



SAINT PETER SCHOOL BOARD
Regular Board Meeting
Monday, May 17, 2021
Saint Peter Community Center-Governors' Room
6:30 PM

I. Call Meeting to Order	
II. Pledge of Allegiance	
III. Consideration and Adoption of the Agenda	
IV. Consider Requests to Speak on the Agenda	
V. Approval of Consent Agenda Items	3
VI. Student Spotlight	
1. SPHS Students- Rahima Jamac (mock trial), Miranda Seham (mock trial), and David Marlow (speech)	
2. Student Council Report	
VII. Action Items	
1. 2020/21 Budget Adjustments	35
2. Insurance for 2-year cycle	38
3. Non-Renewal of Probationary Teachers Contracts	39
4. Second/Final Reading of Revisions to the Policy Manual	41
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1. MVED Organizational Structure	102
2. First Reading of Revisions to the Policy Manual	104
IX. Reports	
1. Building Principals	
2. Superintendent of Schools	
3. Board Members	
a. Around the Table	
X. Upcoming Meetings of the School Board	
Graduation	
Friday, May 28, 2021	
8:00PM	
SPHS Campus	
 Instructional Program Committee	
Friday, June 11, 2021	
8:00AM	
District Office	
 Regular Board Meeting	
Monday, June 21, 2021	

6:30 PM
SPCC-Governor's Room
XI. **Adjournment**



ADDENDUM

BOARD MEETING Monday April 19, 2021 Governor's Room 6:30PM

V. CONSENT AGENDA

1. Approval of the Regular Board Meeting Minutes of April 19, 2021.
2. Approval of the Study Session Minutes of May 3, 2021.
3. Approval of Bills (\$1,712,750.06) and wire transfers (\$3,363,726.69) for April 2021.
4. Personnel
 - a. The acceptance of the resignation of Concessions Coordinator (Heidi Niemeyer) at Saint Peter High School Activities Department.
 - b. The approval of the hiring of a Student Support Liaison (Buraq Ahmed) with Saint Peter Public Schools. This is a new position.
 - c. The approval of the hiring of a full-time night custodian (Christian Ballman) at North Elementary. This is a replacement position.
 - d. The approval of a Family Medical Leave request of the Business Office/Human Resources Assistant (Erica Walter) from July 21, 2021 through September 3, 2021.
 - e. The approval of the hiring of a full-time long-term ag science substitute (Amy Durand) at Saint Peter High School. This position is available due to a Family Medical Leave.
 - f. The acceptance of the resignation of School Information and Marketing Coordinator (Kurt Hildebrandt) at Saint Peter Public Schools effective at the end of the 2020-2021 school year.
 - g. The approval of the hiring of a SPMS/SPHS ELL teacher (Helena Satterness) for the 2021-2022 school year. This is a replacement position.

- h. The acceptance of the retirement of a Principal's Secretary (Barb Berg) at North Elementary at the end of the 2020-21 school year.
- i. The approval of the hiring of a shared STEAM/STEM teacher (Rachel Schweigert) at South & North Elementary. This is a replacement position.
- j. The approval of a transfer of a physical education teacher (Madison Bergren) at North and South Elementary to a health teacher at Saint Peter Middle School at the start of the 2021-22 school year. This is a replacement position.
- k. The approval of the hiring of a Saints Overtime Assistant (Skylar Price) with Saint Peter Community & Family Education. This is a replacement position.
- l. The approval of the hiring of a Technology Department intern (Ben Abbott) for the summer of 2021.
- m. The approval of a maternity leave request for a math teacher (Emilie Kaus) at Saint Peter Middle School from September 1, 2021 until November 19, 2021.
- n. The acceptance of the resignation of a Saints Overtime Assistant (Alice Howard) at Saint Peter Community and Family Education effective May 19, 2021.
- o. The approval of the hiring of a Student Support Specialist (Liliana Figueroa) with Saint Peter Public Schools for the 2021-2022 school year. This is a new position.
- p. The acceptance of the resignation of a French Teacher (Larissa Egli) at Saint Peter Middle School effective the end of the 2020-21 school year.
- q. The transfer of positions of a shared math interventionist (Jack Hartfiel) to a 1.0 math interventionist at Saint Peter Middle School for the 2021-2022 school year.
- r. The designation of equipment as obsolete (Pool Lift Chair) in order to remove it from the district inventory and property recycle or dispose of it.
- s. The designation of equipment as obsolete (iPads) in order to keep devices up to date and viable for use in the classroom.

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED
Minutes of Regular Board Meeting

The School Board
Saint Peter Public Schools

Members Present: Drew Dixon, Tim Lokensgard, Ben Leonard, Jon Carlson, Vickie Hager, Tracy Stuewe & Bill Soderlund (via phone).

Others present: Superintendent Bill Gronseth, Principals: Annette Engeldinger, Jon Graff, Darin Doherty, Doreen Oelke, Ytive Prafke, and Chris Ovrebo, Administrative Team members: Marc Bachman, Tim Regner, Tami Skinner, Affey Sigat and Heather Deshayes.

A Regular Board Meeting of the School Board of Saint Peter Public Schools was held Monday, April 19, 2021, beginning at 6:30 PM in the Saint Peter Community Center-Governors' Room.

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I. Call Meeting to Order-6:34PM (Leonard)

II. Pledge of Allegiance

III. Consideration and Adoption of the Agenda-(Lokensgard/Dixon, unanimous)

IV. Consider Requests to Speak on the Agenda

V. Approval of Consent Agenda Items

1. Approval of the Regular Board Meeting Minutes of March 15, 2021.
2. Approval of the Study Session Minutes of April 12, 2021.
3. Approval of Bills (\$1,689,257.33) and wire transfers (\$2,330,986.58) for March 2021.
4. Grants & Donations
 - a. The acceptance of a \$250 donation from the Kiwanis Club through the Saint Paul & Minnesota Foundation for Community Education youth scholarships.
5. Personnel
 - a. The approval of the hiring of a full-time, long-term special education substitute teacher (Rhea Melby) at North Elementary. This position is available due to a planned maternity leave.
 - b. The acceptance of the termination of a special education paraprofessional (Bradley Niederriter) at North Elementary effective March 1, 2021.

- c. The acceptance of the transfer of positions for an ELL teacher (Stephanie Noble) from SPMS/SPMS to South Elementary for the 2021-2022 school year. This is a replacement position.
- d. The approval of the hiring of an ECSE teacher (Susan Buchta) with Saint Peter Early Childhood Special Education. This is a replacement position.
- e. The approval of the hiring of a full-time night custodian (Jose Velasquez) at Saint Peter High School. This is a replacement position.
- f. The approval of the maternity leave request of an agricultural teacher (Gena Lilienthal) at Saint Peter High School beginning on April 1, 2021 until May 28, 2021.
- g. The approval of the extension of a family medical leave of absence for (Kawthar Abdi) a paraprofessional at North Elementary through the end of the 2020-2021 school year.
- h. The approval of the hiring of a special education teacher (Hannah Struckman) at South Elementary. This is a replacement position.
- i. The approval of the hiring of a special education teacher (Jennifer Stenzel) at South Elementary. This is a replacement position.
- j. The approval of 2020-2021 Spring Coaches. (Please see the attachment for the list of assignments).
- k. The designation of equipment as obsolete in order to remove it from the district inventory and property recycle or dispose of it.

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VI. Student Spotlight

1. SPMS 7th Graders-Sam Szybnski & Ahna Herron- Sam and Ahna are both members of the SPMS Theatre Production. Sam's role is in the booth, he likes the structure of in-person learning and participates in Scouts and soccer outside of the school day. Ahna is an actress in the play, she is glad to be back to school in-person learning and participates in dance and softball outside of school.
2. Student Council Report- Mia Hansen gave updates on spring sports, the spring play, Prom, a "fun day" and "Spread the Love" day.

