:

1. a written parent permission form indicating the OTC medication, amount to be given, time to be given, and reason for giving the medication.

2. Physician's name and phone number in the event of a reaction.
3. History of allergies or medical conditions of the student.

The school shall provide:

1. A list of personnel administering the medication (school nurse or other personnel to whom this responsibility has been delegated.)
2. A comprehensive record for each child, including:
 - a. Dated written request from the parent.
 - b. Medication inventory.
 - c. Dosage and time for the administration
 - d. Dispenser's initials with initial identified by full signature on the form.
3. Secured medication storage facility

NONDISCRIMINATION

Minneota Elementary School is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

PARENT RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PESTICIDE APPLICATION NOTICE

The school district may plan to apply pesticide(s) on school property. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Les Engler at 507-872-6532 ext. 1157.

PICKING UP AND DROPPING OFF CHILDREN

Parents who drop off their children may load and unload on 5th street at the beginning of the day. Parents who pick up their children at the end of the day are asked to load and unload on the east side of the school on Jackson Street.

When picking up your children, please use the crosswalks instead of walking between the buses. This is for the safety of you and your child. Your cooperation is necessary and appreciated.

PLAYGROUND RULES

General

1. Proper clothing needs to be worn at all times (ex. boots, hats, and mittens in winter)
2. No rough play – including tackle football and any wrestling
3. No hanging on basketball hoops
2. Only soft baseballs and soft bats will be used – No metal bats
3. Students will be outside for recess unless they have a note from their parents or
 - a. A student causes or is likely to cause serious physical harm to other students
 - b. The student's parent or guardian specifically consents to the use of recess detention
 - c. For students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the needs of the student
4. Rollerblading, biking, and use of scooters are not allowed at school
5. Treat all students and adults with respect

Slides

1. Walk up the ladder steps, and do not run or push on them
2. Slide only from top to bottom on the corkscrew slide

3. Slide down the slide **feet first**
4. Go all the way down. Do not stop part way down or try to get off part way down.
5. Rocks, snow, and toys do not belong on the slide

Swings

1. Sit on the swing. Hold on with both hands—one person per swing.
2. Wait your turn on the grass or blacktop.
3. Set your pattern for taking turns (count 50, 100, 150.)

Bars/Climbers

1. Hands and feet must be on the bars/climbers at all times.
2. No hanging on another child's body on any equipment.
3. Leave two bar spaces between children.
2. Do not sit on top of bars/climbers when children are swinging underneath.

Funnel Ball

1. Only throw balls through the funnel.
2. Do not throw rocks, sticks, etc., up into the funnel.

Winter Rules

1. Wear boots from the time when a call home is made and communicated. Boots permit students to walk anywhere on the playground when snow is present.
2. Wear snow pants (required for grades K-4) if you plan to roll, sit, or play in the snow. Snow pants permit students to play anywhere on the playground when snow is present.
3. Students must get permission to play on the snow hills and must be fully dressed (boots, snow pants, and coat) to use it.
4. Snow is not allowed to be thrown at any individual or object.

REPORT CARDS

Report cards will be issued four times per year for grades 1-6 and three times per year for Kindergarten. They will be sent home by mail for each grading period unless they can be distributed during parent-teacher conferences. Please feel free to discuss your child's progress at any time during the school year with your child's teacher.

SCHOOL CLOSINGS

For information regarding school closings, you will be notified by School Messenger or tune your radio to any Marshall radio station, WCCO 830 AM, or any Twin Cities TV station. School closings, late starts, and early dismissals will be broadcast by these radio and TV stations as soon as a decision has been made.

Please do not call school personnel about school closings since the latest information can be obtained by listening to or watching the above stations. You may also access our website at www.minneotaschools.org for this information and the school's Facebook page.

SCHOOL HOURS

Minneota Elementary's doors open at 7:45 AM for students who eat breakfast at school. All other students will enter the building and proceed directly to outside recess, depending on when they arrive. Students will enter the school immediately upon arriving on school grounds and go to the designated gym space during adverse weather conditions. All students may enter the building using the playground or southeast elementary doors. The school day begins at 8:10 and ends at 3:10.

SCHOOL MESSENGER

This telephone broadcast system will enable school personnel to notify all households and parents within minutes of an emergency or an unplanned event that causes early dismissals, school cancellations, or late starts. It may also be used, from time to time, to communicate general announcements or reminders. Your phone number is automatically added to our dissemination list when you enroll your child. Please contact Tara Skorczewski if you need to add another phone number or are missing announcements.

tara.skorczewski@minneotaschools.org

SCHOOL PARTIES

Classroom parties are occasionally held throughout the school year.

All snacks and refreshments for a school party, birthday, or special treat should be purchased at a store and individually wrapped. A state law was passed in the early 1960s due to salmonella (food poisoning) in some of our Minnesota Schools.

Students are not allowed to deliver party invitations at school. All invitations must be handled outside of school. This policy stems from problems involving mix-ups and hurt feelings. Your cooperation is greatly appreciated.

CARE OF SCHOOL-OWNED MATERIALS

Students are expected to respect school property. If a child willfully damages property, the parent will be called to confer with the principal. At that time, the amount or type of restitution will be discussed. The parent will be asked to replace property that is lost or beyond repair.

SEARCHES

Lockers and personal possessions within a locker

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

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

Personal Possessions and Student's Person

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

STUDENT DATA PRIVACY POLICY

The school district must provide information regarding student data uploaded to any curriculum, testing, or assessment technology provider. Upon request, the school will identify each curriculum, testing or assessment provider, the educational data affected by the curriculum, testing or assessment technology provider, and information about the contact information to direct questions or concerns regarding any program or activity. Parents also have the right to inspect a complete copy of any contract with a technology provider. Parents and students may review a full copy of any contract with a technology provider.

STUDENT RECORDS

The school maintains a secure file of your child's grades, attendance, standardized test scores, and discipline records resulting from their work since they began school. If your child has attended several schools, these records should have followed them to this school and will be on file.

Parental permission is no longer required when records are requested by authorized school personnel (Family Education Rights and Privacy Act: Final rule of Education Records, Federal Register).

All students' records will be treated following the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Sessions Laws of the State of Minnesota.

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see the school district's "Student Surveys" policy at [ISD #414 Policy 520](#).

SUICIDE AND DEPRESSION PREVENTION

We understand that suicide is a serious public health concern that can take an enormous toll on students, families, staff, and communities. Concerns about and the number of suicides may be reduced through education, awareness, and services for students and families via mental health practitioners and community organizations. As an essential part of the team, school personnel are instrumental in recognizing symptoms, identifying at-risk students, and providing them with access to mental health resources.

The National Suicide Prevention Lifeline is now: 988 Suicide and Crisis Lifeline
The nationwide number will route callers to the National Suicide Prevention Lifeline. If you or someone you know needs help, dial 988 to be connected to trained counselors that are part of the existing National Suicide Prevention Lifeline network. These trained counselors will listen, understand how their problems are affecting them, provide support, and connect them to resources if necessary. For more information, click [here](#) or go to <https://988lifeline.org/current-events/the-lifeline-and-988/>.

TELEPHONE USE

Students, generally, will not be permitted to use a school phone unless they have received permission from the classroom teacher or principal. Please help your children organize their needed materials and supplies before leaving for school in the morning. In addition, make sure afternoon plans have been arranged before they leave for school.

Children will not be allowed to use the phone to call home for books, assignments, band instruments, or make after-school plans with friends.

TENNESSEN WARNING

The Minnesota Government Data Privacy Act provides you with certain rights. These rights include, but are not limited, to the following:

Whenever a government agency asks you to provide private or confidential data about yourself, you must be told:

- the purpose and intended use of the data requested;
- whether the individual may refuse to supply or is legally obligated to supply the data;
- any known consequences of supplying or not supplying the data; and the identity of other persons authorized to receive the data.

TESTING

In Figure A, the assessments administered to students are listed by grade and time of year that they are given. Please get in touch with the school administrator regarding the tests, the purpose, how the data is used, and how you may better prepare your child.

FIGURE A – Minneota Elementary Testing Calendar

SEPTEMBER

Assessment	Subject/Reason	Dates	Requirement Source	Duration of Testing	Results Provided
NWEA (Grades K – 2)	Reading, Math & Science Benchmark	September	District	Up to 2 Hours	Fall Conferences
Fastbridge (Grades K – 6)	Reading & Math Benchmark & Progress Monitoring	September	District	Up to 30 Minutes	Fall Conferences
FAST (Grades K – 3)	Reading Benchmark & Progress Monitoring	September	District	Up to 30 Minutes	Fall Conferences

JANUARY

Assessment	Subject/Reason	Dates	Requirement Source	Duration of Testing	Results Provided
NWEA (Grades K – 2)	Reading, Math & Science / Benchmark	January	District	Up to 2 Hours	Spring Conferences
Fastbridge (Grades K – 6)	Reading / Benchmark & Progress Monitoring	January	District	Up to 30 Minutes	Spring Conferences
FAST (Grades K – 3)	Reading / Benchmark & Progress Monitoring	January	District	Up to 30 Minutes	Spring Conferences

FEBRUARY

Assessment	Subject / Reason	Dates	Requirement Source	Duration of Testing	Results Provided
ACCESS for ELs (Grades K – 12) <i>English Learners</i>	Listening, Speaking, Reading, Writing	February	State of MN	Up to 3 Hours	Fall Conferences

MARCH

Assessment	Subject / Reason	Dates	Requirement Source	Duration of Testing	Results Provided
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MCA's & MTAS R Grades 3-8 & 10 M Grades 3-8 & 11 S Grades 5, 8 & 10	Reading, Math & Science	March	Federal Government	2 – 3.5 Hours – R 1.5 – 2.5 Hours – M Up to 2 Hours – S	Mailed to Home in Fall
ACCESS for ELs (Grades K – 12)	Listening, Speaking, Reading, Writing	March	Federal Government	Up to 3 Hours	Fall Conferences

APRIL – May

Assessment	Subject / Reason	Dates	Requirement Source	Duration of Testing	Results Provided
MCA's & MTAS R Grades 3-8 & 10 M Grades 3-8 & 11 S Grades 5, 8 & 10	Reading, Math & Science	April	Federal Government	2 – 3.5 Hours – R 1.5 – 2.5 Hours – M Up to 2 Hours – S	Mailed to Home in Fall
NWEA (Grades K – 2)	Reading, Math & Science / Benchmark	May	District	Up to 2 Hours	Available Upon Request
Fastbridge (Grades K – 6)	Reading / Benchmark & Progress Monitoring	May	District	Up to 30 Minutes	Available Upon Request
FAST (Grades K – 3)	Reading / Benchmark & Progress Monitoring	May	District	Up to 30 Minutes	Available Upon Request

TESTING/OPTING OUT OF TESTS

Minnesota students take some form of the Minnesota Comprehensive Assessments, or MCAs. The MCAs are given in the spring of each year to students in grades 3–8 in reading and math. In high school, Minnesota students take one last Reading MCA in grade 10 and one last Math MCA in grade 11.

The Science MCAs are given in grades five and eight and once in high school.

Students who receive special education services and meet eligibility requirements take the Minnesota Test of Academic Skills (MTAS) in the same grades.

Most Minnesota students will take the MCA online during their school day, likely in their classrooms. The MTAS is given by a teacher or another school administrator in a paper format. Each Minnesota school district decides when students will take their assessments within a designated spring testing window.

Both the MCA and the MTAS measure student learning of the Minnesota Academic Standards. More detailed information about Minnesota's K–12 Academic Standards can be found on the [Academic Standards section](#) of the MDE website.

Estimated Test Administration Times

The reading test is estimated to take 1.5-2 hours to complete. The math test is estimated to take 1.5-2 hours to complete. The science MCA is estimated to take 1 to 1.5 hours to complete. None of the tests are timed. Students are allowed to take as much time as they need. State law limits the total amount of time per year that a student can spend taking school and district assessments to no more than 10 hours for grades 1 through 6.

Student Participation in Statewide Assessments

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below. When completed, it must be returned to your student's district; your student's district may require additional information.

[Parent/Guardian Guide and Refusal Form](#)

THE PLEDGE OF ALLEGIANCE

Every day (during morning announcements), the Pledge of Allegiance is recited by students and staff. Anyone who does not wish to participate in reciting the Pledge of Allegiance for personal reasons may elect not to do so. The staff and students must respect that person's right to choose.

TOBACCO-FREE SCHOOLS

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

Please refer to Policy #419.

VIKING VALOR

Minneota Public Schools has always strived to create a safe and positive learning environment for all students. To continue to improve our school climate, staff at Minneota Elementary have worked together to develop and implement Viking Valor – Minneota Public Schools' character program. The primary goal of Viking Valor is to create a positive school climate for all staff and students by acting with Honor, showing Respect, and meeting High Expectations.



Students may earn Viking Valor slips from Minneota Elementary staff at any time throughout the day. During our monthly Viking Valor assemblies, students' slips will be drawn. The child whose name is pulled can spin the prize wheel and win Viking Gear, gift certificates, etc. One student per grade is also honored for being the 'Student of the Month' and receives a certificate and medal during a monthly assembly.

When school is in session for a whole week, we acknowledge 'Students of Valor' for those who demonstrated outstanding behaviors.

VISITORS

We value the involvement and support of our families and community. To ensure the safety and security of our students, staff, and visitors, we have the following guidelines for all visitors to our school during the school day.

Procedure:

- **Main Office Check-In:** When you arrive at Minneota Public Schools, all visitors must report directly to the main office. This includes parents, guardians, volunteers, and any other guests.
- **Sign-In Requirement:** Visitors are required to sign in upon arrival. This allows us to keep track of who is on campus at all times for security and safety purposes. The sign-in sheet will ask for your name, the purpose of the visit, and the time you arrived.
- **Visitor Badge:** After signing in, visitors will be issued a visitor badge. This badge must be worn visibly at all times while on the school premises. The badge identifies you as an authorized visitor and helps staff and students recognize that you have checked in appropriately.

- **Sign-Out Requirement:** Before leaving the school, visitors must return to the main office to sign out. This step is crucial for maintaining accurate records of who is on campus at any given time.

We appreciate your cooperation in helping us maintain a safe and secure environment for our school community!

Please get in touch with your child's teacher before visiting to make arrangements. Parents and educators form a crucial partnership in doing what is best for your child, and we welcome these visits.

If you intend to conference with the teacher, please call and arrange a time with them in advance. It is the expectation that all visitors and parents will treat staff members with dignity and respect during their visits. Visitors and parents may also expect this in return from staff members.

WITHDRAWING STUDENTS

Please notify the office and your child's teacher if you change residence where your child must be withdrawn from school. You must also enroll your child in the new district as this will enable the personnel to complete the necessary paperwork and help your child receive a better start in their new school.

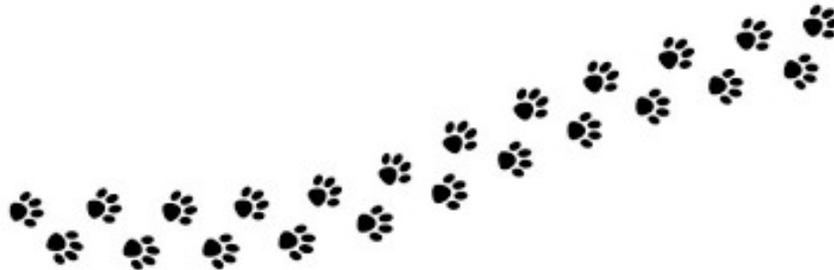
FIGURE B – Minneota Elementary Pet Visit Form

Owner's Name	Date of Request
Name of Pet	Type of Pet
Length of Visit	Date of Visit
Principal's Approval	



Please provide a brief description of the reason for your pet's visit.

Submit your pet's vaccination documentation with this Visit Form to the school administrator.



