

Regular Meeting

Monday, August 18, 2025 6:00 PM

Board Room 209, 205 2nd Street South, Long Prairie, Minnesota 56347

A. Call to Order and Pledge of Allegiance

B. Roll Call

C. Adoption of the Agenda

D. Consent Agenda

D.1. Minutes

D.2. Bills

D.2.a. Regular Bills

D.2.b. Funds Transfers

D.2.c. Revolving Fund

D.2.d. P-Card Statement

D.3. Financial Report

D.4. Personnel

D.4.a. Conferences/Trainings

D.5. Approve Policies 413, 418, 501, 503, 514, 515, 516, 516.5, 524, 524.5, 526, 534, 602, 707, 709, 806 (806 is not mandatory)

D.6. Designate the Case 2255 Tractor as surplus equipment for resale

D.7. Consideration to sell the John Deere 3520 Lawn Tractor

E. Reports, Correspondence and Guests

E.1. Student Representatives

E.2. Guests

E.2.a. Curt Gjerstad - FFA

E.3. Program Reports

E.3.a. Activities Report

E.3.b. Community Education

E.3.b.1) Recognition of Mary Schmidt for teaching 400 Community Ed Classes

E.3.c. Technology

E.3.d. Business Manager

E.4. Principals

E.5. Board

E.6. Superintendent

E.6.a. Board Minute

F. **Board Highlight**

G. **Unfinished Business**

G.1. Approval of Handbooks for High School and
Elementary School

H. **New Business**

H.1. Donations

H.2. Resolution to Continue with the United Way
Backpack Attack Program

H.3. LPGE Activities Scholarship Application for
MSHSL Activities 2025-2026

I. **Adjourn**

Consent Agenda Notes August 18, 2025

D.1 – D.3 – see attachments

D.4 –Personnel –

- a. Hires – Teresa Deprez (5th grade Teacher, MA+10, Step 14), Shayla Van Den Einde (1st Grade Teacher, BA+1, Step 1), Jaclyn Schaefer (Paraprofessional), Dimarie Negrón (Paraprofessional), Carl Morrill (Elementary Lead Daytime Custodian, Lane B)
- b. Coaching – Kailee Johnson (JH Volleyball Coach)
- c. Resignations – Katie Dolezal (Paraprofessional), Patricia Betsinger (Head Cook)

D.4a - Conferences/Trainings -MREA Summit November 17-18, MASA Fall Conference September 28-30

D.5 – Approve Policies 413, 418, 501, 503, 514, 515, 516, 516.5, 524, 526, 534, 602, 707, 709, 806 (806 is not mandatory)

D.6 – Designate the Case 2255 Tractor as surplus equipment for resale.

D.7 – Consideration to sell the John Deere 3520 Lawn Tractor.

School Board Minutes
 Regular Meeting
 Monday, July 21, 2025

The Meeting of the Board of Education was called to order by Chairman Gohman at 6:00 pm, Monday, July 21, 2025 in the District Board Room 209. Board members present: Gohman, Hollenkamp, Wolf, Wright and Zastrow. Board members Levin and Zahnow arrived at 6:02 p.m. Other members present were: Superintendent Ludvigson also arriving at 6:02, Kelsey Paurus, Ashley Pesta, Renee Kreemer, Sherri Evenson, Barton Rud, Tammy Cebulla, Jenny Thelen and Mitchell Ganske.

The Pledge of Allegiance was recited by all present.

It was moved by Hollenkamp and seconded by Zastrow to adopt the agenda with the addition of discussion on the para sub rate of pay. Motion unanimously carried.

It was moved by Zastrow and seconded by Hollenkamp to postpone the approval of policies listed on number 7 of the regular agenda until the August meeting to allow the board to have more time to review them. Motion carried.

It was moved by Hollenkamp and seconded by Zahnow to approve the following Consent Agenda:

CA-1. Regular meeting minutes June 16, 2025

CA-2. Bills

CA-2a. Prewrite checks numbered to and including 23536-23576=\$285,151.96

Checks numbered to and including for FY 25' 23577-23614=\$1,181,939.93

Checks numbered to and including for FY 26' 23615-23649=\$302,350.13

CA-2b. Fund Transfers:

Date	Pmt Type	Vendor	Amount
6/13/2025	WX	PUBLIC EMPLOYEES RETIREMT ASSN	40,599.25
6/13/2025	WX	TEACHERS RETIREMENT ACCOUNT	92,464.31
6/13/2025	WX	ELECTRONIC FED TAX PAY SYSTEM	212,408.16
6/13/2025	WX	COMMISSIONER OF REVENUE	39,537.28
6/13/2025	WX	AVIBEN	15.40
6/13/2025	WX	AVIBEN	3,433.38
6/13/2025	WX	AVIBEN	150.00
6/13/2025	WX	AVIBEN	5,553.70
6/13/2025	WX	AVIBEN	4,443.31
6/13/2025	WX	AVIBEN	266.67
6/13/2025	WX	AVIBEN	420.01
6/13/2025	WX	AVIBEN	425.00
6/13/2025	WX	AVIBEN	333.34
6/13/2025	WX	AVIBEN	3,175.32
6/13/2025	WX	AVIBEN	333.34
6/13/2025	WX	AVIBEN	2,227.46

6/13/2025	WX	AVIBEN	2,060.83
6/13/2025	WX	AVIBEN	8,055.00
6/13/2025	WX	BLUE CROSS BLUE SHIELD OF MINNESOTA	117,992.00
6/20/2025	WX	COMMISSIONER OF REVENUE	36,317.16
6/20/2025	WX	PUBLIC EMPLOYEES RETIREMT ASSN	3,005.40
6/20/2025	WX	TEACHERS RETIREMENT ACCOUNT	149,019.61
6/20/2025	WX	ELECTRONIC FED TAX PAY SYSTEM	200,047.33
6/13/2025	WX	DELTA DENTAL OF MN	4,053.04
6/24/2025	WX	EYE MED VISION CARE, LLC	348.98
6/26/2025	WX	PUBLIC EMPLOYEES RETIREMT ASSN	1,478.30
6/27/2025	WX	TEACHERS RETIREMENT ACCOUNT	1,812.55
6/27/2025	WX	COMMISSIONER OF REVENUE	1,013.94
6/27/2025	WX	ELECTRONIC FED TAX PAY SYSTEM	5,701.91
6/26/2025	WX	AVIBEN	3,833.36
6/30/2025	WX	AMERICAN HERITAGE NATL BANK	50.00
6/30/2025	WX	AMERICAN HERITAGE NATL BANK	20.00
6/30/2025	WX	AMERICAN HERITAGE NATL BANK	9.00
6/30/2025	WX	REVTRAK INC	571.99
6/30/2025	WX	EMPOWER	5,807.78
6/30/2025	WX	AVIBEN	13.30
6/30/2025	WX	AVIBEN	3,433.20
6/30/2025	WX	AVIBEN	150.00
6/30/2025	WX	AVIBEN	4,391.43
6/30/2025	WX	AVIBEN	3,509.82
6/30/2025	WX	AVIBEN	166.67
6/30/2025	WX	AVIBEN	419.97
6/30/2025	WX	AVIBEN	300.00
6/30/2025	WX	AVIBEN	333.32
6/30/2025	WX	AVIBEN	1,508.63
6/30/2025	WX	AVIBEN	333.32
6/30/2025	WX	AVIBEN	13.30
6/30/2025	WX	AVIBEN	3,433.20
6/30/2025	WX	AVIBEN	150.00
6/30/2025	WX	AVIBEN	4,391.43
6/30/2025	WX	AVIBEN	3,509.82
6/30/2025	WX	AVIBEN	166.67
6/30/2025	WX	AVIBEN	419.97
6/30/2025	WX	AVIBEN	300.00
6/30/2025	WX	AVIBEN	333.32
6/30/2025	WX	AVIBEN	1,508.63
6/30/2025	WX	AVIBEN	333.32
6/30/2025	WX	AVIBEN	7,094.00
6/30/2025	WX	AVIBEN	7,094.00

6/30/2025	WX	BMO	7,757.86
6/30/2025	WX	MINNESOTA NATIONAL BANK	10.00

CA-2c. Revolving checks numbered to and including – 5866-5867=\$100.00

CA-2d. P-Card Statement.

CA-3. Financial Report

CA-4 Personnel

A. New Hires

1) Hannah Kampa - ESL Teacher

The following appointments are made contingent upon adequate enrollment/participation in the program. The board retains broad discretion to discontinue programs, without notice if enrollment/participation is not adequate.

- 1) Kayla Mathews - JH Girls Basketball
- 2) Jonathan Young - Assistant Boys Basketball
- 3) Donovan Nuckols - Assistant Football
- 4) Tyler Dreher - JH Football
- 5) Joe Gaida - JH Football

B. Accept the following resignations:

- 1) Mitch Johnson - JH Football Coach
- 2) Mikayla Jasmer - Assistant Gymnastics Coach
- 3) Jonathan Young - Head Girls Basketball Coach
- 4) Hannah Stoetzel - Paraprofessional
- 5) Sandy Wienhold - Paraprofessional
- 6) Dave Geisenhof - Elem. Lead Maintenance/Custodian

CA-5 Designate 2009 GMC Van as surplus equipment for resale - this is the van previously used to transport food to St. Mary's

CA-6 Approve 25-26 High School Overloads

- 1) Paul Urman - Social Studies - .5
- 2) Melanie Childrey - Social Studies - 1.0
- 3) Meghan Peterson - Science - 1.0
- 4) Andy Engelhardt - Science - 1.0
- 5) Chet Hudalla - Science - .5
- 6) Curt Gjerstad - Agriculture - 0.5

CA-7 Approve Cyber Security Policy

CA-8 Approve Student Device Policy

Motion unanimously carried.

Renee Kreemer spoke to the board with gratitude for bringing Mr. Ludvigson back on board as the Superintendent.

Mr. Evenson - no word has been received yet if we will be awarded funds for 21st Century. All summer Community Ed activities have been thriving.

No questions were asked of the Activities Director.

Technology reported that they were busy with implementing a new door security system at the elementary school. Mr. Ganske also reported on E-Rate and that we should be getting around \$15,000 back towards our internet services.

Business Manager Sherri Evenson reported that we have gained \$70,000.00 interest on 3 bonds but that can only be spent on what the bond was originally requested for. She also talked about the reunification plan and that her and Mr. Ganske went to check out the Grey Eagle Catholic Church as a possible reunification site.

Mr. Rud talked about handbook changes that are proposed to go into effect at the beginning of the 25-26 school year. He also talked about the High School Credit recovery program and is wanting to get ideas on how to get kids more engaged.

Superintendent Ludvigson gave an enrollment report. He also talked about Superintendent Goals. The board will each bring a goal to the next meeting for the executive board to look at and put together a final list of Superintendent goals to be approved at the September meeting. Superintendent Ludvigson talked about the Strategic Plan and how we were going to continue with that from where we had left off.

Board Highlight – Lots of activities being offered with a wide variety of interest levels, good participation by the kids.

The donation resolution was moved by Hollenkamp and seconded by Wolf:

RESOLUTION ACCEPTING DONATIONS for July 2025

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or device of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Long Prairie Grey Eagle, ISD 2753, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Oscar Jacobson American Legion Post 417 - Little Sauk	\$550	Football
Oscar Jacobson American Legion Post 417 - Little Sauk	\$100	Prom
Oscar Jacobson American Legion Post 417 - Little Sauk	\$600	Football
Oscar Jacobson American Legion Post 417 - Little Sauk	\$250	Athletic Banquet
Shari Pung	\$150	FFA
Freedom Wash	\$500	Golf

Magnifi Financial	\$50	Golf
Long Prairie Lions Club	\$500	Web Crew - Fishing Event
Red Cross	\$1500	Dollars for Scholars
Grey Eagle Cemetery Association	\$300	Marching Band
Flavor Shack	\$200	Track
Impact Foundation	\$2,000	Dollars for Scholars
R-Way	\$1,000	Welding
MN National Bank	\$500	Weight Room
LP Lumber	\$250	Weight Room
Long Prairie Lions Club	\$4,526.77	Trap Team
Gremler Financial Group, LLC	\$50	Stan Hortness Memorial Scholarship
Long Prairie Dairy Queen	\$100	Weight Room
Breitenfeldt Group	\$50	Weight Room
Philip's Repairables & Collision Center	\$500	Weight Room
Charlotte Tavern	\$150	Weight Room

The vote on adoption of the Resolution was as follows:

Aye: Gohman, Hollenkamp, Levin, Wolf, Wright, Zahnow and Zastrow

Nay: 0

Absent: 0

Whereupon, said Resolution was declared duly adopted.

It was moved by Zastrow and seconded by Hollenkamp to accept the LTFM plan as outlined by Superintendent Ludvigson. Motion unanimously carried.

It was moved by Zastrow and seconded by Zahnow to postpone the approval of handbooks for the Elementary and High School until the August meeting to allow more time to look things over and make sure they are reading how they want them to. Motion unanimously carried.

It was moved by Hollenkamp and seconded by Zastrow to pull the activities handbook both the player/parent and coaches out of the other handbooks to be approved. Motion unanimously carried.

It was moved by Zastrow and seconded by Hollenkamp to approve the activities handbooks for the player/parent and the coaches. Motion unanimously carried.

It was moved by Zastrow and seconded by Zahnow to approve the milk and bread bids that were received. Motion unanimously carried.

It was moved by Hollenkamp and seconded by Zastrow to accept the change order for the HVAC Glycol Installation and the Track and Turf change order for removal of Organic Soils. Motion unanimously carried.

The finance committee agreed to continue to meet at 5:30 on Board meeting dates.

It was moved by Hollemkamp and seconded by Wolf to make a rate adjustment to the para sub rate. The amount of the rate was left up to the discretion of Superintendent Ludvigson after speaking with the new Kelly Education Company responsible for providing our para subs. Motion unanimously carried.

It was moved by Levin and seconded by Wolf to approve the Sponsorship for the Todd County Community Concern for Youth Program. Motion unanimously carried.

Board/Staff polo shirts were discussed and member Hollenkamp was to work on the design and pricing for this to bring back and relay to the board.

The meeting was adjourned at 7:44 pm by Chairman Gohman.

Lori Hollenkamp, Clerk

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 23699-23756 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23699	1028		ACE		Check
			E 01	005 810 103 000 401	CUSTODIAL SUPPLIES - HS	\$861.19
			E 01	005 810 000 000 401	CUSTODIAL SUPPLIES	\$165.89
			E 01	005 810 103 000 401	DEDUCT FOR PAYMENT IN FULL	(\$93.44)
PO#:	Voucher #:	9292	Invoice	Invoice No: 9003744	8/18/2025	Paid Amt: \$933.64
						Check Amount: \$933.64
MNBK	23700	3126		AMAZON CAPITAL SERVICES		Check
			E 01	102 203 036 000 430	B01HN47UC6 TYH Supplies 10 Pack Heavy L	\$11.69
			E 01	102 203 036 000 430	B07QHSGMH Amazon Basics Masking Tape	\$13.50
			E 01	102 203 036 000 430	B0983VRBTD Availey 48 Pieces (3.2 x 1.2") -	\$14.99
			E 01	102 203 036 000 430	B0B2DMRQ7P DELITON Magnetic Paper Tow	\$13.99
			E 01	102 203 036 000 430	B0BLHCRK86 HERKKA 15 Pack Plastic Clipb	\$51.98
			E 01	102 203 036 000 430	B0C77Z8WMM KDD 4-in-1 Desk Organizer - l	\$17.95
			E 01	102 203 036 000 430	B0CYG6CKHM Colored Painters Tape, Colorf	\$13.99
PO#: 2409	Voucher #:	9233	Invoice	Invoice No: 1DKY-M6NG-NHCK	8/18/2025	Paid Amt: \$138.09
			E 01	400 298 457 301 401	B01HMURGR0 ADVANTUS Grip-A-Strip Displ	\$467.40
			E 01	400 298 457 301 401	B07D99VQZK VIZ-PRO Dry Erase Board/Maç	\$158.90
			E 01	400 298 457 301 401	Amazon Shipping Charge	\$0.00
PO#: 2414	Voucher #:	9365	Invoice	Invoice No: 1PPN-XVJ4-LXWT	8/18/2025	Paid Amt: \$626.30
			E 01	400 298 457 301 401	CREDIT MEMO FOR INVOICE 1PPN-XVJ4-LXW	\$158.90
PO#:	Voucher #:	9366	Credit	Invoice No: 11JH-CL7W-JMG7	8/18/2025	Paid Amt: (\$158.90)
			E 01	400 298 457 301 401	B07RRNNWMW 24 Sets Back to School Phot	\$9.99
			E 01	400 298 457 301 401	B0C5PZHGX5 ZTHMOE 72x43inch Welcome	\$9.99
			E 01	400 298 457 301 401	B0D2NP9QNZ PTFNY Here's to A Bright Sch	\$12.99
			E 01	400 298 457 301 401	B0F8HZCC7L First and Last Day of School Pr	\$9.99
			E 01	400 298 457 301 401	B0F9SYFHQG Back to School Decoration Ha	\$11.90
			E 01	400 298 457 301 401	Amazon Shipping Charge	\$0.00
PO#: 2417	Voucher #:	9261	Invoice	Invoice No: 1FY4-J3KV-M13K	8/18/2025	Paid Amt: \$54.86
			E 01	103 203 000 000 401	FEMININE PADS - ELEM	\$31.18
			E 01	302 211 000 000 401	FEMININE PADS - HS	\$62.36
PO#: 2423	Voucher #:	9291	Invoice	Invoice No: 1HHX-G3JD-19GW	8/18/2025	Paid Amt: \$93.54
			E 01	005 110 000 000 401	CHAIR MAT	\$123.49
			E 01	005 110 000 000 401	COMPRESSED AIR	\$21.98
			E 01	005 110 000 000 401	LAMINATING POUCHES	\$40.41
			E 01	005 110 000 000 401	SHIPPING	\$0.00
PO#: 2416	Voucher #:	9295	Invoice	Invoice No: 1MV-F3CM-1RCF	8/18/2025	Paid Amt: \$185.88
			E 01	102 203 036 000 430	B0DH3NC863 Sweetcrispy Small Mobile Stan	\$69.98

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 23699-23756 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23700	3126		AMAZON CAPITAL SERVICES		Check		
			E 01	102 203 036 000 430	Amazon Shipping Charge	\$0.00		
PO#:	2409	Voucher #:	9269	Invoice	Invoice No: 1K9M-PPR1-9CJF	8/18/2025	Paid Amt:	\$69.98
			E 01	102 203 036 000 430	B09BWF1L6 Amazon Basics 2-Ply Flex-She	\$22.86		
			E 01	102 203 036 000 430	B0CFYDMK8S POWERSTONE Stackable Sto	\$69.99		
PO#:	2409	Voucher #:	9232	Invoice	Invoice No: 11KR-WQVG-114J	8/18/2025	Paid Amt:	\$92.85
			E 01	102 203 036 000 430	1339042444 Wish I Was a Baller	\$14.99		
PO#:	2402	Voucher #:	9273	Invoice	Invoice No: 1KGY-7F1P-JNV9	8/18/2025	Paid Amt:	\$14.99
			E 01	400 298 459 301 401	B00FYUIFUS Tumbl Trak 8 Ft Laser Balance I	\$329.99		
			E 01	400 298 459 301 401	Freight	\$2.90		
PO#:	2411	Voucher #:	9364	Invoice	Invoice No: 1TPG-CGV4-411N	8/18/2025	Paid Amt:	\$332.89
			E 04	701 590 000 351 460	EVERYDAY MATHEMATICS 4, GRADE 2, STU	\$32.49		
			E 04	701 590 000 351 460	EVERYDAY MATHEMATICS 4, GRADE4, STUI	\$29.70		
			E 04	701 590 000 351 460	EVERYDAY MATHEMATICS 4, GRADE 3, STU	\$47.88		
			E 04	701 590 000 351 460	EVERYDAY MATHEMATICS 4, GRADE 3, CON	\$48.93		
			E 04	701 590 000 351 460	SHIPPING	\$91.77		
PO#:		Voucher #:	9274	Invoice	Invoice No: 1YN7-C4RG-GFTG	8/18/2025	Paid Amt:	\$250.77
			E 01	102 203 035 000 430	0358566142 Click 4 Book Boxed Set A Click C	\$25.56		
			E 01	102 203 035 000 430	0593644964 Magic Tree House Graphic Nove	\$27.97		
			E 01	102 203 035 000 430	1338603345 Dog Man: The Supa Epic Collecti	\$42.87		
			E 01	102 203 035 000 430	B08B1KQSHR JARLINK 20 Pack 10 Colors Zi	\$11.69		
			E 01	102 203 035 000 430	B08N6VP51J Lichamp Desktop Tape Dispens	\$14.36		
			E 01	102 203 035 000 430	B0BHN4WQYP RaThun Globe String Lights,M	\$29.99		
			E 01	102 203 035 000 430	B0BJDRP9Q4 Thenshop 24 Pcs Cardboard M	\$60.78		
			E 01	102 203 035 000 430	B0CZD6248V Puomue Makeup Remover Clo	\$17.97		
			E 01	102 203 035 000 430	B0DJQWFHQZ YATINEY 70.8" Long Bar Tabl	\$68.79		
			E 01	102 203 035 000 430	Amazon Shipping Charge	\$0.00		
PO#:	2421	Voucher #:	9308	Invoice	Invoice No: 1646-V3T9-3J4D	8/18/2025	Paid Amt:	\$299.98
							Check Amount:	\$2,001.23
MNBK	23701	1078		AMERICAN DOOR WORKS		Check		
			E 01	005 865 000 369 350	REPLACED SPRINGS IN DOOR @ HS	\$773.80		
PO#:		Voucher #:	9311	Invoice	Invoice No: 00-031753	8/18/2025	Paid Amt:	\$773.80
							Check Amount:	\$773.80
MNBK	23702	1128		ARNOLD'S OF ST MARTIN		Check		
			E 01	005 810 103 000 401	PARTS - HS	\$220.84		
PO#:		Voucher #:	9317	Invoice	Invoice No: P47531	8/18/2025	Paid Amt:	\$220.84