VII. Action Items

1. Consideration of Referendum-
Motion to approve Consideration of Referendum (Carlson/Lokensgard, unanimous)
2. Rockbend & Hoffmann Learning Center Leadership Adjustment-
Motion to approve Rockbend & Hoffmann Learning Center Leadership Adjustment (Dixon/Carlson, unanimous)
3. Second Reading of Revisions to the Policy Manual-
Motion to approve Policy 520 and Table Policy 515 until the May meeting. (Stuewe/Carlson, unanimous)

VIII. Information Items

1. Summer Programming 2021-
This summer, with additional specific funding, the district will be providing expanded summer programming to help students accelerate their learning.
2. First Reading of Revisions to the Policy Meeting-

The Policy Committee recommended changes to policies 516, 521, 522, 526 and 531. The committee will collect any input and bring these policies, along with 515, to the full board for a second reading in May.

IX. Reports

1. Building Principals

Mrs. Prafke

- 3rd screening is complete
- Working on transitions
- Pre-school openings for 3-5 year olds

Mrs. Oelke

- Heidi Wenner's class had chicks
- SPPD is bringing their vehicles to South this year
- South Book Fair is next week
- Generous donations: St. Peter Kiwanis (books) and NAPAC (books by indigenous authors and staff professional development)

Mr. Doherty

- North completed their book fair
- 3rd and 4th graders start MCAs this week (4/20)
- Changing the format of report cards
- Plastic film recycling- #1 in Minnesota

Mr. Graff

- 3 students qualified for State History Day
- “Make it Mystery” Play will stream starting April 23rd- \$3 to stream, money raised will go to 2 Humane Societies
- 4th grade tours-spreading out
- Looking at virtual orientation

Mrs. Engeldinger

- Sean Keating award
- Shea Roehrkasse is new Activities Director
- In-person spring activities: concerts, NHS Induction, Prom

2. Superintendent of School

Superintendent Gronseth discussed 3 items:

- Peaceful student planned walk-out 4/19
- Being mindful of COVID protocols as spring activities are underway
- Administrative Assistants Day on Wednesday, April 21, 2021

3. Board Members

a. Around the Table

- Dixon: diligence with COVID protocols to finish the year strong
- Carlson: apologies for being late, diligence with COVID protocols
- Leonard: encourages vaccinations
- Stuewe: MDE has sent out Special Education Survey to a sampling of parents

X. Upcoming Meetings of the School Board

Study Session

Monday, May 3, 2021

SPMS-Media Center
6:30PM

Policy Review
Tuesday, May 4, 2021
SPMS-Conference Room A/B
8:30AM

Regular School Board Meeting
Monday, May 17, 2021
SPCC-Governor's Room
6:30PM

XI. Adjournment- 8:00PM (Stuewe/Hager, unanimous)

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Dated: May 17, 2021

Drew Dixon, Board Clerk

THE MINUTES OF THE MEETING HAVE NOT BEEN APPROVED

Minutes of Study Session

The School Board Saint Peter Public Schools

Members Present: Tim Lokensgard, Ben Leonard, Jon Carlson, Tracy Stuewe & Bill Soderlund.

Not Present: Drew Dixon & Vickie Hager

Others present: Superintendent Bill Gronseth, Principals: Annette Engeldinger, Jon Graff, Darin Doherty, Doreen Oelke & Ytve Prafke -- Administrative Team members: Marc Bachman, Tim Regner, Tami Skinner, Affey Sigat & Heather Deshayes. NIS representatives: Aaron Casper, Pierre Guilfoile & Nancy Bushard. MVED Business Director Megan Garcia

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A Study Session of the School Board of Saint Peter Public Schools was held Monday, May 3, 2021, beginning at 6:30 PM in the Saint Peter Middle School-Media Center.

I. **Call Meeting to Order**—6:34, Leonard

II. **Consideration and Adoption of the Agenda**-(Carlson/Lokensgard, unanimous)

III. **Consider Requests to Speak on the Agenda**

IV. **Information Items**

1. Group Health Insurance Carrier Discussion-National Insurance Services (NIS) Reps presented the RFP proposals we received on the HITA bidding process for the upcoming 2-year cycle. They explained the differences between direct insurance and self-insurance, and the benefits and challenges of each.

V. **Superintendent Update**-Superintendent Gronseth updated the school board on the reduction of one SRO and the addition of a Social Worker.

VI. **Upcoming Meetings of the School Board**

Policy Review

Tuesday, May 4, 2021

8:30AM

SPMS-Conference Room A/B

Study Session

Thursday, May 13, 2021

6:30PM

SPMS-Media Center

Regular School Board Meeting

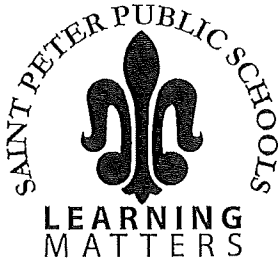
Monday, May 17, 2021

6:30PM
SPCC-Governor's Room

VII. **Adjournment**-8:45PM (Stuewe/Lokesgard, unanimous)

Dated:

Drew Dixon, Board Clerk



DISTRICT OFFICE
100 Lincoln Drive, Suite 229
Saint Peter, MN 56082-1351
507-934-5703 (Office)
507-934-2805 (Fax)
www.stpeterschools.org

Date: May 11, 2021
To: Dr. Bill Gronseth - Superintendent
From: Bee Ong - Finance Accountant
Re: **Monthly Construction Bills, Board Bills,
Payroll & Student Activity Amounts:**

11

April 2021 - Construction Account	\$0.00
April 2021 - Board Bills	\$761,428.61
April 2021 - Payroll Account	\$945,283.72
April 2021 - Student Activity	\$6,037.73
	<hr/>
	<u>\$1,712,750.06</u>

St. Peter Public Schools
 Independent School District 0508
 Wire Transfer Report
 April-21

Folder: DO Staff Share
 File: WIRE TRANSFER REPORT

		(Feb/Aug bond pymt)
MSDLAF to USBank		
MSDLAF to FNB payroll account ACH	4/15/2021	480,000.00
MSDLAF to FNB payroll account ACH	4/30/2021	485,000.00
MSDLAF-Max to FNB BO	4/1/2021	500,000.00
MSDLAF-Max to FNB BO	4/5/2021	500,000.00
MSDLAF-Max to FNB BO	4/16/2021	500,000.00
MSDLAF to USB - BCBS - health/life	04/01/21	293,229.50
FNB-BO to BCBS - medicare health	04/21/21	15,721.00
Wire of federal payroll taxes	4/1/2021	151,101.63
Wire of federal payroll taxes	4/16/2021	154,439.18
Wire of federal payroll taxes	4/29/2021	1,238.79
Wire of state payroll taxes	4/2/2021	25,272.48
Wire of state payroll taxes	4/16/2021	25,885.50
Wire of state payroll taxes	4/30/2021	176.31
PERA payments	4/1/2021	20,072.19
PERA payments	4/16/2021	20,715.17
PERA payments	4/29/2021	811.93
TRA payments	4/1/2021	79,080.93
TRA payments	4/16/2021	81,258.58
Further	4/2/2021	1,247.01
Further	4/6/2021	1,069.00
Further	4/7/2021	3,850.00
Further	4/13/2021	790.79
Further	4/19/2021	1,247.01
Further	4/20/2021	509.00
Further	4/22/2021	776.75
Further	4/27/2021	471.50
Further	3/30/2021	727.78
Horace Mann	4/8/2021	2,339.00
Ameriprise/NBSGroup Bill	4/1/2021	1,475.00
Ameriprise/NBSGroup Bill	4/19/2021	1,475.00
Pioneer - Dental direct debits	4/5/2021	3,319.65
Pioneer - Dental direct debits	4/12/2021	665.24
Pioneer - Dental direct debits	4/12/2021	3,812.97
Pioneer - Dental direct debits	4/19/2021	2,436.87
Pioneer - Dental direct debits	4/21/2021	1,408.00
Pioneer - Dental direct debits	4/26/2021	2,007.98
Electronic Deposit Fees - Gateway	4/5/2021	20.00
Electronic Deposit Fees - Merch Billing	4/6/2021	74.95
	Total Wires	3,363,726.69



Bill Gronseth <bgronseth@stpeterschools.org>

Fwd: Concessions Resignation

1 message

Jordan Paula <jpaula@stpeterschools.org>
To: grp_hire_office <grp_hire_office@stpeterschools.org>
Cc: Shea Roehrkasse <sroehrkasse@stpeterschools.org>

Wed, Apr 21, 2021 at 9:17 PM

All,

Please accept the resignation of Heidi Niemeyer as Concessions Coordinator for the Activities Department. We can't thank Heidi enough for your service in this position.

