

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA MIDDLE SCHOOL, FTLA ROOM #816
38431 LINCOLN TRL
NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
AUGUST 13, 2026
5:30 PM**

Remote Participation Notice: One or more School Board members may participate in this meeting remotely pursuant to Minnesota Statutes § 13D.02 or § 13D.021, using interactive technology. This provision applies to both regular business meetings and work sessions.

AGENDA

- | | | |
|------|---|----|
| I. | Call to Order | |
| II. | Roll Call | |
| III. | Pledge of Allegiance | |
| IV. | Approval of Agenda | |
| V. | Superintendent's Report | 4 |
| VI. | Removal of Consent Items for Discussion | |
| VII. | Approval of Consent Items | |
| | A. Minutes of July 9, 2026 Regular School Board Meeting | 15 |
| | B. Minutes of July 13, 2026 School Board Retreat | 21 |
| | C. Authorization of Payments, Transfers, and Investment Activity | 22 |
| | D. Personnel | |
| | 1. Lauren Larsen, resignation effective July 30, 2026, as Special Education Assistant at Sunrise River School | |
| | 2. Brent Lundgren, resignation effective July 6, 2026, as Special Education Teacher TOSA at North Branch Area Middle School | |
| | 3. Kristina Murphy, resignation effective July 7, 2026, as Lunchroom/Playground Assistant at Sunrise River School | |
| | 4. Tanya Giese, Intermittent leave request, effective July 13, 2026 through September 28, 2026, as Activities Secretary at North Branch Area High School | |
| | 5. Kyle Groh, leave request, effective approximately September 26, 2026 for two weeks, as K-5 Physical Education/DAPE Teacher at Sunrise River School | |
| | 6. Christine Hartgers, leave extension through August 12, 2026, as School Age Care Adult Assistant at North Branch Area Education Center | |
| | 7. Cynthia Scheele, leave request effective July 13, 2026 through July 29, 2026, as Youth Connections Program Manager at North Branch Area Education Center | |
| | 8. Michelle Bjork, effective September 1, 2026, position change from Youth Connections Adult Assistant to Early Childhood Educational Assistant at North Branch Area Education Center | |

9. Ian McWilliams, effective August 24, 2026, position change from Special Education EBD Teacher to Special Education TOSA Teacher at North Branch Area Middle School
10. Amy Pesek, effective August 25, 2026, position change from Playground/Lunchroom Assistant at Sunrise River School to Early Childhood Assistant at North Branch Area Education Center
11. Paige Stevenson, beginning with the 2026-27 school year, position change from Career Center Clerk to BS, Step 1, one-year contract, as Tier 1 Media Specialist at North Branch Area High School
12. Lisa Bidwell, employment effective August 25, 2026, as Playground/Lunchroom Assistant at North Branch Area Education Center
13. April Birdsall, employment effective at the beginning of the 2026-27 school year, as Health Clerk for North Branch Area Public Schools
14. Requel Elsenpeter, employment effective August 25, 2026 as Playground/Lunchroom Assistant at North Branch Area Education Center
15. Michael Schoeneck, employment effective August 25, 2026, as Media Clerk at North Branch Area Middle School
16. Tyson Bohoney, BA, Step 13, one-year contract for the 2026-27 school year, as Tier 1 License Family and Consumer Science Teacher at North Branch Area High School
17. Simone Collins-Goodwin, BS+15, Step 3, one-year contract for the 2026-27 school year, as Tier 2 Medical Careers Teacher at North Branch Area High School
18. Tristen Geving, MAT, Step 1, beginning with the 2026-27 school year, as Elementary Teacher at North Branch Area Education Center
19. Jade Hibbard, MA+30, Step 17, beginning with the 2026-27 school year, as Media Specialist/Tech Integrationist at North Branch Area Middle School
20. Sarah Huberty, MS, Step 6, beginning with the 2026-27 school year, as Elementary Teacher at Sunrise River School
21. Chelsea McQuisten, BS+30, Step 2 as Long-Term Substitute for Erika Duffy, effective August 24th, 2026 to October 12, 2026, as Fourth Grade Teacher at Sunrise River School
22. Catherine Miller, MA, Step 11, beginning with the 2026-27 school year, as Special Education - EBD Teacher at North Branch Area Middle School
23. Joseph Stauffer, MS, Step 3, beginning with the 2026-27 school year, as Counselor at Norse Area Learning Center

E. Acceptance of Donations

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Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, the Superintendent recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 138 that the School Board accept with appreciation the following contributions and permit their use as designated by the donors.