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 23699-23756 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23702	1128		ARNOLD'S OF ST MARTIN		Check		
			E 01	005 810 103 000 401	PARTS - HS	\$1,131.95		
PO#:	Voucher #:	9316	Invoice	Invoice No: P47406	8/18/2025	Paid Amt:	\$1,131.95	
						Check Amount:	\$1,352.79	
MNBK	23703	1136		ASL INTERPRETING SERVICES INC		Check		
			E 01	302 211 000 000 401	INTERPRETING SERVICES - ALL ACTIVITIES M	\$203.50		
PO#:	Voucher #:	9277	Invoice	Invoice No: 25.11037	8/18/2025	Paid Amt:	\$203.50	
						Check Amount:	\$203.50	
MNBK	23704	3529		BORCH'S SPORTING GOODS, INC		Check		
			E 01	400 294 000 302 530	SOCCER SUPPLIES	\$64.09		
PO#:	Voucher #:	9368	Invoice	Invoice No: AAU005931-AU01	8/18/2025	Paid Amt:	\$64.09	
			E 01	400 294 000 302 530	SOCCER UNIFORMS	\$3,588.00		
PO#:	Voucher #:	9237	Invoice	Invoice No: AAU005876-AU03	8/18/2025	Paid Amt:	\$3,588.00	
						Check Amount:	\$3,652.09	
MNBK	23705	1247		BSN SPORTS INC		Check		
			E 01	400 294 000 302 530	VARSITY FOOTBALL HELMETS	\$4,859.90		
			E 01	400 294 000 302 530	FREIGHT	\$96.00		
PO#:	Voucher #:	9367	Invoice	Invoice No: 930140591	8/18/2025	Paid Amt:	\$4,955.90	
						Check Amount:	\$4,955.90	
MNBK	23706	1306		CENTRAL MCGOWAN, INC		Check		
			E 01	304 361 893 830 433	CYLINDER RENTAL	\$18.15		
PO#:	Voucher #:	9279	Invoice	Invoice No: 0000396379	8/18/2025	Paid Amt:	\$18.15	
						Check Amount:	\$18.15	
MNBK	23707	1348		CITY OF LP		Check		
			E 01	005 810 000 000 330	SEWER/WATER - BASEBALL FIELD	\$22.90		
PO#:	Voucher #:	9287	Invoice	Invoice No: 01-00313300-00-9	8/18/2025	Paid Amt:	\$22.90	
			E 01	005 810 000 000 330	SEWER/WATER - EARLY CHILDHOOD CENTE	\$59.37		
PO#:	Voucher #:	9290	Invoice	Invoice No: 01-00313800-00-4	8/18/2025	Paid Amt:	\$59.37	
			E 01	005 810 103 000 330	SEWER/WATER - TENNIS COURTS	\$5.24		
PO#:	Voucher #:	9286	Invoice	Invoice No: 01-00465500-00-5	8/18/2025	Paid Amt:	\$5.24	
			E 01	005 810 103 000 330	SEWER/WATER - HS	\$191.37		
PO#:	Voucher #:	9288	Invoice	Invoice No: 01-00465900-00-3	8/18/2025	Paid Amt:	\$191.37	
			E 01	005 810 000 000 330	SEWER/WATER - ELEM	\$76.90		
PO#:	Voucher #:	9289	Invoice	Invoice No: 01-00313500-00-3	8/18/2025	Paid Amt:	\$76.90	
						Check Amount:	\$355.78	

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 23699-23756 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23708	1404		CTC		Check
			E 01	005 810 000 000 320	MONTHLY INTERNET	\$2,293.03
PO#:	Voucher #:	9352	Invoice	Invoice No: 21632865	8/18/2025	Paid Amt: \$2,293.03
						Check Amount: \$2,293.03
MNBK	23709	3449		DOUGLAS FREIE		Check
			E 01	005 865 000 381 350	ROOTER RUTER DRAIN LAUNDRY & KITCHEN	\$450.00
PO#:	Voucher #:	9271	Invoice	Invoice No: 42727	8/18/2025	Paid Amt: \$450.00
						Check Amount: \$450.00
MNBK	23710	3504		ECM PUBLISHERS, INC		Check
			E 01	005 010 000 000 401	ADVERTISING - PARAPROFESSIONALS	\$171.02
PO#:	Voucher #:	9242	Invoice	Invoice No: 1059432	8/18/2025	Paid Amt: \$171.02
						Check Amount: \$171.02
MNBK	23711	1536		EDUCATOR BENEFIT CONSULTANTS, LLC		Check
			E 01	005 110 000 000 305	403(B) ADMIN & COMPLIANCE SERVICE MON	\$141.72
PO#:	Voucher #:	9236	Invoice	Invoice No: 38337	8/18/2025	Paid Amt: \$141.72
						Check Amount: \$141.72
MNBK	23712	1546		ELLINGSON PLUMBING AND HEATING		Check
			E 06	005 867 000 366 305	HVAC PROJECT - HS - JULY	\$1,372,732.80
PO#:	Voucher #:	9321	Invoice	Invoice No: APPLICATION NO: 3	8/18/2025	Paid Amt: \$1,372,732.80
						Check Amount: \$1,372,732.80
MNBK	23713	1620		FRESHWATER EDUCATION DISTRICT		Check
			E 01	200 420 000 310 390	AUGUST 2025 MEMBERSHIP COST	\$4,265.25
			E 01	005 850 000 302 570	AUGUST 2025 LEASE LEVY	\$294.30
			E 01	005 110 000 000 366	AUGUST 2025 BUSINESS PROFESSIONAL DE	\$2.00
			E 01	200 420 000 000 390	AUGUST 2025 PT, OT, PSYCH, VISION, PI, DH	\$13,219.38
			E 01	101 400 000 000 390	AGUSUT 2025 NON-SPED ELIGIBLE COSTS	\$591.50
			E 01	101 412 000 740 391	AUGUST 2025 ECSE PURCHASED STAFF	\$14,554.68
			E 01	101 400 000 372 396	AUGUST 2025 MA SUPPORT	\$391.67
			E 01	200 740 000 374 316	AUGUST 2025 STUDENT SUPPORT PERSONN	\$2,320.48
			E 01	200 710 000 374 316	AUGUST 2025 STUDENT SUPPORT PERSONN	\$635.54
			E 01	005 810 000 000 320	AUGUST 2025 WIDE AREA NETWORK	\$583.33
			E 01	005 810 000 000 320	AUGUST 2025 INTERNET ACCESS	\$22.99
			E 04	005 580 000 325 390	AUGUST 2025 ECFE	\$8,416.67
			E 04	005 580 000 328 391	AUGUST 2025 HOME VISIT	\$146.75
			E 04	005 582 000 344 390	AUGUST 2025 SCHOOL READINESS	\$15,416.67

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Detail Payment Register By Check

Check Number: 23699-23756 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23713	1620		FRESHWATER EDUCATION DISTRICT		Check		
			E 04	005 510 000 326 390	AUGUST 2025 ADULT ED - PROJECT TOGETH	\$100.00		
PO#:	Voucher #:	9296	Invoice	Invoice No: 20751	8/18/2025	Paid Amt:	\$60,961.21	
			E 01	200 420 000 310 390	JULY 2025 MEMBERSHIP COST	\$4,265.25		
			E 01	005 850 000 302 570	JULY 2025 LEASE LEVY	\$294.32		
			E 01	005 110 000 000 366	JULY 2025 BUSINESS PROFESSIONAL DEVEL	\$2.00		
			E 01	200 420 000 000 390	JULY 2025 PT, OT, PSYCH, VISION, PI, DHH S	\$13,219.38		
			E 01	101 400 000 000 390	JULY 2025 NON-SPED ELIGIBLE COSTS	\$591.50		
			E 01	101 412 000 740 391	JULY 2025 ECSE PURCHASED STAFF	\$14,554.69		
			E 01	101 400 000 372 396	JULY 2025 MA SUPPORT	\$391.67		
			E 01	200 740 000 374 316	JULY 2025 STUDENT SUPPORT PERSONNEL	\$2,320.48		
			E 01	200 710 000 374 316	JULY 2025 STUDENT SUPPORT PERSONNEL	\$635.54		
			E 01	005 810 000 000 320	JULY 2025 WIDE AREA NETWORK	\$583.33		
			E 01	005 810 000 000 320	JULY 2025 INTERNET ACCESS	\$22.99		
			E 04	005 580 000 325 390	JULY 2025 ECFE	\$8,416.67		
			E 04	005 580 000 328 391	JULY 2025 HOME VISIT	\$146.75		
			E 04	005 582 000 344 390	JULY 2025 SCHOOL READINESS	\$15,416.67		
			E 04	005 510 000 326 390	JULY 2025 ADULT ED - PROJECT TOGETHER	\$100.00		
PO#:	Voucher #:	9253	Invoice	Invoice No: 20664	8/18/2025	Paid Amt:	\$60,961.24	
							Check Amount:	\$121,922.45
MNBK	23714	3674		GRANITE RIDGE CONFERENCE		Check		
			E 01	400 294 000 302 530	MEMBERSHIP FEE	\$300.00		
PO#:	Voucher #:	9315	Invoice	Invoice No: 07112025	8/18/2025	Paid Amt:	\$300.00	
							Check Amount:	\$300.00
MNBK	23715	1702		HANDYMANS INC		Check		
			E 01	005 810 103 000 401	BULBS FLUOR DAYLT	\$413.40		
PO#:	Voucher #:	9318	Invoice	Invoice No: 501533	8/18/2025	Paid Amt:	\$413.40	
							Check Amount:	\$413.40
MNBK	23716	1739		HILLYARD/HUTCHINSON		Check		
			E 01	005 810 000 000 401	SUPER SHINE-ALL-CLEANER	\$712.98		
			E 01	005 810 000 000 401	MAXIFLOW SPIGOT THREAD CONNECTOR	\$4.24		
PO#:	Voucher #:	9240	Invoice	Invoice No: 605894664	8/18/2025	Paid Amt:	\$717.22	
							Check Amount:	\$717.22
MNBK	23717	1778		INNOVATIVE OFFICE SOLUTIONS LLC		Check		
			E 01	302 211 000 000 401	Two-Pocket Portfolio	\$34.20		
			E 01	302 211 000 000 401	Open-Side Business Envelope	\$17.92		
			E 01	302 211 000 000 401	Kraft Clasp Envelope #90 Square Flap	\$12.17		

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Detail Payment Register By Check

Check Number: 23699-23756 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23717	1778		INNOVATIVE OFFICE SOLUTIONS LLC		Check
			E 01	302 211 000 000 401	Kraft Clasp Envelope 28 lb, #97	\$18.93
			E 01	302 211 000 000 401	White Board CARE Dry Erase Eraser	\$68.85
			E 01	302 211 000 000 401	White Board CARE Dry Erase Surface Cleane	\$63.80
			E 01	302 211 000 000 401	Low Odor Dry Erase Marker - Black	\$304.32
			E 01	302 211 000 000 401	Low Odor Dry Erase Marker - Red	\$131.89
			E 01	302 211 000 000 401	Low Odor Dry Erase Marker - Blue	\$167.86
			E 01	302 211 000 000 401	Low Odor Dry Erase Marker - Green	\$95.92
			E 01	302 211 000 000 401	Low Odor Dry Erase Marker - Assorted	\$218.00
			E 01	302 211 000 000 401	Sharpie Ultra Fine Tip - Blk	\$9.71
			E 01	302 211 000 000 401	Write Bros Ballpoint Pen - Blue	\$24.18
			E 01	302 211 000 000 401	Write Bros Ballpoint Pen - Red	\$15.04
			E 01	302 211 000 000 401	Write Bros Ballpoint Pen - Black	\$31.96
			E 01	302 211 000 000 401	#2 Woodcase Pencil	\$68.80
			E 01	302 211 000 000 401	Dryline Grip Correction Tape	\$13.04
			E 01	302 211 000 000 401	Fast Dry Correction Fluid	\$57.12
			E 01	302 211 000 000 401	Paper Clips, Jumbo, Smooth	\$44.00
			E 01	302 211 000 000 401	Rubber Bands	\$1.98
			E 01	302 211 000 000 401	Economy Full-Strip Stapler	\$25.90
			E 01	302 211 000 000 401	Standard Chisel Point Staples	\$3.70
			E 01	302 211 000 000 401	Economy Masking Tape	\$129.60
			E 01	302 211 000 000 401	Invisible Tape 1'	\$37.08
			E 01	302 211 000 000 401	3750 Commercial Grade Packing Tape with Di	\$51.00
			E 01	302 211 000 000 401	Self Stick Pop up Notes 3x3	\$18.88
			E 01	302 211 000 000 401	Top-Load Poly Sheet Protectors	\$6.10
PO#: 2331	Voucher #:	9303	Invoice	Invoice No: IN4893488	8/18/2025	Paid Amt: \$1,671.95
			E 01	005 110 000 000 401	Top Tab File Folder 1/3 Tab	\$21.12
			E 01	005 110 000 000 401	Desk Highlighters - Yello	\$3.55
			E 01	005 110 000 000 401	Pocket Highlighters - Assorted	\$1.26
			E 01	005 110 000 000 401	Binder Clips - Medium	\$1.44
			E 01	005 110 000 000 401	Premium Staples	\$6.08
			E 01	005 110 000 000 401	Top Load Sheet Protectors	\$6.10
PO#: 2333	Voucher #:	9301	Invoice	Invoice No: IN4893486	8/18/2025	Paid Amt: \$39.55
			E 01	103 203 000 000 401	NAP-Lam I Roll Film	\$997.10
			E 01	103 203 000 000 401	Ultra Pro-Alkaline AA Batteries 24 pk	\$8.86
			E 01	103 203 000 000 401	Industrial Alkaline AAA Batteries 24/box	\$9.20
PO#: 2327	Voucher #:	9299	Invoice	Invoice No: IN4893484	8/18/2025	Paid Amt: \$1,015.16

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 23699-23756 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23717	1778		INNOVATIVE OFFICE SOLUTIONS LLC		Check
			E 01 303 212 000 000 430	Pacon, White Drawing Paper 9x12		\$58.00
PO#: 2330	Voucher #:	9305	Invoice	Invoice No: IN4893490	8/18/2025	Paid Amt: \$58.00
			E 01 303 212 000 000 430	Glue Stick 12/pk		\$9.07
PO#: 2329	Voucher #:	9298	Invoice	Invoice No: IN4893483	8/18/2025	Paid Amt: \$9.07
			E 01 102 212 000 000 430	Glue Stick 12/pk		\$36.28
			E 01 102 212 000 000 430	Rubber Cement with Brush Applicator		\$11.20
PO#: 2328	Voucher #:	9297	Invoice	Invoice No: IN4893482	8/18/2025	Paid Amt: \$47.48
			E 01 102 212 000 000 430	Summer Paper Order		\$175.38
PO#: 2383	Voucher #:	9307	Invoice	Invoice No: IN4893517	8/18/2025	Paid Amt: \$175.38
			E 02 005 770 000 701 401	Xpressnap Interfold Dispenser Napkins		\$1,565.75
			E 02 005 770 000 701 401	White Paper Plates 9' dia		\$114.64
PO#: 2324	Voucher #:	9300	Invoice	Invoice No: IN4893485	8/18/2025	Paid Amt: \$1,680.39
			E 01 103 203 000 000 401	Two-Pocket Portfolio		\$342.00
			E 01 103 203 000 000 401	Economy Non-View Binder with Round Rings		\$21.00
			E 01 103 203 000 000 401	Durable Non-View Binder with DuraHinge and		\$19.04
			E 01 103 203 000 000 401	Economy Non-View Binder with Round Rings		\$19.75
			E 01 103 203 000 000 401	Insertable Tab Index		\$10.51
			E 01 103 203 000 000 401	Catalog Envelope, 28 lb		\$520.56
			E 01 103 203 000 000 401	Redrope Expanding File Pockets		\$17.91
			E 01 103 203 000 000 401	Double-Ply Top Tab Manila Folders		\$70.76
			E 01 103 203 000 000 401	Hanging File Folders - Letter Size		\$11.48
			E 01 103 203 000 000 401	White Board CARE Dry Erase Eraser		\$45.90
			E 01 103 203 000 000 401	White Board CARE Dry Erase Surface Clean		\$34.80
			E 01 103 203 000 000 401	Low-Odor Dry-Erase Marker - BLK		\$50.72
			E 01 103 203 000 000 401	Low-Odor Dry-Erase Marker - RED		\$23.98
			E 01 103 203 000 000 401	Low-Odor Dry-Erase Marker - BLUE		\$47.96
			E 01 103 203 000 000 401	Low-Odor Dry-Erase Marker - GRN		\$23.98
			E 01 103 203 000 000 401	Low-Odor Dry-Erase Marker - ASSORTED		\$74.12
			E 01 103 203 000 000 401	Desk Highlighters - Yellow		\$17.75
			E 01 103 203 000 000 401	Pocket Highlighters - Assorted		\$3.78
			E 01 103 203 000 000 401	Sharpie, Ultra Fine Tip Permanant Marker - BL		\$19.42
			E 01 103 203 000 000 401	Sharpie, Fine Tip Permanant Marker - Assorte		\$7.13
			E 01 103 203 000 000 401	Porous Point Pen - Med - Blk		\$11.08
			E 01 103 203 000 000 401	Porous Point Pen - Med - Red		\$5.54
			E 01 103 203 000 000 401	Porous Point Pen - Med - Blue		\$8.31
			E 01 103 203 000 000 401	Write Bros Ballpoing Pen - Med - Red		\$1.88

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Detail Payment Register By Check

Check Number: 23699-23756 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23717	1778		INNOVATIVE OFFICE SOLUTIONS LLC		Check
			E 01	103 203 000 000 401	Write Bros. Ballpoint Pen - Black	\$11.28
			E 01	103 203 000 000 401	Profile Ballpoint Pen, Retractable - Blk	\$11.88
			E 01	103 203 000 000 401	ComfortMate Ultra Ballpoint Pen - Retractable	\$8.36
			E 01	103 203 000 000 401	Woodcase Pencil, HB (#2)	\$42.14
			E 01	103 203 000 000 401	Fast Dry Correction Fluid 22 ml bottle	\$38.08
			E 01	103 203 000 000 401	Binder Clips - Large	\$3.84
			E 01	103 203 000 000 401	Binder Clip - Medium	\$1.44
			E 01	103 203 000 000 401	Rubber Bands	\$1.98
			E 01	103 203 000 000 401	Economy Full-Strip Stapler	\$38.85
			E 01	103 203 000 000 401	Standard Chisel Point Staples	\$18.50
			E 01	103 203 000 000 401	White Labels Inkjet/Laser Printers	\$68.00
			E 01	103 203 000 000 401	Flexible Adhesive Name Badge Labels	\$55.60
			E 01	103 203 000 000 401	Economy Masking Tape 3" Core	\$224.40
			E 01	103 203 000 000 401	Invisible Tape 1' Core	\$86.88
			E 01	103 203 000 000 401	Desktop Tape Dispenser	\$7.30
			E 01	103 203 000 000 401	Book Tape, 3' Core	\$6.58
			E 01	103 203 000 000 401	Everyday Scissors 8' long	\$77.90
			E 01	103 203 000 000 401	Metal Manual Pencil Sharpener	\$14.21
			E 01	103 203 000 000 401	Top-Load Poly Sheet Protectors	\$3.05
PO#: 2325	Voucher #:	9302	Invoice	Invoice No: IN4893487	8/18/2025	Paid Amt: \$2,129.63
			E 01	302 211 000 000 401	Copy Paper 11x17	\$54.62
			E 01	302 211 000 000 401	Blue Deluxe Colored Paper	\$72.10
			E 01	302 211 000 000 401	Green Deluxe Colored Paper	\$216.30
			E 01	302 211 000 000 401	Canary Deluxe Colored Paper	\$72.10
			E 01	302 211 000 000 401	Astrobright Color Paper - Lunar Blue	\$12.34
			E 01	302 211 000 000 401	Astrobright Color Paper - Terrestrial Teal	\$13.37
			E 01	302 211 000 000 401	Medium Weight Tagboard 18x24	\$13.29
			E 01	302 211 000 000 401	Medium Weight Tagboard 24x36	\$27.48
			E 01	302 211 000 000 401	Kraft Paper Roll, 40 lb - White	\$101.02
			E 01	302 211 000 000 401	Perfoated Ruled Writing Pads - Legal	\$13.97
PO#: 2332	Voucher #:	9306	Invoice	Invoice No: IN4893491	8/18/2025	Paid Amt: \$596.59
			E 01	103 203 000 000 401	Paper 8.5x11	\$3,199.20
			E 01	103 203 000 000 401	Copy Paper 11x17	\$54.62
			E 01	103 203 000 000 401	PULSAR PINK Copy Paper	\$13.02
			E 01	103 203 000 000 401	Astrobright, Color Paper	\$13.37
			E 01	103 203 000 000 401	Exact Vallum Bristol Cover Stove	\$105.20

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 23699-23756 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23717	1778		INNOVATIVE OFFICE SOLUTIONS LLC		Check
			E 01	103 203 000 000 401	Pacon, Tru-Ray Construction Paper - Pink	\$35.90
			E 01	103 203 000 000 401	Pacon, Tru-Ray Construction Paper - Violet	\$70.00
			E 01	103 203 000 000 401	Pacon, Tru-Ray Construction Paper - Blue	\$109.50
			E 01	103 203 000 000 401	Pacon, Tru-Ray Construction Paper - Sky Blue	\$32.90
			E 01	103 203 000 000 401	Pacon, Tru-Ray Construction Paper - Festive	\$40.80
			E 01	103 203 000 000 401	Pacon, Tru-Ray Construction Paper - Holiday	\$40.30
			E 01	103 203 000 000 401	Pacon, Tru-Ray Construction Paper - White	\$96.60
			E 01	103 203 000 000 401	Pacon, Tru-Ray Construction Paper - Festive	\$35.60
			E 01	103 203 000 000 401	Four Ply Railroad Board - White	\$71.34
			E 01	103 203 000 000 401	Four-Ply Railroad Board - Yellow	\$9.92
			E 01	103 203 000 000 401	Four-Ply Railroad Board - Red	\$15.17
			E 01	103 203 000 000 401	Four-Ply Railroad Board - Holiday Green	\$11.19
			E 01	103 203 000 000 401	Four-Ply Railroad Board - Dark Blue	\$9.92
			E 01	103 203 000 000 401	Four-Ply Railroad Board - Black	\$9.42
			E 01	103 203 000 000 401	Rainbow Duo-Finish Colored Kraft Paper - Ca	\$54.02
PO#: 2326	Voucher #:	9304	Invoice	Invoice No: IN4893489	8/18/2025	Paid Amt: \$4,027.99
						Check Amount: \$11,451.19
MNBK	23718	1783		INTEGRATED SYSTEMS CORPORATION		Check
			E 01	005 110 000 000 305	SKYWARD HOSTING SERVICES FOR SEPTEN	\$356.00
PO#:	Voucher #:	9238	Invoice	Invoice No: 0748736	8/18/2025	Paid Amt: \$356.00
						Check Amount: \$356.00
MNBK	23719	1828		ISD 740		Check
			B 01	230 050	HIP SLED FOR WEIGHT ROOM	\$100.00
PO#:	Voucher #:	9263	Invoice	Invoice No: 08062025	8/18/2025	Paid Amt: \$100.00
						Check Amount: \$100.00
MNBK	23720	2108		KAITLYN BODLE		Check
			E 01	400 298 475 301 401	FOOTBALL BAGS WITH LOGO	\$2,275.00
PO#:	Voucher #:	9369	Invoice	Invoice No: 000831	8/18/2025	Paid Amt: \$2,275.00
						Check Amount: \$2,275.00
MNBK	23721	2013		KEMPS		Check
			E 02	005 770 000 701 495	milk	\$250.30
PO#:	Voucher #:	9218	Invoice	Invoice No: 5868812	8/18/2025	Paid Amt: \$250.30
						Check Amount: \$250.30