----- Forwarded message -----

From: **Heidi Niemeyer** <hniemeyer@stpeterschools.org>
Date: Wed, Apr 21, 2021 at 11:43 AM
Subject: Concessions Resignation
To: Jordan Paula <jpaula@stpeterschools.org>

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To whom it may concern,

I am writing to resign my current position of concessions coordinator for the upcoming 2021-2022 school year.

It has been a pleasure serving the St. Peter School District and specifically the Athletic Department and Mr. Paula in this capacity.

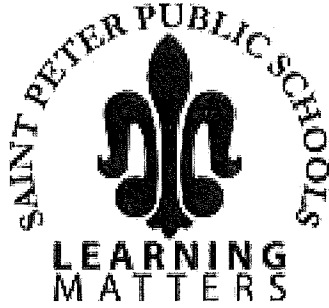
I am willing to help the incoming Concessions Coordinator with any preparations this summer as I am able and by sharing all of my spreadsheets, information, and anything that I have gathered over the past years that might be of value to them.

Thank you.

|
--

Jordan Paula, CAA
Activities Director
Saint Peter Schools
507-934-4212





MEMO TO: Members of the School Board
Superintendent Gronseth

FROM: Affey Sigat
Ytive Prafke

DATE: April 21, 2021

SUBJECT: Student Support Liaison Memo

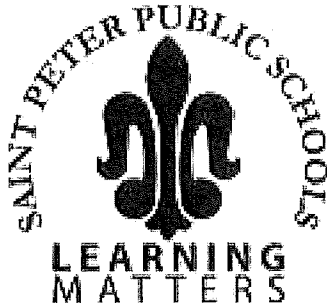
I am pleased to recommend Buraq Ahmed for the positions of Student Support Liaison beginning April 26, 2021. This additional Student Support Liaison position is included in the Achievement and Integration Plan and Budget that has been submitted and approved by the Minnesota Department of Education.

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Ms. Ahmed's contract will be submitted to the St. Peter School Board for approval. Payroll for this contract will be prorated for the remainder of the 2020-2021 school year.

Please let me know if you have any questions and thank you for your continued support of this important plan.

CC: Buraq Ahmed
grp_hire_certified



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Marc Bachman

DATE: April 16, 2021

SUBJECT: Recommendation for hire

The school district has had a full-time custodial position open at North Elementary School for several months. The custodial opening was posted internally and in electronic hiring platforms.

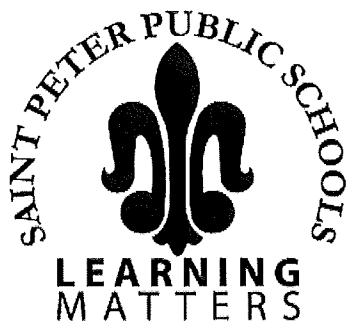
I recommend the hiring of Christian Ballman to serve as full time night custodian at North Elementary School. Christian is a Saint Peter High School graduate. He has previous experience cleaning and maintaining kitchen and eating establishment facilities. We welcome Christian to our team at North Elementary.

15

EMPLOYMENT HIRING SUMMARY

- **Christian Ballman**
 - Step 1 Custodian with night differential
 - Start Date: May 3, 2021
 - 9 month probationary period ending February 3, 2021
 - Attainment of a special boiler license is required during this probationary time.

Cc: Christian Ballman
Drew Brodeen
Mike Keller
Darin Doherty



MEMO TO: Superintendent Gronseth
Saint Peter School Board

FROM: Tim Regner/Ytive Prafke

DATE: April 22, 2021

SUBJECT: Family Medical Leave Request

This memo is to recommend the approval of a Family Medical Leave request from Erica Walter, Business Office/Human Resources Assistant.

Ms. Walter is requesting Family Medical Leave from July 21, 2021, through September 3, 2021. She will be using accrued sick leave from July 21, 2021 to August 17, 2021, then continuing her leave without pay from August 18, 2021 to September 3, 2021.

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Thank you for your consideration and please reach out if you have any questions.



TO: Members of the School Board
Mr. Gronseth

FROM: Annette Engeldinger

DATE: April 12, 2021

RE: Personnel Recommendation
Long-term Ag Science Substitute

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I am happy to recommend the hiring of Ms. Amy Durand for the position of full-time, long-term ag science substitute teacher from April 12, 2021, to May 28, 2021. Ms. Durand is a highly skilled ag science teacher with extensive experience in teaching agriculture science courses at both the high school and post-secondary levels. We are fortunate to have her in our school. This position is available due to Gena Lilienthal's maternity leave.

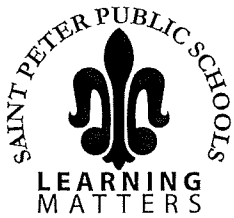
According to Article 34, Section 5 of the Teacher Master Agreement, "Teachers who substitute for the same classroom teacher for a period of thirty (30) consecutive days or longer shall be placed on the salary schedule retroactively at the beginning step of the appropriate lane."

Since Ms. Durand is already planning to substitute for well over the minimum required days to be placed on the salary schedule, I would ask that her daily rate of pay start immediately.

NEW EMPLOYEE SUMMARY

- **Don Hermansion**
 - 1.0 FTE
 - Step 1/Masters
 - \$49,045
 - Daily Rate: 265.00
 - Start Date: April 12, 2021

Please let me know if you have any questions.



TO: School Board
FROM: Bill Gronseth
DATE: 04.29.21
RE: School Information and Marketing Coordinator
Resignation

Please accept the resignation of Kurt Hildebrandt, from his current role as School Information and Marketing Coordinator at Saint Peter Public Schools. His last day in this position will be June 30, 2021. Mr. Hildebrandt has served the district in this role for 8 years and his work is very much appreciated.

The stories and pictures he has shared have been enjoyed by the entire community. Mr. Hildebrandt hopes to continue to work with Saint Peter Schools in another role.

April 27, 2021

Dear Bill -

The end of the 2020-21 school year will mark the completion of my eighth year working for Saint Peter Public Schools as Communications Coordinator, and I am writing to inform you that it will be my last in that role as I will be resigning at the end of my current contract (June 30, 2021) from this position.

I am tremendously grateful for the opportunity to work district-wide with students and staff here at Saint Peter Public Schools, but I feel the timing is right for a change for both myself and this position. This was a new position when I started back in 2013-14 and it has been so rewarding to be a part of working in communications for the district and see this position evolve. So much has changed for the better District 508 over the years, and it has been exciting to be a small part of that and being able to document/record that change.

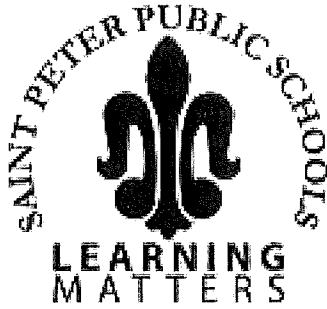
19

Working here these past eight years and having three kids go through this school system (my youngest will graduate in May 2022), I will forever bleed Saints' blue and white, and sing the district's praises to whoever will listen!

Thanks to the SPPS administration and school board for their unwavering support for these eight years I've been fortunate enough to hold this position and I wish this school district nothing but the best long into the future.

Respectfully submitted,

Kurt Hildebrandt



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: April 30, 2021

SUBJECT: ELL Teacher Hire

Applications were received and interviews took place for a shared Saint Peter Middle and High School ELL teacher.

I am pleased to recommend Helena Satterness for the position. Helena completed her student teaching under Emily Kracht and Stephanie Noble this spring and has done an amazing job. We are excited to welcome her to the team.