**Non-Discrimination
Minneota Public Schools, ISD 414**

Minneota Public Schools do not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Nicolle Johnston, Elementary Principal/Curriculum Director
507.872.6122 EX 1160

Patty Myrvik, Activities Director
507.872.6175 EX 1141
patty.myrvik@minneotaschools.org

Minneota Public Schools, ISD 414
504 North Monroe Street
Minneota, MN 56264

POLICY REVIEWED AND ADOPTED ANNUALLY BY THE SCHOOL BOARD



Minneota High School

Student Handbook

2025~~4~~-2026~~5~~



Scott Monson, Superintendent
Lindsey Larson Heather Anderson, High School Principal
Nicolle Johnston, Elementary Principal
Patty Myrvik, Activities Director

504 N. Monroe
Minneota, MN 56264
<https://www.minneotaschools.org/>

The school district believes that a fair and equitable district-wide school policy contributes to the quality of a student's whole life educational experience. Therefore, this district-wide school student handbook has been adopted as school policy. All school district policies affecting students are on the school district website.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel, who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

Academic Dishonesty

Cheating and plagiarism in any form are prohibited, (i.e. copying, plagiarizing, providing or receiving answers to exams, quizzes, papers, assignments or projects, or online technology to create work) and will result in a consequence. Students who cheat or commit plagiarism will be disciplined in accordance with the school district's "Student Discipline" policy. For the full policy, please refer to [ISD #414 School Board Policy 605](#). The student may also be subject to a MSHSL Code of Conduct violation.

Academic Eligibility

For full policy, please refer to [ISD #414 School Board Policy 641](#). This policy is meant to consistently track students and their academic progress. This policy will provide checkpoints approximately every three weeks for our students and will enable support systems to help students in a quicker fashion. This policy will feature improved teacher/student communication, teacher/parent communication, school district/parent communication, and school district/coach/adviser communication.

Academic Honor Roll

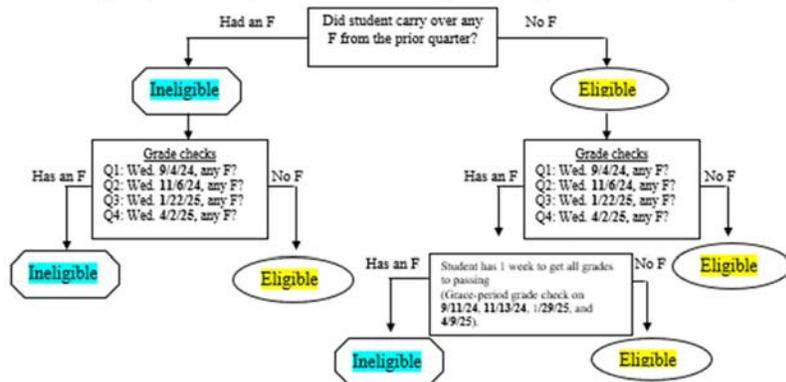
Our honor roll is divided into three sections, Distinguished Honor Roll (4.00 GPA), High Honor Roll (3.666-3.999 GPA), and Honor Roll (3.33-3.665 GPA). The honor roll is published each nine-week period for grades 7 and 8 and each semester for grades 9-12. Seventh and eighth grade honor roll will be based on their core classes grades. **(Made this its own category)**

Academic Grade Check Schedule

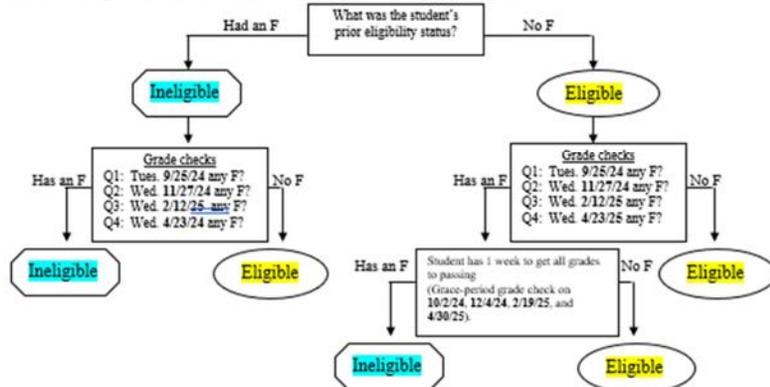
The following schedule will be followed for the implementation of grade checks.

Minnesota High School Academic Eligibility Procedure 2024-2025

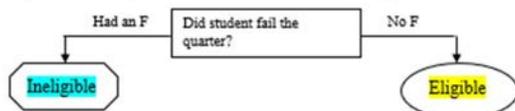
*Academic Eligibility verification procedure to use for the beginning of a Quarter until week 3 of a Quarter.



*Academic Eligibility verification procedure to use for week 6 of a quarter.



*Academic Eligibility verification procedure to use for the end of the Quarter.



Students with disabilities will not be discriminated against. All IEP's are to be followed by the teachers/district

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the high school office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Annual Review

M.S. 127.42 requires that the principal and the licensed employee must meet annually to review the discipline policy. This review shall be done each year at the annual opening of the school workshop.

Attendance

For full policy, please refer to [ISD #414 School Board Policy 503](#).

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability important to the student's future. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

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.

** Please note: Parents may excuse their child up to 10 times per semester. After that a doctor's note is required for excused absences.

Except when escorted by a staff member, any student leaving the building during class time must SIGN OUT in the office and SIGN IN upon return. Teachers may not send students home or on errands which will take them out of the school building. All such requests are approved by the principal or her designee.

Excused Absences / Tardies

- To be considered an excused absence, the student's parent or legal guardian will be asked to verify, in writing or by phone, the reason for the student's absence from school. Any anticipated absence from school requires written or verbal notice from the parent/guardian on the day of the absence or prior to the day of absence. Parents are to call the high school secretary (507-872-6175) extension 1100 by 8:30am. An e-mail, and/or voicemail are also an acceptable form of communication. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

- The following reasons shall be sufficient to constitute excused absences:
 - Illness, injury, or hospitalization of the student.
 - Serious illness in the student's immediate family.
 - A death or funeral in the student's immediate family or of a close friend or relative.
 - Medical, dental, or orthodontic treatment, or a counseling appointment, (not haircuts, tanning, etc) which cannot be scheduled outside of school hours.
 - Court appearances occasioned by family or personal action.
 - Religious holidays. Religious instruction not to exceed three hours in any week.
 - Physical emergency conditions such as fire, flood, storm, etc. Conditions beyond the students' control (not missing the bus, oversleeping, or ride being late)
 - Official school field trip or other school-sponsored outing.
 - Removal of a student pursuant to a suspension. Out-of-School-Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - Family emergencies.
 - Active duty in any military branch of the United States.
 - A student's condition that requires ongoing treatment for a mental health diagnosis.
 - Students may use a maximum of four days per year to work at home. These four days are a part of your ten days total per semester excused.
 - Family trips taken with a parent if the principal or other administrator has approved the trip in advance. A maximum of five days in one semester, not to exceed ten days per school year, will be excused. At the principal's discretion, an absence for a family trip which exceeds five days can be counted as excused or unexcused.
 - Compliance with any provision of a disabled student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan.
 - Any pre-approved absence which, in the principal's opinion, will provide educational value to the student. (example 4H, FFA state fair) Approval must be obtained from the principal prior to the absence.

- Consequences of Excused Absences
 - 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.

- In order to make up work following an excused absence, students are allowed one day for each day missed, plus one additional day. Example, if you miss two consecutive days, you have three days to make up the work. 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.
- Unexcused Absences / Tardies
 - Truancy. An absence by a student which was not approved by the parent and/or the school district.
 - Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
 - Work at home (except as described above).
 - Work at a business, except under a school-sponsored work release program.
 - Any other absence not included under the attendance procedures set out in this policy.
- Consequences of Unexcused Absences
 - Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
 - Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
 - 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.
 - Students with unexcused absences shall be subject to discipline. Please refer to the discipline matrix for more information.

Asbestos Management Plan

Minneota Public Schools has on file a complete and updated Management Plan dealing with Asbestos Containing Building Materials (ACBM) within the School District's buildings. The Management Plan is available for viewing by interested parties, Monday through Friday, 8:00 a.m. to 3:00 p.m. in the District Office. Copies of the management plan are available from the District for nominal cost.

As required by Federal law, the condition of asbestos in our school is surveyed every six months as part of an ongoing operations and maintenance program. A comprehensive inspection is conducted every three years. Concerns identified from these inspections are remedied by professional asbestos abatement contractors in a timely manner. The remaining asbestos in the district buildings will remain unless its condition deteriorates or it becomes necessary due to renovation. Minneota Public Schools also contracts with the Southwest/West Central Service Cooperative and IEA to provide environmental consulting services. If you have any questions or concerns, please address them with Les Engler, Director of Buildings and Grounds.

Attendance-Participation in Extracurricular Activities

- This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.
- School-initiated absences will be accepted and participation permitted.
- A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- If a student is suspended from any class, he or she may not participate in any activity or program that day.
- In order for a student to participate in a practice or event, he/she must be signed in by 10:00am if absent due to illness. Any student who leaves school ill after 10:00am for any length of time is unable to participate in practices or events. Exceptions will include dental/medical/legal appointments, family emergencies, funerals, religious events and/or school-related activities. All appointments must be accompanied by communication (note, phone call, e-mail) from a parent per standard district procedure. Any other exceptions must be approved by the Activities Director or High School Principal.

Attendance-Tardiness

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. It is a student's basic responsibility to get to school and class on time.

Students tardy at the start of school must report to the school office for an admission slip.

Tardiness between periods will be handled by the teacher and tracked through JMC Period Attendance. Parents can monitor via Parent Portal.

Please refer to the discipline matrix for consequences regarding tardies.

Backpacks

No backpacks, satchels, or bags of any kind will be allowed to be carried during the school day.

Bags must be kept in the student's locker. Students should obtain any study materials for classes before school or during passing times.

Building and Grounds

Students will be permitted in the school building before and after school or at night if he/she is actively participating in a school activity. The appearance of the buildings and grounds reflects the character of the people within the building. Please help us to maintain a clean, bright, and cheerful appearance.

No student or adult is allowed in the building unless under the direct supervision of a faculty member or coach/advisor. The supervising faculty member or coach/advisor shall be the first to arrive and the last to leave the building.

Bullying Prohibition Policy

For full policy, please refer to [ISD #414 School Board Policy 514](#).

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

An act of bullying, by either an individual student or a group of students, is expressly prohibited

1. on school premises, at school functions or activities, on school transportation;
2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

A school-aged child who voluntarily participates in a public-school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel. Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs is prohibited.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

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

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited, and false accusations or reports of bullying against another student are prohibited.

A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy.

The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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

Changing Schedules

Students need to make an appointment with the counselor to request a change in their class schedule. Any student who wishes to change classes must do so within four days after the start of each semester. **Students will not be allowed to drop a class after the MHS deadline, unless approved by the high school principal. Please note this drop date is mandated by Minnesota High School and NOT by the withdrawal date set by the post-secondary institution. PSEO (all college-credit bearing classes) students who drop a class after the deadline will receive an “F” on their high school transcript for that class.**

Part-time PSEO or students who are enrolled in online classes have a right to be in the building and will be assigned to a study hall. They will also be expected to adhere to all school rules/policies.

Commented [1]: Move this part down.

Commented [2]: Clarify that it is OUR drop date and not the college drop date.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found below and on the school district's website at <https://www.minneotaschools.org>.

Minneota Public Schools 2025-2026 School Calendar																											
Approved by the School Board on February 26, 2025																											
July 2025														January 2026													
S	M	T	W	T	F	S								S	M	T	W	T	F	S							
		1	2	3	4	5								1	2	3	4	5	6	7							
6	7	8	9	10	11	12								8	9	10	11	12	13	14							
13	14	15	16	17	18	19								11	12	13	14	15	16	17							
20	21	22	23	24	25	26								18	19	20	21	22	23	24							
27	28	29	30	31										25	26	27	28	29	30	31							
August 2025														February 2026													
S	M	T	W	T	F	S								S	M	T	W	T	F	S							
						1								1	2	3	4	5	6	7							
3	4	5	6	7	8	9								8	9	10	11	12	13	14							
10	11	12	13	14	15	16								15	16	17	18	19	20	21							
17	18	19	20	21	22	23								22	23	24	25	26	27	28							
24	25	26	27	28	29	30																					
31																											
September 2025														March 2026													
S	M	T	W	T	F	S								S	M	T	W	T	F	S							
	1	2	3	4	5	6								1	2	3	4	5	6	7							
7	8	9	10	11	12	13								8	9	10	11	12	13	14							
14	15	16	17	18	19	20								15	16	17	18	19	20	21							
21	22	23	24	25	26	27								22	23	24	25	26	27	28							
28	29	30												29	30	31											
October 2025														April 2026													
S	M	T	W	T	F	S								S	M	T	W	T	F	S							
						1								1	2	3	4	5	6	7							
5	6	7	8	9	10	11								5	6	7	8	9	10	11							
12	13	14	15	16	17	18								12	13	14	15	16	17	18							
19	20	21	22	23	24	25								19	20	21	22	23	24	25							
26	27	28	29	30	31									26	27	28	29	30									
November 2025														May 2026													
S	M	T	W	T	F	S								S	M	T	W	T	F	S							
						1														1							
2	3	4	5	6	7	8								3	4	5	6	7	8	9							
9	10	11	12	13	14	15								10	11	12	13	14	15	16							
16	17	18	19	20	21	22								17	18	19	20	21	22	23							
23	24	25	26	27	28	29								24	25	26	27	28	29	30							
30														31													
December 2025														June 2026													
S	M	T	W	T	F	S								S	M	T	W	T	F	S							
	1	2	3	4	5	6																					
7	8	9	10	11	12	13								7	8	9	10	11	12	13							
14	15	16	17	18	19	20								14	15	16	17	18	19	20							
21	22	23	24	25	26	27								21	22	23	24	25	26	27							
28	29	30	31											28	29	30											
Quarter #1 = 39 days							Potential Snow/Weather Make-Up Days							Quarter #3 = 47 days													
Quarter #2 = 45 days							February 13 & 16, March 20, April 6, May 1, and End of the Year							Quarter #4 = 43 days													

Cell Phones/Electronic Devices/Office Phones

Cell Phones and other personal communication or electronic devices will only be allowed before and after school, during lunch, and between classes. Students are not allowed to use these devices during the time that class is in session. Such items include, but are not limited to, cell phones and smartwatches. It is the expectation that students place their cell phones in a designated location within the classroom that has been determined by the classroom teacher.

If a student is caught using their phone or smartwatch in class or it goes off causing a distraction and they haven't turned their phone into the designated area, it will be confiscated and turned into the office. The principal will be issuing detention and will keep the phone until the end of the day. These consequences never come into play if a student turns their phone in at the beginning of the hour.

- The office phone should only be used for emergency calls.
- Cell phones are not allowed to be used in the locker rooms or changing areas!
- The unauthorized taking of pictures or video of students, faculty, and/or adult staff is strictly prohibited.
- Earbuds/headphones are not allowed during passing time, lunch, or school assemblies.
- No cell phones, headphones/earbuds, or electronic devices may be used during class without the teacher's permission. Teachers may confiscate such devices being used inappropriately and turn them in to the principal.

Counseling and Guidance

Colleges, technical, and private school representatives visit with Seniors and Juniors on a continuing basis during the school year. Also available are representatives from the Armed Services which include the Army, Navy, Air Force, Marines, and Minnesota National Guard. Students must check announcements and communicate with the counselor to get a pass.

Starting in October, the college-oriented testing programs begin and continue during the year. Tests include the Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test (PSAT/NMSQT), the Armed Services Vocational Aptitude Battery (ASVAB), and the American College Testing Program (ACT) for Junior students.

Immediately in the fall, Seniors should begin applying for colleges and technical schools as well as looking into scholarships. There will be financial aid meetings for Seniors and their parents. In January/February, Seniors may begin applying for the local Dollars for Scholars program.

Students in Grades 9-12 will meet with the counselor during the school year to discuss graduation requirements, career choices, and post-secondary plans. Students are encouraged to visit with the counselor or principal about graduation requirements, career choices, class schedules, as well as personal issues.

The counselor and high school principal can also help students when referrals are necessary for Health and Community Services, Social Services, Vocational Rehabilitation, Speech Therapy, post-high school educational and occupational information.

Decorations & Posters

A building principal must approve all posters and decorations for the hallway.

Detention

Detention is held in the conference room every Thursday from 3:15 PM-4:00 PM.