- VIII. **Open Mic:** Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information on the open mic sign-in sheet. Please limit your comments to three minutes.
- IX. Old Business
 - A. Approval of Second Reading of the Following Policies
 - 1. Policy 418 - Drug-Free Workplace/Drug-Free School 24
 - 2. Policy 516 NB - Student Medication 30
- X. New Business
 - A. Consider Approval of the School Resource Officer (SRO) Agreement FY 2026-27
 - B. Consider Approval to Set the Adult Meal Price at \$5.30
 - C. Superintendent Evaluation
- XI. Information
- XII. Board Requests
- XIII. Committee Reports
- XIV. Dates to Remember
 - A. August 18, 2026 at 4:00 PM - Negotiations Committee Meeting, North Branch Area Middle School
 - B. August 18, 2026 at 4:30 PM - NBSSA Negotiations Session, North Branch Area Middle School, FTLA Room #816
 - C. August 24, 2026 at 4:00 PM - Negotiations Committee Meeting, North Branch Area Middle School
 - D. August 24, 2026 at 4:30 PM - Principal Negotiations Session, North Branch Area Middle School, FTLA Room #816
 - E. August 27, 2026 at 5:30 PM - School Board Work Session, North Branch Area Middle School, FTLA Room #816
 - F. September 10, 2026 at 4:30 PM - Policy Committee Meeting, North Branch Area Middle School
 - G. September 10, 2026 at 4:30 PM - Regular School Board Meeting, North Branch Area Middle School, FTLA Room #816
- XV. Adjournment



Superintendent Update August 13, 2026

Vision

What we intend to create

Inspire dreams,

build integrity,

instill hope

*in our students, our staff, our families
and our communities.*

Mission

Purpose of our work

***Partner** with students, families and communities*

*to challenge all students to achieve their **greatest potential***

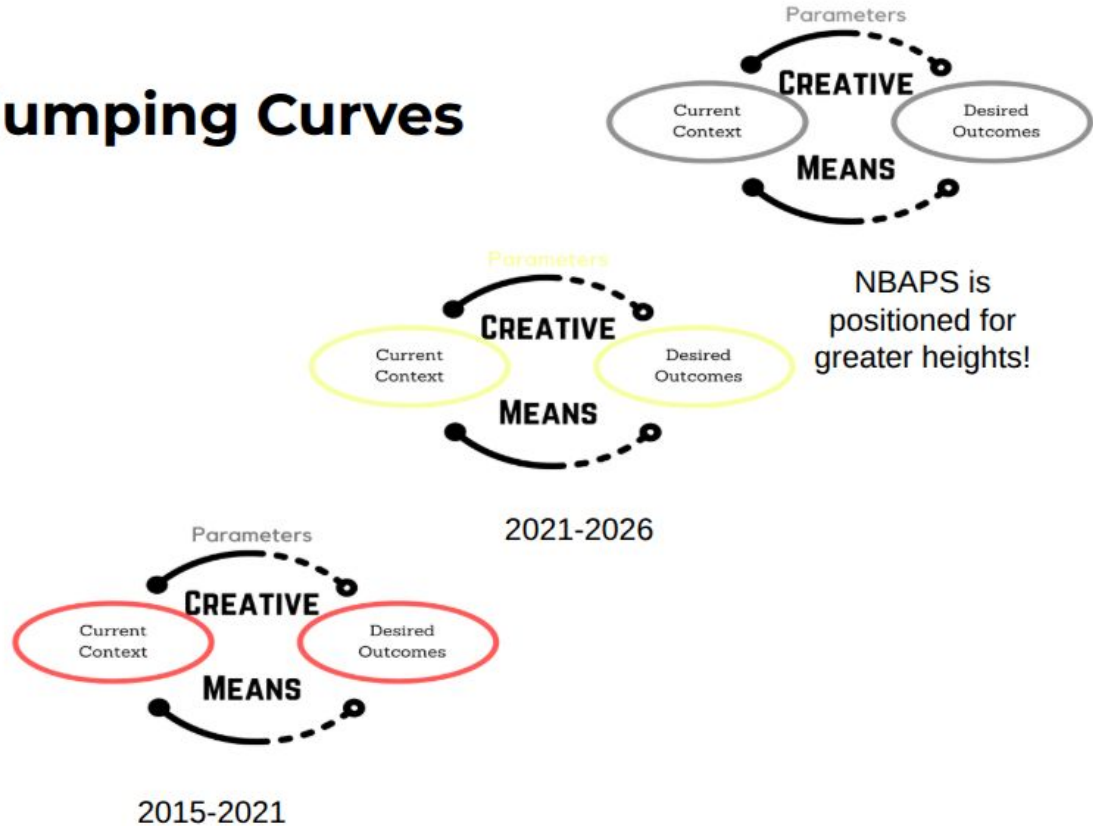
and become informed and engaged citizens.