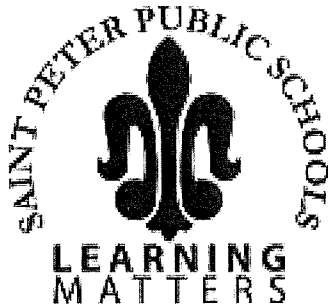
This is a replacement position created by a retirement.

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EMPLOYEE SUMMARY

- Helena Satterness
- Rate of Pay: Step 1/BA = \$42,905
- Start date: 2021-2022 School Year
- 1.0 FTE

CC: Helena Satterness
grp_hire_certified



MEMO TO: Mr. Bill Gronseth
District 508 School Board

FROM: Darin Doherty, Principal
North Elementary School

DATE: May 4, 2021

SUBJECT: North Principal's Secretary
Retirement

I would like to recommend that you accept the retirement of Barb Berg as principal's secretary at North Elementary School at the end of the 2020-21 school year. Mrs. Berg will be retiring after 25 school years in Saint Peter Public Schools.

21

We sincerely thank her for her time and dedication to the students and staff at North Elementary School, and earlier her service in the office at the MS/HS. She has made a huge impact on students and they have left her with a lifetime of memories. She will be missed. We wish her the best of luck in her retirement.

Please contact me with questions.

CC: grp_hire_office@stpeterschools.org
bberg@stpeterschools.org

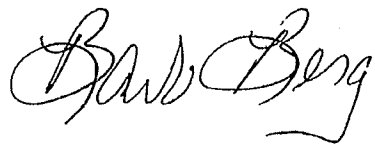
April 30, 2021

I am writing this letter to let you know that I plan on retiring at the end of the 2020/2021 school year.

I want to thank the district for allowing me to work for the school district for 25 years. First as a substitute para and clerical employee and then hired as part of the Clerical staff.

I feel the need to concentrate on my health and take time for me.

Thanks

A handwritten signature in cursive script that reads "Barb Berg". The signature is written in black ink and is positioned below the "Thanks" text.



MEMO TO: Bill Gronseth, Superintendent
Saint Peter School Board

FROM: Doreen Oelke, Principal

DATE: May 3, 2021

SUBJECT: Schweigert- STEAM/STEM Teacher

I am pleased to recommend the 1.0 FTE hiring of Rachael Schweigertl as a shared STEAM/STEM teacher at South & North Elementary. This is a replacement position for Kyle Krause.

Ms. Schweigert comes to us with 15 years of teaching experience within the Shakopee School system. We are excited to welcome her to our St. Peter Public School Staff.

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Please feel free to contact us if you have any questions regarding this recommendation.

NEW EMPLOYEE SUMMARY

- **Rachael Schweigert**
 - MA + 30, Step 15 salary is *\$76,521 based on the 2020-21 Master Agreement. (*This will be updated once a new agreement is reached)
 - Start Date is the beginning of the 2021-2022 school year

cc:

Rachael Schweigert
Certified Hire Group



MEMO TO: Bill Gronseth, Superintendent

FROM: Jon Graff

DATE: May 9, 2021

SUBJECT: Teacher Transfer

I am pleased to recommend the transfer of positions for Madison Bergren. Madison will be transferring from her role as physical education teacher at South and North Elementary to a health teacher at the Middle School beginning with the 2021-2022 school year. This is a replacement position created by Shea Roehrkasse's acceptance of the district activities director position.

24

We are excited to welcome Madison to her new position.

Please feel free to contact me if you have any questions regarding this recommendation.

cc:

Madison Bergren
grp_hire_certified



**TO: Bill Gronseth, Superintendent,
School Board Members**

**FROM: Tami Skinner, Community & Family
Education Director**

SUBJECT: Saints Overtime Staff

DATE: May 7, 2021

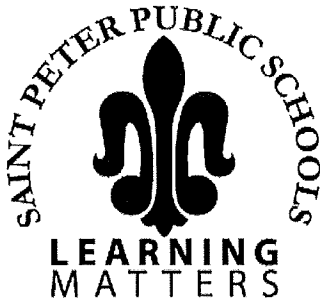
Interviews were conducted and I am pleased to report that Skylar Price was hired as a Saints Overtime Assistant. Skylar has worked in the Overtime program as a Gustavus Work-Study student and we are excited to have her on staff.

This is a replacement position.

25

EMPLOYEE SUMMARY

- **Skylar Price**
- Rate of pay - \$13/hr.
- Part-time hours to be submitted on a timesheet
- School Year 2020-21 and Summer 2021



TO: Bill Gronseth
FROM: Chris Ovrebo
DATE: 7-MAY-2021
RE: Summer Technology Intern
CC: Ben Abbott
Classified Hiring Memo List

We are pleased to recommend the hiring of Ben Abbott as one of the Technology Department Interns for the summer of 2021. Ben is currently a Computer Science student at South Dakota State University. He did an excellent job for us last summer and we are pleased he has chosen to return.

26

Please feel free to contact us if you have any questions regarding this recommendation.

NEW EMPLOYEE SUMMARY

- Ben Abbott
 - \$13.00 / Hr
 - 6 hours per day
 - Start date: May 19th or 24th



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: May 11, 2021

SUBJECT: Maternity Leave Request

I recommend that you accept the maternity leave request of Mrs. Emilie Kaus, math teacher at SPMS. This leave will commence at the time of her child's birth, expected to be on or near September 1, 2021, and extend until November 19, 2021.

27

Cc: Emilie Kaus
Grp_hire_certified



MEMO TO: Bill Gronseth, Superintendent
School Board Members

FROM: Tami Skinner

DATE: May 13, 2021

SUBJECT: Saints Overtime Assistant
Resignation

I am writing to recommend that you accept the resignation of Alice Howard as a Saints Overtime Assistant. Her last day of employment is May 19, 2021.

28

Ms. Howard has done a great job of working with children and will be greatly missed. We wish her the very best in her future endeavors.

Please feel free to contact me if you have any questions regarding this resignation.

Cc: Ticalle Andros

----- Forwarded message -----

From: **Alice Howard** <ahoward017@gmail.com>

Date: Thu, May 6, 2021 at 2:06 PM

Subject: Last Schedule

To: Shaina Sieh <ssieh@stpetersschools.org>

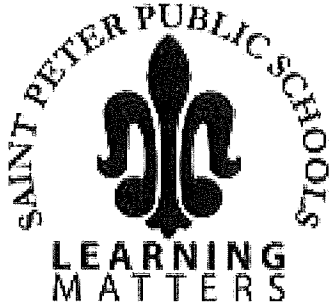
Hey Shaina,

I want to thank you for this opportunity and the wonderful experience this year. It's been lovely working for you and with all the kids and I appreciate all your help and patience. Unfortunately I will be moving sooner than I expected and my last day will be May 19th. Thank you again for all you've done and I'm very grateful to have had such a wonderful opportunity.

29

Have a wonderful summer!

Alice Howard



MEMO TO: Members of the School Board
Superintendent Gronseth

FROM: Affey Sigat
Ytive Prafke

DATE: May 14, 2021

SUBJECT: Student Support Liaison Memo

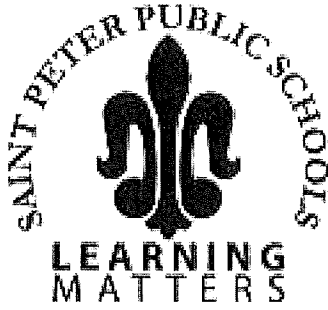
I am pleased to recommend Liliana Figueroa for the position of Student Support Liaison. This additional Student Support Liaison position is included in the Achievement and Integration Plan and Budget that has been submitted and approved by the Minnesota Department of Education.

Ms. Figueroa's contract will be submitted to the St. Peter School Board for approval. Liliana will complete timesheets for any hours worked during the remainder of the 2020-2021 school year and her full contract will begin with the 2021-2022 school year.\

30

Please let me know if you have any questions and thank you for your continued support of this important plan.