Disciplinary Action

Disciplinary Action may include, but is not limited to:

- Meeting with the teacher, counselor, or principal;
- Detention;
- Loss of school privileges;
- Loss of extra-curricular and co-curricular participation (MSHSL and District Policy);
- Parental conference with school staff;
- Modified school programs;
- Removal from class;
- In-school suspension
- Out-of-School Suspension - prohibiting a student from attending school for a period of no more than ten school days. If a suspension is longer than five days, the principal will provide the superintendent with a reason for the longer suspension. When a student has out-of-school suspension, the student is not eligible to attend or participate in any school activities or be on school grounds.
- Exclusion;
- Expulsion;
- Referral to proper legal authorities;
- Restitution for damages incurred;
- Loss of extra-curricular and co-curricular participation (MSHSL and District Policy)

Dress Code

[ISD #414 School Board Policy 504](#)

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s). School Administration is responsible for enforcing this policy.
- B. Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the weather.
 - 2. Clothing that does not create a health or safety hazard.
 - 3. Clothing appropriate for the activity (i.e., physical education or the classroom)
- C. Inappropriate clothing includes, but is not limited to, the following:
 - 1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is deemed inappropriate. Jeans with inappropriate tears, cuts or holes.
 - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
 - 3. Apparel promoting products or activities that are illegal for use by minors.
 - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Minnesota Public Schools Policy 413.
 - 5. Any apparel or footwear that would damage school property.
- D. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations). Students are not allowed to wear a hood during the school day.
- E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages

are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

- F. “Gang,” as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such a recommendation to the administration for approval.

Drills

Fire, Tornado, and Active Shooter drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and goes to designated areas by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician’s prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district’s “Student Medication and Telehealth” policy.

eLearning

eLearning plan can be found on the district website at <https://www.minneotaschools.org/domain/181>

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Extracurricular Activities

The eligibility rules of the Minnesota State High School League and those of the Board of Education will apply to all extra-curricular activities at Minneota Junior and Senior High School. Students are directed to the pamphlet titled "Rules and Regulations Pertaining to Minneota High School Student Activities."

Your high school includes many groups aside from regular classroom activities in which you may participate. You are urged to take part in some of them. These activities broaden your interests and help you to develop many extra skills. Some of the activities are as follows:

Music	Robotics	Student Council	Speech
Drama	Knowledge Bowl	FCCLA	FFA
Trap Shooting	Athletics	NHS	Dance Team

Extracurricular Events- Student Behavior at Home or Away Events

Students attending events at Minneota High School, who in the opinion of the supervisory staff are creating a problem or involved with a group causing a problem, will be either ejected from the event or in the case of young children, elementary through ninth grade, attending a football contest or home event at the High School, the parents will be notified through either the crowd's nest or scorer's table to come and get them. If their parents are not there, they will be ejected from the event. Students in grades 10-12 will be automatically ejected from the contest. Parents, in both cases, will be further notified by letter as to the incident along with a period of time their son or daughter will not be allowed to attend home events or ride buses to away events.

Students attending an away event who are involved in inappropriate behavior will be denied the privilege of riding fan buses to future away contests for a period of time to be determined by the administration. Behavior involving alcohol and/or drugs will be dealt with according to policy.

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
 - Use of musical instruments owned or rented by the school district.
 - A school district-sponsored driver or motorcycle education training course.
 - Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the high school principal, [Lindsey Larson](#) [Heather Anderson](#) at lindsey.larson@minneotaschools.org.

Fundraising

The raising of money for any cause without prior approval or consent of the building principal is not allowed. Final approval for fundraising will be determined by the Minneota School Board.

Graduating with Honors

The category for graduating with honors are as follows:

- Those with a cumulative G.P.A between 3.67 – 4.0 will graduate with distinctive honors.
- Those with a cumulative G.P.A. between 3.5 – 3.66 will graduate with honors.

Valedictorian and Salutatorian will be recognized at graduation.

Class rank will be based on students' cumulative performance for eight semesters; grades 9 – 12.

Graduation Policy – Minneota High School

A. MINNEOTA HIGH SCHOOL GRADUATION REQUIREMENTS

For full policy, please refer to [ISD #414 Policy 613](#).

- *In order to participate in Commencement and receive a Minneota Public High School diploma, students are required to successfully complete all current high school courses, tests, and credits according to district and state requirements.*

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Minneota Public School. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Parents may opt out of the statewide assessments for their student(s) by completing the [Parent Refusal](#) form and returning it to the school district office.

1. Course Credits Required

To receive a diploma, students must successfully complete at least 23 credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Algebra I is required by the end of eighth grade. Algebra II or its equivalent is also required. A computer science, career and technical education, or Project Lead the Way course may fulfill a mathematics credit if the course meets the applicable state academic standards.
Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science. An agricultural science, a career and technical education, or a Project Lead the Way course may fulfill a science credit if the course meets the applicable state academic standards. An agricultural science or a career and technical education course cannot fulfill the biology requirement.
Social Studies	4	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. A one-half credit of economics taught in an agriculture education or business department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
Arts	2	Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.
Personal Finance	.5	
P.E./Health	1.5	
Elective Courses	5	

2. Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

3. School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- School District Standards Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12)

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption.

In order to participate in commencement, students must have met all district and state credits and requirements for graduation and have a signed diploma. Foreign exchange students, classified as seniors, as guests of the school, may also participate in commencement if they have passed all classes for their year of residence; however, they will receive a Certificate of Attendance.

B. POST SECONDARY ENROLLMENT OPTIONS (PSEO)

Eligible juniors (top 33%) and seniors (top 50%) at Minneota High School may enroll in a Minnesota postsecondary college on a full or part-time basis. The intent of the program is to promote rigorous educational pursuits and provide a wider variety of options for students while they earn college credit. PSEO students must be responsible, self-starting, mature and independent. The interested students and their parents are strongly encouraged to attend a PSEO informational meeting that will be held in the spring. According to MN state statute, students must inform their high school of PSEO plans by May 30 for the following year.

C. ONLINE CLASSES

The combination of online and traditional classes can never exceed 3 credits per semester or more than 50 percent online. An online learning student may enroll in additional courses with the online learning provider under a separate agreement that includes terms for payment of any

tuition or course fees by the student. Online agreements can be made on an individual basis with the School Counselor. Students choosing to take supplemental online courses through an outside provider can leave the MHS campus during their designated time. MHS schedules cannot be arranged to accommodate online courses to a specific period. Students taking an online class through an outside provider are responsible for registration, seeking technical and academic support, and communication of progress and final grades.

D. SPECIAL EDUCATION

Students enrolled in a Special Needs Program who have successfully completed all the requirements set forth in their I.E.P.'s and who have met all the other requirements set forth shall be granted a diploma.

E. CLASS RANK

Students must complete a minimum of 6 credits at Minneota High School in order to be included in the class rank. The principal and school counselor approve exceptions.

F. OPEN ENROLLMENT

Minneota Public Schools follows Minnesota state statutes for open enrollment options

Hazing Prohibition

For full policy, please refer to [ISD #414 School Board Policy 526](#).

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

Internet Acceptable Use and Safety Policy

For full policy, please refer to [ISD #414 School Board Policy 524](#).

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer 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, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

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.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Lead in Drinking Water Plan

For full policy, please refer to [ISD #414 School Board Policy 820](#).

Minneota Public Schools have historically conducted - and continues to conduct - Lead in Drinking Water testing per the Minnesota Department of Health guidelines. Minneota Public Schools is committed to providing a safe working and learning environment for employees and students. The district has developed a Lead in Water management plan and testing program that complies with the Minnesota Statute 121A.335, as well as with Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) expectations. For more information on Minneota Public Schools lead reduction program and testing results, please contact Les Engler at 507-872-6532 ext. 1157

Lost and Found

All articles found by students or staff will be placed in the lost in found. Students and staff are encouraged to report any lost items to the main office. If articles are not accounted for, they will be brought to a local ~~thrift~~ ~~thirst~~ store at the end of each semester.

Lunch

Our campus is considered closed during the lunch times. Students may not leave campus without prior approval from the principal. Students can still come and go from school for appointments in the ordinary fashion by having parents call the school or bringing a note and signing in/out in the high school office. There will be regular classes in session during the lunch hour. Please be respectful in the hallways.

Students enrolled in Minneota Public School will receive FREE breakfast and lunch through the school's lunch program for the 2024-2025 school year. The Free School Meals Program is a state funded program that provides reimbursement for meals served to students who do not qualify for free or reduced-price meals so all students receive the meals at no cost. If a student would like an additional entree, a second meal, or extra milk, they must pay for the additional meal item.

Student Breakfast	One FREE
Student Lunch	One FREE
Adult Lunch	\$5.00
High School Lunch	\$4.00
Extra Entree	\$2.00
Take-to-Go Salad	\$3.00
Adult Breakfast	\$3.50
Student Breakfast	\$2.25
Extra Milk	\$0.45

Families are still responsible for any charges to their account prior to July 1, 2023.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities.

Non-Essentials Objects/Toys

No fidget spinners or like devices are allowed in school unless IEP/504 states a need.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Nurse Guidelines

Head Lice

If you suspect that your child has head lice, seek medical advice. If your child has head lice or was treated for head lice, please contact the school nurse. If a student has signs that head lice are present, a trained staff person may check the student for live head lice.

1. First case of head lice
 - a. Contact student's parent to have student removed from school as soon as possible.
 - b. Parents will be given lice control information by school personnel.
 - c. Student will not go back to class until 24 hours after treatment is completed
 - d. Trained staff person will check affected student before he/she returns to the classroom (upon return to school, the student needs to go to the school nurse to be checked or discuss with advisor). If live lice are found, student will be sent home again – this will be repeated until no live lice are found by trained staff after student returns to school.
 - e. Student will be checked again in 10 days after return to the classroom.
2. Second case of head lice, same student
 - a. Contact parent for student to be picked up. Talk with parent and have them tell what they did to rid student, family and house from the first case of lice.
 - b. Trained staff person will check affected student before he/she returns to the class (upon return to school, the student needs to go to the school nurse to be checked or discuss with advisor). If live lice are found, student will be sent home again – this will be repeated until no live lice are found by trained staff after student returns to school.
 - c. Student will be check again in 10 days after return to class.
 - d. Other students in school may be checked if needed.

3. Third case, same student
 - a. Same as above in number two
 - b. Home visit by school nurse and/or social worker if needed.
4. School's Plan of Last Resort. (To be planned by school administration and school nurse).

Illness or Injury

STUDENTS ARE REQUIRED TO REPORT ALL ACCIDENTS TO THE OFFICE WITHIN 24 HOURS OF THE OCCURRENCE SO THAT A WRITTEN REPORT CAN BE FILED. In case of illness or injury in which it does not seem advisable for the child to remain in the classroom, the parents will be contacted by telephone to come to school and pick up their child. In cases where parents are not available by telephone, emergency numbers that parents have given to the school will be used and these people will be asked to come to school to pick up the child.

If parents are contacted, but for some reason they are unable to pick up their child or to authorize someone else to do so. If not available, the child will remain at school during school hours and will return home by his/her regular means (bus or walk) except in such cases in our opinion medical aid is needed immediately, an ambulance will be called at the parents' expense and the child will be sent to the emergency room at one of the hospitals. No student will be sent home unless there is an adult to assume responsibility for their welfare.

Please keep your child home if he/she:

- has had an oral temperature of 100 degrees or higher in the past 24 hours.
- has vomited 2 or more times in the past 24 hours.
- has diarrhea and/or he/she is not feeling well and needs to use the bathroom frequently.
- has a rash for which the cause is unknown; see your healthcare provider.
- has an illness that prevents him/her from participating in routine activities.

Attendance Rules for Common Communicable Diseases

Parents are asked to please NOT send their children to school when they are sick. Not only can they not function properly in school when they are feeling poorly, but they will also expose other children to an infectious disease. Parents are asked to notify the school nurse/office immediately if their child contracts any of the below mentioned communicable diseases so we can work toward preventing further outbreaks.

- Fever: Students are to be excluded from school if his/her temperature is 100 degrees or more. Students must be fever free for 24 hours without the use of fever reducing agents (Tylenol, Advil/Motrin, etc.) before returning to school.

- Colds: Students should be excluded from school (especially for younger children) for the one or two days when they feel the most ill (earache, sore throat, runny nose, watery eyes, fever, etc.).
- Influenza: Students with Influenza A or B should be excluded from school immediately. Students should not return until the fever has been gone for 24 hours. Please notify the school nurse/office if your child has influenza like symptoms which include a fever AND cough or sore throat.
- Pink Eye: Students are to be excluded if there is thick white or yellow drainage, redness of the eye and eye pain. Your child may return after being examined by his/her health care provider and approved to return with a note from him/her.
- Fifth Disease: Call the school nurse or office if your child has been diagnosed with Fifth Disease. Students do not need to stay home from school if other rash-causing illnesses are ruled out by a health care provider. Persons with fifth disease are unlikely to be contagious once the rash appears.
- Chicken Pox: Students with chicken pox are to be excluded from school until ALL blisters have dried into scabs. This is usually about six days after the rash began. (Notify school nurse/office immediately.)
- Impetigo: Students with impetigo are to be excluded from school immediately. Your child may return after being examined by his/her healthcare provider and 24 hours after treatment has started. It is recommended to cover lesions. Please notify school nurse/office if diagnosis was made by healthcare provider.
- Scabies: Students will be excluded from school immediately. Your child may return after being examined by his/her healthcare provider, having been on treatment for 24 hours and have a note from the healthcare provider with approval to return to school. Please notify school nurse/office.
- Ringworm: The infected child will be excluded from school until they have been examined by his/her healthcare provider and treatment has been started. Any child with ringworm should not participate in gym and other close contact activities that are likely to expose others if the lesions cannot be fully covered or until 72 hours after treatment has begun. Please notify school nurse/office.
- Rashes: Students will be excluded from school immediately when they have an undiagnosed rash or rash attributable to a contagious illness or condition. Some rashes are

highly contagious (such as measles, if measles is suspected consult your physician immediately). Notify school nurse/office with questions.

- **Strep Throat:** Students with strep throat should be excluded from school until at least 24 hours after an antibiotic treatment has begun and fever is gone. *Whenever you have a question about your child's health, please feel free to contact the school nurse or your physician.

Prescription and Non-Prescription Medications

For full policy, please see [ISD #414 School Board Policy 516](#).

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

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

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parent and Teacher Conferences

Parent and teacher conferences will be held on November 4, 2024 and March 20, 2025, in the Auxiliary gym. For more information, contact the high school principal, [Lindsey Larson Heather Anderson](#), at lindsey.larson@minneotaschools.org.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Les Engler at 507-872-6532 ext. 1157.

Pledge of Allegiance

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

Procedures for Appeal and Grievances

Parental or staff requests for modification of any of the policies may be orally presented to the Principal or Superintendent at their respective offices. If accord is not reached by this means, application for modification of a policy provision may be made in writing to the Board of Education for consideration at its next regular monthly meeting.

Appeal procedure, when a party is aggrieved, shall be the same as for policy modification, except when warranted, special meetings of the Board of Education may be called by the Chairman.

Prom

The Board believes that high school Prom should be limited to students in the 11th and 12th grade.

Attending Prom is a privilege and can be revoked by the administration at any time. Prom is a formal dress occasion. All students must be in formal attire and will not be admitted to Prom unless dressed appropriately.

General Guidelines:

- Minneota students who are currently suspended, expelled, or attending an online or alternative school full time cannot attend Prom.
- Guests must be at least in 10th grade and may attend prom if they are invited by an 11th or 12th grade Minneota student.
- Older students (students who have graduated high school) may attend if they are asked by an 11th or 12th grade student and are under the age of 21.
- Any student who attends another school, is not attending school, or who has already graduated from high school must be granted permission from the building Principal before they are allowed to attend the Minneota Prom.
- Students are responsible for the behavior of any invited guest.
- Students and their guests are expected to adhere to all Minneota Public Schools' rules, regulations, procedures, and policies as well as local and state laws.
- The parent(s) and student assume responsibility for any accident or property damage while attending and traveling to and from Prom.
- If a student and/or their guest is asked to leave by a chaperone or venue employee and refuses, the proper legal procedures will be followed.
- At the entrance to the event, everyone may be searched for prohibited and illegal substances.
- Prom is a school-sponsored event and school behavior codes apply.
- Required prescription and/or non-prescription drugs must be approved by the School Nurse prior to the event, otherwise, they will be confiscated.
- Students and guests are subject to be tested for alcohol and other substances. Any 11th or 12th grade student or their guest(s) found in possession of or under the influence or demonstrating inappropriate behavior may be suspended from school, may not participate in the Graduation ceremony, and may be subject to arrest.
- The administrators of Minneota Public Schools reserve the right to make any other decisions needed to ensure a safe night for our students.
- All exceptions to this policy must be approved by the Superintendent in consultation with the High School Principal.