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 23699-23756 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23722	2121		LONG PRAIRIE FLEET SUPPLY		Check		
			E 01	005 810 000 000 401	MAINTENANCE - MOWER - ELEM	\$12.57		
PO#:	Voucher #:	9250	Invoice	Invoice No: 2194	8/18/2025	Paid Amt:	\$12.57	
						Check Amount:	\$12.57	
MNBK	23723	2124		LONG PRAIRIE LEADER		Check		
			E 01	005 010 000 000 401	BOARD MINUTES - JUNE (PUBLISHED IN JULY)	\$852.00		
PO#:	Voucher #:	9258	Invoice	Invoice No: 18363	8/18/2025	Paid Amt:	\$852.00	
			E 01	005 010 000 000 401	FALL 2025 SPORTS SEASON PHOTO ACCES	\$500.00		
PO#:	Voucher #:	9372	Invoice	Invoice No: 18501	8/18/2025	Paid Amt:	\$500.00	
						Check Amount:	\$1,352.00	
MNBK	23724	2126		LONG PRAIRIE LUMBER		Check		
			E 01	005 810 103 000 401	SILICA SAND 50# BAG	\$122.04		
PO#:	Voucher #:	9270	Invoice	Invoice No: 2508-166986	8/18/2025	Paid Amt:	\$122.04	
						Check Amount:	\$122.04	
MNBK	23725	2128		LONG PRAIRIE OIL		Check		
			E 01	005 810 000 000 353	FUEL FOR VEHICLES	\$419.14		
			E 01	005 810 000 000 352	UPKEEP ON VEHICLES	\$172.09		
PO#:	Voucher #:	9293	Invoice	Invoice No: MULTIPLE	8/18/2025	Paid Amt:	\$591.23	
						Check Amount:	\$591.23	
MNBK	23726	2131		LONG PRAIRIE SANITARY SERVICE		Check		
			E 01	005 810 000 000 330	GARBAGE SERVICES	\$448.10		
			E 01	005 810 103 000 330	GARBAGE SERVICES	\$448.09		
PO#:	Voucher #:	9251	Invoice	Invoice No: 8544	8/18/2025	Paid Amt:	\$896.19	
						Check Amount:	\$896.19	
MNBK	23727	3404		MARCO		Check		
			E 01	005 170 000 000 401	STANDARD PAYMENT	\$239.27		
PO#:	Voucher #:	9281	Invoice	Invoice No: 39791868	8/18/2025	Paid Amt:	\$239.27	
						Check Amount:	\$239.27	
MNBK	23728	2247		MEI TOTAL ELEVATOR SOLUTIONS		Check		
			E 01	005 865 000 347 350	AUG-SEPT BI-MONTHLY SERVICES - BOTH BI	\$818.45		
PO#:	Voucher #:	9241	Invoice	Invoice No: 1141073	8/18/2025	Paid Amt:	\$818.45	
						Check Amount:	\$818.45	
MNBK	23729	3471		MELROSE ELECTRIC		Check		
			E 06	005 867 000 366 305	ELECTRICAL - HVAC PROJECT - HS - JULY	\$65,651.65		
PO#:	Voucher #:	9322	Invoice	Invoice No: APP. NO: 004 - 2025	8/18/2025	Paid Amt:	\$65,651.65	
						Check Amount:	\$65,651.65	

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Detail Payment Register By Check

Check Number: 23699-23756 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23730	2351		MN DEPT OF LABOR AND INDUSTRY		Check		
			E 01	005 810 000 000 401	ELEM BOILER & PRESSURE VESSEL CHECK	\$150.00		
PO#:	Voucher #:	9257	Invoice	Invoice No: ABR0354276X	8/18/2025	Paid Amt:	\$150.00	
			E 01	005 865 000 384 350	HS BOILER & PRESSURE VESSEL CHECK	\$100.00		
PO#:	Voucher #:	9256	Invoice	Invoice No: ABR0354885X	8/18/2025	Paid Amt:	\$100.00	
						Check Amount:	\$250.00	
MNBK	23731	2364		MRI SOFTWARE		Check		
			E 01	103 203 000 000 401	APPLICANT FEE - K. JOHNSON	\$2.00		
PO#:	Voucher #:	9280	Invoice	Invoice No: MRIUS2483188	8/18/2025	Paid Amt:	\$2.00	
						Check Amount:	\$2.00	
MNBK	23732	2384		MYSTERY SCIENCE INC		Check		
			E 04	701 590 000 351 460	MYSTREY SCIENCE SCHOOL MEMBERSHIP F	\$999.00		
PO#: 2425	Voucher #:	9272	Invoice	Invoice No: 298488	8/18/2025	Paid Amt:	\$999.00	
						Check Amount:	\$999.00	
MNBK	23733	2389		NAPA CENTRAL		Check		
			E 01	005 810 000 000 401	MAINTENANCE - ELEM	\$11.99		
PO#:	Voucher #:	9319	Invoice	Invoice No: 906914	8/18/2025	Paid Amt:	\$11.99	
						Check Amount:	\$11.99	
MNBK	23734	2449		NORTHERN STAR COOPERATIVE		Check		
			E 01	005 810 000 000 353	FUEL FOR VEHICLES	\$39.49		
PO#:	Voucher #:	9294	Invoice	Invoice No: 534484	8/18/2025	Paid Amt:	\$39.49	
						Check Amount:	\$39.49	
MNBK	23735	3658		PERFORMANCE PAINTING LLC		Check		
			E 01	005 865 000 379 350	FINAL PAYMENT FOR DOOR PAINTING	\$1,094.12		
PO#:	Voucher #:	9234	Invoice	Invoice No: 50	8/18/2025	Paid Amt:	\$1,094.12	
						Check Amount:	\$1,094.12	
MNBK	23736	2547		PRAIRIE CONFERENCE		Check		
			E 01	400 294 000 302 530	PRAIRIE CONFERENCE DUES	\$612.50		
			E 01	400 296 000 302 530	PRAIRIE CONFERENCE DUES	\$612.50		
PO#:	Voucher #:	9314	Invoice	Invoice No: 08122025	8/18/2025	Paid Amt:	\$1,225.00	
						Check Amount:	\$1,225.00	
MNBK	23737	2554		PREMIUM WATERS INC		Check		
			E 01	005 110 000 000 401	SUPPLIES JUNE & JULY - DO	\$71.25		
			E 01	302 211 000 000 401	SUPPLIES JULY - HS	\$51.50		

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Detail Payment Register By Check

Check Number: 23699-23756 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23737	2554		PREMIUM WATERS INC		Check		
				E 01 103 203 000 000 401	SUPPLIES JUNE & JULY - ELEM	\$92.00		
PO#:	Voucher #:	9264	Invoice	Invoice No: 840047-07-25	8/18/2025	Paid Amt:	\$214.75	
						Check Amount:	\$214.75	
MNBK	23738	2571		QUADIENT FINANCE USA INC		Check		
				E 01 005 105 000 000 329	POSTAGE FEES	\$54.96		
PO#:	Voucher #:	9310	Invoice	Invoice No: 7900 0440 8099 1569	8/18/2025	Paid Amt:	\$54.96	
						Check Amount:	\$54.96	
MNBK	23739	3371		RADIO ACCOUNTING SERVICE		Check		
				E 01 005 010 000 000 401	ADVERTISING - BACK TO SCHOOL	\$427.00		
PO#:	Voucher #:	9312	Invoice	Invoice No: KDDGF0289	8/18/2025	Paid Amt:	\$427.00	
						Check Amount:	\$427.00	
MNBK	23740	2613		REGION I		Check		
				E 01 005 110 000 000 401	AP CHECKS	\$64.00		
				E 01 005 110 000 000 401	FREIGHT	\$13.94		
PO#:	Voucher #:	9252	Invoice	Invoice No: 15659	8/18/2025	Paid Amt:	\$77.94	
						Check Amount:	\$77.94	
MNBK	23741	2643		RJ CONTRACTING & REMODELING LLC		Check		
				E 01 005 810 000 000 350	INSTALLATION OF COUNTERTOP	\$200.00		
PO#:	Voucher #:	9355	Invoice	Invoice No: 08052025	8/18/2025	Paid Amt:	\$200.00	
						Check Amount:	\$200.00	
MNBK	23742	2650		ROCHESTER 100 INC		Check		
				E 01 102 203 034 000 430	#90053-SP Nicky's Communicator® Spanish/E	\$171.00		
PO#: 2415	Voucher #:	9278	Invoice	Invoice No: INV103652	8/18/2025	Paid Amt:	\$171.00	
						Check Amount:	\$171.00	
MNBK	23743	2721		SCHMITT MUSIC		Check		
				E 01 303 258 000 000 450	REPAIR - CLARINET	\$140.00		
PO#:	Voucher #:	9259	Invoice	Invoice No: 6608744	8/18/2025	Paid Amt:	\$140.00	
						Check Amount:	\$140.00	
MNBK	23744	2723		SCHOLASTIC		Check		
				E 01 102 203 031 000 430	1ST GRADE SCHOLASTIC NEWS	\$137.50		
PO#:	Voucher #:	9255	Invoice	Invoice No: M7614812	8/18/2025	Paid Amt:	\$137.50	
				E 04 701 590 000 351 460	SCHOLASTIC NEWS 3	\$69.50		
PO#:	Voucher #:	9265	Invoice	Invoice No: M7644034	8/18/2025	Paid Amt:	\$69.50	
						Check Amount:	\$207.00	

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Detail Payment Register By Check

Check Number: 23699-23756 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23745	2782		SHERRI EVENSON		Check		
			E 01	103 640 066 316 366	MILEAGE FOR "I LOVE YOU GUYS" WILLMAF	\$91.00		
PO#:	Voucher #:	9356	Invoice	Invoice No: 08132025	8/18/2025	Paid Amt:	\$91.00	
						Check Amount:	\$91.00	
MNBK	23746	2790		SHRED-N-GO INC		Check		
			E 04	005 505 078 499 401	SHRED FEE	\$33.33		
			E 01	005 110 000 000 401	SHRED FEE	\$33.33		
			E 01	103 203 000 000 401	SHRED FEE	\$66.64		
PO#:	Voucher #:	9353	Invoice	Invoice No: 186683	8/18/2025	Paid Amt:	\$133.30	
						Check Amount:	\$133.30	
MNBK	23747	3442		SITELOGIQ INC - ACCOUNTS RECEIVABLES MIDWEST		Check		
			E 06	005 867 000 366 305	HVAC PROJECT - JULY	\$13,566.00		
PO#:	Voucher #:	9285	Invoice	Invoice No: 16824	8/18/2025	Paid Amt:	\$13,566.00	
						Check Amount:	\$13,566.00	
MNBK	23748	3138		SKYLER ROSENOW		Check		
			E 01	103 640 066 316 366	MILEAGE TO WEST CENTRAL TECH CONFERE	\$44.80		
PO#:	Voucher #:	9239	Invoice	Invoice No: 08012025	8/18/2025	Paid Amt:	\$44.80	
						Check Amount:	\$44.80	
MNBK	23749	2814		SOURCEWELL		Check		
			E 01	103 640 000 316 366	AUG STAR TRAINING REGISTRATION FEE - R	\$130.00		
PO#:	Voucher #:	9357	Invoice	Invoice No: INV00004885	8/18/2025	Paid Amt:	\$130.00	
						Check Amount:	\$130.00	
MNBK	23750	2897		TAMMY CEBULLA		Check		
			E 01	103 050 000 000 401	SUPPLIES FOR WORKROOM AND BACK TO S	\$97.73		
PO#:	Voucher #:	9284	Invoice	Invoice No: 08112025	8/18/2025	Paid Amt:	\$97.73	
						Check Amount:	\$97.73	
MNBK	23751	3676		TEAM FITZ GRAPHICS		Check		
			E 01	303 211 000 302 530	WEIGHT ROOM DRY ERASE BOARD	\$451.25		
			B 01	230 050	WEIGHT ROOM DRY ERASE BOARD	\$1,353.75		
PO#:	Voucher #:	9371	Invoice	Invoice No: 71055	8/18/2025	Paid Amt:	\$1,805.00	
						Check Amount:	\$1,805.00	
MNBK	23752	2922		TEAM LABORATORY CHEMICAL LLC		Check		
			E 01	005 810 000 000 401	GOLD LABEL BRILLIANT GLOSS FLOOR FINIS	\$1,170.00		
			E 01	005 810 000 000 401	FREIGHT	\$90.00		
PO#:	Voucher #:	9320	Invoice	Invoice No: INV0048055	8/18/2025	Paid Amt:	\$1,260.00	

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Detail Payment Register By Check

Check Number: 23699-23756 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23752	2922		TEAM LABORATORY CHEMICAL LLC		Check		
			E 01	005 810 103 000 401	TERRA PLUS HERBICIDE	\$752.50		
PO#:	Voucher #:	9309	Invoice	Invoice No: INV0048056	8/18/2025	Paid Amt:	\$752.50	
						Check Amount:	\$2,012.50	
MNBK	23753	2924		TECH CHECK		Check		
			E 01	200 211 000 302 465	DOOR INTERCOM/CAMERA - ELEM	\$14,785.77		
PO#:	Voucher #:	9354	Invoice	Invoice No: 62781	8/18/2025	Paid Amt:	\$14,785.77	
			E 01	200 211 000 302 465	TCC CAMERA'S	\$668.00		
PO#:	Voucher #:	9326	Invoice	Invoice No: 62500	8/18/2025	Paid Amt:	\$668.00	
			E 01	005 865 000 370 350	PROFESSIONAL SERVICES NEW CORE SWIT	\$1,741.25		
PO#:	Voucher #:	9329	Invoice	Invoice No: 8616C	8/18/2025	Paid Amt:	\$1,741.25	
						Check Amount:	\$17,195.02	
MNBK	23754	3026		UPPER LAKES FOODS INC		Check		
			E 02	005 770 000 701 401	breakfast, lunch & supplies	\$105.42		
			E 02	005 770 000 701 490	breakfast, lunch & supplies	\$133.85		
			E 02	005 770 000 705 490	breakfast, lunch & supplies	\$305.60		
PO#:	Voucher #:	9219	Invoice	Invoice No: 741058-00	8/18/2025	Paid Amt:	\$544.87	
						Check Amount:	\$544.87	
MNBK	23755	3041		VERIZON WIRELESS		Check		
			E 01	200 257 088 302 555	MONTHLY CHARGE	\$15.02		
PO#:	Voucher #:	9283	Invoice	Invoice No: 6120009714	8/18/2025	Paid Amt:	\$15.02	
						Check Amount:	\$15.02	
MNBK	23756	3077		WEST CENTRAL CONFERENCE		Check		
			E 01	400 296 000 302 530	WEST CENTRAL CONFERENCE DUES FOR 2C	\$250.00		
PO#:	Voucher #:	9313	Invoice	Invoice No: 08082025	8/18/2025	Paid Amt:	\$250.00	
						Check Amount:	\$250.00	
							Report Total:	\$1,638,503.90

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Detail Payment Register By Check

Check Number: 23693-23698 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23693	1620		FRESHWATER EDUCATION DISTRICT		Check
			E 01	005 760 000 723 360	NOVEMBER 2024 REVISED TRANSPORTATIO	(\$93.25)
			E 01	005 760 000 723 360	JANUARY 2025 TRANSPORTATION	\$1,436.62
			E 01	005 760 000 723 360	FEBRUARY 2025 TRANSPORTATION	\$1,368.54
			E 01	005 760 000 723 360	MARCH 2025 TRANSPORTATION	\$1,369.71
			E 01	005 760 000 723 360	APRIL 2025 TRANSPORTATION	\$1,392.80
			E 01	005 760 000 723 360	MAY 2025 TRANSPORTATION	\$1,436.26
			E 01	005 760 000 723 360	JUNE 2025 TRANSPORTATION	\$288.88
PO#:	Voucher #:	9254	Invoice	Invoice No: 20728	8/18/2025	Paid Amt: \$7,199.56
			E 01	200 740 000 374 316	FY25 STUDENT SUPPORT PERSONNEL AID	\$474.43
PO#:	Voucher #:	9282	Invoice	Invoice No: 20771	8/18/2025	Paid Amt: \$474.43
						Check Amount: \$7,673.99
MNBK	23694	3352		ISD 846		Check
			E 01	998 420 000 000 390	CARE & TREATMENT	\$387.48
PO#:	Voucher #:	9328	Invoice	Invoice No: 1517	8/18/2025	Paid Amt: \$387.48
						Check Amount: \$387.48
MNBK	23695	3675		LEARNWELL		Check
			E 01	998 420 000 000 390	CARE & TREATMENT TUTORING	\$297.00
PO#:	Voucher #:	9327	Invoice	Invoice No: INV255804	8/18/2025	Paid Amt: \$297.00
						Check Amount: \$297.00
MNBK	23696	3471		MELROSE ELECTRIC		Check
			E 06	005 867 000 366 305	ELECTRICAL - HVAC PROJECT - HS - MAY	\$48,450.00
PO#:	Voucher #:	9324	Invoice	Invoice No: APP. NO: 002 - 2025	8/18/2025	Paid Amt: \$48,450.00
			E 06	005 867 000 366 305	ELECTRICAL - HVAC PROJECT - HS - MARCH	\$5,937.50
PO#:	Voucher #:	9325	Invoice	Invoice No: APP. NO: 001 - 2025	8/18/2025	Paid Amt: \$5,937.50
			E 06	005 867 000 366 305	ELECTRICAL - HVAC PROJECT - HS - JUNE	\$73,637.35
PO#:	Voucher #:	9323	Invoice	Invoice No: APP. NO: 003 - 2025	8/18/2025	Paid Amt: \$73,637.35
						Check Amount: \$128,024.85
MNBK	23697	2595		RATWIK, ROSZAK & MALONEY, PA		Check
			E 01	005 150 000 000 305	LEGAL FEES - JUNE	\$6,937.50
PO#:	Voucher #:	9243	Invoice	Invoice No: 2753-0046	8/18/2025	Paid Amt: \$6,937.50
						Check Amount: \$6,937.50

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Detail Payment Register By Check

Check Number: 23693-23698 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23698	2814		SOURCEWELL		Check
			E 01 103 640 066 316 366	QTR 4 (MAY 2025 TO JUNE 2025) EDUCATIO		\$21.00
PO#:	Voucher #:	9260	Invoice	Invoice No: INV00004821	8/18/2025	Paid Amt: \$21.00
						Check Amount: \$21.00
						Report Total: \$143,341.82

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Check Register by Bank and Check

Check Number: 10183-2147483647 Payment Date: 7/1/2025-8/31/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
AHNB	5375	10183		Check	1	3271		Trustmark Voluntary Benefit Solutions,	Yes	No	No	07/22/2025	227.79
Bank Total: AHNB													\$227.79
Report Total:													\$227.79

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Detail Payment Register By Check

Check Number: 23650-23692 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23650	1049		AKSAMIT TRANSPORTATION OF LONG PRAI		Check
			E 01	005 760 000 723 360	Transportation	\$1,299.20
			E 01	005 760 000 720 360	Transportation	\$59,928.28
			E 01	400 296 074 733 360	Transportation	\$329.82
			E 01	400 298 408 301 401	Transportation	(\$331.68)
			E 04	005 505 078 499 360	Transportation	\$6,493.76
			E 01	400 294 061 733 360	Transportation	\$77.76
			E 01	400 294 074 733 360	Transportation	\$329.82
PO#:	Voucher #:	9186	Invoice	Invoice No: 394 (June)	7/22/2025	Paid Amt: \$68,126.96
			E 04	005 505 078 499 360	transportation to Alexandria Technical College	\$574.24
PO#: 2307	Voucher #:	9187	Invoice	Invoice No: 394 (June)	7/22/2025	Paid Amt: \$574.24
						Check Amount: \$68,701.20
MNBK	23651	3126		AMAZON CAPITAL SERVICES		Check
			E 01	303 220 000 000 430	1853260088 Moby Dick (Wordsworth Classic	\$161.40
			E 01	303 220 000 000 430	Amazon Shipping Charge	\$0.00
PO#: 2406	Voucher #:	9195	Invoice	Invoice No: 1K9V-3VPL-C9KP	7/22/2025	Paid Amt: \$161.40
			E 01	103 203 000 000 401	BOBLT1XYTB Bestier Pipe Shelf Industrial Flc	\$65.98
			E 01	103 203 000 000 401	B0CJHL5Y94 Under Sink Organizer, 2 Tier Pl	\$31.99
PO#: 2404	Voucher #:	9188	Invoice	Invoice No: 1RVL-HCJ7-43LJ	7/22/2025	Paid Amt: \$97.97
			E 01	102 203 036 000 430	0062671278 The Rough Patch: A Caldecott H	\$15.99
			E 01	102 203 036 000 430	0062894560 Emmie & Friends: Truly Tyler: A C	\$12.64
			E 01	102 203 036 000 430	0063238101 Slugfest	\$7.99
			E 01	102 203 036 000 430	0063310384 The Lemonade War Graphic Nov	\$12.79
			E 01	102 203 036 000 430	0735228574 The Night War	\$9.99
			E 01	102 203 036 000 430	1250836727 Real Friends: The Series Boxed	\$21.37
			E 01	102 203 036 000 430	1338749579 The Enigma Girls: How Ten Teer	\$15.99
			E 01	102 203 036 000 430	1338792474 Sunny Figures It Out: A Graphic	\$12.99
			E 01	102 203 036 000 430	1338801945 Cat Kid Comic Club: On Purpose	\$8.18
			E 01	102 203 036 000 430	1338826751 Faker	\$10.33
			E 01	102 203 036 000 430	1338856944 When We Flew Away: A Novel c	\$13.97
			E 01	102 203 036 000 430	1534439447 There Was a Party for Langston:	\$10.60
			E 01	102 203 036 000 430	1536232521 Louder Than Hunger	\$10.99
			E 01	102 203 036 000 430	1536241865 Ferris: (A Heartfelt and Humorou	\$8.36
			E 01	102 203 036 000 430	1546179380 Resist: A Story of D-Day	\$9.29
			E 01	102 203 036 000 430	1547613025 The Things We Miss	\$12.59
			E 01	102 203 036 000 430	1637312741 Pencils on Strike: A Funny, Rhyn	\$10.33
			E 01	102 203 036 000 430	1637991835 Sunny 5 Books Series. Sunny Si	\$48.01