CC: Liliana Figueroa
grp_hire_certified



MEMO TO: Bill Gronseth, Superintendent
School Board

FROM: Jon Graff

DATE: May 17, 2021

SUBJECT: Teacher Resignation

Please accept the resignation of Mrs. Larissa Egli, French Teacher at Saint Peter Middle School and Saint Peter High School, effective at the end of the 2020-2021 school year. We thank Mrs. Egli for her service to our district and wish her the best of luck in her future endeavors.

CC: Larissa Egli
grp_hire_certified



MEMO TO: Bill Gronseth, Superintendent

FROM: Jon Graff

DATE: May 17, 2021

SUBJECT: Teacher Transfer

I am pleased to recommend the transfer of positions for Jack Hartfield. Jack will be transferring from his role as a shared math intervention teacher (.5 FTE at North and .5 FTE at SPMS) to a 1.0 FTE math intervention teacher at the middle school beginning with the 2021-2022 school year. The additional .5 FTE at the middle school is new.

We are excited to welcome Jack to his new role.

32

Please feel free to contact me if you have any questions regarding this recommendation.

cc:

Jack Hartfield
grp_hire_certified



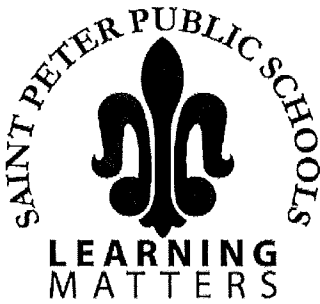
TO: Bill Gronseth, Superintendent
CC: Members of the School Board,
Tim Regner
FROM: Tami Skinner, Community &
Family Education Director
SUBJECT: Designate Equipment Obsolete
DATE: April 22, 2021

Recommendation I recommend the school board designate the following equipment as obsolete in order to remove it from the district inventory and properly recycle or dispose of it.

33

Equipment Pool Chair Lift

Notes This equipment is shared with the City of St. Peter Recreation and Leisure Services Department. The City of St. Peter Maintenance Crew will remove the chair and determine if its parts are salvageable or if the chair should be sold, and the revenue divided evenly between the Community & Family Education Program and the Recreation & Leisure Services Department.



TO: Bill Gronseth, Superintendent
FROM: Technology Department
DATE: 28-APR-2021
RE: iPad Recycling Recommendation
CC: Tim Regner

Proposal: Each year we update approximately ¼ of the iPad inventory for Saint Peter Schools to keep the devices up to date and viable for use in the classroom. Through this process we have 550 iPads available for resale this year. We have reached out to various used iPad vendors and propose to sell our iPads.

34

Quotes:	Buyback Vendor	Guaranteed Minimum	Maximum Value
	Diamond Assets	\$22,609.30	\$32,299.00
	Second Life Mac	\$24,000.00	\$27,180.00

Recommendation: Based on the quotes received, we recommend selling our available iPad's to Second Life Mac. While the maximum value offered by Diamond Assets is higher, when we account for the deductions based on grading process and other penalties, the net values received will be higher for Second Life Mac (because the minimum higher)

- Notes:**
- All devices recommended for sale are not viable devices to re-assign to classrooms or other areas of need. We are keeping devices that were purchased with these but are still able to update to the current version of iOS and be used by staff and students.
 - All devices are wiped of all data and removed from the district's management system before turning over to the purchasing company.
 - The devices are graded and the proceeds we receive are based on the grades assigned by the company. The estimated proceeds for the sales listed above are based on how groups of iPads have been graded in the past.
 - The difference in the estimated proceeds is a result of both a varying level of payment for the device as well as the level of penalty per device for things like missing power cords or engravings on the devices, which are factored into the estimates.
 - A detailed inventory, including serial numbers and models is available in the business office. All devices being sold have been designated as obsolete and removed from inventory already.



ADDENDUM

BOARD MEETING
Monday, May 17, 2021
SPCC Governor's Room
6:30 PM

VII. ACTION ITEMS

1. AGENDA ITEM #1

Subject: 2020/21 Budget Adjustments

Action: Requires a Motion

Background: The 2020-2021 school year budget has been greatly affected by COVID-19. Both revenues and expenditures have been adjusted to reflect changes due to the pandemic.

Presentation: Superintendent of Schools
Finance Committee

Options/Recommendation: We recommend your approval of the 2020/21 Budget Adjustments.

	A	B	C	D	E	F	G
1	Tregner/Dpeteron/budgwt 20-21 rev/Budget worksheet 20-21 REV/ Rev Bud		St. Peter Public Schools				
2			20-21 to board May 2021	2020-21			
3				RevBudget			
4				May 1,2021	~		
5			Actual				
6			Fund Balances				Projected
7			as of				Fund Balance
8	Funds		6/30/2020	Revenues	Expenditures	Transfers	6/30/2021
9							
10	General Fund unassigned Funds, 01,03, 22	*	4,974,741	27,796,973	28,072,927	197,775	4,896,562
11							
12							
13							
14	Nonspendable (Prepaids)	*	9,172				9,172
15	Medical assistance -restricted						0
16	Reserved Basic Skills		2,930				2,930
17	Reserved staff Dev		3,464				
18	Assigned for severance		364,171				364,171
19	Assigned for VEBA trust		401,000		37,200	80,000	443,800
20	Assigned Bond and CSP		223,735		223,735		0
21	Assigned for operatin new HS		1,670,000			-417,500	1,252,500
22	Assigned Para		10,000				10,000
23	Assigned water mitigation		374,737				374,737
24	Assigned AAA		59,186				59,186
25	Assigned Fund the Depreciation		192,955				192,955
26	Assigned Dental reserve		40,000				40,000
27	Transfer to Food Service		0				0
28	Reserved for A & I		59,094		59,094		0
29	Activity Funds						
30	High School Activity Fund 30		87,009	90,000	90,000		87,009
31	North Elementary- Fund 11		26,193	50,000	50,000		26,193
32	South Elementary - Fund 12		5,754	27,500	27,500		5,754
33	M/S activity - Fund 13		11,704	20,000	20,000		11,704
34							
35	Concession - Fund 23		0	726	4,615		-3,889
36							
37	misc scholarships		135,317				135,317
38							
39							
40	General Fund Sub Total		8,651,162	27,985,199	28,585,071	-139,725	7,911,565
41							
42							
43							
44	Capital Expenditure 01 /05						
45	Restricted for deferred maintenance/LTFM		-717,327	978,582	810,619		-549,364
46	Operating Cap (eq&fac)		141,113	937,787	1,001,513	139,725	217,112
47	Health and safety		0				0
48	Capital Fund Sub Total		-576,214	1,916,369	1,812,132	139,725	-332,252
49							
50							
51	Total General Fund Total		8,074,948	29,901,568	30,397,203	0	7,579,313
52							
53							
54							
55	Food Service 02		529,369	1,722,829	1,670,782		581,416
56							
57							0
58	Community Service 04		147,443	798,904	1,007,831		-61,484
59							
60							
61	Capital Projects Funds Regular		53,823	0	53,823		0
62	Bond Refendum		129,401	115	129,516		0
63	Total Capital Project Funds		183,224	115	183,339	0	0
64							
65	Debt Redemption 07		561,445	3,169,005	3,076,350		654,100
66							
67							
68							
69	Trust Fund 08		725,937	9,686	17,000		718,623
70							
71							
72	District Totals		10,222,366	35,602,107	36,352,505	0	9,471,968
73							
74							