PSEO Attendance

Students who participate in PSEO will be allowed access to the high school building, computers, and/or other technology resources during regular school hours. Students will be expected to follow the rules of Minneota Public School.

Students are expected to sign in and out of the building at the high school office. Students will report to the designated study hall during the scheduled class times. Students must remain in the study hall for the entire class time.

Report Cards

Report cards are issued each nine weeks. The report covers two areas, a scholastic or grade report, and a checklist report on attitudes and work habits.

The following weights are used for GPA:

A	4.0	C	2.0
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.0	D	1.0
B-	2.67	D-	.67
C+	2.33	F	0

School-wide grading scale:

Letter Grade	Percentage	Grade Points
A	94-100	4.0
A-	90-93	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33

C	73-76	2.0
C-	70-72	1.67
D+	68-69	1.33
D	65-67	1.0
D-	63-64	.67
F	0-62	0.0

Your interest and classroom attitude, courtesy and cooperation and the degree which you work up to ability and accept responsibility will be reported as satisfactory or in need of improvement. Teachers may use the comment section on the report card to indicate positive and/or poor work habits or conduct.

There are no weighted grades.

Incomplete work becomes an F one week after report cards are handed out. A final grade must be submitted by the instructor at that time.

Removal from Class

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or their lawful designee. The removal of a student from class shall not exceed five class periods. The decision as to removal shall ultimately be up to the principal. The removal from class may be imposed without an informal administrative conference where it appears that the student is disruptive and/or will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Mediation with student, parent, teacher and principal may be needed.

Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with the Pupil Fair Dismissal Act.

* Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act.

* Parents and students shall be notified in writing of violations of the rules of conduct and resulting disciplinary actions as required by the Pupil Fair Dismissal Act.

Rules of Conduct

Disciplinary action may be taken against students for any behavior which is disruptive of good order or violates the rights of others.

School Premises include: A school building, school grounds, 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, and all school-related functions.

School officials at all times possess the right to search any school property and request personal property to be searched.

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to represent responsibly the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Minnesota School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity.

School Closing

Delaying or closing school because of bad weather is a decision that is often made with short notice to students, parents, and staff. I have found that a late start due to fog or limited visibility is one of the more difficult decisions, as fog and limited visibility can be spotty or move in after buses are sent out. For me, these decisions are based on common sense, and I tend to make decisions based on the safety of our students, staff, and families.

Given the weather conditions when school is open, parents may not want to send their child on the bus – while we always want your child in school, we respect the parental right to keep them home. We utilize SchoolMessenger as the initial contact with families when there is an early dismissal,

late start, or school is cancelled for the day. Additionally, a list of radio/TV stations that the school contacts are noted in student handbooks.

Several tasks occur before deciding to either delay or close school. Depending on weather and road conditions, the decision on a late start or close for the day is made as early as possible, typically before 6:00 a.m. It is possible that weather will dictate a variation.

If we proceed with a late start, the decision to remain closed or open two hours late is made as early as possible, typically around 8:00 a.m. **Breakfast is still served when school is on a two-hour late start. Morning school activities and field trips will be canceled or rescheduled for another day.**

All school activities, practices, and community education events are canceled if school is closed early or canceled for the day. The Activities Director may make exceptions, in consultation with other school staff and administration.

Once the decision is made to close early, radio/TV stations will be notified, and an announcement is made through SchoolMessenger that the school will be closing, including the time buses will leave. Both staff and students should have an alternate place to stay if the weather does not permit them to go home.

Given the use of cell phones, word travels quickly on school day changes which sometimes is helpful and other times causes confusion. School closing procedures allow staff to have an orderly process for getting the students home safely.

Extra-Curricular Activities:

The following procedures will be followed:

- A. All practices for all sports/activities/community ed are automatically canceled.
- B. If school is canceled, all scheduled activities and events are automatically canceled.

Playoff clause:

Should a full school day be canceled because of weather, the school administration may allow a team to practice if:

- A. It's the day before a playoff game.
 - 1. Only applies to a varsity team
 - 2. Parent's discretion to own a child's decision to practice, athletes will not be held accountable for missing practice on these days.

Should school be dismissed early because of weather, the school administration may allow a team to practice if:

- A. practice is conducted during the school day and is scheduled to conclude, so the student/athletes are dismissed at the scheduled closing time.
- B. practice is limited to up to 1.5 hours.
- C. it's a playoff season.

*Only applies to a varsity team

**It's the head coach's responsibility to attend the daytime practice

***School administration has the discretion to decide whether or not to allow practice

School Records

The school has on file your grades, attendance, standardized test scores, and discipline record that have resulted from your work since you began school. If you have attended several different schools, these records have all followed you to this school and are on file here.

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian. Minneota Public School will forward records to other schools and post-secondary institutions where a student is enrolling, upon the written request of the parent, legal guardian, student, school or post-secondary institution. Students who are 18 years of age or older need not seek consent of their parents or guardian to exercise their right of access or control of transfer of their records.

All students' records will be treated in accordance with the provisions of Family Educational Rights and Privacy Act, Section 99.34, relating to disclosure of student records to other educational agencies or institutions. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, the school's website, student handbook, or newspaper article) is left to the discretion of each school.

Search

For full policy, please refer to [ISD #414 School Board Policy 502](#).

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law.

If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

A. Lockers and Personal Possessions Within a Locker

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

B. Cell Phones and Other Electronic Communication Devices

Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

C. Desks

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

D. Personal Possessions and Student's Person

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

E. Vehicles on Campus

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

Sexual, Religious, and Racial Harassment and Violence Policy

For full policy, please refer to [ISD #414 School Board Policy 413](#)

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Special Education Students

Pupils with Disabilities

Special consideration may be given a student for which an IEP is written should he/she be removed from class. Consideration may be given following review of the IEP to further assessment. The teacher and principal shall decide if action shall be taken and notify the parent.

Behavioral problems that arise and are of causal effect due to the disability shall be dealt by:

1. Teacher-student conference;
2. Teacher-parent conference;
3. Teacher-parent-principal conference;

4. Referral to child study team for further evaluation and modification of program if deemed necessary.

Suspension, Exclusion and Expulsion of Students with Disabilities

Handled according to Minnesota Rule 3525.2470 and Minnesota Statute, Sections 127.26 to 127.39 (Pupil Fair Dismissal Act).

Behavioral problems not of a causal effect due to the disability shall be handled as outlined in this policy.

School-Sponsored Media

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

A. Distribution of Nonschool-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

B. School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512 and activities. Student media advisers shall supervise student writers to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is defamatory;
- Is profane, harassing, threatening, or intimidating;
- Constitutes an unwarranted invasion of privacy;
- Violates federal or state law;
- Causes a material and substantial disruption of school activities; is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;

- Advertises or promotes any product or service not permitted for minors by law;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

Student Council

The Student Council is an organization of students selected by the advisor, to serve as the student body's official representatives in matters of concern to the entire school in areas where the council has been given power and authority by the administration. It is comparable to a lawmaking body in that student members are elected to represent and speak for the group.

Student Data Privacy

The school district must provide information regarding student data uploaded to any curriculum, testing, or assessment technology provider within the first 30 days of the school year. The school will identify each curriculum, testing, or assessment provider, the educational data affected by the curriculum, testing, or assessment technology provider, and information about the contact information to direct questions or concerns regarding any program or activity. Parents also have the right to inspect a complete copy of any contract with a technology provider. Please contact [Lindsey Larson](#) ~~Heather Anderson~~ with any requests.

Student/Parent Notification

Parents shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students

about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see the school district's "Student Surveys" policy at [ISD #414 Policy 520](#).

Student Work

Students should be aware that classroom work (for example, art projects, class projects, etc.) may be displayed by the instructor. If parents or students do not want their work displayed, written notification must be given to the principal by the parents.

Suicide and Depression Prevention

We understand that suicide is a serious public health concern that can take an enormous toll on students, families, staff, and communities. Concerns about and the number of suicides may be reduced through education, awareness, and services for students and families via mental health practitioners and community organizations. As an essential part of the team, school personnel are instrumental in recognizing symptoms, identifying at-risk students, and providing them with access to mental health resources.

The National Suicide Prevention Lifeline is now: 988 Suicide and Crisis Lifeline

The nationwide number will route callers to the National Suicide Prevention Lifeline. **If you or someone you know needs help, dial 988** to be connected to trained counselors that are part of the existing National Suicide Prevention Lifeline network. These trained counselors will listen, understand how their problems are affecting them, provide support, and connect them to resources if necessary. For more information, click [here](#) or go to <https://988lifeline.org/current-events/the-lifeline-and-988/>.

Tennessee Warning

The Minnesota Government Data Privacy Act provides you with certain rights. These rights include, but are not limited, to the following:

*Whenever a government agency asks you to provide private or confidential data about yourself, you must be told:

- the purpose and intended use of the data requested;
- whether the individual may refuse to supply or is legally obligated to supply the data;
- any known consequences of supplying or not supplying the data; and the identity of other persons authorized to receive the data.

Testing/Opting Out of Tests

Minnesota students take some form of the Minnesota Comprehensive Assessments, or MCAs. The MCAs are given in the spring of each year to students in grades 3–8 in reading and math. In high school, Minnesota students take one last Reading MCA in grade 10 and one last Math MCA in grade 11.

The Science MCAs are given in grades five and eight and once in high school.

Students who receive special education services and meet eligibility requirements take the Minnesota Test of Academic Skills (MTAS) in the same grades.

Most Minnesota students will take the MCA online during their school day, likely in their classrooms. The MTAS is given by a teacher or another school administrator in a paper format. Each Minnesota school district decides when students will take their assessments within a designated spring testing window.

Both the MCA and the MTAS measure student learning of the Minnesota Academic Standards. More detailed information about Minnesota’s K–12 Academic Standards can be found on the [Academic Standards section](#) of the MDE website.

Estimated Test Administration Times

None of Minnesota’s statewide assessments are timed. Students may take as much time as they need. Students who take either the MCA or MTAS spend around two hours per subject. State law limits the total amount of time per year that students may spend taking school- and district-wide assessments to no more than 10 hours for grades 1 through 6, or 11 hours for grades 7 through 12. The reading test is estimated to take 1.5-2 hours to complete. The math test is estimated to take 1.5-2 hours to complete. The science MCA is estimated to take 1 to 1.5 hours to complete.

Student Participation in Statewide Assessments

Statewide assessment results are used to evaluate how districts and the state are teaching the applicable standards, so each student’s assessment results play an important role when deciding where resources are most needed. They are also crucial in determining whether changes to instruction, efforts toward equity, and emphasis on inclusion are making a difference for students. The data gathered from assessment results inform each district, and they show clear trends over time.

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below. When

completed, it must be returned to your student's district; your student's district may require additional information

[2024-25 Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information](#)

Preparing for Assessment Day

Parents/guardians and families can help their students prepare for the statewide assessments by making sure they understand why they are taking the assessments. Using positive language about the assessments, practicing stress-reducing strategies and having a healthy meal before testing can also help each student do their best.

Schedule

Each Minnesota school district decides when their students will take the statewide assessments within a testing window set by the state.

Each district is required to post a school calendar that includes information about all statewide, district-wide, and school-wide assessments to be given each school year, including why each assessment is given and whether it is required by state or federal law. Parents/guardians and families are encouraged to contact their schools for more information about school- or district-wide assessments. The testing schedule can be found on the school website on the "Testing" page.

Administration and Security

For teachers, families, students, and others wishing to report assessment administration concerns to MDE, please view the different types of assessment administration concerns using the following links:

Test Security: Maintaining the integrity of assessments and assessment items is very important to MDE. Improper or unethical behavior by students or educators undermines the validity of assessment scores. Please report suspected incidents such as cheating, improper assistance, and/or the sharing or copying of assessment content by using the [Minnesota Statewide Test Security Tip Line](#).

Testing Disruptions: Minnesota state law requires MDE to provide a way for the public to review and report online testing disruptions that have occurred, such as a technical issue that impacted testing. Note that these reports are intended to provide awareness to MDE about disruptions. They should NOT be used to seek assistance for resolving issues; instead, districts and schools must contact the appropriate service provider directly when seeking assistance with technical issues impacting testing. Use the [Testing Disruption Tracking System](#) to view or report testing disruptions.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

Transportation

Bicycles

Bicycles must be parked in the racks provided. The school is not responsible for damage or theft of parts while bicycles are parked in the racks.

Bus

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules.

- I. Only students and staff assigned to a school bus by the school authority may be transported.
- II. If your child wishes to ride on another bus to get off at a friend's home, they must present a note to their respective Principal (or their designee) in advance for permission before getting on that bus.
- III. 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.
- IV. Conduct on School Buses and Consequences for Misbehavior 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.

The consequences for school bus/bus stop misconduct will be imposed by 4.0 Bus Service, a Principal or school administrator, and/or 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.

A. School Bus and Bus Stop Rules

The 4.0 Bus Service and the school district school bus safety rules are to be posted on every bus. The Bus Service's and school district's discipline procedures must be followed if these rules are broken. In most circumstances, the consequences are progressive and may include suspension of bus privileges. The school bus driver must report unacceptable behavior to the 4.0 Bus Service manager.

B. Rules at the Bus Stop

1. Get to your bus stop [at least] 3 minutes before your scheduled pickup time.
The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. Do not fight, harass, intimidate, or engage in horseplay.
10. Do not use alcohol, tobacco, or drugs.
11. Follow all other School District policies.

C. Rules on the Bus

1. Immediately follow the directions the driver gives.
2. Sit in your seat, facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. Do not fight, harass, intimidate, or engage in horseplay.
7. Do not throw any objects.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.

- 10. Do not damage the school bus.
- 11. Eating or drinking on the bus is left to the bus driver's discretion.
- 12. Follow all other School District policies.

D. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes, co-curricular events, and extracurricular events (field trips or competitions). 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. All decisions are made by 4.0 Bus Service in conjunction with the school district.

Consequences for PreK-12 Students

1st offense	Warning & parent notification.
2nd offense	Up to a 3 school-day suspension from riding the bus & parent notification.
3rd Offense	Up to a 5 school-day suspension from riding the bus & parent notification.
Further offenses	Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

1. 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 may also result from school bus/bus stop misconduct.

2. 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. Records may also be maintained in the transportation office.

3. Vandalism/Bus Damage

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

4. 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.

5. Criminal Conduct

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

Vehicles

All students driving to school must NOT park in ~~the~~ visitor parking. Students utilizing the school parking lot must park their vehicles parallel between the lines in the parking spaces. All drivers will observe a 10 MPH speed limit in the parking lot. Students needing to access vehicles during the school day must report to the office where they may be required to have a staff member escort them.

Transportation of Students Attending School-Sponsored Activities

Minneota Public School provides transportation from the Minneota Public School to the sponsored activities, and back to the Minneota Public School for all students involved in school sponsored activities. The Ivanhoe school district will be responsible for transporting students to the Minneota Public School, and back to Ivanhoe for Minneota Public School sponsored activities. All students are to ride on the buses to and from school sponsored activities unless there is a specific and valid reason as to why they will be riding with their parents to or from the activity. If this is the case, the parent will submit in writing the reason as to why their son or daughter should be permitted to use this alternate form of transportation. This request will be reviewed by the high school principal, or designated school official, and coach or director who will decide whether or not to honor such request. Any changes or cancellations need to be reviewed by the proper personnel. Parents must talk to the coach and provide a written note when they (parents) are going to provide a ride home for the student.

A parent may request that their son or daughter rides home with an approved adult who is not a student in high school. If the student rides home with their parents or an approved adult who is not a high school student, the parent will submit the request to the athletic director in writing the reason as to why their son or daughter should be permitted to use this alternate form of transportation and who will be driving.