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 23650-23692 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23651	3126		AMAZON CAPITAL SERVICES		Check
			E 01	102 203 036 000 430	164684033X Ferris (Spanish Edition)	\$12.99
			E 01	102 203 036 000 430	B00363B5FC Anomia Card Game - Best Party	\$16.70
			E 01	102 203 036 000 430	B07D12RND2 EASEPRES Magnetic Pencil H	\$16.18
			E 01	102 203 036 000 430	B082CLHSPD Rarlan Wood-Cased #2 HB Per	\$35.98
			E 01	102 203 036 000 430	B083W2QDWC Sharpie Metallic Permanent M	\$7.19
			E 01	102 203 036 000 430	B08FTC1CRX AFMAT Pencil Sharpener, Elec	\$23.99
			E 01	102 203 036 000 430	B0BNLVDJX3 Welly Bravery Badge Value Pa	\$9.94
			E 01	102 203 036 000 430	B0C8BTYVQJ Jolly Ranchers Hard Candy 3lt	\$27.80
			E 01	102 203 036 000 430	B0CFSNLXLZ Flagship Carpets Circles Abstr	\$319.99
			E 01	102 203 036 000 430	B0DTRC2HT4 A Gentle Rain Cozy Tile Place	\$21.80
			E 01	102 203 036 000 430	Amazon Shipping Charge	\$0.00
PO#: 2402	Voucher #:	9191	Invoice	Invoice No: 1DD7-MHWT-TYFK	7/22/2025	Paid Amt: \$744.96
						Check Amount: \$1,004.33
MNBK	23652	3135		BONITA MIDDENDORF		Check
			E 01	103 640 066 316 366	MILEAGE TO SOURCEWELL - 2 DAYS	\$70.00
PO#:	Voucher #:	9179	Invoice	Invoice No: 07152025	7/22/2025	Paid Amt: \$70.00
						Check Amount: \$70.00
MNBK	23653	1265		CANON USA C/O CANON FIN SERV		Check
			E 01	005 170 000 000 401	CONTRACT 7/1/25 - 7/31/25	\$359.65
PO#:	Voucher #:	9201	Invoice	Invoice No: 41394609	7/22/2025	Paid Amt: \$359.65
						Check Amount: \$359.65
MNBK	23654	1269		CARD SERVICES		Check
			E 04	005 505 078 499 430	COMMUNITY ED	\$220.58
			E 04	005 505 078 499 401	COMMUNITY ED/BRAINERY	\$411.97
			E 04	005 570 501 321 490	LP KIDS	\$289.82
			E 01	400 298 412 301 401	TRAP	\$118.42
PO#:	Voucher #:	9185	Invoice	Invoice No: M51829094	7/22/2025	Paid Amt: \$1,040.79
						Check Amount: \$1,040.79
MNBK	23655	3670		CENTRE INK LLC		Check
			E 04	005 560 055 321 401	SCREEN PRINTING 1 COLOR - SOCCER SHIRT	\$370.00
PO#:	Voucher #:	9196	Invoice	Invoice No: 1082	7/22/2025	Paid Amt: \$370.00
						Check Amount: \$370.00
MNBK	23656	1488		DESIGN TREE ENGINEERING		Check
			E 01	005 850 000 302 305	CONSTRUCTION ADMINISTRATION - TURF	\$1,050.00

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 23650-23692 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23656	1488		DESIGN TREE ENGINEERING		Check
			E 01	005 850 000 302 305	CONSTRUCTION ADMINISTRATION - TRACK	\$705.00
PO#:	Voucher #:	9204	Invoice	Invoice No: 26408	7/22/2025	Paid Amt: \$1,755.00
						Check Amount: \$1,755.00
MNBK	23657	1546		ELLINGSON PLUMBING AND HEATING		Check
			E 06	005 867 000 366 305	HVAC PROJECT - MAY 2025	\$77,740.00
PO#:	Voucher #:	9183	Invoice	Invoice No: 23451	7/22/2025	Paid Amt: \$77,740.00
			E 06	005 867 000 366 305	HVAC PROJECT - JUNE 2025	\$400,432.30
PO#:	Voucher #:	9184	Invoice	Invoice No: 23451	7/22/2025	Paid Amt: \$400,432.30
						Check Amount: \$478,172.30
MNBK	23658	1739		HILLYARD/HUTCHINSON		Check
			E 01	005 810 000 000 401	BLADE KIT DECK GUM	\$41.82
PO#:	Voucher #:	9200	Invoice	Invoice No: 605885036	7/22/2025	Paid Amt: \$41.82
						Check Amount: \$41.82
MNBK	23659	3407		INTERNATIONAL ALLIANCE GROUP LLC		Check
			E 01	301 219 000 317 305	TEACHER RECRUITING AND PLACEMENT - JL	\$8,801.28
			E 01	301 219 000 317 305	COMPLIANT EXTERNAL HEALTH INSURANCE	\$3,700.00
PO#:	Voucher #:	9194	Invoice	Invoice No: 2526 J1 INV 032	7/22/2025	Paid Amt: \$12,501.28
						Check Amount: \$12,501.28
MNBK	23660	3441		IXL LEARNING		Check
			E 01	302 211 000 000 401	IXL SITE LICENSE - JULY 1, 2025 - JULY 1, 2025	\$13,743.75
PO#: 2401	Voucher #:	9178	Invoice	Invoice No: S541116	7/22/2025	Paid Amt: \$13,743.75
						Check Amount: \$13,743.75
MNBK	23661	3669		LITTLE SAUK LEGION		Check
			E 01	400 298 475 301 401	FOOTBALL FUNDRAISING	\$1,250.00
PO#:	Voucher #:	9193	Invoice	Invoice No: 07212025	7/22/2025	Paid Amt: \$1,250.00
						Check Amount: \$1,250.00
MNBK	23662	2124		LONG PRAIRIE LEADER		Check
			E 01	005 010 000 000 401	Board Minutes - Spanish Edition - June	\$174.00
PO#:	Voucher #:	9197	Invoice	Invoice No: 18318	7/22/2025	Paid Amt: \$174.00
						Check Amount: \$174.00
MNBK	23663	2209		MASSP		Check
			E 01	302 640 000 316 366	STUDENT DISCIPLINE WORKSHOP - RUD	\$195.00
PO#:	Voucher #:	9189	Invoice	Invoice No: SD6603	7/22/2025	Paid Amt: \$195.00

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 23650-23692 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23663	2209		MASSP		Check		
			E 01	302 640 000 316 366	25-26 SCHOOL LAW SEMINAR - RUD	\$195.00		
PO#:	Voucher #:	9198	Invoice	Invoice No: SLS3017	7/22/2025	Paid Amt:	\$195.00	
						Check Amount:	\$390.00	
MNBK	23664	2414		NCS PEARSON INC		Check		
			E 04	701 590 000 351 460	DATA ENTRY - ST. MARY'S	\$22.00		
			E 04	701 590 000 351 460	MCA TESTING - ST. MARY'S	\$1,215.00		
PO#:	Voucher #:	9190	Invoice	Invoice No: 91000018927	7/22/2025	Paid Amt:	\$1,237.00	
						Check Amount:	\$1,237.00	
MNBK	23665	2572		QUADIENT INC		Check		
			E 01	005 105 000 000 329	POSTAGE METER RENTAL/MAINTENANCE	\$120.00		
PO#:	Voucher #:	9202	Invoice	Invoice No: 62097080	7/22/2025	Paid Amt:	\$120.00	
			E 01	005 105 000 000 329	POSTAGE METER RENTAL/MAINTENANCE	\$120.00		
PO#:	Voucher #:	9203	Invoice	Invoice No: 62097567	7/22/2025	Paid Amt:	\$120.00	
						Check Amount:	\$240.00	
MNBK	23666	2621		RESOURCE TRAINING & SOLUTIONS		Check		
			E 01	005 865 000 352 305	FY26 EOHS SERVICES - ONSITE MANAGEME	\$11,033.36		
PO#:	Voucher #:	9180	Invoice	Invoice No: 42893	7/22/2025	Paid Amt:	\$11,033.36	
						Check Amount:	\$11,033.36	
MNBK	23667	3442		SITELOGIQ INC - ACCOUNTS RECEIVABLES MIDWEST		Check		
			E 06	005 867 000 366 305	PROJECT PUBMID-006145	\$10,512.00		
PO#:	Voucher #:	9181	Invoice	Invoice No: 16490	7/22/2025	Paid Amt:	\$10,512.00	
			E 06	005 867 000 366 305	PROJECT PUBMID-006145 - JUNE202501	\$17,166.00		
PO#:	Voucher #:	9182	Invoice	Invoice No: 16491	7/22/2025	Paid Amt:	\$17,166.00	
						Check Amount:	\$27,678.00	
MNBK	23668	2814		SOURCEWELL		Check		
			E 01	103 640 000 316 366	25' STRUCTURED TEACHING REGISTRATION	\$200.00		
PO#:	Voucher #:	9192	Invoice	Invoice No: INV00004723	7/22/2025	Paid Amt:	\$200.00	
						Check Amount:	\$200.00	
MNBK	23669	1059		ALEXANDRIA TECHNICAL COLLEGE		Check		
			E 04	005 505 078 499 430	KNOWLEDGE & SKILLS TEST - GOHMAN	\$260.00		
PO#:	Voucher #:	9226	Invoice	Invoice No: 1308845	7/31/2025	Paid Amt:	\$260.00	
						Check Amount:	\$260.00	
MNBK	23670	3126		AMAZON CAPITAL SERVICES		Check		
			E 01	102 212 000 000 430	B00006IBOU Crayola Colored Pencils Classp;	\$41.97		
			E 01	102 212 000 000 430	B0006ZIGBO Crayola Fine Line Markers Clas	\$54.99		

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 23650-23692 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23670	3126		AMAZON CAPITAL SERVICES		Check
			E 01	102 212 000 000 430	B000CD0XNO BIC Intensity Assorted Colors F	\$51.35
			E 01	102 212 000 000 430	B000PCY91O AdTech Crystal Clear Hot Glue	\$7.94
			E 01	102 212 000 000 430	B002BA5WLE Sharpie Tank Style Highlighter:	\$11.18
			E 01	102 212 000 000 430	B00934NGDC Crayola Washable Markers for	\$24.09
			E 01	102 212 000 000 430	B00934NGFA Crayola 12 Count Washable Bu	\$22.23
			E 01	102 212 000 000 430	B00934NHS6 Crayola Washable Markers for	\$23.97
			E 01	102 212 000 000 430	B00934NHSQ Crayola 12 Count Washable Bu	\$20.67
			E 01	102 212 000 000 430	B00JPAY9LM Sargent Art Large Erasers, 36 p	\$9.49
			E 01	102 212 000 000 430	B014REV4J0 Prismacolor 1774266 Scholar C	\$39.80
			E 01	102 212 000 000 430	B071JPD9M3 Elmers Clear Liquid School Slim	\$24.80
			E 01	102 212 000 000 430	B07C3SCRW2 500 PCS Paper Fasteners, ba	\$29.95
			E 01	102 212 000 000 430	B07GYZNTKJ U.S. Art Supply 12 Hole Multi-F	\$26.97
			E 01	102 212 000 000 430	B07J1BB1YX Dawn Ultra Dishwashing Liquid	\$16.40
			E 01	102 212 000 000 430	B07ZGDX5MT Madisi Wood-Cased #2 HB Pe	\$61.74
			E 01	102 212 000 000 430	B08KWN6BL2 Whisks for Cooking, 3 Pack St:	\$6.99
			E 01	102 212 000 000 430	B095PQ6SX7 Amazon Basics Sandwich Stor:	\$8.48
			E 01	102 212 000 000 430	B09C5GRX6C BURVAGY 48Pack 5.5" Safety	\$28.39
			E 01	102 212 000 000 430	B0BG6ZSVGN Permanent markers, 100 pack	\$22.99
			E 01	102 212 000 000 430	B0BV2FJ6FD TaoBary 300 Pcs Watercolor Pa	\$91.98
			E 01	102 212 000 000 430	B0C5YSX8S8 EXCEART Blank Repair Knife &	\$18.12
			E 01	102 212 000 000 430	B0F2H6NN2Z MOWPOG 12 PCS Dish Spong	\$13.98
			E 01	102 212 000 000 430	Amazon Shipping Charge	\$0.00
PO#: 2407	Voucher #:	9215	Invoice	Invoice No: 1DHK-KMLQ-6LFJ	7/31/2025	Paid Amt: \$658.47
			E 01	102 203 032 000 430	B09ZQP7FC1 Elsjoy Set of 8 Plastic Storage	\$26.98
			E 01	102 203 032 000 430	B09ZQT5V92 SANJUGUAN Badge Holders w	\$13.99
			E 01	102 203 032 000 430	B0B5M26HT7 Duck HD Clear Packing Tape w	\$13.37
			E 01	102 203 032 000 430	B0C85J5NH4 1 Inch x 28 Ft Strips with Adhes	\$14.24
			E 01	102 203 032 000 430	B0F94MMQ1J OLEEK Large Classroom Rug l	\$199.99
			E 01	102 203 032 000 430	Amazon Shipping Charge	\$0.00
PO#: 2408	Voucher #:	9206	Invoice	Invoice No: 1W3R-6NNR-XQ9G	7/31/2025	Paid Amt: \$268.57
			E 01	102 203 035 000 430	B0013993EG McDonald Publishing Important l	\$16.09
			E 01	102 203 035 000 430	B079STQWBM Ticonderoga Wood-Cased Pe	\$12.34
			E 01	102 203 035 000 430	B0BLYR64Q6 Arsconiek 40 Pack 3D Puzzle Ar	\$12.99
			E 01	102 203 035 000 430	B0BQWGBKRW HCNOCNB American Footb:	\$6.99
			E 01	102 203 035 000 430	B0C855J5NL MOZACI Fidget Toys, 120 Pack	\$16.99
			E 01	102 203 035 000 430	B0DNYQYYGG Football Rugby Stickers for E	\$9.49

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 23650-23692 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23670	3126		AMAZON CAPITAL SERVICES		Check		
			E 01	102 203 035 000 430	B0F2FGJRG9 300 Pcs Stickers for Kids, Cute	\$8.99		
			E 01	102 203 035 000 430	Amazon Shipping Charge	\$6.99		
PO#:	2410	Voucher #:	9217	Invoice	Invoice No: 17MX-KMM3-LTPL	7/31/2025	Paid Amt:	\$90.87
			E 01	400 298 457 301 401	B0CP3NG3DT H-Qprobd 4' x 4' (2 Pack) Dry I	\$199.99		
			E 01	400 298 457 301 401	B0F83KZM5X Furinno Cubicle Open Back De	\$272.98		
			E 01	400 298 457 301 401	Amazon Shipping Charge	\$0.00		
PO#:	2405	Voucher #:	9205	Invoice	Invoice No: 1X36-QC6W-4GVT	7/31/2025	Paid Amt:	\$472.97
			E 01	103 203 000 000 401	B0F28N59Y3 BCedars Watercolor Mountain I	\$38.99		
			E 01	103 203 000 000 401	Amazon Shipping Charge	\$0.00		
PO#:	2404	Voucher #:	9207	Invoice	Invoice No: 1MMW-4F4W-3LJC	7/31/2025	Paid Amt:	\$38.99
							Check Amount:	\$1,529.87
MNBK	23671	1123		ARC ELECTRICAL SERVICE INC		Check		
			E 01	005 865 000 370 350	REPAIR BASEBALL FIELD SCORE BOARD	\$2,630.00		
PO#:		Voucher #:	9212	Invoice	Invoice No: AR18884	7/31/2025	Paid Amt:	\$2,630.00
							Check Amount:	\$2,630.00
MNBK	23672	3529		BORCH'S SPORTING GOODS, INC		Check		
			E 01	400 294 000 302 530	SOCCER JERSEY'S	\$6,132.00		
PO#:		Voucher #:	9228	Invoice	Invoice No: AAU005877-AU02	7/31/2025	Paid Amt:	\$6,132.00
			E 01	400 294 000 302 530	SOCCER SHORTS	\$72.00		
PO#:		Voucher #:	9229	Invoice	Invoice No: AAU005857-AU03	7/31/2025	Paid Amt:	\$72.00
			E 01	400 294 000 302 530	SOCCER EQUIPMENT	\$2,616.00		
PO#:		Voucher #:	9230	Invoice	Invoice No: AAU005885-AU03	7/31/2025	Paid Amt:	\$2,616.00
			E 01	400 294 000 302 530	SOCCER GOAL	\$11,670.00		
PO#:		Voucher #:	9231	Invoice	Invoice No: AAU005883-AU01	7/31/2025	Paid Amt:	\$11,670.00
							Check Amount:	\$20,490.00
MNBK	23673	3672		BROOK THIESCHAFER		Check		
			E 04	005 505 078 499 430	INFLATABLES	\$400.00		
PO#:		Voucher #:	9225	Invoice	Invoice No: 07302025	7/31/2025	Paid Amt:	\$400.00
							Check Amount:	\$400.00
MNBK	23674	1298		CENTERPOINT ENERGY		Check		
			E 01	005 810 103 000 440	FUEL FOR BUILDING - HS - JUNE	\$65.36		
			E 01	005 810 000 000 440	FUEL FOR BUILDING - ELEM - JUNE	\$2,074.68		
PO#:		Voucher #:	9223	Invoice	Invoice No: 8000017092-0	7/31/2025	Paid Amt:	\$2,140.04
							Check Amount:	\$2,140.04

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 23650-23692 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23675	3504		ECM PUBLISHERS, INC		Check		
			E 01	005 010 000 000 401	ADVERTISING - PARAPROFESSIONAL	\$191.02		
PO#:	Voucher #:	9213	Invoice	Invoice No: 1058591	7/31/2025	Paid Amt:	\$191.02	
						Check Amount:	\$191.02	
MNBK	23676	1620		FRESHWATER EDUCATION DISTRICT		Check		
			E 01	610 211 000 303 391	TARGETED SERVICES - MAR-MAY 2025	\$56,274.87		
PO#:	Voucher #:	9211	Invoice	Invoice No: 20682	7/31/2025	Paid Amt:	\$56,274.87	
			E 01	610 211 000 303 391	FY25 EXT TIME STUDENT-TEACHER RATIO - I	\$2,042.94		
PO#:	Voucher #:	9221	Invoice	Invoice No: 20718	7/31/2025	Paid Amt:	\$2,042.94	
						Check Amount:	\$58,317.81	
MNBK	23677	1739		HILLYARD/HUTCHINSON		Check		
			E 01	005 810 000 000 401	TOWEL HAND ROLL UNIVERSAL	\$1,881.50		
			E 01	005 810 000 000 401	TISSUE TOILET ECOLOGO 2 PLY	\$1,574.70		
			E 01	005 810 000 000 401	TOWEL PACIFIC BLUE ULTRA	\$342.24		
PO#:	Voucher #:	9210	Invoice	Invoice No: 605887864	7/31/2025	Paid Amt:	\$3,798.44	
						Check Amount:	\$3,798.44	
MNBK	23678	2108		KAITLYN BODLE		Check		
			E 01	005 020 000 000 401	ADVERTISING	\$52.00		
PO#:	Voucher #:	9227	Invoice	Invoice No: 000839	7/31/2025	Paid Amt:	\$52.00	
						Check Amount:	\$52.00	
MNBK	23679	3585		KIMBERLY PAULSON		Check		
			E 04	005 505 078 499 430	INFLATABLES	\$750.00		
PO#:	Voucher #:	9224	Invoice	Invoice No: 07302025	7/31/2025	Paid Amt:	\$750.00	
						Check Amount:	\$750.00	
MNBK	23680	2209		MASSP		Check		
			E 01	302 640 000 316 366	2025 SUMMER CONFERENCE MEAL	\$30.00		
PO#:	Voucher #:	9199	Invoice	Invoice No: 20040	7/31/2025	Paid Amt:	\$30.00	
						Check Amount:	\$30.00	
MNBK	23681	2571		QUADIENT FINANCE USA INC		Check		
			E 01	005 105 000 000 329	Postage - June	\$1,039.00		
PO#:	Voucher #:	9220	Invoice	Invoice No: 7900 0440 8099 1569	7/31/2025	Paid Amt:	\$1,039.00	
						Check Amount:	\$1,039.00	
MNBK	23682	2595		RATWIK, ROSZAK & MALONEY, PA		Check		
			E 01	005 150 000 000 305	LEGAL FEES - JUNE	\$2,193.89		
PO#:	Voucher #:	9209	Invoice	Invoice No: STATEMENT NO 80216	7/31/2025	Paid Amt:	\$2,193.89	
						Check Amount:	\$2,193.89	