Progress by Design



Jumping Curves

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STRATEGIC PRIORITY ONE: Prepare all learners for success in school and in life by committing to the success of every student

Core Skills. Meaningful Engagement. Balanced Technology.

- **Balanced Technology Use** Technology enhances learning without replacing high-quality teaching, hands-on experiences, or meaningful relationships.
- **Middle School Device Practice** Students in grades 6–8 will use district-issued devices during the school day, with devices remaining at school.
- **Focus on Core Competencies and Skills** Instruction centers on critical thinking, communication, collaboration, creativity, problem-solving, and responsible citizenship.
- **Student Engagement In Action** Students engage deeply through discussion, inquiry, application, teamwork, creation, and authentic problem-solving.
- **Responsible Digital Citizenship** Students are taught and expected to use technology safely, responsibly, and purposefully.
- **Family Partnership** Clear expectations and resources help families support healthy, responsible technology habits.

***STRATEGIC PRIORITY TWO: Ensure mutual accountability
for measurable progress toward shared goals***



Transportation: A Shared Commitment to Safe Student Movement

- **Safety from Home to School and Back Again** Transportation includes buses, walking, biking, parent drop-off/pick-up, crossings, and the streets surrounding our schools.
- **Listening to Community Experience** The Safe Routes to School process incorporated team meetings, walk audits, and community feedback to identify transportation challenges and opportunities.
- **Addressing High-Traffic Areas** Grand Avenue is a primary school access corridor where traffic congestion, vehicle speed, and student crossing conflicts have been identified, particularly during arrival and dismissal.
- **Improving Student Crossings** Opportunities being explored include raised crosswalks, traffic calming, improved signage, median treatments, school speed zones, and other intersection improvements.
- **Planned Growth** The work identifies opportunities for additional sidewalks, trail connections, lighting improvements, and safer connections between neighborhoods and schools.
- **Strengthening Safety Culture** Current and future efforts include crossing guards, walk/bike education, Walk/Bike to School Days, community safety campaigns
- **Shared Accountability on the Bus** Updated referral communication and documentation help drivers, transportation staff, and building teams respond consistently when concerns arise.
- **One Community, One Commitment** – Students, families, staff, drivers, the City, and community partners all have a role in creating safer, calmer, and more predictable travel to and from school.

STRATEGIC PRIORITY TWO: Ensure mutual accountability for measurable progress toward shared goals



Every Day Matters- A Shared Community Priority

- **Shared Commitment** Regular attendance is foundational to student learning, connection, and success.
- **Greater Clarity & Alignment** District and county partners came together to strengthen a common understanding of attendance protocols, roles, and responsibilities.
- **Early Intervention** Greater emphasis on identifying attendance concerns early and connecting students and families with support.
- **Consistent Processes** Alignment around the Attendance Intervention Meetings (AIM), and truancy referral processes.
- **Partnership Before Escalation** Schools, families, and county partners working together to address barriers and improve attendance.
- **Coordinated Community Support** Collaboration among area schools, the County Attorney's Office, Health & Human Services, Corrections/Probation, and Education Engagement Coaches.

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STRATEGIC PRIORITY THREE: Mobilize community engagement

- **Build Meaningful Partnerships** Strengthen relationships with families, staff, community organizations, businesses, and public partners.
- **Engage Around Shared Priorities** Bring stakeholders together around student success, school safety, workforce development, and community needs.
- **Expand Workforce Pathways** Grow teacher apprenticeship and other workforce development opportunities through strategic partnerships.
- **Advocate for Our Schools** Elevate district and community priorities through legislative advocacy and strong external relationships.
- **Strengthen Trust Through Communication** Maintain open, responsive relationships with staff, families, the community, and the School Board.
- **Connect Community Resources to Students** Mobilize partnerships and local expertise to create opportunities that strengthen learning and student success.