Failure to comply with this policy will result in the student not being permitted to participate in that scheduled activity for that day or the next scheduled competition.

****School administrators have the ability to exercise discretion regarding the above transportation policy.****

Visitors

In maintaining a non-threatening environment, student and adult visitors are not permitted at Minneota High School during regular school hours. Administrators, with twenty-four-hour notice, may grant exceptions to this policy and the visit must be for educational purposes. Visitors are permitted to park in designated school district visitor parking areas.

Weapons

For full policy, please refer to [ISD #414 School Board Policy 501](#).

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. 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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. 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. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.

Nicolle Johnston, Elementary Principal
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2025-2026 Bid Overview Information

Petroleum - Bid From AgPlus

Bid Item	2020-2021	2021-2022	2022-2023	2023-2024		2024-2025		2025-2026	
Diesel Fuel [per gallon]	\$ 1.75	\$ 3.04	\$ 4.45	\$ 3.41	-23.4%	\$ 3.28	-3.8%	\$ 3.33	1.5%
Unleaded Gasoline [per gallon]	\$ 1.68	\$ 2.73	\$ 3.76	\$ 3.15	-16.2%	\$ 3.02	-4.1%	\$ 2.56	-15.2%

Bread-Baked Goods - Bid From Brad's Market

Bid Item	2020-2021	2021-2022	2022-2023	2023-2024		2024-2025		2025-2026	
1 1/2 lbs. Whole Grain Bread	\$ 1.70	\$ 1.75	\$ 2.28	\$ 2.60	14.0%	\$ 2.88	10.8%	\$ 3.15	9.4%
4" Whole Grain Hamburger Buns	\$ 3.40	\$ 3.50	\$ 4.54	\$ 5.37	18.3%	\$ 6.69	24.6%	\$ 6.75	0.9%
Whole Grain Hot Dog Buns	\$ 3.40	\$ 3.50	\$ 5.04	\$ 2.25	-55.4%	\$ 2.57	14.2%	\$ 3.40	32.3%
Whole Grain Dinner Rolls	\$ 1.65	\$ 1.75	\$ 1.97	\$ 2.25	14.2%	\$ 2.57	14.2%	\$ 3.15	22.6%
Whole Grain Hoagie/Steak Buns	\$ 3.50	\$ 3.60	\$ 4.32	\$ 5.00	15.7%	\$ 6.07	21.4%	\$ 6.75	11.2%

Dairy - Bid From Prairie Farms

Bid Item	2020-2021	2021-2022	2022-2023	2023-2024		2024-2025		2025-2026	
1/2 pint 1% Milk	\$ 0.20	\$ 0.21	\$ 0.26	\$ 0.28	6.9%	\$ 0.32	13.7%	\$ 0.36	12.9%
1/2 pint Skim Chocolate Milk	\$ 0.21	\$ 0.22	\$ 0.28	\$ 0.30	7.6%	\$ 0.33	9.4%	\$ 0.37	12.7%
1/2 pint Skim Milk	\$ 0.20	\$ 0.21	\$ 0.25	\$ 0.27	8.5%	\$ 0.31	11.8%	\$ 0.35	15.0%
1 gallon 1% Milk	\$ 3.99	\$ 4.16	\$ 4.82	\$ 4.18	-13.3%	\$ 4.31	3.2%	\$ 4.52	4.8%
1/2 pint Orange Juice	\$ 0.28	\$ 0.28	\$ 0.32	\$ 0.40	24.8%	\$ 0.50	24.1%	\$ 0.48	-3.4%
5 lbs Sour Cream	\$ 6.64	\$ 8.30	\$ 10.36	\$ 9.84	-5.1%	\$ 11.17	13.6%	\$ 10.68	-4.4%
5lbs Cottage Cheese	\$ 7.42	\$ 9.17	\$ 11.08	\$ 10.06	-9.2%	\$ 10.66	6.0%	\$ 10.03	-5.9%
6 oz Yogurt	\$ 0.63	\$ 0.57	\$ 0.37	No Bid		No Bid		No Bid	
Butter	\$ 3.99	\$ 4.15	No Bid	No Bid		No Bid		No Bid	

FY 27 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/10/2025											
414 <= Type in School District Number															
MINNEOTA PUBLIC SCHOOL DISTRICT															
				Change only											
				if requiring levy adjustments											
				Payable 2025 LLC Certification											
<i>Calculations for Ten Year Projection</i>				Current Estimate											
	Pay 26 LLC #			FY 2025	FY 2026	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035
5															
6	Initial Formula Revenue														
6	Current year APU	57		534.80	535.02	521.30	521.30	521.30	521.30	521.30	521.30	521.30	521.30	521.30	521.30
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)														
6b	Total Adjusted Pupil Units = (6) + (6a)				535.02	521.30	521.30	521.30	521.30	521.30	521.30	521.30	521.30	521.30	521.30
7	District average building age (uncapped)	401		56.53	56.54	57.54	58.54	59.54	60.54	61.54	62.54	63.54	64.54	65.54	65.54
8	Formula allowance			\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	402		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	403		203,224	203,307	198,093	198,093	198,093	198,093	198,093	198,093	198,093	198,093	198,093	198,093
11	Added revenue for Eligible H&S Projects > \$100,000 / site														
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	701			479,325	486,045	481,950	-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab				318,255	312,165	316,129	313,884	316,759	318,846	110,618	112,426	114,054	-	-
16r	New debt service for LTFM bonds for eligible new roofing projects > \$100,000 / site				beginning FY27	-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b) + (16r)				318,255	312,165	316,129	313,884	316,759	318,846	110,618	112,426	114,054	-	-
18r	Pay as you go revenue for eligible new roofing projects > \$100,000 / site (corresponds to Category 6 on the Expenditures spreadsheet)				beginning FY27	-	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible projects >\$100,000 / site (12) - (13) + (14) - (15) + (16a) + (16b) + (16r) + (18) + (18r)	406		762,681	797,580	798,210	798,079	313,884	316,759	318,846	110,618	112,426	114,054	-	-
20d	Total New Law Revenue (10) + (19) + (20c)	408			1,000,887	996,303	996,172	511,978	514,852	516,939	308,711	310,519	312,147	198,093	
	Old Formula revenue														
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	764			479,325	486,045	481,950	-	-	-	-	-	-	-	-
27a	LTFM ">100K per site" bonds	765			318,255	312,165	316,129	313,884	316,759	318,846	110,618	112,426	114,054	-	-
27b	LTFM "other" bonds for 1A hold harmless	767			-	-	-	-	-	-	-	-	-	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	416			34,241	33,363	33,363	33,363	33,363	33,363	33,363	33,363	33,363	33,363	33,363
29	Total old formula revenue = (21)+(24)+(25)+(26)+(26b)+(27)+(27a)+(27b)+(28)	417		796,908	831,821	831,573	831,442	347,247	350,122	352,209	143,981	145,789	147,417	33,363	
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or (29) + (20c)	418		965,905	1,000,887	996,303	996,172	511,978	514,852	516,939	308,711	310,519	312,147	198,093	
32	District LTFM Revenue (30) - (31)	420		965,905	1,000,887	996,303	996,172	511,978	514,852	516,939	308,711	310,519	312,147	198,093	
34	Grand Total LTFM Revenue (32) + (33)	422		965,905	1,000,887	996,303	996,172	511,978	514,852	516,939	308,711	310,519	312,147	198,093	
	Aid and Levy Shares of Total Revenue														
35	For ANTC & APU, three year prior date			2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	
36	Three year prior Ag Modified ANTC	35		5,709,399	5,709,399	6,092,842	6,336,556	6,590,018	6,853,619	7,127,763	7,412,874	7,709,389	8,017,764	8,338,475	
37	Three year prior Adjusted PU (New Weights)	54		529.04	529.05	547.98	538.90	535.02	521.30	521.30	521.30	521.30	521.30	521.30	
38	ANTC / APU = (36) / (37)	424		10,792.00	10,791.84	11,118.77	11,758.33	12,317.35	13,147.23	13,673.11	14,220.04	14,788.84	15,380.39	15,995.61	
39	State average ANTC / APU with ag value adjustment	425		13,579.10	13,579.10	13,765.66	14,420.42	15,209.99	15,818.00	16,451.00	17,109.00	17,793.00	18,505.00	19,245.00	
40	Equalizing Factor = 123% of (39)	426		16,702.29	16,702.29	17,275.90	18,313.93	19,316.69	20,088.86	20,892.77	21,728.43	22,597.11	23,501.35	24,441.15	
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	427		64.61%	64.61%	64.36%	64.20%	63.77%	65.45%	65.44%	65.44%	65.45%	65.44%	65.45%	
42	State (aid) share of Equalized Revenue (1 - (41))	428		35.39%	35.39%	35.64%	35.80%	36.23%	34.55%	34.56%	34.56%	34.55%	34.56%	34.55%	
43	Equalized Revenue (lesser of (34) or (6) * (8))	423		203,224	203,307	198,093	198,093	198,093	198,093	198,093	198,093	198,093	198,093	198,093	
44	Initial LTFM State Aid (42) * (43)	429		71,912	71,944	70,600	70,909	71,778	68,450	68,453	68,452	68,450	68,452	68,450	
45	Old formula Grandfathered Alternative Facilities Aid	431		-	-	-	-	-	-	-	-	-	-	-	
46	Total LTFM State Aid (Greater of (44) or (45))	432		71,912	71,944	70,600	70,909	71,778	68,450	68,453	68,452	68,450	68,452	68,450	
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	435		893,993	928,943	925,703	925,263	440,199	446,402	448,486	240,258	242,070	243,695	129,643	
48	Debt Service Portion of Revenue (non-grandfather districts *)														
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	763+764+765+766			797,580	798,210	798,079	313,884	316,759	318,846	110,618	112,426	114,054	-	
51	Total Debt Service Revenue = (49) + (50) + (50b)	768			797,580	798,210	798,079	313,884	316,759	318,846	110,618	112,426	114,054	-	
52	Equalized debt Service Revenue (lesser of (43) or (51))	436			203,307	198,093	198,093	198,093	198,093	198,093	110,618	112,426	114,054	-	

FY 27 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection											Revised 6/10/2025										
414 <= Type in School District Number																					
MINNEOTA PUBLIC SCHOOL DISTRICT																					
Change only																					
if requiring levy adjustments											Payable 2025										
LLC Certification											Current Estimate										
Calculations for Ten Year Projection											Pay 26										
		LLC #	FY 2025	FY 2026	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035							
53	Debt Service Aid = (52) * (42)	438		71,944	70,600	70,909	71,778	68,450	68,453	38,225	38,848	39,412	-								
54	Equalized Debt Service Levy = (52) - (53)	439		131,363	127,493	127,184	126,315	129,643	129,641	72,393	73,578	74,642	-								
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	440		594,273	600,117	599,986	115,791	118,666	120,753	-	-	-	-								
56	General Fund Portion of Revenue (non-grandfather districts *)																				
57	Total General Fund Revenue = (34) - (51) (includes coop levy, if any in line 33)	441		203,307	198,093	198,093	198,093	198,093	198,093	198,093	198,093	198,093	198,093								
58	General Fund Equalized Revenue = (43) - (52)	442		-	-	-	-	-	-	87,476	85,667	84,040	198,093								
59	Total General Fund Aid = (46) - (53)	443		-	-	-	-	-	-	30,228	29,602	29,040	68,450								
60	General Fund Equalized Levy = (58) * (41)	444		-	-	-	-	-	-	57,248	56,065	54,999	129,643								
61	General Fund Unequalized levy = (57) - (58)	445		203,307	198,093	198,093	198,093	198,093	198,093	110,617	112,426	114,054	-								
62	Total General Fund Levy = (60) + (61)	446		203,307	198,093	198,093	198,093	198,093	198,093	167,865	168,492	169,053	129,643								
48	Debt Service Portion of Revenue (grandfather districts *)																				
51	Total Debt Service Revenue = (49) + (50) + (50b)	768		797,580	798,210	798,079	313,884	316,759	318,846	110,618	112,426	114,054	-								
52	Equalized debt Service Revenue (lesser of (43) or (51))	436		203,307	198,093	198,093	198,093	198,093	198,093	110,618	112,426	114,054	-								
53	Debt Service Aid = (52) * (42)	438		71,944	70,600	70,909	71,778	68,450	68,453	68,452	68,450	68,452	-								
54	Equalized Debt Service Levy = (52) - (53)	439		131,363	127,493	127,184	126,315	129,643	129,641	42,165	43,976	45,602	-								
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	440		594,273	600,117	599,986	115,791	118,666	120,753	-	-	-	-								
56	General Fund Portion of Revenue (grandfather districts *)																				
57	Total General Fund Revenue = (34) - (51) (includes coop levy, if any in line 33)	441		203,307	198,093	198,093	198,093	198,093	198,093	198,093	198,093	198,093	198,093								
58	General Fund Equalized Revenue = (43) - (52)	442		-	-	-	-	-	-	87,476	85,667	84,040	198,093								
59	Total General Fund Aid = (46) - (53)	443		-	-	-	-	-	-	-	-	-	68,450								
60	General Fund Equalized Levy = (58) * (41)	444		-	-	-	-	-	-	87,476	85,667	84,040	129,643								
61	General Fund Unequalized levy = (57) - (58)	445		203,307	198,093	198,093	198,093	198,093	198,093	110,617	112,426	114,054	-								
62	Total General Fund Levy = (60) + (61)	446	n/a	n/a	203,307	198,093	198,093	198,093	198,093	198,093	198,093	198,093	129,643								
			FY 2025	FY 2026	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035							
Notes: 1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid. 2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan. 3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.																					



Fiscal Year (FY) 2027 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

General Information: Minnesota school districts, intermediate school districts, cooperative districts, joint powers applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2024, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2025. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

Name of District, Intermediate/Cooperative/Joint Powers Minnesota Public Schools	District Number and Type: 0414-01	Date Submitted: 07/23/2025
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Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2024, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2027 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2024, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2027 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clauses (1), (2) and (4) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11. **Effective FY 2025 and if applicable, provisions for a gender-neutral, single-user restroom are included in The LTFM plan (Finance Code 384 must be used with Course Code 684).**
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.41, subd. 3[2024]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2024]). **The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.**

Certification of Statement of Assurances

Signature – Must be signed by Superintendent or Cooperative Unit Director:	Name – Superintendent or Cooperative Director (Please print) Scott J. Monson	Date: 07/23/2025
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EXTRACT OF SCHOOL BOARD MEETING MINUTES INDEPENDENT SCHOOL DISTRICT NO. 414 | MINNEOTA PUBLIC SCHOOLS STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. 414, Minneota Public Schools, State of Minnesota, was held on Wednesday, July 23 at 7:00 a.m., for the purpose in part, of approving the District’s Fiscal Year (FY) 27 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2024, section 123B.595.

School Board Member _____ introduced the following resolution and moved its adoption.

**RESOLUTION ADOPTING INDEPENDENT SCHOOL DISTRICT NO. 414
FY 27 LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

BE IT RESOLVED that the School Board of Independent School District No. 414, Minneota Public Schools, State of Minnesota, approves the attached FY 27 Long-Term Facilities Maintenance Ten-Year Plan.

The motion for the adoption of the foregoing resolution was duly seconded by School Board Member _____ and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against:

WHEREUPON the resolution was declared duly passed and adopted on the 23rd day of July, 2025.

Martin Hennen, School Board Clerk

RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE POLLING PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 414 State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.
2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school elections not held on the day of a statewide election. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: Minneota Community Center, 129 E. First St., Minneota, MN 56264

“This combined polling place serves all territory in Independent School District No. 414 located in Alta Vista Township, Burton Township, Swede Prairie Township, City of Ghent, Island Lake Township, Nordland Township, Limestone Township, Omro Township, Eidsvold Township, Grandview Township, City of Minneota, City of Taunton.”

Note: See Section 2.3.2 of the Election Manual regarding changing polling places in the case of an emergency or if the polling place is no longer available.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 8 o'clock a.m. and 8:00 o'clock p.m.

Note: See Section 3.6 of the Election Manual as to certain restrictions on voting hours.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located in whole or in part within 30 days after its adoption.
5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate County Auditor, who shall change the registrant’s status to “challenged” in the statewide registration system.



Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOWA. The IOWA will grant the IOWA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Minneota Public Schools

6-Digit or 9-Digit Organization Number: 0414-01

Superintendent or Exec. Director Name: Scott Monson

Will act as the IOWA? XX Yes No

If no, identify below the individual who will act as the IOWA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:

Print Name: Scott Monson

Title: Superintendent

Board Member Signature: _____

Name: Abby Thostenson

Date: July 23, 2025

Once the EDIAM Board Resolution is completed, scan and email it to:
useraccess.mde@state.mn.us

Minneota High School

High School Faculty Handbook

20245-20256



Scott Monson, Superintendent
~~Heather Anderson~~ Lindsey Larson, High School Principal
Nicolle Johnston, Elementary Principal
Patty Myrvik, Activities Director

504 N. Monroe
Minneota, MN 56264
<https://www.minneotaschools.org/>

MINNEOTA HIGH SCHOOL
20245-20256

Introduction

The purpose of this handbook is to set forth rules and procedures and to provide information that may assist in the effective operation of our school. The purpose of every policy, instruction, or suggestion is intended to make school life more valuable to each child.

Our school exists for the learner, and all efforts should and must be directed toward that end. Education experiences in our school must be designed to help each child to the fullest possible extent, develop their physical, mental, and moral capacities so that they may enjoy a more happy and useful life.

It is hoped that the procedures outlined will be helpful in the organization and the functioning of our school life so that the achievement of our purpose may be realized. Also, it is hoped that these procedures will assist us as faculty members, not only by making our work more effective but also by making it more enjoyable through the organization.

Accidents

Any accident involving a student injury must be reported to the 7-12 Principal's office. The proper paperwork must be filed (pink accident report form), and parents must be notified if deemed necessary. The student should be checked out and cleared by the school nurse before returning to class. If a student has a head injury, the student must be evaluated by a school nurse. Even if it is a minor head injury or bump, the student still needs to be evaluated.

Alcohol/Drugs

The use or possession of alcohol or any drugs not medically prescribed is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, or while supervising or attending any school-sponsored program or event. Any employee who violates this policy will be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

Assemblies

All assemblies are to be attended by all the teachers when they are scheduled. Teachers are to assist in student supervision. Your presence at the event does much to assist in this area. Assemblies would include concerts, pep fests, lyceums, etc. If your class has been excused to attend an assembly, you should accompany your class to the event and remain there until the function or activity is over. Please sit with your students. It is your contractual right to get a prep period each day. If you need to take your prep, please notify the principal that you will be leaving to take your prep period.

Attendance (Student)

Attendance should be taken at the beginning of each period and submitted to the office as soon as possible via JMC. If you submit a student as "absent," but the student arrives without a pass from the office, please notify the office to change to "tardy." This also applies to students with a pass from other teachers since the office would be unaware of the situation.

All student absences must be excused by a parental note, e-mail, or phone call. Normally a student absent for one day will be given one school day for each day absent plus one day to make up what was missed in class. **To ensure uniformity and compliance, this policy should be enacted by all the teachers.** Exceptions may be cleared through the principal.

Classrooms

The classroom is the teacher's place of business. It is not owned by the teacher but by the school district. It should be kept tidy and attractive and at the same time, function as a workshop. Teachers should strive for having an atmosphere of work and reveal interesting activities on the part of the teacher and student within their classroom. Each classroom teacher should assume the responsibility of directing students' attitudes in the matter of room care.

All classrooms should be locked when the teacher is out of the room. Lock your rooms during your lunch or prep if they are not being used and also at the end of the day when you leave. Do not give your key(s) to students to open rooms. Students are not to remain in classrooms unattended at any time.

General Supervision:

1. Keep accurate records of absentees and tardy students.
2. Record students' book numbers and keep on file.
3. Have students place covers on textbooks.
4. Seating charts should be completed and kept current.
5. Start class promptly. Be on time.
6. Leave the room neat and orderly each night. Shut down the computer, pull the shades, and turn off the lights.
7. Be outside the room and actively supervise between class periods.
8. Never leave students unsupervised except in an emergency or at the express order of the administration.

Classroom Instruction

It is our job as educators to provide a standards-based, rigorous curriculum for our students. Your lessons, assessments, and assignments/projects need to be standards-based. The State of Minnesota has developed these standards and it is required that we teach them. Teachers in Minnesota are expected to develop dynamic, modern lessons, challenge their students, hold them accountable, and be active in the classroom.

Teachers who use Google Classroom to post announcements and assignments must invite parents to the parent portal of Google Classroom. This will allow parents to keep up with their child's assignments and work completion.

Classroom Visitation

The administration will visit your classrooms on an announced and unannounced basis. The length of time will vary from a few minutes to an entire class period or longer. If evaluated, as soon as it is convenient, the teacher will be asked to meet with the principal to go over and discuss the evaluation. A copy of the evaluation will be given to the teacher, and one will be placed in their personnel folder. Formal walkthroughs will be conducted three times per year, as described in the teacher evaluation plan.

Community Responsibility

As interested and involved teachers, we should attempt to attend as many school functions as possible. The importance of this lies in the fact that the students will come to realize that their teachers do take a real interest in their achievements elsewhere, besides just the classroom. Teachers in a small community have to realize that they are a part of that community and thus should become involved in their organizations and important events.

Daily Schedule

Classes begin at 8:05 and teachers are to be in either their rooms or in the hall outside their rooms by 7:45 AM. Please be in the hallway by 8:00AM for supervision. Students may remain after school only under supervision or by appointment with a teacher.

Detention

Will take place on **Thursdays after school from 3:15 – 4:00 PM**. If you assign a student detention, you must inform the student that they have been assigned detention. You must also communicate with the student's parents by the end of the contract day via e-mail or phone call. You will need to contact the principal and the high school secretary through email that includes a brief summary of what happened so it can be documented on JMC.

Discipline and Guidance

It is every adult's responsibility to enforce the rules of the Student Handbook, district policies, and administration expectations. You are responsible for knowing them and enforcing them. If you need assistance in enforcing the rules, please seek assistance from the principal.

Students and teachers should also understand that the authority of any teacher extends as far as his/her vision in the building, on the grounds, and at any school function, regardless of the students involved. Junior High instructors have just as much authority in dealing with a senior high student as they have in their own classrooms.

In spite of everything we do along these lines, there will be some cases that call for disciplinary action. On the whole, good teaching, and courses designed to meet the needs of students and conducted in line with their abilities, will reduce the number of such cases but not eliminate them. Thus, teachers should not hesitate to discuss these problems, take action, or request that action be taken as the case may be. Such action is good teaching rather than a reflection of the teacher.

Discipline Policy

Establish a discipline policy before class begins and inform your students of that policy.

Talk to your peers. Find out how similar situations have been resolved. If you have questions or need advice in establishing a discipline policy, see the building principal.

Dismissal

When classes are dismissed, students are tempted to rush down steps and halls (especially on the way to lunch). There will be no running in the building at any time. Teachers should be in the hall in areas of his or her classroom not only during dismissal but during all other passing times. Orderliness is a habit; prompt

action will make supervision easy, especially if every teacher will assume his or her responsibility. Lining up at the door and wasting instructional time is not allowed.

Dress Code

Teachers are expected to dress professionally every day of the week. Jeans may only be worn with Minnesota apparel on Fridays.

Eligibility for Extra-Curricular Activities

All students participating in extra-curricular and co-curricular activities whether sponsored by Minnesota High School League or not must comply with the rules and regulations set forth by the Board of Education, Minnesota Public School, and/or Minnesota State High School League rules.

Extra-curricular

If you are assigned to an extra-curricular duty (coaching, advising, etc.), you will need to complete a voucher for payment upon completion of the activity. The amount of pay will be listed in the master agreement.

At the end of each season, coaches and advisors need to provide the Athletic Director with each student's extra-curricular information. Points are awarded based on guidelines in the students' activities handbook. Letters, insignia, bars, and/or certificates are earned based on points accumulated. If you need supplies/materials for an activity, check with the high school principal.

Faculty Absences

Your attendance is very important to the success of your students each day. Before your absence, have your lesson plans to the high school office and uploaded to your digital platform for students.

If a faculty member should be too ill to be present on the job, the high school secretary **should be notified by 6:30 a.m.** so that an appropriate substitute might be contacted. The phone number to call is 828-6201 or 872-6640.

Faculty members who coach must have early dismissal for bus times approved by the Athletic Director and Principal.

Forms for Absences

You will use Time Tracker to schedule or report an absence.

Faculty Meetings and Workshop/Inservice Days

All staff members should be present for scheduled workshop/in-service days and faculty meetings. Any activities should be planned around the scheduled times for these faculty activities. The workshop/in-service days are provided so that the administration and faculty have an opportunity to prepare for school, complete end-of-the-year work, or receive training in meeting the educational goals of the district/state.

Faculty Mailboxes/Voice-Mail/E-Mail

Mailboxes are provided in the main office for each teacher. Teachers should make daily checks of their boxes for special notices, mail, etc. that are placed therein. Please keep your mailboxes clean. Also, check your voice-mail and e-mail daily and respond to parents within 24 hours.

Field Trips

Teachers are encouraged to take their students on field trips providing they are of definite educational value. Budgetary limitations will control such trips. There are three procedures to follow before you discuss a field trip with students:

1. Check with the Principal for approval, specifics of the field trip, and possible dates and times. Student trips will be categorized into three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to the review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips

Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament competition).

2. Fill out a Field Trip Request Form.
3. Once you have received approval, order your transportation through the superintendent's office and 4.0 Bus Service at least **five** days prior to the time of departure. Procedural information will be distributed to staff members at a later date.)
4. Parents must be notified of the field trip at least 5 days prior to the field trip and be notified that they must notify you in writing if they do not want their child to attend the field trip.
5. School staff must also be notified of any field trip at least 5 days prior to the field trip.

Fire Drills

These will be held at intervals throughout the year. Each room has a fire drill exit sign and instructions for fire exit drill procedures should be given to all students at the beginning of the school year. Exit routes and alternate exit routes must be posted in each classroom. Signs are provided by the School Crisis Team.

When the alarm sounds, during a planned drill, all students, teachers, and staff should exit the building by walking at a brisk, quick pace. No running, loud talking or other disruptive behavior should occur during the drill. No one should stop for books or other personal possessions.

If smoke blocks the normal exit routes, quickly lead the students to an alternate exit.

Teachers should accompany their students on the drill to ensure that all students leave the building and gather at a pre-determined location (as determined by the School Crisis Response Team). Teachers should follow district-adopted procedures outlined in the School Crisis Response Plan.

Staff and/or support personnel should quickly check all areas of the building to ensure that all occupants have exited. ALL occupants, including faculty and staff, are expected to exit the building when the fire alarm sounds. All occupants shall remain outside until the "ALL CLEAR" signal is given.

Emergency Procedures

It is imperative that pupils, staff, and the public be protected in case of emergency and that the educational process of the school is carried out with the least amount of disruption.

A booklet has been designed and given to all staff members which attempts to plan for emergency procedures for any foreseeable type of disaster, whether it is natural or of a man-made type.

Most emergencies arise without warning. All situations cannot be neatly defined into a category for which hard-and-fast guidelines can be drawn and put into a booklet of this type. Individual judgment will need to be exercised in any given situation. It naturally follows that common sense must dictate the reaction of all school personnel in emergencies.

As an employee of the Minnesota Public School System, it will be your responsibility to become familiar with the booklet, so if a situation arose, you would know what procedures to follow.

Code Yellow – Only issued by the school administration. Continue teaching but do not allow students in the hallway. This is usually a medical issue with a student/staff member.

Code Red - Teachers should use their training and decide whether to lock down their classroom or exit the building. This code would only be used for an active shooter or something violent/deadly happening in the building.

Grading

It is critical that you keep your grades up to date on the parent portal.

Teachers should be grading assignments, projects, quizzes, etc. that can be a demonstration of a student's learning or knowledge. Busy work, daily work, and any work that doesn't demonstrate learning/knowledge shouldn't be graded. If the graded item can be completed by another student outside of school or answers can be found on the internet, is it really something that demonstrates what a student has learned?

Under this system, the symbols to be used in scholastic grades are:

School-wide grading scale

Letter Grade	Percentage	Grade Points
A	94-100	4.0
A-	90-93	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	68-69	1.33
D	65-67	1.0
D-	63-64	.67
F	0-62	0.0

Teachers are to observe the academic eligibility policy that became board policy at the July 2014 board meeting.

Attitudes, work habits, and effort evaluation are also important parts of our reporting program. While the report card provides for the evaluation of conduct and work habits, it is even more important that the teacher confers with students regarding deficiencies.

It is a teacher’s responsibility to make sure their JMC grade book is properly set up and aligned to the district’s expectations. Expectations and in-house training will be provided at the first faculty meeting. JMC also provides instructional videos and documentation on its website.

Guest Speakers

Teachers must inform the office prior to inviting a guest speaker to visit with students.

Bullying and Hazing Prohibition

Please refer to Minnesota ISD #414 Policy #514, Bullying Prohibition Policy. All people in our school district must follow this policy.

Internet/Acceptable Use Policy

Teacher computers/devices are owned by the school district. Teachers are to use these computers/devices appropriately at all times. Refer to the Internet/Acceptable Use Policy for more information.

Keys

Under no circumstances should you lend your keys to students. If by chance you lose your keys, report this to the office. If locks need to be changed, you may have to pay for them. Keep your keys with you at all times.

A key policy checklist will need to be assigned each school year at the opening faculty meeting.

Leaving the Building

The district administration has interpreted the following policy as it relates to your professional contract for sick leave, personal leave, etc. Please make sure you familiarize yourself with this policy regarding filling out leave slips and how much time will be deducted from your accumulated leave. Sick leave, family medical/bereavement, and personal leave are based on an hourly basis. Teachers may leave during your prep period to attend to business without a leave deduct if you sign out in the high school office and have permission from an administrator. When absent because of sick leave or family medical/bereavement any time throughout the contract day, you will need to report the absence on Time Tracker. If you arrive after 7:45 but before school begins for personal reasons, you must clear through the principal. Similarly, if you leave after school for personal reasons, you must clear through the principal.

Make-Up Work

If students are absent, they should be given the opportunity to make up credit for lost time in class. However, if nothing is expected of the absent student upon returning to a class, he/she may begin to develop the attitude that nothing must be happening in class if he/she can miss and not have to do any of the work missed in class.

Therefore, it is crucial that each instructor provide written make-up work for a student who has been absent from class. Each student must be made to realize the importance of being in class for the teacher's presentation, class discussion, and other in-class activities. If each teacher utilizes solid written make-up assignments, our students will begin to get the impression that being in class is very important. Again, teachers are encouraged to post assignments on their website so students who are absent have access to them.

Normally a student absent for one day will be given one school day for each day absent plus one. **To ensure uniformity and compliance, this policy should be enforced by the teachers.** Exceptions may be cleared through the principal.

Movies in Class

Teachers need to provide written justification and receive authorization for theatrical-type movies that they wish to show in their classroom. Please submit in writing to the principal your justifications. This does not pertain to short videos and clips that are pertinent to your class and/or lesson, or are provided with your curriculum. Movies are not to be shown for entertainment purposes.

Parent-Teacher Conferences

Parent-Teacher conferences are in the fall and late winter and are published on the district calendar. You should make every effort to attend conferences as these are crucial to the success of our school and your students.

Report Cards/Grades on the JMC Network

Grades are placed on the JMC network on a date scheduled by the High School Principal following the close of each nine-week marking period. Incompletes need to be changed to grades one week after report cards have been handed out. Please keep your grades updated weekly on the parent portal. This will help you to be a more effective teacher and allows for open lines of communication between you, your students, and the parents.

Requisition of Supplies and Materials

Requisitioning and purchasing of supplies and materials is handled in the following manner:

1. Fill out requisition form on SMART ER
2. The principal and Superintendent will then determine if it will be approved or denied.

If you want the district to place the order, make sure to include all necessary information (titles, authors, address of company, edition, costs, etc.) on the purchase order. If the office staff cannot figure out what to order, and they do not have time to contact you during the summer, your requisition will be set aside.

If you wish to place the order yourself (online, for example), follow the same procedure and submit a receipt to the district office for reimbursement. Obviously, if you do not follow this process and purchase something with your own money, the school is not obligated to reimburse you.