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 23650-23692 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23683	2969		T-MOBILE		Check		
			E 04	005 505 078 499 320	HOT SPOT	\$40.00		
			B 01	215 082	HOT SPOT	\$60.00		
PO#:	Voucher #:	9222	Invoice	Invoice No: 958084262	7/31/2025	Paid Amt:	\$100.00	
						Check Amount:	\$100.00	
MNBK	23684	3671		TRI-COUNTY FOAM INSULATION, LLC		Check		
			E 01	005 865 000 384 350	SIDEWALK/ENTRANCE - HS	\$3,620.00		
PO#:	Voucher #:	9216	Invoice	Invoice No: 2097	7/31/2025	Paid Amt:	\$3,620.00	
						Check Amount:	\$3,620.00	
MNBK	23685	3100		WL HALL CO INTERIOR SERVICE		Check		
			E 01	005 865 000 369 350	STANDARD SERVICE ON ELECTRIC OPERAB	\$1,450.00		
PO#:	Voucher #:	9208	Invoice	Invoice No: 16812	7/31/2025	Paid Amt:	\$1,450.00	
						Check Amount:	\$1,450.00	
MNBK	23686	3414		BCI CONSTRUCTION, INC		Check		
			E 06	005 867 000 366 305	HVAC PROJECT - HS - JULY	\$146,822.14		
PO#:	Voucher #:	9267	Invoice	Invoice No: APP. NO. 02	8/7/2025	Paid Amt:	\$146,822.14	
			E 06	005 867 000 366 305	HVAC PROJECT - HS - JUNE	\$130,970.62		
PO#:	Voucher #:	9266	Invoice	Invoice No: APP NO. 001	8/7/2025	Paid Amt:	\$130,970.62	
						Check Amount:	\$277,792.76	
MNBK	23687	3673		EdClub Inc		Check		
			E 04	701 590 000 351 460	TypingClub Student Licenses for 1 year	\$208.80		
PO#: 2419	Voucher #:	9235	Invoice	Invoice No: 288389	8/7/2025	Paid Amt:	\$208.80	
						Check Amount:	\$208.80	
MNBK	23688	3493		NICHOLAS SAARELA		Check		
			E 01	400 298 465 301 401	DESIGN, PAINT AND INSTALL WINDOW PERF	\$3,200.00		
PO#:	Voucher #:	9262	Invoice	Invoice No: 390	8/7/2025	Paid Amt:	\$3,200.00	
						Check Amount:	\$3,200.00	
MNBK	23689	1269		CARD SERVICES		Check		
			E 04	005 570 501 321 490	LP KIDS	\$89.02		
			E 04	005 570 501 321 490	LP KIDS	(\$1.10)		
PO#:	Voucher #:	9275	Invoice	Invoice No: M52132839	8/11/2025	Paid Amt:	\$87.92	
						Check Amount:	\$87.92	
MNBK	23690	2132		LONG PRAIRIE SPORTSMAN'S CLUB		Check		
			E 01	400 298 413 301 401	TRAP SHOOTING - SPRING LEAGUE	\$2,860.00		
PO#:	Voucher #:	9268	Invoice	Invoice No: #1 2025	8/11/2025	Paid Amt:	\$2,860.00	
						Check Amount:	\$2,860.00	

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 23650-23692 Payment Date: 7/1/2025-8/31/2025 Period: 202601-202602 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23691	2363		MPL		Check
			E	01 005 810 103 000 332	ELECTRIC - HS	\$6,923.16
			E	01 005 810 000 000 332	ELECTRIC - ELEM	\$14,236.23
PO#:	Voucher #:	9276	Invoice	Invoice No: 7123200000	8/11/2025	Paid Amt: \$21,159.39
						Check Amount: \$21,159.39
MNBK	23692	3414		BCI CONSTRUCTION, INC		Check
			E	06 005 867 000 366 305	HVAC PROJECT - HS - JULY (REMAINDER OF	\$130,970.62
PO#:	Voucher #:	9370	Invoice	Invoice No: APPLICATION NO. 02	8/13/2025	Paid Amt: \$130,970.62
						Check Amount: \$130,970.62
						Report Total: \$1,155,234.04

Long Prairie-Grey Eagle Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
													Date		
AHNB		5273		Wire	1	1543		ELECTRONIC FED TAX PAY SYSTEM		No	Yes	No	07/15/2025		26,064.99
AHNB		5274		Wire	1	1543		ELECTRONIC FED TAX PAY SYSTEM		No	Yes	No	07/15/2025		17,025.71
AHNB		5275		Wire	1	1372		COMMISSIONER OF REVENUE		No	Yes	No	07/15/2025		4,576.82
AHNB		5276		Wire	1	1372		COMMISSIONER OF REVENUE		No	Yes	No	07/15/2025		3,289.38
AHNB		5277		Wire	1	2918		TEACHERS RETIREMENT ACCOUNT		No	Yes	No	07/15/2025		1,787.39
AHNB		5278		Wire	1	2565		PUBLIC EMPLOYEES RETIREMT ASSN		No	Yes	No	07/15/2025		13,890.04
AHNB		5279		Wire	1	1155		AVIBEN		No	Yes	No	07/15/2025		388.76
AHNB		5283		Wire	1	1155		AVIBEN		No	Yes	No	07/15/2025		792.00
AHNB		5284		Wire	1	3545		BLUE CROSS BLUE SHIELD OF MINNESC		No	Yes	No	07/15/2025		111,683.00
AHNB		5285		Wire	1	3279		AVIBEN		No	Yes	No	07/16/2025		1,820.83
AHNB		5286		Wire	1	1155		AVIBEN		No	Yes	No	07/16/2025		3,336.88
AHNB		5287		Wire	1	1155		AVIBEN		No	Yes	No	07/16/2025		147.00
AHNB		5288		Wire	1	1155		AVIBEN		No	Yes	No	07/16/2025		310.78
AHNB		5289		Wire	1	2918		TEACHERS RETIREMENT ACCOUNT		No	Yes	No	07/15/2025		8,997.37
AHNB		5290		Wire	1	2565		PUBLIC EMPLOYEES RETIREMT ASSN		No	Yes	No	07/15/2025		2,800.69
AHNB		5291		Wire	1	1467		DELTA DENTAL OF MN		No	Yes	No	07/16/2025		4,018.88
AHNB		5298		Wire	1	1580		EYE MED VISION CARE, LLC		No	Yes	No	07/16/2025		343.77
AHNB		5415		Wire	1	1080		AMERICAN HERITAGE NATL BANK		No	Yes	No	07/31/2025		29.00
AHNB		5416		Wire	1	2625		REVTRAK INC		No	Yes	No	07/31/2025		1,631.58
													Bank Total:	\$202,934.87	
MNBK		5395		Wire	1	1197		BMO		No	Yes	No	07/24/2025		5,517.38
MNBK		5414		Wire	1	2324		MINNESOTA NATIONAL BANK		No	Yes	No	07/31/2025		50.00
													Bank Total:	\$5,567.38	
PMA		5413		Wire	1	1200		BOND TRUST SERVICES CORP		No	Yes	No	07/31/2025		354,115.60
													Bank Total:	\$354,115.60	
													Report Total:	\$562,617.85	

Statement Manager

BMO - Mastercard, Statement Period 06/28/2025 to 07/27/2025

Statement New	Card Account	Previous	Current	Tax Notes
Billing Account 027692	XXXX-XXXX-XXXX-7692	5,517.38	4,469.19	    
Evenson Bradley	XXXX-XXXX-XXXX-3534	0.00	364.89	    
PAURUS KELSEY	XXXX-XXXX-XXXX-4098	0.00	149.00	    
Ganske Mitchell	XXXX-XXXX-XXXX-8325	0.00	117.57	    
Evenson Sherrilynn	XXXX-XXXX-XXXX-9873	0.00	3,743.93	    
Cebulla Tammy	XXXX-XXXX-XXXX-4387	0.00	93.80	    

Statement Report

BMO - Mastercard - U.S. Dollar

06/28/2025 to 07/27/2025

Evenson Bradley - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes			
06/27/2025	Coborns	.	.	3.01	43.96				
07/10/2025	Caseys #1795	.	.	2.66	38.66				
07/12/2025	Sq Little Rose Custom	.	.	17.68	220.00				
07/21/2025	Caseys #1795	.	.	4.28	62.27				

Statement Report

BMO - Mastercard - U.S. Dollar

06/28/2025 to 07/27/2025

PAURUS KELSEY - Statement Report	Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes
07/09/2025 Topspinpro.Com	.	.	.	149.00	?   

Statement Report

BMO - Mastercard - U.S. Dollar

06/28/2025 to 07/27/2025

Ganske Mitchell - Statement Report	Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes
07/11/2025	Eb West Central Techn	.	.	117.57	   

Statement Report

BMO - Mastercard - U.S. Dollar

06/28/2025 to 07/27/2025

Cebulla Tammy - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes
07/23/2025	Ace Hardware	.	.	3.57	51.95	?   
07/23/2025	Ace Hardware	.	.	2.87	41.85	?   

Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending August 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

											26AB			% YTD	Remaining		
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202602	Year To Date	% YTD	Encumbrances	+ Enc	Balance	
01	General																
	408	SPECIAL OLYMPIC															
R	01	400	298	408	301	099	401	408	Misc Revenue - SPECIAL OL	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)	
E	01	400	298	408	301	401	401	408	Supplies - SPECIAL OLYMPI	100.00	0.00	604.13	604%	0.00	604%	(504.13)	
B	01	401	408														482.80
	408	SPECIAL OLYMPIC									0.00	0.00	121.33	0%	0.00	0%	(121.33)
	410	ELEM DCD															
R	01	400	298	410	301	099	401	410	Misc Revenue - ELEM DCD	(2,000.00)	0.00	0.00	0%	0.00	0%	(2,000.00)	
E	01	400	298	410	301	401	401	410	Supplies - ELEM DCD	2,000.00	0.00	0.00	0%	0.00	0%	2,000.00	
B	01	401	410														903.43
	410	ELEM DCD									0.00	0.00	(903.43)	0%	0.00	0%	903.43
	412	FFA															
R	01	400	298	412	301	099	401	412	Misc Revenue - FFA	(37,500.00)	0.00	(33,402.37)	89%	0.00	89%	(4,097.63)	
E	01	400	298	412	301	401	401	412	Supplies - FFA	37,500.00	0.00	37,655.57	100%	0.00	100%	(155.57)	
B	01	401	412														(1,747.93)
	412	FFA									0.00	0.00	6,001.13	0%	0.00	0%	(6,001.13)
	413	TRAPSHOOTING															
R	01	400	298	413	301	099	401	413	Misc Revenue - TRAPSHOO	(8,000.00)	0.00	(15,758.33)	197%	0.00	197%	7,758.33	
E	01	400	298	413	301	401	401	413	Supplies - TRAPSHOOTING	8,000.00	0.00	14,922.33	187%	0.00	187%	(6,922.33)	
B	01	401	413														9,426.51
	413	TRAPSHOOTING									0.00	0.00	(10,262.51)	0%	0.00	0%	10,262.51
	415	VOLLEYBALL															
R	01	400	298	415	301	099	401	415	Misc Revenue - VOLLEYBA	(7,000.00)	0.00	0.00	0%	0.00	0%	(7,000.00)	
E	01	400	298	415	301	401	401	415	Supplies -VOLLEYBALL	7,000.00	0.00	2,671.04	38%	0.00	38%	4,328.96	
B	01	401	415														5,055.96
	415	VOLLEYBALL									0.00	0.00	(5,055.96)	0%	0.00	0%	5,055.96
	416	GIRLS BASKETBAL															
R	01	400	298	416	301	099	401	416	Misc Revenue - GIRLS BASK	(100.00)	0.00	(3,365.50)	3366%	0.00	3366%	3,265.50	
E	01	400	298	416	301	401	401	416	Supplies - GIRLS BASKETB	100.00	0.00	2,581.96	2582%	0.00	2582%	(2,481.96)	
B	01	401	416														2,456.98
	416	GIRLS BASKETBAL									0.00	0.00	(3,240.52)	0%	0.00	0%	3,240.52
	417	SECONDARY LIBRA															
R	01	400	298	417	301	099	401	417	Misc Revenue - SECONDAR	(100.00)	0.00	(500.00)	500%	0.00	500%	400.00	
E	01	400	298	417	301	401	401	417	Supplies - SECONDARY LIBI	100.00	0.00	0.00	0%	0.00	0%	100.00	

Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending August 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										26AB				% YTD		Remaining
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202602	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General															
	417	SECONDARY LIBRA														
B	01	401	417				400	417	SECONDARY LIBRA	0.00	0.00	(1,383.92)	0%	0.00	0%	1,383.92
	417	SECONDARY LIBRA														
										0.00	0.00	(1,883.92)	0%	0.00	0%	1,883.92
	418	BOYS BASKETBALL														
R	01	400	298	418	301	099	401	418	Misc Revenue - BOYS BASK	0.00	0.00	(767.52)	0%	0.00	0%	767.52
E	01	400	298	418	301	401	401	418	Supplies - BOYS BASKETB/	0.00	0.00	805.96	0%	0.00	0%	(805.96)
B	01	401	418				400	418	BOYS BASKETBALL	0.00	0.00	(438.44)	0%	0.00	0%	438.44
	418	BOYS BASKETBALL														
										0.00	0.00	(400.00)	0%	0.00	0%	400.00
	429	TRACK														
R	01	400	298	429	301	099	401	429	Misc Revenue - TRACK	(5,200.00)	0.00	(200.00)	4%	0.00	4%	(5,000.00)
E	01	400	298	429	301	401	401	429	Supplies - TRACK	5,200.00	0.00	260.00	5%	0.00	5%	4,940.00
B	01	401	429				400	429	TRACK	0.00	0.00	(916.28)	0%	0.00	0%	916.28
	429	TRACK														
										0.00	0.00	(856.28)	0%	0.00	0%	856.28
	441	ELEMENTARY LIBR														
R	01	400	298	441	301	099	401	441	Misc Revenue - ELEMENTAF	(2,000.00)	0.00	(3,527.74)	176%	0.00	176%	1,527.74
E	01	400	298	441	301	401	401	441	Supplies - ELEMENTARY LIB	2,000.00	0.00	3,657.97	183%	0.00	183%	(1,657.97)
B	01	401	441				400	441	ELEMENTARY LIBR	0.00	0.00	(813.01)	0%	0.00	0%	813.01
	441	ELEMENTARY LIBR														
										0.00	0.00	(682.78)	0%	0.00	0%	682.78
	446	WEB/LINK CREW														
R	01	400	298	446	301	099	401	446	Misc Revenue - WEB/LINK C	0.00	0.00	(700.00)	0%	0.00	0%	700.00
E	01	400	298	446	301	401	401	446	WEB CREW	0.00	0.00	525.77	0%	0.00	0%	(525.77)
B	01	401	446				400	446	WEB/LINK CREW	0.00	0.00	(932.14)	0%	0.00	0%	932.14
	446	WEB/LINK CREW														
										0.00	0.00	(1,106.37)	0%	0.00	0%	1,106.37
	451	CROSS COUNTRY														
R	01	400	298	451	301	099	401	451	Misc Revenue - CROSS COL	0.00	0.00	0.00	0%	0.00	0%	0.00
E	01	400	298	451	301	401	401	451	Supplies - CROSS COUNTR'	0.00	0.00	0.00	0%	0.00	0%	0.00
B	01	401	451				400	451	CROSS COUNTRY	0.00	0.00	(70.92)	0%	0.00	0%	70.92
	451	CROSS COUNTRY														
										0.00	0.00	(70.92)	0%	0.00	0%	70.92
	452	ELEMENTARY BAND														
R	01	400	298	452	301	099	401	452	Misc Revenue - ELEMENTAF	(200.00)	0.00	(1,682.00)	841%	0.00	841%	1,482.00
E	01	400	298	452	301	401	401	452	Supplies - ELEMENTARY BA	200.00	0.00	1,010.25	505%	0.00	505%	(810.25)
B	01	401	452				400	452	ELEMENTARY BAND	0.00	0.00	(5,683.17)	0%	0.00	0%	5,683.17
	452	ELEMENTARY BAND														
										0.00	0.00	(6,354.92)	0%	0.00	0%	6,354.92

Long Prairie-Grey Eagle

Exp/Rev Detail - Fd, Crs Total S

Period Ending August 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										26AB				% YTD	Remaining		
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202602	Year To Date	% YTD	Encumbrances	+ Enc	Balance	
01	General																
	454	CHOIR															
R	01	400	298	454	301	099	401	454	Misc Revenue - CHOIR	(4,500.00)	0.00	(250.00)	6%	0.00	6%	(4,250.00)	
E	01	400	298	454	301	401	401	454	Supplies - CHOIR	4,500.00	0.00	0.00	0%	0.00	0%	4,500.00	
B	01	401	454				400	454	CHOIR	0.00	0.00	250.00	0%	0.00	0%	(250.00)	
	454	CHOIR									0.00	0.00	0.00	0%	0.00	0%	0.00
	457	ELEMENTARY ACTI															
R	01	400	298	457	301	099	401	457	Misc Revenue - ELEMENTAF	(50,000.00)	0.00	(66,280.26)	133%	0.00	133%	16,280.26	
E	01	400	298	457	301	401	401	457	Supplies - ELEMENTARY AC	45,000.00	522.26	62,684.08	139%	0.00	139%	(17,684.08)	
B	01	401	457				400	457	ELEMENTARY ACTI	0.00	0.00	(89,652.25)	0%	0.00	0%	89,652.25	
	457	ELEMENTARY ACTI									(5,000.00)	522.26	(93,248.43)	1865%	0.00	1865%	88,248.43
	458	GIRLS HOCKEY															
R	01	400	298	458	301	099	401	458	Misc Local Revenue	0.00	0.00	(12,346.02)	0%	0.00	0%	12,346.02	
E	01	400	298	458	301	401	401	458	Sup/Mat Non-Instr.	0.00	0.00	667.20	0%	0.00	0%	(667.20)	
	458	GIRLS HOCKEY									0.00	0.00	(11,678.82)	0%	0.00	0%	11,678.82
	459	GYMNASTICS															
R	01	400	298	459	301	099	401	459	Misc Revenue - GYMNASTIC	(1,000.00)	0.00	0.00	0%	0.00	0%	(1,000.00)	
E	01	400	298	459	301	401	401	459	Supplies - GYMNASTICS	1,000.00	332.89	6,916.67	692%	0.00	692%	(5,916.67)	
B	01	401	459				400	459	GYMNASTICS	0.00	0.00	(14,010.36)	0%	0.00	0%	14,010.36	
	459	GYMNASTICS									0.00	332.89	(7,093.69)	0%	0.00	0%	7,093.69
	460	MARCHING BAND															
R	01	400	298	460	301	099	401	460	Misc Revenue - MARCHING	(25,000.00)	0.00	(33,962.01)	136%	0.00	136%	8,962.01	
E	01	400	298	460	301	401	401	460	Supplies - MARCHING BAND	25,000.00	0.00	20,510.11	82%	0.00	82%	4,489.89	
B	01	401	460				400	460	MARCHING BAND	0.00	0.00	(40,860.87)	0%	0.00	0%	40,860.87	
	460	MARCHING BAND									0.00	0.00	(54,312.77)	0%	0.00	0%	54,312.77
	461	LETTERCLUB															
R	01	400	298	461	301	099	401	461	Misc Revenue - LETTERCLU	(28,000.00)	0.00	(50,948.96)	182%	0.00	182%	22,948.96	
E	01	400	298	461	301	401	401	461	Supplies - LETTERCLUB	28,000.00	0.00	28,607.53	102%	0.00	102%	(607.53)	
B	01	401	461				400	461	LETTERCLUB	0.00	0.00	(14,523.01)	0%	0.00	0%	14,523.01	
	461	LETTERCLUB									0.00	0.00	(36,864.44)	0%	0.00	0%	36,864.44
	462	MINNESOTA HONOR															
R	01	400	298	462	301	099	401	462	Misc Revenue - MINNESOTA	0.00	0.00	(400.52)	0%	0.00	0%	400.52	
E	01	400	298	462	301	401	401	462	Supplies - MINNESOTA HON	0.00	0.00	601.56	0%	0.00	0%	(601.56)	
B	01	401	462				400	462	MINNESOTA HONOR	0.00	0.00	(351.03)	0%	0.00	0%	351.03	
	462	MINNESOTA HONOR									0.00	0.00	(149.99)	0%	0.00	0%	149.99

Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending August 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										26AB			% YTD	Remaining		
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202602	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General															
	465	SECONDARY ACTIV														
R	01	400	298	465	301	099	401	465	Misc Revenue - SECONDAR	(8,000.00)	0.00	(8,219.22)	103%	0.00	103%	219.22
E	01	400	298	465	301	401	401	465	Supplies - SECONDARY AC	8,000.00	0.00	12,006.06	150%	326.60	154%	(4,332.66)
B	01	401	465				400	465	SECONDARY ACTIV	0.00	0.00	(14,818.56)	0%	0.00	0%	14,818.56
	465	SECONDARY ACTIV								0.00	0.00	(11,031.72)	0%	326.60	0%	10,705.12
	467	YEARBOOK														
R	01	400	298	467	301	099	401	467	Misc Revenue - YEARBOOK	(10,000.00)	0.00	(3,895.17)	39%	0.00	39%	(6,104.83)
E	01	400	298	467	301	401	401	467	Supplies - YEARBOOK	10,000.00	0.00	4,209.34	42%	0.00	42%	5,790.66
B	01	401	467				400	467	YEARBOOK	0.00	0.00	7,737.34	0%	0.00	0%	(7,737.34)
	467	YEARBOOK								0.00	0.00	8,051.51	0%	0.00	0%	(8,051.51)
	469	GIRLS TENNIS														
R	01	400	298	469	301	099	401	469	Misc Revenue - GIRLS TENN	(2,000.00)	0.00	(795.43)	40%	0.00	40%	(1,204.57)
E	01	400	298	469	301	401	401	469	Supplies - GIRLS TENNIS	2,000.00	0.00	52.50	3%	0.00	3%	1,947.50
B	01	401	469				400	469	GIRLS TENNIS	0.00	0.00	(2,597.28)	0%	0.00	0%	2,597.28
	469	GIRLS TENNIS								0.00	0.00	(3,340.21)	0%	0.00	0%	3,340.21
	470	SECONDARY STUDE														
R	01	400	298	470	301	099	401	470	Misc Revenue - SECONDAR	(7,500.00)	0.00	(2,073.64)	28%	0.00	28%	(5,426.36)
E	01	400	298	470	301	401	401	470	Supplies - SECONDARY STL	7,500.00	0.00	1,141.94	15%	0.00	15%	6,358.06
B	01	401	470				400	470	SECONDARY STUDE	0.00	0.00	(12,158.49)	0%	0.00	0%	12,158.49
	470	SECONDARY STUDE								0.00	0.00	(13,090.19)	0%	0.00	0%	13,090.19
	472	INTEREST														
R	01	400	298	472	301	099	401	472	Misc Revenue - INTEREST	0.00	0.00	0.00	0%	0.00	0%	0.00
B	01	401	472				400	472	INTEREST	0.00	0.00	0.00	0%	0.00	0%	0.00
	472	INTEREST								0.00	0.00	0.00	0%	0.00	0%	0.00
	473	SOFTBALL														
R	01	400	298	473	301	099	401	473	Misc Revenue - SOFTBALL	0.00	(1,335.00)	(2,135.00)	0%	0.00	0%	2,135.00
E	01	400	298	473	301	401	401	473	Supplies - SOFTBALL	0.00	0.00	1,892.18	0%	0.00	0%	(1,892.18)
B	01	401	473				400	473	SOFTBALL	0.00	0.00	(2,074.27)	0%	0.00	0%	2,074.27
	473	SOFTBALL								0.00	(1,335.00)	(2,317.09)	0%	0.00	0%	2,317.09
	474	BASEBALL														
R	01	400	298	474	301	099	401	474	Misc Revenue - BASEBALL	(800.00)	0.00	0.00	0%	0.00	0%	(800.00)
E	01	400	298	474	301	401	401	474	Supplies - BASEBALL	800.00	0.00	0.00	0%	0.00	0%	800.00
B	01	401	474				400	474	BASEBALL	0.00	0.00	(0.65)	0%	0.00	0%	0.65
	474	BASEBALL								0.00	0.00	(0.65)	0%	0.00	0%	0.65

Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending August 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										26AB			% YTD	Remaining											
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202602	Year To Date	% YTD	Encumbrances	+ Enc	Balance									
01	General																								
	475	FOOTBALL																							
R	01	400	298	475	301	099	401	475	Misc Revenue - FOOTBALL	(10,000.00)	0.00	(10,849.70)	108%	0.00	108%	849.70									
E	01	400	298	475	301	401	401	475	Supplies - FOOTBALL	10,000.00	2,275.00	6,195.59	62%	0.00	62%	3,804.41									
B	01	401	475													400	475	FOOTBALL	0.00	0.00	(9,625.18)	0%	0.00	0%	9,625.18
	475	FOOTBALL													0.00	2,275.00	<b style="color: red;">(14,279.29)	0%	0.00	0%	14,279.29				
	490	CLASS OF 2030																							
R	01	400	298	490	301	099	401	490	CLASS OF 2030	(5,700.00)	0.00	(7,986.25)	140%	0.00	140%	2,286.25									
E	01	400	298	490	301	401	401	490	CLASS OF 2030	5,700.00	0.00	5,951.27	104%	0.00	104%	(251.27)									
B	01	401	490													400	490	CLASS OF 2030	0.00	0.00	0.00	0%	0.00	0%	0.00
	490	CLASS OF 2030													0.00	0.00	<b style="color: red;">(2,034.98)	0%	0.00	0%	2,034.98				
	491	CLASS OF 2021																							
R	01	400	298	491	301	099	401	491	Misc Revenue - CLASS OF 2021	(10,000.00)	0.00	0.00	0%	0.00	0%	(10,000.00)									
E	01	400	298	491	301	401	401	491	Supplies - CLASS OF 2021	10,000.00	0.00	0.00	0%	0.00	0%	10,000.00									
B	01	401	491													400	491	CLASS OF 2021	0.00	0.00	0.00	0%	0.00	0%	0.00
	491	CLASS OF 2021													0.00	0.00	0.00	0%	0.00	0%	0.00				
	492	CLASS OF 2022																							
R	01	400	298	492	301	099	401	492	Misc Revenue - CLASS OF 2022	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)									
E	01	400	298	492	301	401	401	492	Supplies - CLASS OF 2022	0.00	0.00	0.00	0%	0.00	0%	0.00									
B	01	401	492													400	492	CLASS OF 2022	0.00	0.00	0.00	0%	0.00	0%	0.00
	492	CLASS OF 2022													(100.00)	0.00	0.00	0%	0.00	0%	(100.00)				
	493	CLASS OF 2023																							
R	01	400	298	493	301	099	401	493	Misc Revenue - CLASS OF 2023	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)									
E	01	400	298	493	301	401	401	493	Supplies - CLASS OF 2023	0.00	0.00	0.00	0%	0.00	0%	0.00									
B	01	401	493													400	493	CLASS OF 2023	0.00	0.00	0.00	0%	0.00	0%	0.00
	493	CLASS OF 2023													(100.00)	0.00	0.00	0%	0.00	0%	(100.00)				
	494	CLASS OF 2024																							
R	01	400	298	494	301	099	401	494	Misc Revenue - CLASS OF 2024	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)									
E	01	400	298	494	301	401	401	494	Supplies - CLASS OF 2024	0.00	0.00	0.00	0%	0.00	0%	0.00									
B	01	401	494													400	494	CLASS OF 2024	0.00	0.00	0.00	0%	0.00	0%	0.00
	494	CLASS OF 2024													(100.00)	0.00	0.00	0%	0.00	0%	(100.00)				
	495	CLASS OF 2025																							
R	01	400	298	495	301	099	401	495	Misc Revenue - CLASS OF 2025	(5,000.00)	0.00	(550.00)	11%	0.00	11%	(4,450.00)									
E	01	400	298	495	301	401	401	495	Supplies - CLASS OF 2025	0.00	0.00	806.47	0%	0.00	0%	(806.47)									

Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending August 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

								26AB								
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202602	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General															
		495	CLASS OF 2025													
B	01	401	495				400	495	CLASS OF 2025	0.00	0.00	(2,658.83)	0%	0.00	0%	2,658.83
		495	CLASS OF 2025													
										(5,000.00)	0.00	(2,402.36)	48%	0.00	48%	(2,597.64)
		496	CLASS OF 2026													
R	01	400	298	496	301	099	401	496	Misc Revenue - CLASS OF 2	0.00	0.00	(4,277.07)	0%	0.00	0%	4,277.07
E	01	400	298	496	301	401	401	496	Supplies - CLASS OF 2026	5,000.00	0.00	5,562.77	111%	0.00	111%	(562.77)
B	01	401	496				400	496	CLASS OF 2026	0.00	0.00	(4,631.48)	0%	0.00	0%	4,631.48
		496	CLASS OF 2026													
										5,000.00	0.00	(3,345.78)	(67%)	0.00	(67%)	8,345.78
		497	CLASS OF 2027													
R	01	400	298	497	301	099	401	497	Misc Revenue - CLASS OF 2	0.00	0.00	(200.00)	0%	0.00	0%	200.00
E	01	400	298	497	301	401	401	497	Supplies - CLASS OF 2027	100.00	0.00	0.00	0%	0.00	0%	100.00
B	01	401	497				400	497	CLASS OF 2027	0.00	0.00	(7,847.53)	0%	0.00	0%	7,847.53
		497	CLASS OF 2027													
										100.00	0.00	(8,047.53)	(8048%)	0.00	(8048%)	8,147.53
		498	CLASS OF 2028													
R	01	400	298	498	301	099	401	498	Misc Revenue - CLASS OF 2	0.00	0.00	0.00	0%	0.00	0%	0.00
E	01	400	298	498	301	401	401	498	Supplies - CLASS OF 2028	100.00	0.00	0.00	0%	0.00	0%	100.00
B	01	401	498				400	498	CLASS OF 2028	0.00	0.00	(3,025.15)	0%	0.00	0%	3,025.15
		498	CLASS OF 2028													
										100.00	0.00	(3,025.15)	(3025%)	0.00	(3025%)	3,125.15
		499	CLASS OF 2029													
R	01	400	298	499	301	099	401	499	Misc Revenue - CLASS OF 2	0.00	0.00	(8,965.00)	0%	0.00	0%	8,965.00
E	01	400	298	499	301	401	401	499	Supplies - CLASS OF 2029	100.00	0.00	7,143.27	7143%	0.00	7143%	(7,043.27)
B	01	401	499				400	499	CLASS OF 2029	0.00	0.00	(27.50)	0%	0.00	0%	27.50
		499	CLASS OF 2029													
										100.00	0.00	(1,849.23)	(1849%)	0.00	(1849%)	1,949.23
01	General									(5,000.00)	1,795.15	(282,084.92)	5642%	326.60	5635%	276,758.32
Report Totals:										(5,000.00)	1,795.15	(282,084.92)	5642%	326.60	5635%	276,758.32

Adopted: _____

MSBA/MASA Model Policy
413

Orig. 1995
Rev. 202

Revised: _____

413 HARASSMENT AND VIOLENCE

[NOTE: State law (Minnesota Statutes, section 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, chapter 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minnesota Statutes, section 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minnesota Statutes, section 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or

death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

[NOTE: In 2023, the Minnesota legislature amended the definition of "sexual orientation" in the Minnesota Human Rights Act as reflected in subpart 6 below.]

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

D. Protected Classifications

1. "Disability" means, with respect to an individual who
 - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors having legal status or custody with:
 - a. the minor's parent or parents or the minor's legal guardian or guardians; or
 - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

[NOTE: The 2024 Minnesota legislature revised the definition of "familial status."]

3. "Marital status" means whether a person is single, married, remarried,

divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. "Sexual orientation" means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

[NOTE: The 2023 Minnesota legislature redefined 'sexual orientation' in the Minnesota Human Rights Act.]

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an

individual's employment or educational status;

- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence

- 1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence 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 from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to 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.

D. In Each School Building

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. 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 a primary contact on policy and procedural matters.

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

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District

The school board hereby designates _____ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

L. 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 legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be

violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy 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 behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. 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 targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) 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 acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. 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 harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and 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, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 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 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
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 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 418
Orig. 1995
Rev. 202

Revised: _____

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery

method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").

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

IV. EXCEPTIONS

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

[NOTE: The 2024 Minnesota legislature amended this law to add this protection.]

V. PROCEDURES

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

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

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

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

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

only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

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

Adopted: _____

MSBA/MASA Model Policy
501

Orig. 1995
Rev. 2021

Revised: _____

501 SCHOOL WEAPONS POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A.

B. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

C. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

D. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

IV. EXCEPTIONS

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

[NOTE: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of

firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in Minnesota Statutes, section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes, section 609.66, Subdivision 1d.]

C. Policy Application to Instructional Equipment/Tools

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

D. Firearms in School Parking Lots and Parking Facilities

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

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

D. Administrative Discretion

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

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

A. Employees

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

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

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

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

Legal References: Minn. Stat. § 97B.045 (Transporting Firearms)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)

Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

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

Adopted: _____

MSBA/MASA Model Policy
503

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503 STUDENT ATTENDANCE

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

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

2. Parent or Guardian's Responsibility

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

3. Teacher's Responsibility

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

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the

previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

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

B. Attendance Procedures

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

1. Excused Absences

- a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to any member of the board, a truant officer, 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.

[NOTE: Minnesota Statutes, section 120A.22.]

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

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

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

d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

- (1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:
 - (a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth
 - (b) family emergencies;
 - (c) the death or serious illness or funeral of an immediate family member;
 - (d) active duty in any military branch of the United States;

- (e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or
 - (f) other exemptions included in this attendance policy.
- (2) that the child has already completed state and district standards required for graduation from high school; or
 - (3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

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

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

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within ____ days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

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

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.

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

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) From the first through the ____ cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.
 - (b) After the ____ cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of ____ unexcused absences and that, after the ____ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.
 - (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
 - (d) After ____ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However,

prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.

- (e) After _____ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
- (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

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

C. Tardiness

1. Definition

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

2. Procedures for Reporting Tardiness

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

3. Excused Tardiness

Valid excuses for tardiness are:

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

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the

designated time class period commences without a valid excuse.

- b. Consequences of tardiness may include detention after ____ unexcused tardies. In addition, ____ unexcused tardies are equivalent to one unexcused absence.

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

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

III. RELIGIOUS OBSERVANCE ACCOMMODATION

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

IV. DISSEMINATION OF POLICY

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

V. REQUIRED REPORTING

A. Continuing Truant

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

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

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the school attendance officer or other designated school

official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

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

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

C. Habitual Truant

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

Legal References:

Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a

Continuing Truant)
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Bd. of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

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

Adopted: _____

MSBA/MASA Model Policy
514

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514 BULLYING PROHIBITION POLICY

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

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 the school premises, at the school functions or activities, on the 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 school 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 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.
- 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 languages 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 Minnesota Commissioner of Education.

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, sections 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. 124E (Charter Schools)
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)

Adopted: _____

MSBA/MASA Model Policy 515

Orig. 1995

Revised: _____

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515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

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

C. Dates of Attendance

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

D. Directory Information

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

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

E. Education Records

1. What constitutes "education records"

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

2. What does not constitute education records

The term "education records" does not include:

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

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

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

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

F. Education Support Services Data

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

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

G. Eligible Student

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

H. Juvenile Justice System

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

I. Legitimate Educational Interest

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

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

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

J. Parent

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

K. Personally Identifiable

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

L. Record

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

M. Responsible Authority

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

N. Student

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

O. School Official

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

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

P. Summary Data

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

Q. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

law, or the regulations promulgated thereunder;

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

B. Eligible Students

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

C. Students with a Disability

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

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

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

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

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

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

6. Eligible Student Consent

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

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

B. Prior Consent for Disclosure Not Required

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Nonpublic School Students

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

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

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

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

B. Former Students

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

C. Present Students and Parents

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

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

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

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

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

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

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

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

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

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

C. Private Records Not Accessible to Student

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

D. Military-Connected Youth Identifier

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

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

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

D. Chemical Abuse Records

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

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

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

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

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

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

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redisclosure Not Prohibited

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

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

C. Classification of Disclosed Data

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

D. Notification

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

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

D. Review of Written Plan for Securing Student Records

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

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

E. Record Keeping

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

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

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

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

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

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

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

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

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

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

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

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

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

B. Right to a Hearing

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

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

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

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

C. Conduct of Hearing

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

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

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

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

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

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

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

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

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

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

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

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

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

Additional Resources

U.S. Department of Education

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

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

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

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

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

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

FERPA/IDEA Crosswalk | Protecting Student Privacy (012325)

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

Adopted: _____

MSBA/MASA Model Policy
516

Revised: _____

Orig. 1995
Rev. 2024

516 STUDENT MEDICATION AND TELEHEALTH

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DRUG AND MEDICATION REQUIREMENTS

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

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or
 - d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of

Education, according to Minnesota Statutes, 121A.21.

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

3. Exclusions

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

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

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

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter

into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- j. epinephrine auto-injectors, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
 - (1) the pupil may possess the epinephrine or
 - (2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine 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 Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- 5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- 6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- 7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

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

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

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

C. Nonprescription Medication

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

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

D. Possession and Use of Epinephrine Auto-Injectors

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

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

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

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

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

Districts and schools may obtain and possess epinephrine auto-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 auto-injector. The administration of an epinephrine auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine auto-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 auto-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 auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

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

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

E. Sunscreen

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

F. Procedure regarding unclaimed drugs or medications.

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

this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

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

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

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

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

Adopted: _____

MSBA/MASA Model Policy
516.5

Revised:

Orig. 2023
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516.5 OVERDOSE MEDICATION

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

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)¹, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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

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

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

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

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

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

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

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

- 1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
- 2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of

Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.

3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved 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.

V. NALOXONE STORAGE

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

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

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

VI. Privacy Protections

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

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

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

Adopted: _____

MSBA/MASA Model Policy
524

Orig. 1996
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Revised: _____

524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

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

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual

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

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

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage.

However, employees may not post personal contact information or other personally identifiable information about students unless:

- (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

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

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals,

threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

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

ALTERNATIVE NO. 1

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

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

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

ALTERNATIVE NO. 2

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

- A. All school district computers with Internet access and available for student use will be

equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

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

ALTERNATIVE NO. 3

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

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including

interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes, chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

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

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 - 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 - 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 - 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 - 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 - 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include

requirements to ensure appropriate security safeguards for educational data. The contract must require that:

1. the technology provider's employees or contractors have access to educational data only if authorized; and
 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

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

instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

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

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

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

Under the new law, the Minnesota Elementary School Principals Association and the Minnesota Association of Secondary School Principals will collaborate to make best practices available to schools on a range of different strategies to achieve the goals stated above.]

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

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

XVII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)

17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194(2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:

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

Adopted: _____
Revised: _____

MSBA/MASA Model Policy 524.5
Orig. 2025

524.5 PERSONAL ELECTRONIC COMMUNICATION DEVICES

I. PURPOSE

The objective of this policy is to support the school district's focus on learning in alignment with the district's mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools. Possession and use of personal electronic communication devices must be regulated to ensure that such devices do not disrupt or interfere with the education process or school operations, impair the safety, welfare, and privacy of students and staff, or are used as part of an act of academic dishonesty.

II. GENERAL STATEMENT OF POLICY

To minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment and to support school environments in which students can engage fully with their classmates, their teachers, and instruction, the school board has determined the use of personal electronic communication devices by students during school hours should be limited.

III. DEFINITIONS

- A. "Bell-to-Bell" means from when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. "Bell-to bell" includes lunch and time in between class periods.
- B. "Cell Phone" means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone includes a non-smart phone that is limited to making phone calls or text messages and a smart phone that encompasses the above features.
- C. "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.
- D. "Instructional Time" means any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day.
- E. "Personal Electronic Communication Device" means any personal device capable of connecting to a cell phone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include cell phones, wearable devices such as smart watches, personal headphones, earbuds or pods, laptops, tablets, virtual reality devices, and other personal electronic communication devices with the abovementioned characteristics.
- F. "Stored" means a cell phone or personal electronic communication device not being carried on the student's person, including not in the student's pocket. Storage options may include, but are not limited to, in the student's backpack, in the student's locker, in a locked pouch, or in a designated place in the classroom, as determined by school

administration.

IV. PERSONAL ELECTRONIC COMMUNICATION DEVICE USE AND STORAGE

A. Personal Electronic Communication Device Use

1. Students are prohibited from using personal electronic communication devices (describe the circumstances that the prohibition covers).
2. Elementary Schools (K-5)
 - a. Students are prohibited from using personal electronic communication devices on school premises from bell-to-bell, which includes but is not limited to instructional time, lunch periods, recess, school-sponsored programs, events or activities, or any other time during the designated school day.
 - b. All personal electronic communication devices shall be kept in designated areas and turned off.
3. Middle Schools/Junior High Schools
4. High Schools (9-12)
 - a. Students are prohibited from using personal electronic communication devices during instructional time, which includes the entire period of a scheduled class and other times when students are directed to report to and participate in any instructional activity.
 - b. Students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other personal electronic communication devices and all notifications must be turned off.
 - c. All personal electronic communication devices shall be kept in designated areas and turned off during instructional time. Personal electronic communication devices may be used during passing times and lunch periods; however, such use is discouraged.

B. Off-Campus School-Sponsored Activities

School administration may establish guidelines for personal electronic communication device possession and use during off-campus school-sponsored activities, such as extracurricular activities, outdoor and service trips, and school field trips. These guidelines will be provided at pre-activity meetings, activity-specific permission slips, and by other means as appropriate in the circumstances.

V. LIMITATIONS ON USE OF AND STORAGE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES

A. Limitations on Use of Personal Electronic Communication Devices

1. Personal electronic communication devices may not be used in any manner that causes or results in disruption of the educational environment or school-

sponsored extracurricular activities or events or impairs or interferes with school district operations.

2. Devices, including but not limited to personal electronic communication devices, with audio, video, or photo-taking capabilities shall not be used at any time in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare, or privacy of others. Confiscation and search of such devices will occur if found in these areas.
3. Students may not use a device to record, transmit, or post audio, videos, or photos of a person or persons on school grounds or on a school bus without the express permission of school staff in addition to the express consent of the individual or individuals that are the subjects of the recording.
4. Personal electronic communication devices may not be used to engage in bullying, cyberbullying, harassment, discrimination, or other activity prohibited under federal or state law or under school district policy.
5. Personal electronic communication devices shall not be used during a lockdown drill, a fire drill, or a similar safety drill.

B. Storage of Personal Electronic Communication Devices

Students shall keep their personal electronic communication devices in a secure place, such as the student's locker, a closed backpack, a storage device provided by the school, or an area designated by the classroom teacher at all times when personal electronic communication device use is prohibited.

V. EXCEPTIONS

- A. Nothing in this policy prohibits a student from using a personal electronic communication device for a purpose documented in the student's individualized education program, a plan developed under section 504 of the Rehabilitation Act of 1973, or a health care plan in force regarding the student.
- B. A student may use a personal electronic communication device to monitor or address a health concern or medical condition upon permission granted by school administration.
- C. Students may use a personal electronic communication device when the use is necessary to respond to or report an emergency. For purposes of this policy, "emergency" means an actual or imminent threat to the health or safety of students and/or school personnel, which may result in death, bodily injury, or substantial property damage.
- D. A student may use a personal electronic communication device during a time at which use would otherwise be prohibited when the student has been granted permission from a staff member to use the device. If the school district implements a curriculum that uses technology, students may be allowed to use their own personal electronic communication devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.
- E. A personal electronic communication device may be stored in student vehicles parked

on school district property provided that the device is not removed from the vehicle while on school district property.

- F. Students who need to make a call may request permission to use a telephone in the building office.

VI. DISCIPLINE

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- A. Give the student a verbal warning and require the student to store the student's personal electronic communication device in accordance with this policy.
- B. Securely store the student's personal electronic communication device in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
- C. Place the student's personal electronic communication device in the school's central office for the remainder of the school day.
- D. Place the student's personal device in the school's central office to be picked up by the student's parent or guardian.
- E. Schedule a conference with the student's parent or guardian to discuss the student's personal device use.
- F. Apply discipline as provided under school district policies and as appropriate.
- G. Other (insert as needed).

VII. SCHOOL DISTRICT RESPONSIBILITY

- A. The school district is not responsible for, nor is it required to investigate, any lost, stolen, or damaged personal electronic communication devices brought onto school grounds or the bus or school-sponsored activities or events.
- B. The school board directs the superintendent and school district administration to establish additional rules and procedures regarding student possession and use of personal electronic communication devices in schools as the superintendent and school district administration find appropriate. These rules shall be consistent with this policy and other applicable school district policies. These rules and procedures should seek to minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or pursuant to similar criteria.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)

29 U.S.C. § 794 (Nondiscrimination under Federal Grants and Programs)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 524 (Internet, Technology, and Cell Phone Acceptable Use and Safety Policy)

Resources: Away for the Day (www.awayfortheday.org)
MASSP/MESPA, *The Cell Phone Toolkit* (July 2024)

Adopted: _____

MSBA/MASA Model Policy 526

Revised: _____

Orig. 1997
Rev. ~~2010~~ 2014

526 HAZING PROHIBITION

[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minn. Stat. § 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minn. Stat. § 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- Ⓓ Ⓔ. This policy applies to ~~behavior~~ hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation and during and after school hours.
- Ⓔ Ⓕ. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- Ⓕ Ⓖ. The school district will act to investigate all complaints of hazing 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**

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that

involves violation of state or federal law or of school district policies or regulations.

- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or 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 hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- B E.** "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. **REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing 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 to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to 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 a primary contact on policy and procedural matters.

- C. ~~Teachers, administrators, volunteers, contractors, and other employees of the school district~~ A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, ~~observes,~~ or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, ~~or~~ work assignments, or educational or work environment.
- E. Reports of hazing 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 hazing and the record of any resulting investigation.
- ~~E.~~ 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 legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. **SCHOOL DISTRICT ACTION**

- A. ~~Upon~~ Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials 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 ~~its~~ their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students, or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing 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 ~~the an~~ investigation that determines hazing 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 behavior. 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;~~;~~ and applicable school district policies~~;~~ and 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 ~~involved in a hazing incident and~~ who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law~~, based on a confirmed report.~~
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where 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 hazing.

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 hazing~~, or against any person who provides information about hazing,~~ who testifies, assists, or participates in an investigation of alleged hazing, or ~~against any person~~ who testifies, assists, or participates in a proceeding or hearing relating to such hazing. 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.

VII. **DISSEMINATION OF POLICY**

[Note: Proper reference should be made to the appropriate handbooks in each school district.]

- A. This policy shall appear in each school's student handbook and in each school's

building and staff handbooks.

- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § ~~121A.0695~~ 121A.031 (School Student Bullying Policy Board Policy; Prohibiting Intimidation and Bullying)
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.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

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 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

Adopted: _____

MSBA/MASA Model Policy 534

Orig. 2017

Revised: _____

Rev. 2023

534 SCHOOL MEALS POLICY

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

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

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

I. PURPOSE

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

II. PAYMENT OF MEALS

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

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

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

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

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.

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.

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

- . participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
 - . 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.
-
- . 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.
 - . When a student has a negative account balance, the student will not be allowed to charge a snack item.
 - . 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.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

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

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt

when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

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

V. COMMUNICATION OF POLICY

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

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

Cross References: None

Adopted: _____

MSBA/MASA Model Policy
602

Orig. 1995
Rev. 2024

Revised: _____

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CALENDAR RESPONSIBILITY

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

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

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

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

2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes, section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

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

IV. SCHOOL DAY RESPONSIBILITY

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

V. E-LEARNING DAYS

- A. An "e-learning day" is a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.
- H. When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an

alternative location, or be retained on an on-call basis for any potential need.

- Legal References:** Minn. Stat. § 10.55 (Juneteenth)
Minn. Stat. § 120A.40 (School Calendar)
Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)
Minn. Stat. § 120A.414 (E-Learning Days)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)
Minn. Stat. § 645.44 (Words and Phrases Defined)
- Cross References:** MSBA/MASA Model Policy 425 (Staff Development)

Adopted: _____

MSBA/MASA Model Policy 707

Orig. 1995

Revised: _____

Rev. 202

707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

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

[NOTE: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs

and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation

- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NONRESIDENT STUDENTS

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

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week (Minnesota Statutes, section 124D.03, subdivision 8).
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

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

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is 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.84 (Policy)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.02 (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)

Adopted: _____

MSBA/MASA Model Policy 709

Orig. 1995

Revised: _____

Rev. 202

709 STUDENT TRANSPORTATION SAFETY POLICY

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

I. PURPOSE

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

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

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

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.

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

C. Active Transportation Safety Training

1. Training Required

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

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

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.

Instruction

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

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

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

1. School Bus and Bus Stop Rules

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

2. Rules at the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.

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

4. Consequences

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

(1) Elementary (K-6)

1st offense – warning

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

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

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

(3) Other Discipline

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

(4) Records

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

(5) Vandalism/Bus Damage

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

(6) Notice

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

(7) Criminal Conduct

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

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

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

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

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

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 - 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 - 2. reckless driving;
 - 3. improper or erratic traffic lane changes;
 - 4. following the vehicle ahead too closely;
 - 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 - 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
 - 7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 - 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 - 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information

set forth in Attachment B accompanying this policy.

- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

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

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

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

B. Evaluation

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

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

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

[NOTE: The school district may use alternative assessments rather than those

set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

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

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

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

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

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

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.

4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, 49 Code of Federal Regulations, Part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child

passenger restraints will be utilized to the extent required by law.

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

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in "park" during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with paragraph V.F. concerning reporting convictions

to the employer within 10 days of the date of conviction.

- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
 - d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.
3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug

testing), above.

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

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre- school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

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

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

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

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

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

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

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

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

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

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses) Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses) Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

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

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806 CRISIS MANAGEMENT POLICY

[NOTE: The Commissioner of the Minnesota Department of Education (Commissioner) is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minnesota Statutes, section 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort among the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures

The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when

these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[NOTE: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education’s document entitled, “Practical Information on Crisis Planning, a Guide for Schools and Communities.” A website link is provided in the resource section of this Policy.]

a. Lock-Down Procedures

Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[NOTE: Minnesota law requires a minimum of five school lock-down drills each school year. See Minnesota Statutes, section 121A.035.]

b. Evacuation Procedures

Evacuations of classrooms and buildings—shall be implemented at the discretion of the building administrator or his or her designee. Each building’s crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[NOTE: Minnesota law requires a minimum of five school fire drills, consistent with Minnesota Statutes, section 299F.30, and

one school tornado drill each school year. See Minnesota Statutes, section 121A.035.]

c. Sheltering Procedures

Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

2. Crisis-Specific Procedures

The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

[NOTE: The 2024 Minnesota legislature enacted permissive language stating that a school board “may adopt the model cardiac emergency response plan provided by” the Commissioner (as of June 4, 2024, a response plan is not yet available.)

3. School Emergency Response Teams

a. Composition

The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building’s crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

[NOTE: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

b. Leaders

The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents

Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[NOTE: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the

building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes, section 299F.30. See Minnesota Statutes, section 121A.035.

[NOTE: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[NOTE: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[NOTE: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minnesota Statutes, section 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

[NOTE: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate

vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.

2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias.
 - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and
5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
 - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;

- b. the importance of taking threats seriously and seeking help; and
 - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.
3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
- a. student opportunities for leadership related to prevention and safety;
 - b. encouragement and support to students in establishing clubs and programs focused on safety; and
 - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

- 1. the effect of active shooter drills on the safety of students and staff; and
- 2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat

- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

[NOTE: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[NOTE: The Every Student Succeeds Act, 20 United States Code, section 6301, et seq.; Title IX, 20 United States Code, section 1681, et seq.; and the Unsafe School Choice Option, 20 United States Code, section 7912, require school districts to establish such transfer procedures.]

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10-mile radius of the Monticello or Prairie Island nuclear

power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.038 (Students Safe at School)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
Comprehensive School Safety Guide
[Minnesota School Safety Center - Resources \(mn.gov\)](https://mn.gov/school-safety-center/resources)

Additional Resources: I Love U Guys Foundation, *Standard Response Protocol*
<https://iloveuguy.org/The-Standard-Response-Protocol.html> (012325)
Safe and Sound Schools
<https://safeandsoundschools.org/> (012325)



August 18, 2025
Activities Board Report

** I will not be in attendance due to a prior family engagement. **

Activity Fundraising 2025-26

- **Phone-a-Thon**
 - Kick Off: Wednesday, Sept. 3, 2025
 - **3:15pm: Coaches**
 - **3:30pm: Students**
 - Power Phone-a-Thon: Wednesday, Sept. 10
 - **3:30pm**
 - End Date: Friday, Sept. 19, 2025
- **Donkey Basketball**
 - Projected Date of November 22, 2025
- **Timberwolves:**
 - Educational Day → will bring our SALT team to that—Date: TBD
 - Timberwolves Experience Day → Date: TBD
 - Youth Showcase + Fan Tunnel + Courtside Kids
 - **Youth Showcase:** a team could play for 7 minutes pre-game and half time of game
 - **Youth Tunnel:** fans stand out for starting line ups
 - **Courtside Kids:** Waiting to hear details on this.
 - **How does LPGE Benefit?**
 - LPGE Community members purchase tickets for the 200 level seating.
 - A portion of the ticket will be donated back to our Activities Department.
 - **Example:** \$20 Ticket
 - **LPGE Receives** \$5.
- **Community Nights:**
 - Come together for Community Night! Support our Activities Department and enjoy an exciting home basketball game! It will be the perfect evening to connect with others and show your support for our school district!
 - December 18, 2025 → Girls Basketball vs. Upsala

- January 23, 2026 → Boys Basketball vs. Osakis
- More Details to Come!

LPGE Activities Scholarship Form

- Scholarships for Activities will now be based off of free and reduced numbers.
 - Students receiving Free Lunch will get fees reduced by 75%
 - Students receiving Reduced Lunch will get fees reduced by 50%
 - Amy will be working with Bonnie as scholarship forms come in.
 - Form is Attached

Track & Turf Update:

- Due to the delays, and the inability to shift the spraying of the track around due to timeline of Benyon and weather, the following games will now be away.
 - August 21 → Soccer @ Princeton
 - Sept 4 → Soccer @ St Johns Prep
 - Sept. 8 → JV Football @ Browerville
 - Sept. 15 → Soccer @ Melrose
 - Sept. 16 → Soccer @ St. Cloud Cathedral—have been asked to help financially for this—will be asking for half the gate money in response to helping the cost.
 - Sept. 18 → Soccer @ Minnewaska
- Soccer games must be held away during the “no fly zone” period, while Football games do not, due to scheduling and site conditions. Football is played on Friday nights, which allows construction crews to stabilize the site during the week. Additionally, Football has a two-week stretch of away games that falls within the designated “no fly zone” for the track and turf project.
- Turf Facility Calendar has been sent to coaches with who is practicing where on what days.

Arbiter Registration:

- Arbiter Sports has bought out rSchool, which was the state’s platform for Activities/Athletics.
- Registration will be completely new this year.
 - Amy and I have gone through training; however, it is still a learning curve, and there will be bumps and bruises along the way.
- Families will need to make new registration accounts.
 - There has been social media and parent square messages about this sent out.
- The District Facility Calendar was also purchased by Arbiter Sports. We are unaware of any significant changes within that system at the moment.

Open Coaching Positions:

- Head Girls Basketball
 - 2 Applicants—Will start interviews once Fall Sports have started.
- Assistant Gymnastics
- Assistant Softball x2
 - 2 Applicants—will start interviews one Fall Sports have started
- JH Baseball

Upcoming Fall Sports Start Dates:

- August 25, 2025:
 - Junior High Volleyball @ 3:30pm
 - Junior High Football @ 3:30pm



MSHSL CONCUSSION POLICY

Per MN State Statute [121A.38](#)

Acute injury

When a player shows any symptoms or signs of a concussion, the following must be applied:

1. The player is not allowed to return to play in the current game or practice.
2. The player should not be left alone; regular monitoring for deterioration is essential over the initial few hours after injury.
3. The player should be evaluated after the injury by a qualified medical provider familiar with the current concussion treatment guidelines.
4. Return to play must follow a medically supervised stepwise process.

A player should never return to play while symptomatic. "When in doubt, sit them out!"

Return to sport protocol:

Return to sport following a concussion requires resolution of all symptoms and completion of a stepwise exercise process.

24 hours is recommended at steps 1 – 3 and 24 hours is required at steps 4 – 6. To participate in practice and competition, full school attendance is required.

The athlete may return to competition only when the following criteria are met:

- Free of all symptoms or signs at rest and during exercise.
- Completed the stepwise return to sport protocol.
- Returned to school for full days (also required to return to full school before team practice - i.e. Step 4).
- Cleared by a medical professional and clearance form completed.

Steps required to return to sport after a concussion: Recommend 24 hours at steps 1 – 3. Required 24 hours at steps 4 – 6.

1. Very light aerobic exercise that does not make symptoms worse during exercise, regular activities of daily living and school (eg, walking).
2. Aerobic exercise such as walking or stationary cycling at slow to medium pace, no resistance training.
 - a. Light (up to approx. 55% maxHR)
 - b. Moderate (up to approx. 70% maxHR)
3. Sport specific exercise—away from the team environment (running, change of direction and/or individual training drills away from the team environment). Light resistance training.

NOTE: If sport specific training involves any risk of inadvertent head impact, medical clearance should occur prior to Step 3.

*** Steps 4 – 6 require 24 hours at each step and return to full school ***

4. Non-contact training drills. Exercise to high intensity including more challenging training drills (eg, passing drills, multiplayer training) can integrate into a team environment.
5. Full contact training.
6. Game play.

WHEN TO START: Access baseline symptoms on numeric scale (**symptoms or signs**). Mild and brief exacerbation of symptoms (ie, an increase of no more than 2 points on a 0–10 point scale for less than an hour when compared with baseline value reported prior to physical activity) is allowed during steps 1-3. Athletes may begin Step 1 (ie, symptom-limited activity) within 24 hours of injury, with progression through steps 1-3 typically taking a minimum of 24 hours. Steps 4 – 6 require 24 hours at each step.

WHEN TO STOP: If more than mild exacerbation of symptoms (ie, more than 2 points on a 0–10 scale) occurs during Steps 1–3, the athlete should stop and attempt to exercise the next day at or below prior step. Athletes experiencing concussion-related symptoms during Steps 4–6 should return to Step 3 to establish full resolution of symptoms with exertion before reattempting steps 4 – 6.

WHEN TO RETURN: The final return to competition decision is based on clinical judgment and the athlete may return **only with a written medical clearance** from a health care provider who is registered, licensed, certified, or otherwise statutorily authorized by the state to provide medical treatment; is trained and experienced in evaluating and managing concussions; and is practicing within the person's medical training and scope of practice.

REFERENCES:

- Patricios JS, Schneider KJ, Dvorak J, *et al.* Consensus statement on concussion in sport: the 6th International Conference on Concussion in Sport—Amsterdam, October 2022. *British Journal of Sports Medicine* 2023;**57**:695-711. <https://bjsm.bmj.com/content/57/11/695>
- Sport Concussion Assessment Tool 6 (SCAT6) - *British Journal of Sports Medicine* 2023;**57**:622-631. <https://bjsm.bmj.com/content/57/11/622>



Community Education

- It's hard to believe, but our Summer Recreation season wrapped up just last week! A huge *thank you* goes out to every volunteer and staff member who made this summer such a great time to be a kid in the LPGE district. Your energy, creativity, and dedication made a lasting difference.
- With the season's end comes our program evaluation — an important step in shaping the future of our offerings. Your feedback helps us make improvements, introduce fresh ideas, and keep our programs moving in the right direction.
- Cassie and I are already deep into planning Fall 2025 programming. Our goal is to offer classes and activities that inspire, challenge, and support both our students and our community. Have a skill or talent you'd like to share? Or know someone who does? We'd love to hear from you! Call the LPGE Community Education Office at 320-357-3695.
- We continue to see strong teamwork between youth program providers in our area. Through collaboration between Community Education and other local organizations, we're able to coordinate services, reduce duplication, and ensure more opportunities reach more kids.
- Keep an eye out for the 2025 Fall Community Education & District Newsletter, arriving in the beginning of September. It's filled with exciting new trips and classes you won't want to miss!

21CCLC

- As I am writing this newsletter, we have still not heard any news on the status of the 21st Century Grant. We are still planning on offering many of the same opportunities as we have in the past through the 21st Century. If 21st CCLC funding is not available, we will be charging a fee for these offerings and offering them through our Community Education Program.
- This summer's LPGE Summer Academy was a blast! Over 160 students spent three weeks learning, exploring, and having fun. Highlights included:
 - Learning about vibration and sound with the Science Crew
 - Attending the play *Moana* at the Andria Theatre in Alexandria, MN
 - Getting to have a fun day with bouncy houses, because Mother Nature gave us some dangerous smoke from Canada, which forced us to change our trip to the Como Zoo.
- Thanks to the 21st Century Grant, we were able to sponsor or partially fund 28 different learning opportunities for students entering grades 1–12.

Federal Programs

- Summer Kindergarten Jump Start took place in the last week of July. The Jump Start program is sponsored by the LPGE Integration and Achievement Grant. The intention of the program is to allow students a chance to experience kindergarten before the school year starts. Each student attends half-day sessions that simulate what kindergarten is all about. This year's program was very successful. There was an excellent turnout, with some very excited



Kindergarten students learned many important things about kindergarten. Thanks to our wonderful staff, Maressa Rousslange, Caitlin Gustafson, Diana Hegseth, and Josean Rodriguez. The following is a list of skills that our kindergartners got to explore:

- identifying names of colors, shapes, letters, numbers
- counting (by rote and by counting objects)
- reciting the ABCs
- identifying first names
- writing first names
- identifying letters in first names
- how to use the following school supplies appropriately: glue sticks, dot daubers, markers, crayons, scissors, pencils, paint, books
- how to walk in a line/how to walk in the hallway appropriately
- sitting at the carpet for instructional times
- listening to a story and responding to it
- recognizing emotions
- taking turns
- sharing
- rotating through stations
- cleaning up toys after playtime
- using the BenQ board
- using playdough
- tracing lines with pencils, crayons, and markers, and cutting on lines with scissors

**Ms. Rousslange and Ms Gustafson said that they saw growth in behaviors and skills in just five days, and I feel like all of the students were excited to come to "school".*

- The Title I, II, and III Grants are in the process of being submitted. I say this because two of these grants have not been totally secured financially through the Federal Government. Many of the same holdups that we are experiencing with the 21st Century Grants are happening with Titles II and III. We have tentative awards, but the final financial commitment is still uncertain. As a reminder, Title I funds are the largest portion of the entitlement grants. Title I Funding intends to provide children with fair, equitable, and significant educational opportunities. Title II is used for class size reduction at the primary level. The Title III grant must be designated to support learning for students who qualify as Multilingual Language Learners. These federal grants are used in a variety of programs and personnel that are critical to student success throughout the LPGE Elementary. These grants are allocated one time a year. Funds are then reimbursed through a drawdown system.

LPGE Technology Board Report

August 18, 2025

Update for August

School is right around the corner and the tech department is as busy as ever. Here's what we have been working on.

I've been working closely with the installers of our new door security system. It's been challenging trying to trace all the unlabeled cables from the last installer. This new system is all cloud based and will allow administration to open doors remotely if needed. Staff can now use their smartphones to open doors without keys if they choose. This will be a great upgrade. It's been 10 years since our first system was installed and it was showing its age.

Chromebooks are ready to go for students. This year, we are starting to use 2 in 1 (Tablet/Laptops Style) Chromebooks in 2nd grade. This will be a change, but it will be great for them to transition from tablets to full Chromebooks as they prepare to go to 3rd grade.

Skyler and Dave Nelson attended the West Central Technology Conference in Alexandria. They were able to attend many sessions on Cyber Security and other technology information. It's great for them to keep up with what's happening.

The tech department has been slowly working on classrooms and computer labs in the Secondary as they are turned over to us after the HVAC projects. We have lots of work to do yet, but we feel with lots of hard work we will be ready for school on September 2.

We are also preparing for new teachers and back to school tech updates, including changes as well as updated policies and procedures for the new school year.

We are excited for the new school year. As always, many changes are happening with technology. We look forward to the new school year and what it will bring in the world of technology.

Mitchell Ganske
LPGE Technology Director

AUGUST 2025 - FROM THE BUSINESS OFFICE:

Our team has been spending this month getting ready for back to school and continuing to work on last school year's audit items. One item that will be a new piece of information for our staff at back to school will be the Minnesota Paid Family Medical Leave Act (MPFML). This is a piece of legislation that gives eligible workers paid time off for personal health conditions or to take care of family members that might have a severe health condition, along with a few other events that qualify.

What this means for our staff is that starting on January 1, 2026, .44% of an employee's paycheck will be withheld and sent to the Minnesota Unemployment Insurance (MN UI) department which will administer the funds if folks qualify. The school district will contribute a matching .44% for a total of .88% being sent to the MN UI department. I have uploaded a document with this report to Board Book from paidleave.mn.gov that lays out more information regarding Minnesota Paid Leave. If you are interested, please take a look.

Additional documents uploaded with this report are graphs indicating fund balances for the General Fund, Food Service and Community Ed. Because we have only been on SMART Finance for two complete years, the information only covers that timeframe. Chuck has seen documents similar to these when he attends Freshwater meetings and has found them helpful, so I reached out to their Business Manager, Jordan, who graciously shared his spreadsheet with me to use for LPGE. As you can see, the General Fund is in good shape and we expect it to stay that way through the FY 25 audit. Some of the amounts may fluctuate as the audit gets finalized, so this will be a working document with the most current information each time it is uploaded.

Our Food Service fund is also in good shape with a fund balance between 3 and 6 months worth of expenditures. Before covid, MDE required schools to carry an average balance of no more than 3 months of expenditures. When covid hit, and schools went to free breakfast and lunch, this requirement was increased to being able to carry a 6 month balance. We had anticipated that we would need to get back down to the 3 month fund balance average starting with the 25-26 school year, but the State has extended that 6 month balance one more year. We will wait to see what the 26-27 school year brings.

Community Ed fund has a low balance, which is in line with what we have seen over the past several years' audits. There are a variety of reasons for this drop in fund balance, with the main one being the deficit spending in School Readiness. As usual, that will be a main topic of discussion for the Community Ed fund. Another item that is affecting the fund balance is the residual effect from the School Age Care levy that was inadvertently left on our levy sheets by Todd County a couple of years ago. I have spoken with Caroline Stutzman, the auditor from Creative Planning/BerganKDV that attends our board meetings to present our final audit, and she said that as these dollars show up on our tax statements, the amount will no longer need to be carried on our financial statements. Once that happens, our Community Ed fund will be more straightforward and accurate.

As always, please call or stop in if you have any questions for me or any of the other folks in the District Office. We enjoy your visits.