	A	B	C	D	E	F	G	H	
245									
246									
247									
248									
249									
250									
251									
252									
253									
254									
255									
256									
257									
258									
259									
260									
261									
262									
263								5/7/21	
264	FY 21 4th Year of new School Building- this year - Current Op referendum - need to pass in Fall 21 to cont.								
265									
266	Actual fund Balance 6/30/2020								4,974,740
267									
268									
269	Actual 19/20 Revenues								26,541,212
270	legislative increase 2% - FY20 Gen Ed revenue 6,438 x.02 to 6,567 or \$129 x 2390 FY 21 est WADM					estimate increase		308,310	
271	estimated change in enrollment - FY 20 WADM of 2459 minus 2390 = 69 X 6438								-445,602
272	estimate increase in other levy/aid items								60,750
273	Additional Cross subsidy aid 100,852 - FY 2021- 45,150 received in 2020 = 55,702								0
274	CTE,Opeb, Qcomp levy est extra								358,545
275	HLC Billings								100,000
276	remove extra safe schools levy from FY 20								-77,069
277	est increase in compensatory								83,000
278	CRF grant							remove FY22	530,379
279	county and township grants							remove FY22	149,600
280	estimate amount used of GEER and ESSER 1							remove fy22	268,590
281	Pandemic lower items 90,000 interest, 50000 admission								-140,000
282	to balance out with Smart								59,258
283	transfer money assigned during fy15-18							remove fy22	417,500
284	Estimate 20/21 Revenues				fy20 rev	28,214,473		28,214,473	
285					fy20 exp	28,292,652			
286	Actual 19/20 Expenditures plus net transfers of 699,232				revenue over expenditures		-78,179	26,655,901	
287	subtract net transfers from FY 20								-699,232
288	Expenditure increase after settlements								700,000
289	HLC/ALC expense								243,900
290	leadership Development								24,675
291	MVED negotiations								50,000
292	CRF funds spent for tech,day care, custodial, staffing and other costs							remove FYI 22	530,379
293	county and township funds spent in FY 21 for tech and custodial							remove FY22	80,383
294	estimate amount used of GEER and ESSER 1							remove FY22	268,590
295	Hire/replacements etc								-123,408
296	Transfer to 05 1 to 1							remover fy22	139,425
297	Transfer to Veba assignment trust							remove fy22	80,000
298	Tech. initiative 1 to 1 ipads extra cost of lease				no increase this year same est as FY 20			0	
299	expected but unknown expenses								100,000
300	increased placements budget								35,000
301	middle school construction							remove FY22	169,470
302	estimated covid expenses not reimbursed and abalance SMART							remove fy22	37,569
303	estimated lower expenses due to pandemic , utilites, transport, subs, staff etc								0
304	Estimated 20/21 Expenditures								28,292,652
305									
306	Estimated fund balance 6/30/2021 - FY21					goal 60 days		4,896,561	
307									
308						4,637,996		about 63 days	
309									
310									
311									

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ADDENDUM

BOARD MEETING Monday, May 17, 2021 SPCC Governor's Room 6:30 PM

VII. ACTION ITEMS

2. AGENDA ITEM #2

Subject: Insurance for 2-year cycle

Action: Requires a Motion

Background: After receiving best and final proposals for the district's group health insurance plan, it was determined that transitioning to a self-insured model under Blue Cross-Blue Shield would be the most beneficial option at this time. This will bring long term stability and provide the district with more options into the future.

Presentation: Superintendent of Schools
Business Manager

Options/Recommendation: We recommend approving a transition to a self-insured model under Blue Cross- Blue Shield.



ADDENDUM

BOARD MEETING
Monday, May 17, 2021
SPCC Governor's Room
6:30 PM

VII. ACTION ITEMS

<i>3. AGENDA ITEM #3</i>

Subject: Non-Renewal of Probationary Teachers Contracts

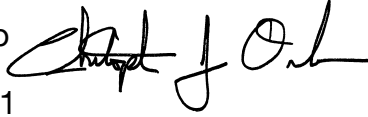
Action: Requires a Resolution

Background: The first three consecutive years of a teacher's first teaching experience in Minnesota in a single district is deemed to be a probationary period of employment. If a teacher has previously completed the probationary period in another Minnesota district, the probationary period is one year. During the probationary period, any annual contract may not be renewed based on a decision by the School Board. The attached list of teachers are being recommended for non-renewal.

Presentation: Superintendent of Schools

Options/Recommendation: We recommend passing the resolution.



TO: SPPS School Board
FROM: Chris Ovrebo 
DATE: 04-MAY-2021
RE: Non-renewal for Ryan Timmerman
CC: Bill Gronseth

Please consider this recommendation to non-renew Ryan Timmerman, as a 1.0 FTE Special Education Teacher. Mr. Timmerman served as a special education teacher at Hoffmann Learning Center under a Tier 1 licensure during the 2020-2021 school year.

If you have questions or concerns, please let me know.

CC: Sarah Janovsky
Ytve Prafke
Tim Regner
Cheri Portner
Kathy Wobbrock
Ryan Timmerman



ADDENDUM

BOARD MEETING Monday, May 17, 2021 SPCC Governor's Room 6:30 PM

VII. ACTION ITEMS

4. AGENDA ITEM #4

Subject: Second Reading of Revisions to the Policy Manual

Action: Requires a Motion

Background:

The following policies are presented to the school board for a second reading. After approval they would be accepted and implemented.

Policy 515 Protection and Privacy of Pupil Records

III. D Strike notation

III. N add "police liaison officer" after "secretary"

VII. C Leave the first sentence of the notation, and strike the rest

Page 36F- 4. Strike "address, telephone number, electronic email address, photograph, date and place of birth, major field of study, enrollment status", "Directory information also includes the name, address, and telephone number of the students' parents".

Page 36F- Leave first two sentences and strike the rest of the notation

Deletion of 007.81 Protection and Privacy of Pupil Records

Policy 516 Student Medication

Add "The School District will not permit any student under the age of 18 to receive vaccinations without parent permission."

Deletion of 007.82 Student Medication

Policy 521 Student Disability Nondiscrimination

No further changes

Deletion of 007.44 Student Disability Nondiscrimination

Policy 522 Title IX Sex Discrimination Policy, Grievance Procedure and Process

Strike notation on 522-1

Deletion of 001.41 Sex Discrimination Policy, Grievance Procedure and Process

Policy 526 Hazing Prohibition
Strike Notation

Deletion of 007.48 Hazing Prohibition

Policy 531 The Pledge of Allegiance
No further changes

Deletion of 006.22 The Pledge of Allegiance

Presentation: Policy Committee
Superintendent of Schools

Options/Recommendation: We recommend these policy changes be adopted.

PUBLIC NOTICE

Independent School District No. 508 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act *[insert the following bracketed phrase if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* [and data regarding a student's history of violent behavior,] and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

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

[optional]

- g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and

[optional]

- h. That copies of the school district's policy regarding the protection and privacy of school records are located at **100 Lincoln Dr. Suite 229.**

[optional]

- 2. Independent School District No. 508 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
 - a. It classifies records as public, private, or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. 508 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

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

[Note: The definition of directory information is found on page 515-2 of the school district's policy. This definition includes all of the types of information specifically referenced by state and federal law as directory information.] ~~A school district may choose not to include some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. A school district also may specify in this section that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. 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. Designation of directory information 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 on disclosures will place on the school district.]~~

- a. **THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**
- b. **SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**
- c. **IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A**

WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
- (2) HOME ADDRESS;**
- (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;**
- (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.**

5. Pursuant to applicable law, Independent School District No. 508 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, [DESIGNATE TITLE OF INDIVIDUAL, I.E., BUILDING PRINCIPAL], BY [INSERT DATE] EACH YEAR. THIS 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 WITHOUT PRIOR CONSENT;**

(7) **SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.**

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

INDEPENDENT SCHOOL DISTRICT NO. 508
SAINT PETER, MINNESOTA

Dated: _____

Chair

~~[Note: The use of this form requesting information about specific activities or behavior is mandated by statute. In addition, the school district is required to maintain such requests and a record of any release in the student's file.]~~

**SAINT PETER SCHOOLS
JUVENILE JUSTICE SYSTEM
REQUEST FOR INFORMATION**

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

DATE/TIME OF REQUEST: _____

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

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

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

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

RESPONSE TO REQUEST:

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

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

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

_____ Use of a controlled substance, alcohol, or tobacco _____

_____	Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8	_____
_____	Possession or use of weapons or look-alike weapons	_____
_____	Theft	_____
_____	Vandalism and damage to property	_____

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

Signature/Title

~~***[Note: A principal or chief administrative officer of a school who receives such a request to disclose information about a student to the juvenile justice system shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student's parent or guardian notifies the principal or chief administrative officer within ten (10) days of receiving the certified notice that the parent or guardian objects to the disclosure, the principal or chief administrative officer must not disclose the information. The principal or chief administrative officer 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 principal or chief administrative officer must respond to the data request.]***~~

Adopted: _____

MSBA/MASA Model Policy 515

Orig. 1995

Revised: _____

Rev. 2013

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 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

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

C. Dates of Attendance

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

D. Directory Information

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

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

~~**[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student’s religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. 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. Designation of directory information 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 on disclosures will place on the school district.]**~~

E. Education Records

1. What constitutes "education records." Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, "education records," does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.
 - d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and

(3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

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

G. Juvenile Justice System

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

H. Legitimate Educational Interest

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

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

I. Parent

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

J. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or

linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

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

L. Responsible Authority

"Responsible authority" means Superintendent, Principal or district level administrative staff.