STRATEGIC PRIORITY FOUR: Commit resources to district priorities



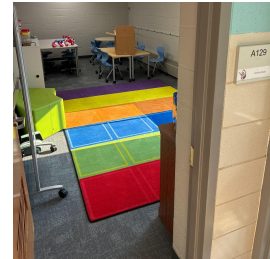
Facilities: Putting Students & Stewardship First

- **Student Experience at the Center** Facility decisions were guided by how our spaces can best support students, learning, and programming.
- **Maximizing Existing Resources** We looked first at how existing district space could be used differently and more effectively.
- **Space Reimagined** Former administrative spaces, including the Board Room and Business Office, were transformed into welcoming Early Learning environments.
- **Investing Where It Matters** Reallocation allows more district space to directly serve students and educational programming.
- **Responsible Stewardship** Thoughtful use of existing facilities demonstrates our commitment to making effective use of public funds.

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Boardroom Transformed Into First
Grade Classroom



Business Office Transformed into Multiple
Learning Spaces

Welcome to North Branch!





**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, FTLA ROOM #816,
38431 LINCOLN TRL, NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
THURSDAY, July 9, 2026
5:30 PM**

The School Board of Independent School District 138 met in regular session on Thursday, July 9, 2026 at 5:30 p.m. in the FTLA Room #816 at the North Branch Area Middle School.

Chair MacMillan called the meeting to order.

Roll Call: Sarah Grovender, Shelly Johnson, Jesse LaValla, Tim MacMillan, Heather Naegele, Superintendent Paul and Adam Trampe

Absent: None

Others in attendance: Josh Hanson, Rachel Kytonen and Pakou Lee,

Approval of Agenda:

Moved by LaValla, seconded by Trampe, and carried unanimously to approve the agenda.

School Board Recognition

Spring Sports Award

Spring sports recap videos from coaches are available on the district website.

Superintendent's Report

Superintendent Paul reaffirmed the district's vision and mission, introduced the district's Leading with Purpose training focused on building a positive organizational culture, and highlighted the importance of community engagement. She also shared updates on the Louisiana-Pacific groundbreaking, recognizing the strong partnerships that will expand career pathways, work-based learning, apprenticeships, and industry experiences for students while strengthening the local workforce and economy. The partnership will continue with a future ribbon-cutting event that will include an AED training opportunity for the community, with additional details to be shared in the Fall Community Education brochure.

Removal of Consent Items for Discussion:

None

Consent Items:

Moved by LaValla, seconded by Grovender and carried unanimously to approve the consent agenda.

A. Minutes of June 11, 2026 Policy Committee Meeting

B. Minutes of June 11, 2026 Regular School Board Meeting

C. Authorization of Payments, Transfers, and Investment Activity

- Accounts Payable, Bank 07 – \$ 963,560.68
- Auxiliary, Bank 12 - \$ 98,700.82
- Payroll, Bank 13 - \$ 3,876,282.86
- Scholarship, Bank 18 - \$ 3,400.00
- High School Student Activities, Bank 31 - \$ 7,066.26
- Middle School Student Activities, Bank 32 - \$ 0.00

D. Personnel

- a. Michele Anderson, resignation effective June 30, 2026, as Special Education Teacher at North Branch Area High School
- b. Kristen Johnson, resignation effective June 30, 2026, as Grade 3 Teacher at Sunrise River School
- c. Sidney Mullin, resignation effective July 30, 2026, as Special Education Assistant at Sunrise River School
- d. Laura O'Donnell, resignation effective July 30, 2026, as Lunchroom/Playground Assistant at North Branch Area Education Center
- e. Jennifer Seekon, resignation effective July 30, 2026, as Special Education Teacher at Sunrise River School
- f. Conlee Turnvall, termination effective June 5, 2026, as Special Education Assistant at Sunrise River School
- g. Christine Hartgers, leave extension through July 8, 2026, as School Age Care Adult Assistant at North Branch Area Education Center
- h. Laura Dahle, employment effective June 15, 2026, as Bookkeeper at North Branch Area Public Schools
- i. Molly Burrow, MA, Step 8, beginning with the 2026–2027 school year, as Math Teacher at North Branch Area High School
- j. Grace Christopherson, BA + 45, Step 1, One-year contract for the 2026–2027 school year, as Tier 2 School Counselor at North