Sherrí Evenson

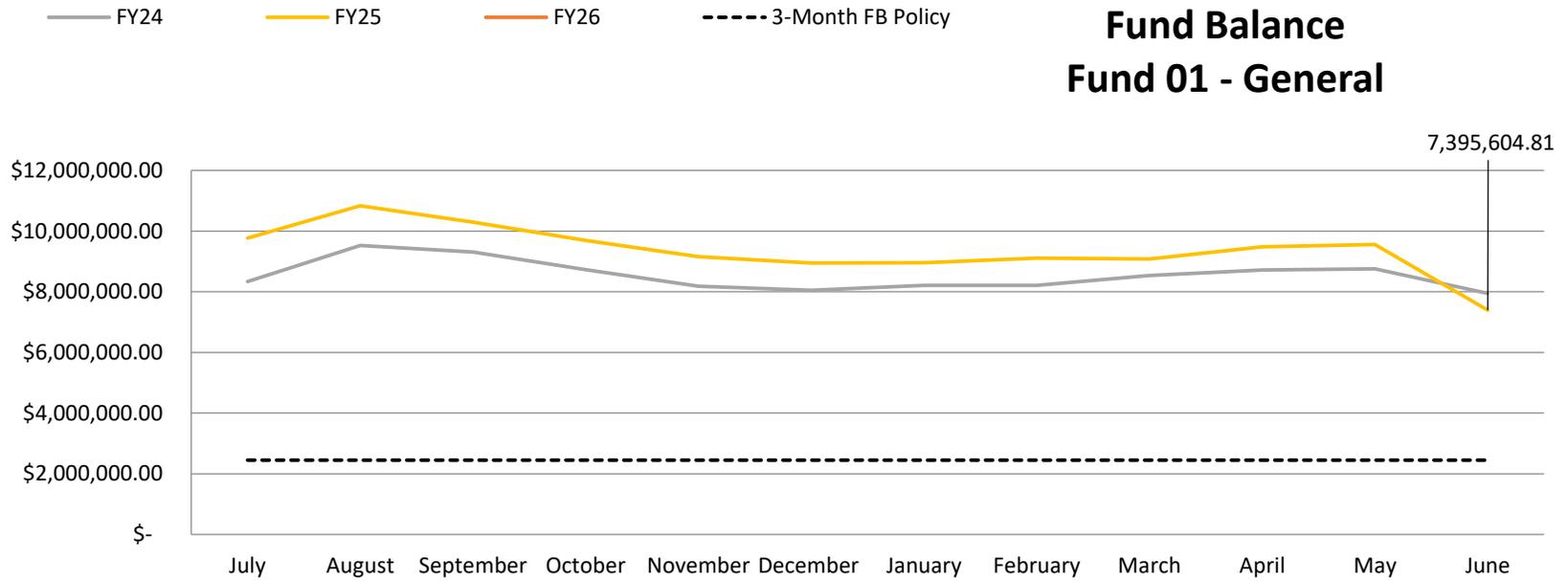


LONG PRAIRIE-GREY EAGLE SCHOOL #2753

Fund Balance Report - July 31, 2025



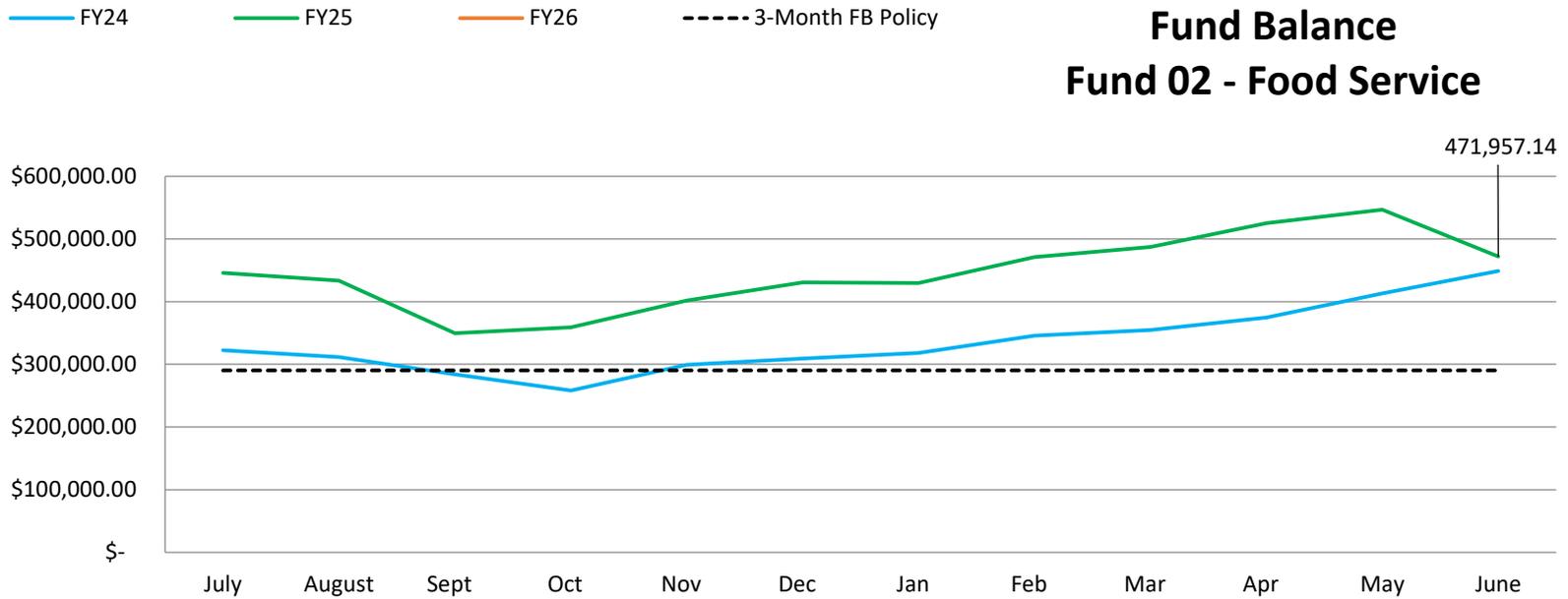
Fund Balance Fund 01 - General





LONG PRAIRIE-GREY EAGLE SCHOOL #2753

Fund Balance Report - July 31, 2025





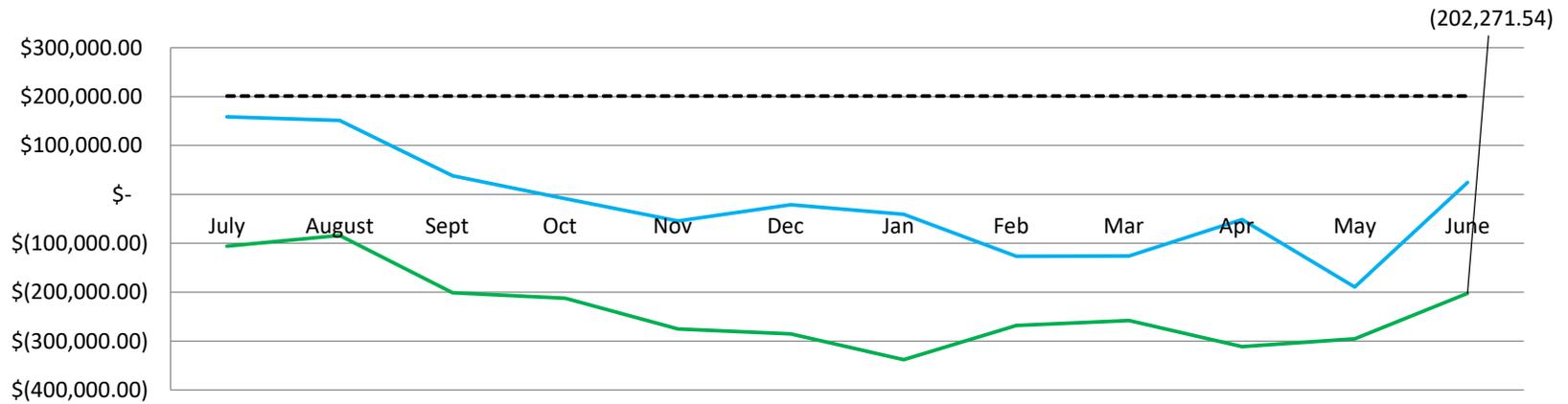
LONG PRAIRIE-GREY EAGLE SCHOOL #2753

Fund Balance Report - July 31, 2025



Fund Balance Fund 04 - Comm. Ed.

FY24 FY25 FY26 - - - - 3-Month FB Policy



MINNESOTA PAID LEAVE

Effective January 1, 2026

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

What can I use Paid Leave for?

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- **Bonding Leave** – to care for and bond with a new child welcomed through birth, adoption, or foster placement
- **Caring Leave** – to care for a family member with a serious health condition
- **Military Family Leave** – to support a family member called to active duty
- **Safety Leave** – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Generally, conditions must last more than seven days and be certified by a healthcare provider or other professional.

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

How long can I take leave?

You may qualify to take up to 12 weeks of family or medical leave per benefit year. If you need both family and medical leave in the same benefit year, you may qualify for up to 20 weeks in total.

How much will I get paid?

When you use Paid Leave, the state makes payments to you. Paid Leave will pay up to 90% of your wages, based on your income level, with a maximum weekly amount set at the state's average weekly wage. This amount changes each year, and is \$1,423 for the start of Paid Leave in 2026.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. The initial premium rate is 0.88% of covered wages. Your employer may deduct up to 0.44% of your wages to fund your portion of the premium.

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance premiums while you are on leave.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website.

If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

LEARN MORE: paidleave.mn.gov



This information can be provided in alternative formats to people with disabilities or people needing language assistance by calling the Paid Leave Contact Center at 651-556-7777 or 844-556-0444 (toll-free).

mn MINNESOTA
PAID LEAVE

Minnesota Paid Leave | 180 E 5th St Suite 1200 | Saint Paul, MN 55101

Long Prairie-Grey Eagle Principals' Report

August 2025

One District

1. National Night Out
 - a. We had another successful evening at the National Night Out hosted by the Long Prairie Police Department at Charlotte Park. Verizon out of Sauk Centre generously donated seven boxes of backpacks along with two boxes of water bottles and a box of sunglasses. This provided a great opportunity to support our families with the giveaway of items. We were able to have contact with a number of our families along with making our student's lives a little bit better. We do have a number of extra backpacks and this will be given away at the elementary as soon as the students come back.

2. Long Prairie Community Food Event
 - a. On August 11, the community held a food packing event for our community members. Two thousand packages of rice and beans were packaged and families were invited in to receive a bag full of food items including these freshly packaged rice and beans. It was a wonderful evening filled with service to others and connecting with those we serve. We will have extra packages available at Open House for families who wish to take them.

Elementary School

1. Handbooks
 - a. The [Staff Handbook](#) and the [Parent-Student Handbooks](#) are revised and ready for the board review and approval. Handbook change documents are also linked below.
 - b. [Elementary Handbook Change Document](#)

2. Staffing
 - a. We are excited to have some wonderful new teachers and paras join our staff.

- b. Currently, we are still looking for a WIN teacher and up to 2 more paraprofessionals. We will keep these positions open until filled.
3. Principal Goals
- a. Attached are my [Principal Goals](#) for the year. These align with the Minnesota Principal Competencies as well as the LPGE Strategic Plan.

Secondary School

1. HVAC
- a. Our staff is greatly anticipating a return to our secondary building as soon as the HVAC project is completed. Russ and his crew are busily following up with cleaning as the project manager turns each section over to them. Overall the project has gone well and is on time, however, it is not completed as of yet, but we are anticipating everything to turn out well.
2. Para Professionals
- a. We are currently in need of filling three para positions at the secondary building. I have two potential candidates but will not know anything more until sometime next week at the earliest. We will continue to advertise until we fill the positions.
3. Principal Goals- 2025 -2026
- a. I will provide this on the evening of the board meeting.
4. Handbooks
- a. You have already received a copy of the staff and student handbooks, but I will include them again here:
 - b. [Staff Handbook](#)
 - c. [Student Handbook](#)



Long Prairie-Grey Eagle Schools

A Small School with Big
Opportunities for Each and
Every Student!

Superintendent's Report 08/18/2025

Facilities & Building Updates

1. **HVAC Project** – By the time of the board meeting, substantial completion of the HVAC project should be achieved. Commissioning will continue over the next month to ensure all systems function as intended, but staff should be able to begin moving back into classrooms and preparing for the upcoming school year.
2. **Track, Field & Turf Project** – The turf portion of the project should be completed by the time you read this report. Unfortunately, this does not change the overall completion timeline due to the required curing period for the track. The projected completion date remains mid-September.

Beginning the School Year

1. New teacher in-services are scheduled for August 19 and 21. Special thanks to Magnifi Financial for providing lunch on the first day, and to all the businesses that donated items for our welcome baskets.
2. Our back-to-school theme this year will be *Remembering Your Why*.
3. First National Bank is providing breakfast on the first day of in-services.
4. Thank you to all staff participating in LPGE Speaks during in-services, and to Mrs. Cebulla for organizing this opportunity for staff to share their expertise and passions.

Budget & Federal Funding

1. **Negotiations** – the committee has begun meeting for strategy and reviewing contracts for items that need review and adjustment.
2. **21st Century Grant** – We are still awaiting notification regarding funding. Until we hear otherwise, we must plan as if these funds will not be available. The 21st Century program has historically provided many after-school classes and programs at no cost. To continue offering these, we will now need to charge a fee, though it is unlikely fees will fully cover program costs. This funding impacts several areas:
 - **Activity Bus** – From September 2024 to May 2025, ridership ranged from 117 to 468 students, with monthly costs between \$861.92 and \$3,237.39, totaling \$18,613.82 according to Aksamit billing.
 - **Club Costs** – Advisor stipends and supplies.
 - **BOLT** – Two days of programming, including supplies and resources.



Long Prairie-Grey Eagle Schools

A Small School with Big
Opportunities for Each and
Every Student!

- **Student Class Offerings** – Courses such as cooking or art-making.
- **Enrichment & Recreation** – Programs such as theater and robotics.

Community Events

1. **National Night Out** – Thank you to all the families who participated in the scavenger hunt and football-throwing contest. Thanks also to Verizon for donating backpacks. It was a great community event.
2. **Long Prairie Latino Festival** – We had many visitors stop by the district booth to enjoy yard games. Thank you to all the parents and students who joined us for the festival and participated in the activities.

Superintendent Evaluation

1. Board members will provide the executive committee with their recommended goals for the 2025–2026 school year for review. A proposed final draft will be brought to the September board meeting for approval. The final plan will be modeled on Minnesota School Boards Association (MSBA) guidance regarding effective evaluation processes.

If you have any questions, please feel free to call me at 357-3605 or email me at dludvigson@lpge.k12.mn.us.

Daniel Ludvigson, the Superintendent of Long Prairie-Grey Eagle Public School

Board Minute – Logical Fallacies of Assumption

In the first part of this series, we explored logical fallacies that introduce irrelevant information into discussions. Now, we'll take a closer look at common errors in the content of an argument. Board members and school leaders can use this understanding to identify when assumptions may be influencing their own reasoning or the arguments of others.

Informal logical fallacies often stem from flawed assumptions or ambiguous language. These errors misapply evidence or wording in ways that do not truly support the conclusion. Since we all rely on assumptions to interpret the world, it's important to recognize when they might be shaping our decision-making.

For example, if you believe a particular athletic program is poorly run, you may be more likely to accept a complaint about it without scrutinizing the reasoning behind the argument. Conversely, when you feel strongly about an issue but lack strong supporting evidence, you may unconsciously resort to faulty logic to justify your stance. Recognizing these tendencies helps ensure that decisions are based on sound reasoning rather than bias or emotion.

Let's examine some common informal fallacies and how they may appear in school leadership:

1. **Equivocation** – Using vague or ambiguous language that allows multiple interpretations.
 - **Example:** “Mrs. Thompson is known for having a fiery passion in the classroom.”
 - **Why it's a fallacy:** The phrase *fiery passion* could mean enthusiasm for teaching or an explosive temper, leading to confusion.
2. **Causal Fallacy** – Assuming a direct cause-and-effect relationship without sufficient evidence.
 - **Example:** “The school district had to make budget cuts because of all the money spent on athletics.”
 - **Why it's a fallacy:** This oversimplifies the issue by implying a direct link between two complex financial factors that may not be fully connected.
3. **False Dichotomy (False Dilemma)** – Presenting only two extreme options while ignoring other possibilities.
 - **Example:** “If you don't support my stance, then you want the school to fail.”
 - **Why it's a fallacy:** It falsely suggests there are only two choices when, in reality, other perspectives and solutions may exist.
4. **Circular Reasoning** – Using a statement as both the premise and the conclusion, creating an argument that goes in circles.
 - **Example:** “The district is spending too much money because the bills show a lot of money spent.”
 - **Why it's a fallacy:** The argument simply restates the claim without providing external evidence to support it.
5. **Hasty Generalization** – Drawing broad conclusions from limited evidence.
 - **Example:** “Two students misbehaved in class today—this district has serious discipline problems.”

- **Why it's a fallacy:** A few isolated cases don't necessarily reflect a widespread issue, making ongoing communication about district efforts crucial.
- 6. **Slippery Slope** – Arguing that one action will inevitably lead to a chain of negative events without solid evidence.
 - **Example:** “If we change this policy, soon we'll have no discipline at all.”
 - **Why it's a fallacy:** It assumes a drastic sequence of events without demonstrating how one step leads to the next.
- 7. **Faulty Analogy** – Assuming that because two things are similar in one respect, they must be similar in another.
 - **Example:** “If teachers can use their textbooks to look up an answer, then students should be allowed to use textbooks during exams.”
 - **Why it's a fallacy:** This assumes that a teacher referencing materials to build lessons is the same as a student using a textbook during a test, ignoring the differences in purpose and context.
- 8. **Converse Error (Confusion of Necessity)** – Mistaking a necessary condition for a sufficient one.
 - **Example:** “You passed the test, so you must have studied.”
 - **Why it's a fallacy:** While studying is important for passing, other factors—such as prior knowledge or an easy test—could also contribute.

We all use assumptions to make sense of the world, and due to confirmation bias, it can be easy to overlook flawed logic that aligns with our beliefs. As a school leader, relying on faulty reasoning to support an initiative can damage its credibility and reduce stakeholder buy-in. It may also cause you to overlook a lack of supporting evidence when making a decision that aligns with personal biases.

Be especially cautious when a patron or fellow board member relies on assumptions to support their argument. When someone is passionate about their stance, they may struggle to recognize their own logical missteps. Instead of dismissing their concerns outright, ask clarifying questions or request additional evidence to foster a more productive discussion.

By developing the ability to identify and avoid these logical fallacies, we can ensure that our decision-making remains rational, strategic, and in the best interest of students. This approach helps us resist knee-jerk reactions driven by assumption and enables us to navigate complex issues with clarity and integrity.

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS for August 2025

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education."; and

WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Long Prairie Grey Eagle, ISD 2753, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Kali Christensen	\$100.00	Stan Hortness Memorial
Adolph & Willetta Andersen	\$10.00	Stan Hortness Memorial
Janelle Johnson	\$715.00	Stan Hortness Memorial
Gerald & Jan Ruda	\$50.00	Stan Hortness Memorial
Roger & Phyllis Gunderson	\$50.00	Stan Hortness Memorial
Vicki & Todd Ruppert	\$25.00	Stan Hortness Memorial
Bernie & Dona Brand	\$100.00	Stan Hortness Memorial
Douglas & Carla Card	\$100.00	Stan Hortness Memorial
Craig & Joan Hanson	\$100.00	Stan Hortness Memorial
Mary Fiedler	\$40.00	Stan Hortness Memorial
Marc & Kelly Tilson	\$75.0	Stan Hortness Memorial
Donald Hausauer	\$100.00	Stan Hortness Memorial
Daniel & Gail Lien	\$250.00	Stan Hortness Memorial
Dean Adams	\$50.00	Stan Hortness Memorial
Tim & Jeanne Sawtell	\$50.00	Stan Hortness Memorial
Mark & Beverly Musel	\$200.00	Stan Hortness Memorial
Broadway Chiropractic Center, Dr. Steven Hortness	\$40.00	Stan Hortness Memorial
Lions Club of Long Prairie	\$3,705.00	Golf Program
Jenkins Iron & Steel Inc	\$500.00	Weight Room Fundraiser
Budget Inn Long Prairie	\$300.00	21 st Century
Anderson Custom Processing, Inc	\$500.00	Youth Football

The vote on adoption of the Resolution was as follows:

Aye: Gohman, Hollenkamp, Levin, Wolf, Wright, Zahnow and Zastrow

Nay: _____

Absent: _____

Whereupon, said Resolution was declared duly adopted.

By: _____
Chair

By: _____
Clerk

Board Resolution

At the meeting of the Long Prairie-Grey Eagle Board of Directors on August 18, 2025, the following resolution was proposed and approved:

Be it resolved:

That the Long Prairie-Grey Eagle Board of Directors fully supports continuing implementation of the United Way Backpack Attack to serve students in the Long Prairie-Grey Eagle Elementary School. The Long Prairie-Grey Eagle Board of Directors further supports submitting a Community Impact Funding application to Sourcewell to request financial support for United Way Backpack Attack for Long Prairie-Grey Eagle students

Signed:

_____, Board President

LPGA Activities Scholarship Application for MSHSL Activities
2025-26

EACH STUDENT MUST FILL OUT A SCHOLARSHIP APPLICATION

Scholarships are based on Free and Reduced Lunch Numbers.

Students who receive Free will receive a 75% reduced price.

Students who receive Reduced will receive a 50% reduced price.

Student Name: _____ Grade: _____

Street Address: _____

City, State, Zip Code: _____

Parent Information:

Single Parent: _____ Married: _____ Separated: _____ Divorced: _____

Fathers Name: _____ Mothers Name: _____

Phone: _____ Phone: _____

Employed at: _____ Employed at: _____

Activity Fees / Cost with Scholarship

Grades 9-12: \$60 per Sport → Free Pricing: \$15 Fall, \$15 Winter, \$15 Spring
→ Reduced Pricing: \$30 Fall, \$30 Winter, \$30 Spring
Grades 7-8: \$30 per Sport → Free Pricing: \$7 Fall, \$7 Winter, \$7 Spring
→ Reduced Pricing: \$15 Fall, \$15 Winter, \$15 Spring
Fine Arts (One Act, Knowledge Bowl): Grades 7-12: \$25 Fee
→ Free Pricing: \$6
→ Reduced Pricing: \$12

Fall Activity: _____ Parent Paid \$ _____ Check # _____
CC / VB / FB / SR / Tennis

Winter Activity: _____ Parent Paid \$: _____ Check # _____
GBB / BBB / GHK / BHK / WR / GYM / KB / OAP

Spring Activity: _____ Parent Paid \$ _____ Check # _____
SB / BSB / TR / Golf

** Parent Portion of fee must accompany the application *

Office Staff Use Only: Student Paid \$ _____ Scholarship Paid \$ _____ for 2025-26