Sending Students Out of the Building

If a teacher needs to send a student out of the building for any reason, you must get permission from the high school principal or office staff may get permission from parent(s). Teachers should never send students out of the building without following proper protocol. It should be very rare to need to send a student out of the building.

Sexual, Religious and Racial Harassment and Violence Policy: Minneota Public Schools

Minneota Public School District's policy is to maintain a work and education environment for students and employees that is free from discrimination and other offensive or degrading remarks or conduct. The district and this school will not tolerate inappropriate remarks about or conduct related to a student or employee's race, color, creed, religion, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance or sexual preference or identity.

For a complete version of this policy, please see posted copies in the district office, refer to the student handbook, or read the policy posted on the school website.

This policy applies to every student, employee, teacher, administrator, and board member in the district.

Sick Policy

Students who become ill during school hours will be sent to the school nurse from the hours of 8:00-3:00. Students should return with a pass from the nurse to be admitted back into class. If sending a student to the nurse and they are very ill or injured, please call for assistance and/or send them to the nurse with another student. Do not allow very ill students to walk alone.

Staff Development

Recognizing that excellence in education is dependent on the knowledge and attitudes of teachers, the Board of Education supports a long-range commitment to professional staff development. The main function of staff development is to provide quality programs to enable staff to grow personally and professionally through a comprehensive program at the elementary, secondary, and district levels. The School Board further acknowledges its responsibility to be involved in the process of Staff Development by establishing the educational outcomes/goals of Minneota School District, working with staff to develop a plan for improving student achievement of educational outcomes, Minnesota Comprehensive Assessments (Reading, Math, & Writing), and approve and support plans for expenditure of Staff Development Funds.

Teacher Arrival and Departure Time

The teachers' basic day will be 8 hours (7:45 – 3:45). Teachers are required to report for work by 7:45 and to be in either their rooms or outside in the hall by 7:45 a.m. Showing up for work late or leaving early is deemed unprofessional conduct.

Teacher Expectations Document

Please see the attached document regarding teacher expectations.

Telephone Calls - Students

A student may use a school phone if permission is given by school personnel. A student will not be called out of class unless a parent is calling, and the message is important.

Textbooks - Damages and Fines

The students are responsible for the textbooks issued to them. If the book is excessively damaged, lost, etc., the teacher will note this and assess a fine for the damage. Fines should be turned into the high school office.

Transportation Director

All extra-curricular transportation requests will be handled by the manager of 4.0 Bus Service and/or Athletic Director, depending upon the activity. Any changes or cancellations will go through them and not the high school office.

Use of Building

Students are not allowed to be in the building after school hours unless they are under the direct supervision of a teacher or coach. If there are students in the building without supervision, you should ask them the purpose of why they are still here, direct them to supervision, or ask them to leave the building. If this does not work, contact the Principal immediately.

Teachers/Coaches are in charge of group activities after school hours and are responsible for turning off all lights and making sure the doors of the building are locked when they leave. The supervising teacher should be the last person to leave the building following an activity.

Weapons

The School Board of District 414 recognizes the need to assure a safe school environment for students, staff, and the public. Safe and secure schools lead to effective teaching/learning situations. No student, adult, or visitor shall use or possess a weapon when in a school location.

Please refer to the Minnesota Policy book for a full printing of this weapons policy.

Reference: Minnesota Statute: 127.282, 127.48 (Police), 18 U.S.C. 921 (Arms)

Teacher Webpage

Each teacher will be assigned a webpage and will be expected to update their webpage with relevant information such as class syllabi. Training and help will be available.

Requisitions

Each department has a budget. Materials/supplies needed may come out of this budget. If you need to purchase material, you need to obtain a purchase order form from the office, complete it, have it approved and initialed by the building principal, and deliver it to the accounting department. Common courtesy assumes you will discuss a purchase with others in your department.

Staff Pay

Payday will be on the 10th and 25th of each month, with the first payment being on August 25th and the last payment being on August 10th. You receive your pay through direct deposit, handled through the district office. If the 10th or 25th is on a weekend or holiday, you will receive your pay on the last working day before the weekend or holiday.

Paystub, flex, insurance, etc.--You will have heard about these things at your fall workshop. The bookkeeper will explain these things to you. If you have any questions at any time, however, please ask the Business Manager.

TAT/Child Study/504 Program

Normally, struggling students are initially referred to the Teacher Assistance Team (TAT), where teachers and sometimes parents can discuss individual student's needs and brainstorm effective interventions. The TAT is a general education responsibility and serves as a mechanism to recommend interventions to staff for students experiencing difficulties.

If the TAT interventions are unsuccessful, the child is referred to the Child Study Team to initiate an evaluation of the student. If the student qualifies for special education, an Individualized Education Plan team meets to design an IEP and obtain approval from the parents for implementation.

If the student does not qualify for special education, help may be obtained for the student under 504 (a program that identifies all school-age children as handicapped who have or have had a physical or mental impairment that substantially limits a major life activity, or is regarded as handicapped by others), outside tutoring, or further interventions by the TAT.

Contract

You should receive a copy of the master agreement (contract) from the district office. If you haven't, check there first. If you still don't receive one, discuss this with the MEMO President.

Copying/Laminating

Copying: The copier is in the teacher workroom. You may print directly to the main copier from your computer as well.

Laminating: Attach a note to whatever you need laminated with your name, and when you need it. Bring it to the K-12 office, and you'll be directed where to leave it

Extra-duty Work

You may decide to assist at ball games, bus trips to out-of-town games, or dances. Please contact Patty Myrvik, if you are interested in working at events.

Mentor

There is a mentor program for new teachers. An experienced teacher on staff will be assigned to assist you in any way possible.

Requisitions

Teachers may requisition for supplies throughout the school year. This is done as a department. You need to order texts, workbooks, supplies, and equipment at this time. Forms are available for each of these areas. You may or may not receive all that you order depending on the funds available.

High School Teachers Will:

- provide a classroom that is safe and inviting to all students
- provide clear academic and behavioral expectations for their students
- be skilled at giving effective directions
- manage their classroom so it's an area where students can learn
- be firm, fair, and consistent with student discipline
- be prompt, proactive, and effective in communicating with parents
- be clear and consistent in communicating with parents
- keep their grade books updated every week, providing an accurate grade for students and parents
- take attendance every hour in the first five minutes of that hour and will update it as needed
- incorporate technology whenever possible and appropriate
- attend IEP meetings and make appropriate accommodations and modifications based on each individual IEP student
- use PLC time to collaborate and grow as a teacher
- be on time and attend faculty meetings/PLC's
- conduct study halls that are silent, productive, and conducive to learning/working
- effectively teach the MN State Standards
- supervise the hallways between classes
- enforce dress code and other student behavioral expectations
- use the same grading scale for letter grades and semester grades (126%)
- will run detention consistent with set expectations
- ensure that students aren't using their cell phones during class or study hall

Please initial each statement as an acknowledgment of a general understanding of that statement.

_____ I understand it is my responsibility to keep my key(s), secure, ensuring they aren't lost or stolen.

_____ I understand that if my key(s) are lost or stolen, I must report it to school administration immediately. There will be a replacement charge applied.

_____ I understand that I can't give my key(s) to children to access ANY area of the building at ANY time.

_____ I understand that if I unlock the gym, the fitness center, or any other area of the building for students/athletes to use, I must provide direct supervision for those students/athletes.

_____ I understand that if I unlock a door at school, it is my responsibility to make sure that the door is locked before I leave that area of the building.

_____ I understand that by leaving doors unlocked, propped open, or allowing children to be in the building unsupervised, I'm negligent of my duties as an employee of the school district.

_____ I understand that violating the above statements will lead to disciplinary action.

_____ I have read and understand the staff handbook.

- ***Keys are defined as** metal keys, key cards, key fob
- *Employee means:** teacher, para, coach, volunteer coach, volunteer, administrator, school board member or other employee of the school district

Signature of Employee

Printed Name of Employee

Date

**Non-Discrimination
Minneota Public Schools, ISD 414**

Minneota Public Schools do not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following people have been designated to handle inquiries regarding the non-discrimination policies:

~~Heather Anderson~~ Lindsey Larson, 7-12 Principal
507.872.6175

~~heather.anderson@minneotaschools.org~~ lindsey.larson@minneotaschools.org

Nicolle Johnston, K-6 Principal
507.872.6175

nicolle.johnston@minneotaschools.org

Patty Myrvik, Activities Director
507.872.6175

Patty.myrvik@minneotaschools.org

Minneota Public Schools, ISD 414
504 North Monroe Street
Minneota, MN 56264

POLICY REVIEWED AND ADOPTED ANNUALLY BY THE SCHOOL BOARD



Minneota Public School District

Policy 414

Adopted: March 2010

Revised: ~~April~~ July 2025

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

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:
1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, 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 Minn. Rules, Ch. 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 that 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 according 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 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 as well as sexual contact. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or the 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; (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 and 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.

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 the 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. Still, 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 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 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 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. 4, 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 USC. § 1232g (Family Educational Rights and Privacy Act)

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



Minneota Public School District Policy 418

Adopted: September 2018

Revised: July 2025⁴

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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 a 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 analogs 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 the 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, excluding smoking, 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 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” include (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.
- J. “Use” includes 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 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, Subd. 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.

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.
- 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 substances 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.
- D. Employees are subject to drug and alcohol testing at the discretion of the school administration.
- E. Members of the public are not permitted to possess controlled substances, nonintoxicating 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, Subd. 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.

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

VII. ENFORCEMENT

A. Students

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

B. Employees

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- 2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge, as deemed appropriate by the school board.

3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge, shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

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

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

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

MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

Resources:

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

List of Model Cannabis Education Programs for School District and Charter School Consideration.

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

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



Minneota Public School District Policy 501

Adopted: February 15, 1996

Revised: August July 20254

501 SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to ensure 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.

A.B. "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.

~~B.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.

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

~~D.~~ “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.

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 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 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes section 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with 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 childcare center; or
9. persons who are on unimproved property owned or leased by a childcare center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

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 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 carrying 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.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

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

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

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

1. "Active shooter incident" means an event involving an armed individual or individuals on campus or an armed assailant in the immediate vicinity of the school.
2. "Active shooter threat" means a real or perceived threat that an active shooter incident will occur.

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)



Minneota Public School District Policy 503

Adopted: May 2011

Revised: July 2025

503 STUDENT ATTENDANCE

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 / Tardies

- a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to ~~any member of the board,~~ a truant officer ~~or the school official designated by the,~~ a principal, ~~or the superintendent.~~ A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.
- b. To be considered an excused absence, the student's parent or legal guardian will be asked to verify, in writing, the reason for the student's absence from school. Any anticipated absence from school requires written or verbal notice from the parent/guardian on the day of the

absence. Parents are to call the high school secretary (507-872-6175) or extension 1100 or the elementary secretary at 507)872-6122 or extension 1142 by 8:30am. An e-mail, and/or voicemail are also an acceptable form of communication. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

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

The following reasons shall be sufficient to constitute excused absences:

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

public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

- (4) Students may use a maximum of four days per year to work at home. These four days are a part of your ten days total per semester excused.
- (5) Family trips taken with a parent if the principal or other administrator has approved the trip in advance. A maximum of five days in one semester, not to exceed ten days per school year, will be excused. At the principal's discretion, an absence for a family trip which exceeds five days can be counted as excused or unexcused.
- (6) Compliance with any provision of a disabled student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan.
- (7) Any pre-approved absence which, in the principal's opinion, will provide educational value to the student. (example 4H, FFA state fair). Approval must be obtained from the principal prior to the absence.

e. 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) In order to make up work following an excused absence, students are allowed one day for each day missed, plus one additional day. Example, if you miss two consecutive days, you have three days to make up the work. 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 / Tardies

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 (except as described above).
- (4) Work at a business, except under a school-sponsored work release program.
- (5) 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. Please refer to the discipline matrix for more information.
 - (a) From the first through the 7th 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 7th cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of 10 unexcused absences and that, after the 10th 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 10 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 10 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.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.

- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 4 unexcused tardies. In addition, 8 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 student must be in school by the end of 2nd period to participate in practice, games, contests, or concerts. 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

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.

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 260;
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.

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)



Minneota Public School District Policy 514

Adopted: August 2010

Revised: July 2025

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited
 - 1. on school premises, at school functions or activities, on school transportation;
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially

disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. ”Malicious and sadistic conduct” means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school- sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. “Prohibited conduct” means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

- I. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct the student's developmental age and behavioral history, and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken,

to the extent permitted by law. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.

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

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. ~~Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.~~

VII. TRAINING AND EDUCATION

- A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel, and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.
- C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.
- D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.
- E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- F. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website,

consistent with the district policies and practices.

G. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

G.H. The school district designates the elementary principal for PreK-6th grade students and the high school principal for 7th-12th grade students as the primary contact persons in the school building/s to receive reports of prohibited conduct.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, section 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act) Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. Ch.124E (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by
Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



Minneota Public School District Policy 515

Adopted: March 22, 2001

Revised: July 2025

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 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 authorized recognition of an individual (e.g., fingerprints, retina and iris patterns, voice prints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet or other electronic information and telecommunication 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. ~~Under federal law,~~ “Directory information,” ~~under federal law,~~ means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes to the student’s name, ~~address, telephone listing, electronic mail address,~~ photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include:

~~1. a student’s social security number;~~

~~2.1.~~ a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;

~~3.2.~~ a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;

~~4.3.~~ personally identifiable data which references religion, race, color, social position, or nationality; or

~~5.4.~~ data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

2. Under Minnesota law, a school district may not designate a student’s home address,

telephone number, email address, or other personal contact information as “directory information.”

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are 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 an education record. 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 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, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a 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 interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person’s need to know in order to:

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

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 direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

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 a Principal or the Superintendent.

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.

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 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. Disabled Students

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

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;

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

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

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

- 1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;

- b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code, section 7917 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 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, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual 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, 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; or

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.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 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.

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~~this section~~.
- ~~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.
- ~~34.~~ 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.

B. Former Students

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

C. Present Students and Parents

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

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
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 denies 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, section 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 which are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district 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; and
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
 - 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, the Building Principal, in writing by October 15 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, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redislosure

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

B. Redislosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.

2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 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.

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 sections 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 which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and

- c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 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.
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 Scott Monson, Superintendent of Schools.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

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

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules 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 (Sharing Disposition Order and Peace Officer Records)
 - Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
 - Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
 - Minn. Stat. 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, 122 S.Ct. 2268, 153 L.Ed. 2d
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)

<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)

<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 \(012325\)](#)



Minneota Public School District Policy 516

Adopted: 1995

Revised: August-July 2025

516 STUDENT MEDICATION

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

A. Administration of Drugs and Medicine

1. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
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.

3. Exclusions

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:
 - a. the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to

safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- j. epinephrine ~~delivery systems auto-injectors~~, consistent with Minnesota Statutes, section [121A.2205](#), if the parent and prescribing medical professional annually inform the pupil's school in writing that
 - (1) ~~a.~~ ————— the pupil may possess the epinephrine or
 - (2) ~~b.~~ ————— the pupil is unable to possess the epinephrine and requires immediate access to epinephrine ~~delivery systems auto-injectors~~ that the parent provides properly labeled to the school for the pupil as needed.
- 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 Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
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. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
 7. 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.
 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.

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.

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

1. Definitions

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

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

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 systemsauto-injectors that enables the student to:

1. possess epinephrine delivery systemsauto-injectors; or
2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine delivery systemsauto-injectors in close proximity to the student at all times during the instructional day.

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

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

Districts and schools may obtain and possess epinephrine delivery systemsauto-injectors 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 systemsauto-injector. The administration of an epinephrine delivery systemsauto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

~~Effective July 1, 2024, r~~Registered nurses may administer epinephrine delivery systemsauto-injectors 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 systemsauto-injectors 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 systemauto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

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

injectors.

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.

D.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.

E.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.

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.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Delivery Systems~~Auto-Injectors~~; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Delivery Systems~~Auto-Injectors~~)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen) Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 148.171 (Definitions; Title)
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)



Minneota Public School District

Policy 516.5

Adopted: August 2023

Revised: June-July 2025

516.5 OVERDOSE MEDICATION

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)ⁱ, 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 Coordinators are Sara Gorecki and Whitney Muhl.