M. Student

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

N. School Official

"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, police liaison officer, 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. Consultation with the school district's legal counsel is recommended.]~~

O. Summary Data

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

P. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

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

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data

subject is authorizing to disclose information about the data subject;

- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already

enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act ~~[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]~~ and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

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 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. 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 Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's

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

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 U.S.C. § 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

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

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

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

C. Present Students and Parents

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

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

designated as directory information.

[Note: Federal law now 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.1.d, which 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.]

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

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would

seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minn. Stat. § 626.556, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minn. Stat. § 626.556, Subd. 11.

Regardless of whether a written report is made under Minn. Stat. § 626.556, Subd. 7, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

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

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district

employees, and/or attorney data as defined in Minn. Stat. § 13.393.

4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

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

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

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

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

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 1. may be used only for the purpose of providing information to students about

military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and

2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority *[designate title of individual, i.e., building principal]* in writing **at the beginning of each school year. 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, 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 U.S.C. § 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 U.S.C. § 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

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

D. Notification

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

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
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 **available upon request** ~~attached to and become a part of this policy.~~

E. Record Keeping

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

- a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

~~[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 Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means **Administrative Assistant to the Superintendent, Sarah Janovsky.** ~~*[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 Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202.

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

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

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References: ~~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 906 (Community Notification of Predatory Offenders)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 516

Orig. 1995

Revised: _____

Rev. 2020

516 STUDENT MEDICATION

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

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school. **The School District will not permit any student under the age of 18 to receive vaccinations without parent permission.**

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504

plan, or IHP (individual health plan).

- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.
- K. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 - 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;

- b. the rescue inhaler is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

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

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

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

are not governed by this policy.

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

- 7. Nonprescription Medication. A ~~secondary student~~secondary student, high school student (9-12) may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

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

- 8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible

for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

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

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

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

L. "Parent" for students 18 years old or older is the student.

M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

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

N. Procedure regarding unclaimed drugs or medications.

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

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

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

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



INDEPENDENT SCHOOL DISTRICT NO. 508
STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. 508 maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because _____

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person: _____

If the alleged discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): _____

Location of the incident(s): _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

(Date)

Adopted: _____

MSBA/MASA Model Policy 521

Orig. 1995

Revised: _____

Rev. 2013

521 STUDENT DISABILITY NONDISCRIMINATION

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

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions or comments should contact [Kelly Jensen, 504 Coordinator, 2121 W. Broadway, Saint Peter, MN 56082, 507-934-4212 ext. 6105, kjensen@stpetersschools.org](mailto:kjensen@stpetersschools.org)

This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

Legal References: Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Cross References: ~~MSBA/MASA Model~~ Policy 402 (Disability Nondiscrimination)



INDEPENDENT SCHOOL DISTRICT NO. 508

UNLAWFUL SEX DISCRIMINATION TOWARD A STUDENT

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student

Independent School District No. 508 maintains a firm policy prohibiting all forms of unlawful sex discrimination. All students are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or a student on the basis of sex: _____

If the alleged unlawful sex discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary): _____

Where and when did the incident(s) occur: _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or a student on the basis of sex. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

Adopted: _____

MSBA/MASA Model Policy 522

Orig. 1995

Revised: _____

Rev. 2003

522 STUDENT SEX NONDISCRIMINATION

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

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the BENEFITS of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates **Kelly Jensen, 504 Coordinator, 2121 W. Broadway, Saint Peter, MN 56082, 507-934-4212 ext. 6105, kjensen@stpetersschools.org** as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of

unlawful sex discrimination toward a student shall inform the building principal immediately.

- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal 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 principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, 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. The school board hereby designates [Kelly Jensen, 504 Coordinator, 2121 W. Broadway, Saint Peter, MN 56082, 507-934-4212 ext. 6105, \[kjensen@stpeterschools.org\]\(mailto:kjensen@stpeterschools.org\)](#) as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

~~***[Note: In some school districts, the Title IX coordinator and human rights officer may be the same. If so, a school district need only insert "its Title IX coordinator" in the blank without designating a name, office address and telephone number, and work e-mail address, which are provided elsewhere in the policy. If they are different, or if more than one human rights officer is designated, this information should be inserted and kept up to date. Also, in some school districts, the superintendent may be the designated human rights officer. If so, an alternative individual should be designated by the school board for complaints involving the superintendent.]***~~

- E. The school district shall conspicuously post the names of the Title IX coordinator and human rights officer(s), including office addresses and telephone numbers and work e-mail addresses.
- F. Submission of a good faith complaint, grievance, or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, 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 conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint, or grievance alleging unlawful sex discrimination toward a student, shall promptly 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 complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. 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.

V. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VII. 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, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting

the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions, and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: ~~MSBA/MASA Model~~ Policy 102 (Equal Educational Opportunity)
~~MSBA/MASA Model~~ Policy 413 (Harassment and Violence)
~~MSBA/MASA Model~~ Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 526

Orig. 1997

Revised: _____

Rev. 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.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. 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.
- I. 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.
- F. "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. 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, 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, 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.
- F. 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. 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 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 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 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.
- 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, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or 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.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.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 531

Orig. 2003

Revised: _____

Rev. 2003

531 THE PLEDGE OF ALLEGIANCE

~~*[Note: Recitation of the Pledge of Allegiance by students and instruction of students as provided in this policy are required by statute. Also, the statement in Part III, below, must be included in the student handbook or a policy guide. A local school board or a charter school board of directors may waive these statutory requirements by a majority vote taken annually. If the local school board or charter school board of directors waives the requirement to recite the Pledge of Allegiance, it may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.]*~~

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

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

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

Cross References:



ADDENDUM

BOARD MEETING
Monday, May 17, 2021
SPCC Governor's Room
6:30 PM

VII. ACTION ITEMS

5. AGENDA ITEM #5

Subject: Acceptance of Individual Contracts

Action: Requires a Motion

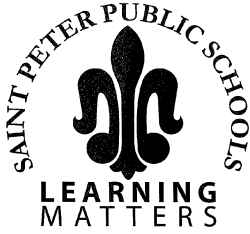
Background: Included in your packet are tentative contract agreements for the following individual contracts:

Individual Contracts:

- | | |
|--|-----------------|
| ▪ Activities Director | Shea Roehrkasse |
| ▪ Student Support Liaison | Buraq Ahmed |
| ▪ Alternative Schools & Programs Administrator | Jana Sykora |

Presentation: Superintendent of Schools

Options/Recommendation: I recommend approval of each contract agreement listed.