Branch Area Middle School

- k. Rachel Dahl, BA + 15, Step 8, beginning with the 2026–2027 school year, as Elementary Teacher at Sunrise River School
- l. Katie Erickson, BS, Step 1, beginning with the 2026–2027 school year, as Elementary Teacher at North Branch Area Middle School
- m. Justin Haag, MS, Step 1, beginning with the 2026–2027 school year, as Speech Language Pathologist at North Branch Area Public Schools
- n. Kristin Mayne, BES, Step 17, beginning with the 2026-2027 school year, as FACS/Work Based Learning Teacher at North Branch Area High School
- o. Lauren Sertich, BS, Step 2, beginning with the 2026–2027 school year, as Elementary Teacher at North Branch Area Education Center

E. Policy

- a. Policy 417 - Chemical Use and Abuse
- b. Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction Acceptance of Donations
- c. Policy 518 - DNR-DNI Order

F. Designation of Identified Official with Authority for the MDE External User Access Recertification System

G. Acceptance of Donations

June 2026

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
6/4/2026	Rosenbauer America, 5201 260th St, Wyoming, MN 55092	NBHS	\$100.00	Career Day Donation
6/9/2026	American Legion Post 139, PO Box 21, Harris, MN 55032	NBHS Athletics	\$250.00	JROTC Program Donation
6/9/2026	Tanya Glese, 4749 316th Ln, Stacy, MN 55079	NBHS Athletics	\$100.00	Clay Target Program Donation
6/9/2026	Tomas Family, 36877 Falcon Ave, North Branch, MN 55056	NBHS Athletics	\$350.00	FTC Robotics Worlds Donation
6/25/2026	Anonymous-(Midsummer Face Painting Donations)	NBHS Athletics	\$62.00	NHS Program Donation
6/25/2026	Gene Haas Foundation, 2800 Sturgis Rd, Oxnard, CA 93030	NBHS Athletics	\$10,000.00	FTC Robotics Program Donation
			\$10,862.00	
JUN	Taylor Lutzke	NBHS		*Donated 1 Prom Dress

Open Mic
None

Old Business

- A. Approval of Acceptance of Summary of Bids for Garbage Hauling for the 2026-27 School Year
Moved by Trampe, seconded by Grovender and carried unanimously to approve the Acceptance of Summary of Bids for Garbage Hauling for the 2026-27 School Year.
- B. Approval of Acceptance of Summary of Bids for Diesel Fuel and Gasoline for the 2026-27 School Year
Moved by Trampe, seconded by LaValla and carried unanimously to approve the Acceptance of Summary of Bids for Diesel Fuel and Gasoline for the 2026-27 School Year.

New Business

- A. Approval of the North Branch Area Public Schools E- Learning Plan
Moved by Trampe, seconded by LaValla and carried unanimously to approve the North Branch Area Public Schools E- Learning Plan.
- B. Approval of the 2026-2027 Resolution for Membership in the Minnesota State High School League Membership Renewal Form
Moved by LaValla, seconded by Naegele and carried unanimously to approve the 2026-2027 Resolution for Membership in the Minnesota State High School League Membership Renewal Form.
- C. Approval of the 2026-27 Student and Parent Handbook
Moved by Trampe, seconded by Naegele, and carried unanimously to approve the 2026–27 Student and Parent Handbook following the revision to the Student Parking formatting on page 22.
- D. Approval of the Resolution Relating to the Election of School Board Members and Calling the School District General Election
Moved by Naegele, seconded by LaValla and carried unanimously to approve the Resolution Relating to the Election of School Board Members and Calling the School District General Election.
- E. Approval of the Renewal of Membership for Resource Training and Solutions — \$3,684.88
Moved by Grovender, seconded by LaValla and carried unanimously to approve the Renewal of Membership for Resource Training and Solutions — \$3,684.88
- F. Approval of the Renewal of Membership for MREA — \$2500.00
Moved by Naegele, seconded by Trampe and carried unanimously to approve the Renewal of Membership for MREA — \$2500.00

G. Approval of First Reading of the Following Policies

Moved by Trampe, seconded by Johnson and carried unanimously to approve First Reading of the Following Policies.