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

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

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

- 1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first

responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.

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

E. Site Planning Teams

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

F. School District Staff

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

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

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

VI. PRIVACY PROTECTIONS

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

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

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

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

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



Minneota Public School District Policy 534

Adopted: August 2017

Revised: October/July 2025

534 SCHOOL MEALS POLICY

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

- A. Students have use of a meal account. The meal account should keep a positive balance. If an account reaches an excessive negative balance, a student shall not be allowed to charge further second school meals or a la carte items until the negative account balance is paid. Payment is accepted at the District Office.

If the school district 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.

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.

~~1.3.~~ AEach 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.

~~2.4.~~ 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.

~~B.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.

~~C.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.

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

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 by mail of an outstanding negative balance once the negative balance reaches -\$15.00. Families will be notified by phone call, letter, or SchoolMessenger message.

- 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 \$100.00 not paid prior to the end of the school year will be turned over to the Superintendent or Superintendent's designee for collection. Balances from families that no longer have students in the school will also be sent 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.

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 the policy on the school district’s website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111, Subd. 4 (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



Minneota Public School District Policy 621

Adopted: July 2023

Revised: July 2025

621 LITERACY AND THE READ ACT

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 a 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 "spoken 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 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 ~~evidence-based~~ 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 the Minnesota Department of Education (MDE).
- 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, at least biannually after administering each screener, must follow the language access plan under Minnesota Statutes, section 123B.32, and must give the parent of each student who is not reading at or above grade level ~~timely~~ information from the screener about:
 - 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.

- DE.** 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 oral-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.
- 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.

ED. Students in grades 4 and above, including multilingual learners and students receiving special education services, who ~~do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, are not reading at grade level~~ must be screened for reading difficulties, including characteristics of dyslexia, using a screening tool approved by MDE ~~for characteristics of dyslexia~~ 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.

DE. 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 by June 15 in the form and manner determined by the MDE Commissioner.

EF. 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.1118, 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.1118.
- 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 of MDE 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 a 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;
and
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, Tthe school district must post its literacy plan on the official school district website and submit it to the Commissioner of MDE using the template developed by the Commissioner ~~beginning June 15, 2024.~~
- 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. ~~Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to~~ The district must provide training from a menu of approved evidence-based training programs to the following teachers and staff by July 1, 2026:-:
- 1. reading intervention teachers working with students in kindergarten through grade 12;
 - 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; who provide reading instruction; and
 - 6. employees who select literacy instructional materials for a district; ~~and-~~

7. teachers holding English as a second language teaching licenses.
- 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.
~~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.~~ The Commissioner of MDE 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.
- 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.1118 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 ~~oral~~-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 ~~INCENTIVE-AID~~ USES

The school district must use its literacy ~~incentive-aid~~ to ~~support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid meet the requirements and goals adopted in the school district's local literacy plan.:~~

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;~~

- ~~3. employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.1118;~~
- ~~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.~~

Legal References: Minn. Stat. § 120B.1118 (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



Minneota Public School District

Policy 707

Adopted: August 2023

Revised: July 2025

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

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.
- 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, 124D.03, subdivision 8).
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

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

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

- 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.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 (Children 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)



Minneota Public School District Policy 709

Adopted: December 18, 2012

Revised: July 2025

709 STUDENT TRANSPORTATION SAFETY POLICY

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 Pre-K through 12 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 Pre-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 Pre-K through 12 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.

~~2. Deadlines~~

- ~~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.~~

32. 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 five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.

 - b. Respect the property of others while waiting at your bus stop.

 - c. Keep your arms, legs, and belongings to yourself.

 - d. Use appropriate language.

 - e. Stay away from the street, road, or highway when waiting for the bus.

 - f. Wait until the bus stops before approaching the bus.

 - g. After getting off the bus, move away from the bus.

 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

 - i. No fighting, harassment, intimidation, or horseplay.

 - j. No use of alcohol, tobacco, or drugs.

 - 3. Rules on the Bus
 - a. Immediately follow the directions of the driver.

- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school 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) PreK-12

1st offense	Warning & parent notification
2nd offense	Up to a 3 school-day suspension from riding the bus & parent notification
3rd offense	Up to a 5 school-day suspension from riding the bus & parent notification
Further offenses	Individually considered. Students may be suspended for longer periods of time, including 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 two weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

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

(7) Criminal Conduct

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

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

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

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five 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

These will be managed by the district or its designee.

- 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 or its designee shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of

Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a “serious traffic violation” means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver’s license or without having a commercial driver’s license in the driver’s possession.
 7. driving a commercial vehicle without the proper class of commercial driver’s license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver’s license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person’s employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver’s license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person’s employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.

- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person’s employer within ten 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.
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.

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.
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.
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, Code of Federal Regulations, title 49, 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 ten-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 Class D Driver's License

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;

- (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within ten 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, 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 five 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 three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, Subdivision 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 eight-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, subdivision 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).
- 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 by 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 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. 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)



Minneota Public School District Policy 802

Adopted: June 2023

Revised: July 2025

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

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.

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)



Minneota Public School District Policy 806

Adopted: March 2013

Revised: July 2025

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for the 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 the district in drafting a crisis management plan 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 the crisis management plan 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 Plan

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.

The school district's administration shall present a crisis management plan to the school board for review and approval. The crisis management plan will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, the crisis management plan shall be an addendum to this Crisis Management Policy. This Policy and the plan will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation,

campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified. 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 the district crisis management plan.

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.

- 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 lockdown over the public address system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lockdown. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. The district'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 on 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 who take medications during the school day.
- 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 on the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address

system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

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.
3. School Emergency Response Teams
 - a. Composition. The district administrators (Superintendent and two principals) 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 district's crisis management plan 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. The district 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.
 - 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 the district's crisis management plan. The district's crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the district's crisis management plan and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the district's Crisis Management Policy and relevant tailored crisis management plans for the district. The district's crisis management plan shall set forth how students and parents are made aware of the district's plan. 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.)
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 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.
6. A record of fire drills conducted by the district will be maintained in the district administrator's office.
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.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

The district 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 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 are 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, 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.

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.

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, when possible.

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.

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, a 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.

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; or
 - 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.
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, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign-in and visitors in school buildings. See District 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.

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
<https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/Comprehensive%20School%20Safety%20Guide.pdf>
[Minnesota School Safety Center - Resources \(mn.gov\)](https://mn.gov/school-safety-center/resources)

Resources: [I Love U Guys Foundation, *Standard Response Protocol*](https://iloveguys.org/The-Standard-Response-Protocol.html)
[https://iloveguys.org/The-Standard-Response-Protocol.html \(012325\)](https://iloveguys.org/The-Standard-Response-Protocol.html)

Safe and Sound Schools
<https://safeandsoundschools.org/> (012325)



Minneota Public School District Policy 410

Adopted: April 2005

Revised: January August 2025

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code section 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

- C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)- covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee’s fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district’s intention to rehire the employee after the break in service.
- D. “Military caregiver leave” means leave taken to care for a covered servicemember with a serious injury or illness.
- E. “Next of kin of a covered servicemember” means the nearest blood relative other than the covered servicemember’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember’s next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember’s only next of kin.
- F. “Outpatient status” means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;

2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member's child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member;
8. to address care needs of a covered military member's parent who is incapable of self-care; and
9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or
2. continuing treatment by a health care provider.

I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

J. "Veteran" has the meaning given in 38 United States Code [section-§ 101](#).

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of

duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
 7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
 8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit

sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active-duty orders or other documentation issued by the military indicating active duty or a call to active-duty status and the dates of active-duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent

shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the school district so that the total leave does not exceed 12 weeks, unless agreed to by the school district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the school district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.

3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or
 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. A poster prepared by the U.S, Department of Labor summarizing the major provisions of the Family and Medical leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minnesota Statutes Section §§ 181.940-181.944 (Parenting Leave and Accommodations)
10 United States Code § Section 101 *et seq.* (Armed Forces General Military Law)
29 United States Code § Section 2601 *et seq.* (Family and Medical Leave Act)
38 United States Code § Section 101 (Definitions)
29 Code of Federal Regulations Part 825 (Family and Medical Leave Act)

Cross References: None



Minneota Public School District Policy 420

Adopted: May 2010

Revised: January August 2025

420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school principal, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. *(These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)*

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes section, 121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations

- having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
 10. The program must be consistent with the health and wellness curriculum.
 11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minnesota: Statutes: ~~Section~~ § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases))
 Minnesota: Statutes: ~~Section~~ § 144.441-442 (Tuberculosis Screening in Schools)
 Minnesota: Statutes: ~~Section~~ § 142 (Testing in School Clinics)
 Minnesota: Statutes: ~~Chapter~~: 363A (Minnesota Human Rights Act)
 20 United: States: Code: ~~Section~~ § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act)
 29 United: States: Code: ~~Section~~ § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
 42 United: States: Code: ~~Section~~ § 12101 *et seq.* (Americans with Disabilities Act)
 29 Code: of Federal: Regulations. 1910.1030 (Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273 (1987)
 16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
 MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)



Minneota Public School District Policy 511

Adopted: August 2010

Revised: NovemberAugust 2025

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

III. RESPONSIBILITY

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

Upon request by the school board, the superintendent shall report to the school board on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: Minnesota Statutes, Section § 120A.20 (Admission to Public Schools)
Minnesota Statutes, Section § 123B.09, Subd. 8 (Boards of Independent School Districts)
Minnesota Statutes, Section § 123B.36 (Authorized Fees)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)



Minneota Public School District

Policy 519

Adopted: May 2011

Revised: NovemberAugust 20253

519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes, Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. When it is possible and the report alleges substantial child endangerment or sexual abuse, the ~~The~~ interview may take place outside the presence of the alleged offender and may take place prior to any interviews of the alleged offenderperpetrator or parent, legal custodian, guardian, or school district official.

- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes, Chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property 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 district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district 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, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: Minnesota Statutes, Section § 13.32 (Educational Data)
Minnesota Statutes, Chapter 260E (Reporting of Maltreatment of Minors)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



Minneota Public School District Policy 605

Adopted: February 2012

Revised: NovemberAugust 2025

605 ALTERNATIVE EDUCATIONAL SERVICES

I. PURPOSE

The purpose of this policy is to recognize the need for alternative educational services for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative educational services for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school district that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

- A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.
- B. It shall be the responsibility of the superintendent to identify alternative educational opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative educational services. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational services to the school board.
- C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: Minnesota Statutes, Section § 120A.22, Subd. 8 (Compulsory Instruction)
Minnesota Statutes, Section § 121A.41, Subd. 11 (Definitions)
Minnesota Statutes, Section § 121A.45, Subd. 1 (Grounds for Dismissal)
Minnesota Statutes, Section § 123A.06 (State-Approved Alternative Programs and Services)
Minnesota Statutes, Section § 124D.66 (Assurance of Mastery Programs)
Minnesota Statutes, Section § 124D.68 (Graduation Incentives Programs)
Minnesota Statutes, Section § 124D.74 (American Indian Language and Cultural Educational Programs)
Minnesota Statutes, Section § 125A.50 (Alternative Delivery of Specialized Instructional Services)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)



Minneota Public School District Policy 907

Adopted: October 2023

Revised: August 2025

907 REWARDS

I. PURPOSE

The purpose of this policy is to authorize the school board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or school board members as a result of their affiliation with the school district, or against school district property.

II. GENERAL STATEMENT OF POLICY

The school board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, school board members, or school district property. The school board also believes that the fact that the school board may offer a reward may have a deterrent effect on the commission of such crimes.

III. APPROVAL OF OFFERING OF REWARDS

The school board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

IV. ESTABLISHMENT OF PROCEDURES

The superintendent shall develop directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

Legal References: Minn. Stat. § 123B.02, Subd. 22 (General Powers of Independent School Districts)

Cross References: None



Minneota Public School District District Procedures

Adopted: ~~January-August 2025~~4

DISTRICT PROCEDURES: PATCH MANAGEMENT

1. PURPOSE

The purpose of these ~~Patch Management P~~rocedures is to establish guidelines and procedures for the timely and effective management of software patches, updates, and security fixes within the school district's technology environment. These procedures aim to minimize security risks, ensure system stability, and protect the confidentiality, integrity, and availability of information systems.

2. SCOPE

These procedures apply to all systems, software, and applications owned, operated, or managed by the Minneota technology department.

3. PROCEDURE STATEMENTS

- 3.1 Patch Inventory: The Technology Department shall maintain an accurate and up-to-date inventory of all software, operating systems, and applications used across the Minneota School District.
- 3.2 Vulnerability Management: The technology department shall implement a vulnerability management program to identify and prioritize patches based on risk assessment, as recommended by NIST SP 800-40 Rev. 3. This includes subscribing to security mailing lists, following security news websites, and utilizing vulnerability management tools.
- 3.3 Patch Evaluation: Patches and updates shall be evaluated on their criticality and relevance to the district's environment, following NIST guidelines for risk assessment. The technology department shall prioritize patches according to their severity, potential impact on systems, and risk level.
- 3.4 Scheduled Maintenance Windows: Regular maintenance windows shall be planned during periods of low system usage, such as after hours, weekends, or holidays to minimize disruption to staff and students when possible. The technology department shall communicate maintenance schedules in advance to relevant staff.
- 3.5 User Awareness and Training: Staff and students may be educated about the importance of patching and their role in maintaining a secure technology environment, following NIST SP 800-40 Rev. 3 guidance. Users shall be encouraged to promptly report any unusual system behavior or security concerns.

3.6 Regular Auditing and Reporting: Regular audits shall be conducted to ensure patch compliance and identify any gaps or vulnerabilities, as recommended by NIST. Reports shall be generated to provide an overview of the patching status, including systems that are up to date, those pending patches, and any exceptions or issues encountered.

3.7 Continuous Improvement: The technology department shall continuously review and refine the patch management process based on lessons learned, emerging threats, and changes in the school district's technology landscape. Best practices shall be incorporated as appropriate.

4. **ROLES AND RESPONSIBILITIES**

The technology department is responsible for adhering to the patch management procedures and following the guidelines provided in these procedures. They will actively participate in patching activities and promptly communicate any issues or concerns related to the patch management process.

5. **COMPLIANCE**

Employees who violate these procedures may be subject to appropriate disciplinary action, up to and including discharge, as well as both civil and criminal penalties. Non-employees, including, without limitation, contractors, may be subject to termination of contractual agreements, denial of access to IT resources, and other actions as well as both civil and criminal penalties.

6. **PROCEDURES EXCEPTIONS**

Requests for exceptions to these procedures shall be reviewed by the Technology Director. Departments requesting exceptions shall provide such requests to the Technology Director. The request should specifically state the scope of the exception along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken by the IT Department, initiatives, actions and a time-frame for achieving the minimum compliance level with the procedures set forth herein. The Technology Director shall review such requests and confer with the requesting department.

7. **PROCEDURE REVIEW**

These procedures will be reviewed and updated on an annual basis, or as necessary to comply with changing laws, regulations, and technology standards.

8. **RESPONSIBLE DEPARTMENT**

The Minneota Technology Department and Technology Director are responsible for these procedures and patch management.

RESOLUTION FOR ACCEPTANCE OF GIFTS/DONATIONS/GRANTS

Member _____ introduced the following resolution and moved its adoption:

WHEREAS the below noted party(ies) has generously offered to donate to the School District.

WHEREAS the conditions on this gift are noted [or “Whereas no conditions are placed on this gift” if applicable].

Donation – From, Purpose/For, Value, and Date

From Who/m	For Who/What/Purpose	Amount	Date
Les Engler	Building Trades	\$200.00	6/30/2025
Tim DeVlaminck	Surplus	\$25.00	7/15/2025
Les Engler	Surplus	\$25.00	7/15/2025
Total Monthly Donations		\$250.00	

THEREFORE, BE IT RESOLVED by the Minneota Public School Board of Education to gratefully accept these donation(s) or grant(s).

The motion for adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon,

The following members voted yes:

The following members voted no:

The motion carried/failed.

The foregoing resolution was approved on this 23rd day of July, 2025.

Martin Hennen, Clerk