MEMO TO: Members of the School Board
FROM: Bill Gronseth
DATE: 5.17.21
SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Activities Director. Details are as follows:

Tentative Contract Agreement

Name of Employee: Shea Roehrkasse

Position: Activities Director

	2021-2022	2022-2023
Salary	\$85,500.00	\$86,782.50
FICA/TRA	\$13,680	\$13,885.20
H&H (single)	<\$12,500	<\$12,500
Dental Insurance	\$1,224	\$1,224
Income Protection	\$213.75	\$214.46
Life Insurance	\$223	\$223
Total	\$113,340.75	\$114,829.16

I recommend your approval of this contract.

cc: Shea Roehrkasse



MEMO TO: Members of the School Board
FROM: Bill Gronseth
DATE: 5.17.21
SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Student Support Liaison. Details are as follows:

Tentative Contract Agreement

Name of Employee: Buraq Ahmed
Position: Student Support Liaison

	2021-2022	2022-2023
Salary	\$43,000	\$43,645
FICA/PERA	\$6,514	\$6,612
H&H (single)	<\$12,500	<\$12,500
Dental Insurance	\$440	\$440
Life Insurance	\$55.80	\$55.80
Total	\$62,509.80	\$62,252.80

I recommend your approval of this contract.

cc: Buraq Ahmed



MEMO TO: Members of the School Board

FROM: Bill Gronseth

DATE:

SUBJECT: Tentative Contract Agreement

We have a tentative agreement on a 2021-2022 & 2022-2023 contract for the Alternative Schools & Programs Administrator. Details are as follows:

Tentative Contract Agreement

Name of Employee: Jana Sykora

Position: Alternative Schools & Programs Administrator

	2021-2022
Salary	\$95,000
FICA/TRA	\$15,200
H&H (family)	\$15,212
Dental Insurance	\$1,224
Income Protection	\$237.50
Life Insurance	\$223
Total	\$127,096.50

I recommend your approval of this contract.

cc: Jana Sykora



ADDENDUM

BOARD MEETING
Monday, May 17, 2021
SPCC Governor's Room
6:30 PM

VIII. INFORMATION ITEMS

1. AGENDA ITEM #1

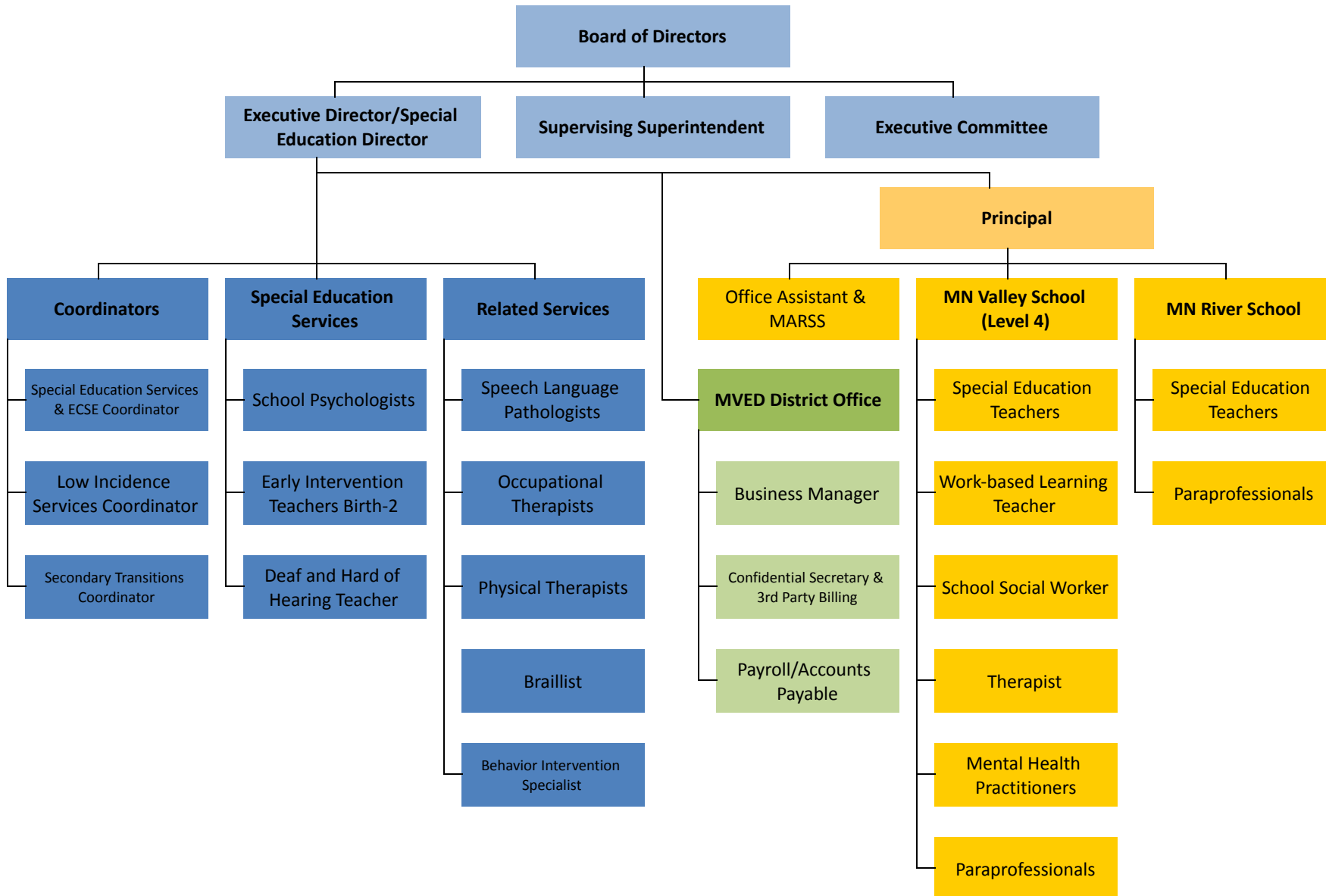
Subject: MVED Organizational Structure

Background: During the 2020-2021 school year, MVED completed a study and plan regarding their organizational structure. To provide for long term stability, adjustments have been made. The plan includes a Special Education Director, Supervising Superintendent, and a Special Education Consultant agreement.

Presentation: Superintendent of Schools



Minnesota Valley Education District 6027





ADDENDUM

BOARD MEETING Monday, May 17, 2021 SPCC Governor's Room 6:30 PM

VIII. INFORMATION ITEMS

2. AGENDA ITEM #2

Subject: First Reading of Revisions to the Policy Manual

Background:

Policy 534 Unpaid Meal Charges

Strike notation after title

II. Strike Notation

II. A Families can pay for meals online via Infinite Campus at no charge or submit a check or cash at any school office or cafeteria.

II. B All students, regardless of their lunch account balance, shall be offered a reimbursable school breakfast and lunch each school day.

II. C Students with a negative meal account balance of -\$20.00 or more are not allowed to charge for additional items, however students may purchase extra items with cash.

III. 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 and reduced-price meals for their children.

III. 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.

III. C Negative balances of more than \$200, not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. 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.

III. D The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

IV. C fill in "\$200" and "the end of the school year"
(Deletion of 004.11Unpaid student meal charges)

Presentation: Superintendent of Schools

Adopted: _____

MSBA/MASA Model Policy 534

Orig. 2017

Revised: _____

Rev. 2019

534 UNPAID MEAL CHARGES

~~*[Note: United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a "policy" or "standard practice." Although this document is styled as a "policy," school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]*~~

~~*[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 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 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 school 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. Families can pay for meals online via Infinite Campus at no charge or submit a check or cash at any school office or cafeteria.

~~*[OPTION 1: All 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 meals or a la carte items 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 further 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 meals.]*~~

- B. All students, regardless of their lunch account balance, shall be offered a reimbursable school breakfast and lunch each school day.

~~If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.~~
- C. Students with a negative meal account balance of -\$20.00 or more are not allowed to charge for additional items, however students may purchase extra items with cash.

~~A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.~~
- D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal (*[\$insert amount]*) will be charged to the student's account or otherwise charged to the student.
- E. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- F. 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 communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

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

~~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. Negative balances of more than \$200, not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. 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.

~~Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program. A meal will not be taken away from a student with an overdrawn account.~~
- D. The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

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 and 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 \$200, not paid prior to the end of the school year, will be turned over to the superintendent or superintendent's designee for collection. 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 may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

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 may post the policy on the school district's website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
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
Minn. Op. Atty. Gen. 169j (May 14, 2019) (*Letter to Ricker*)