1. Policy 418 - Drug-Free Workplace/Drug-Free School

Board Member Johnson raised questions regarding Policy 418 – Drug-Free Workplace/Drug-Free School. The board discussed the questions, and Chair MacMillan recommended that board members review the policy again and submit any additional questions to Superintendent Paul prior to the second reading.

2. Policy 516 NB - Student Medication

Information

July 9, 2026 School Board Retreat was postponed. School board members and Superintendent Paul voted to reschedule the meeting to Monday, July 13, 2026 at 6:00 PM, at North Branch Area Middle School, FTLA Room #816.

July 23, 2026 at 5:30 PM - School Board Work Session, North Branch Area Middle School, FTLA Room #816 is cancelled.

Board Requests

Member Tramped requested an update of the High School communication status. Superintendent Paul will share a written update with member Trampe and the rest of the school board.

Committee Reports

None

Dates to Remember

- A. July 20, 2026 at 3:30 PM - Negotiations Committee Meeting, North Branch Area Middle School, SRC Conference Room
- B. July 20, 2026 at 4:00 PM - Principal Negotiations Session, North Branch Area Middle School, FTLA Room #816
- C. July 29, 2026 at 4:00 PM - Negotiations Committee Meeting, North Branch Area Middle School, SRC Conference Room
- D. July 29, 2026 at 4:30 PM - NBSSA Negotiations Session, North Branch Area Middle School, FTLA Room #816
- E. August 13, 2026 at 4:30 PM - Policy Committee Meeting at North Branch Area Middle School, SRC Conference Room

F. August 13, 2026 at 5:30 PM - Regular School Board Meeting at North Branch Area Middle School, FTLA Room #816

Adjournment

Moved by Naegele, seconded by LaValla and carried unanimously to adjourn the regular meeting at 6:43 PM.

Heather Naegele, Clerk

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA MIDDLE SCHOOL, FTLA ROOM #816,
38431 LINCOLN TRL, NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
THURSDAY, July 13, 2026
6:45 PM**

The School Board of Independent School District 138 met in regular session on Thursday, July 13, 2026 at 6:45 p.m. in the FTLA Room #816 at the North Branch Area Middle School.

Chair MacMillan called the meeting to order.

Roll Call: Sarah Grovender, Shelly Johnson, Jesse LaValla, Tim MacMillan, Heather Naegele, Superintendent Paul and Adam Trampe

Absent: None

Others in attendance: None

Our School Board will come together for a focused work session centered on reflection, planning, and stewardship.

The agenda includes:

Reviewing 2025–26 goals and outcomes and reflecting on progress made
Discussing the district budget and considerations that will inform future planning
Creating time for Board members to connect and build shared understanding
These conversations are an important part of maintaining alignment around district priorities and ensuring our decisions remain focused on students, responsible stewardship, and the future of North Branch Area Public Schools.

Adjournment

Board members adjourned the meeting at 8:15 P.M.

Heather Naegele, Clerk

**ELECTRONIC FUND TRANSFERS
JULY 2026**

Direct Dep Cks	\$788,424.35	
ACHS	<u>\$9,517.00</u>	
	\$797,941.35	
Associated Debt Service Payments:	7/28/2026	\$1,035,083.13
OPEB Wells Fargo Transfer to General Operating:	7/1/2026	\$371,460.50
Other Electronic Fund Transfers:		
Federal/FICA Taxes	7/13/2026	\$58,259.35
(Also reflected in P/R info)	7/13/2026	\$65,446.64
	7/27/2026	\$55,936.80
	7/27/2026	<u>\$72,962.62</u>
		\$252,605.41
Minnesota Withholding Taxes	7/1/2026	\$5,152.61
(Also reflected in P/R info)	7/14/2026	\$9,714.19
	7/14/2026	\$11,727.05
	7/28/2026	\$9,203.57
	7/28/2026	<u>\$12,531.25</u>
		\$48,328.67
Economic Service (EBC)	7/13/2026	\$12,926.98
(Also reflected in P/R info)	7/13/2026	\$13,217.73
	7/27/2026	\$12,926.98
	7/27/2026	<u>\$13,291.41</u>
		\$52,363.10
MII LIFE-F S A	PEIP 7/3/2026	\$38.00
	PEIP 7/15/2026	\$1.37
	PEIP 7/21/2026	\$27.41
	PEIP Admin Inv 7/24/2026	\$418.50
	PEIP 7/27/2026	\$181.17
	PEIP 7/28/2026	\$131.86
	PEIP 7/31/2026	<u>\$271.10</u>
		\$1,069.41
MII LIFE-M S A	7/13/2026	\$972.39
	7/13/2026	\$6,610.21
	7/27/2026	\$972.39
	7/27/2026	<u>\$6,610.21</u>
		\$15,165.20
Minnesota Teachers Retirement	7/10/2026	\$11,193.26
	7/10/2026	\$55,367.77
	7/24/2026	\$172.13
	7/24/2026	\$5,953.72
	7/24/2026	\$11,193.26
	7/24/2026	<u>\$55,952.77</u>
		\$139,832.91
PERA	7/10/2026	\$23,425.29
	7/24/2026	<u>\$23,926.61</u>
		\$47,351.90
Delta Dental Plan	7/21/2026	\$27,355.68
MN Sales Tax	7/20/2026	\$716.00
Neopost Advance	7/16/2026	\$5,000.00

July 2026

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
7/9/26	North Branch Dental, 6460 Main Street, PO Box 220, North Branch, MN 55056	NBHS Scholarship	\$1,000.00	Scholarship Donation
7/9/26	Tina Thompson, tinathompson265@hotmail.com	NBHS Scholarship	\$1,000.00	Scholarship Donation
7/13/26	Edelstein Family Foundation, c/o Victoria Keller, 500 E Grant Street, Minneapolis, MN 55404	NBHS Scholarship	\$67,086.00	Scholarship Donation
7/23/26	Sons of the American Legion, PO Box 87, North Branch, MN 55056	NBHS Scholarship	\$2,000.00	Scholarship Donation
7/29/26	Anoka-Ramsey Community College, 300 Spirit River Dr. S., Cambridge, MN 55008	NBHS	\$100.00	Career Day Sponsorship
			\$71,186.00	

EMPLOYEES/PERSONNEL

Drug-Free Workplace/Drug-Free School

418

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

North Branch Independent School District No. 138: Policy #418

Adopted: 2/12/98

Replaced: Policy #5131.6 and 6164.11 Drugs and Alcohol (Students); and Policy #4114.3 Employee Drug and Alcohol Policy (Personnel)

Last Reviewed: 7/8/21, 8/13/26

Revised: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26

Effective: 6/12/02, 11/10/16, 5/9/19, 4/13/23, 11/2/23, 8/13/26

EMPLOYEES/PERSONNEL

Drug-Free Workplace/Drug-Free School

418

other immediate means.

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

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a and is pursuant to the procedure established under Paragraph V.G

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Adopted: 2/12/98

Replaced: Policy #5131.6 and 6164.11 Drugs and Alcohol (Students); and Policy #4114.3 Employee Drug and Alcohol Policy (Personnel)

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below.

- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

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VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VI. ENFORCEMENT

A. Students

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

B. Employees

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any

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criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

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

Legal References:

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

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41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References:

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

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I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIREMENTS

A. Administration of Drugs and Medicine

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

3. Exclusions

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

- a. purchased without a prescription;

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

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

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

- j. epinephrine delivery, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
 - (1) the pupil may possess the epinephrine or

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- (2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine delivery systems that the parent provides properly labeled to the school for the pupil as needed.
- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
8. If the administration of a drug or medication described in this section requires the school

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

C. Nonprescription Medication

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

D. Possession and Use of Epinephrine Delivery Systems

1. Definitions

- a. "Administer" means the direct application of an epinephrine delivery system to the body of an individual.
- b. "Epinephrine delivery system" means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.
- c. "School" means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.

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

- a. possess epinephrine delivery systems; or

- b. if the parent and prescribing medical professional determine the student is unable to

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possess the epinephrine, have immediate access to epinephrine delivery systems in close proximity to the student at all times during the instructional day.

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

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

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

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

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

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

E. Sunscreen

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

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the

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unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

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

Legal References:

Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Delivery systems: Model

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Policy)

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

Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)

Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)

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

Minn. Stat. § 148.171 (Definitions; Title)

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

Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 152.22 (Definitions)

Minn. Stat. § 152.23 (Limitations)

Minn. Rule 8710.6100 (School Nurse)

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

29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)

29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)

Cross References:

NB Policy 418 (Drug-Free Workplace/Drug-Free School)

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