

# **Carlton School Board Regular Meeting**

Monday, March 16, 2026 7:00 PM

Carlton Middle/High School Library, 405 School Avenue, Carlton, MN 55718

## **1. Call Meeting To Order**

1.1. Pledge of Allegiance

1.2. Roll Call Attendance

## **2. Approve Meeting Agenda**

## **3. Recognition of Public**

3.1. Notice Regarding Public Comment

3.2. Public Comments

## **4. Presentations**

## **5. Congratulations & Commendations**

## **6. Reports**

6.1. Community Education Director, Daisy Rose -  
attached

6.2. South Terrace Principal, Kari Solarz -attached

6.3. MS/HS Principal, Warren Peterson -attached

6.4. Student Report

6.5. Food Service Director - Val Dahl

6.6. American Indian Education Director - Gracie  
Evans

6.7. Positive Community Norms Director - Dawn  
Shoberg

6.8. Athletic Director - Luke Wargin

6.9. Superintendent, Mark Messman -attached

6.10. Board Committee Reports

6.10.1. Policy Committee

6.10.2. Facilities Committee

## **7. Consent Agenda**

7.1. March Payroll, Wires & Finance Checks

7.2. Previous Month's Meeting Minutes Under Review

**8. Recommend approval of the Donations Resolution  
- attached**

**9. Old Business**

9.1. Consolidation Update

9.2. Enrollment Report - attached

**10. New Business**

**11. Policies**

11.1. First reading and review of Policy #534 –  
School Meals Policy – attached

11.2. Introduction to the optional Policy #625  
– Responsible Use of Artificial Intelligence –  
attached

**12. Personnel**

**13. Reminders & Future Meetings**

**14. Adjourn**

## Community Education Report-March 2026

### 1. ECFE/School Readiness

- a. Registration for the 26-27 school year has opened for currently enrolled families. Other families will be able to register beginning in March. There will be an open house held on Thursday, March 19, 2026 from 5:30-7pm.

### 2. Bulldog Kids Care

- a. Summer registration is open for families. Summer program planning is underway.

### 3. Events

- a. Family Ball- Saturday, March 7, 2026-Black Bear Convention Center-This event was a success-the night went seamlessly, we had enough volunteers and families really enjoyed themselves! Similar numbers to last year with 108 attending. A lot of positive feedback from those in attendance.
- b. Transportation Night-Thursday, May 14, 2026-South Terrace Elementary

### 4. Community Education Classes

- a. Weekly pickleball play and yoga classes continue to be steady favorites with increased attendance throughout the year.
- b. Green House classes continue to thrive. The reoccurring favorite, Container Garden classes held in April, already have 6 of 11 classes completely sold out and a total of 198 spots sold. There are 44 spots still available!

### 5. Miscellaneous

- a. After School Enrichment-a new registration/class information sheet went home with all the students last week. Upcoming offerings include: Games Club with Mr. C., Games Club Junior with Ms. Steller, Krafty Kids-Spring Style, Fun Forest Fridays, Track me if you Can and an Archeology Dig. More to potentially be added for May!
- b. Summer Camps- Registration will go out in April for summer camps happening in June. STEM Camp Jr. and STEM Camp will each be two days, offered the week of June 15<sup>th</sup>. And a new Nature Camp being offered for four days the week of June 22<sup>nd</sup>!

### 6. Community News

- a. Deadlines: April 20 and May 26, 2026
- b. Please utilize this great communication resource to assist in sharing about school and community happenings. Also, a great tool when trying to spread accurate information about what is happening with the district.

Submitted March 9, 2026 by Daisy Rose

**South Terrace Elementary  
Principal’s Board Report: Kari Solarz  
March 2026**

**Enrollment Update**

The South Terrace Elementary enrollment summary report is included for the Board’s review as of March 12, 2026.

<b>25-26</b> <b>South Terrace Elementary</b> PO Box 620, Carlton MN 55718 Generated on 03/12/2026 09:01:20 AM Page 1 of 1	<b>Student Enrollment Summary Report</b> Effective Date: 03/12/2026 Enrollment Types: P, S, N Total Race/Ethnicities: 4 of 7 Total Schools: 1 Race/Ethnicity Source: Federal Male/Female/Total: 84/79/163
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**Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)**

**South Terrace Elementary**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	-	3/1/4	-	-	-	12/6/18	1/0/1	16/7/23
02	-	2/0/2	-	-	-	8/8/16	-	10/8/18
03	1/0/1	0/1/1	-	-	-	5/2/7	2/3/5	8/6/14
04	-	1/0/1	-	-	-	11/15/26	0/1/1	12/16/28
05	-	1/2/3	-	-	-	14/9/23	2/4/6	17/15/32
06	-	0/2/2	-	-	-	11/8/19	-	11/10/21
EC	-	-	-	-	-	3/7/10	-	3/7/10
KA	-	2/2/4	-	-	-	4/7/11	1/1/2	7/10/17
All Grades	1/0/1	9/8/17	-	-	-	68/62/130	6/9/15	84/79/163

**Student Population Excluding White not of Hispanic Origin**

School	Total	Percentage
South Terrace Elementary	33	20.25%

**Kindergarten Round-Up:**

South Terrace Elementary hosted Kindergarten Round-Up on Friday, March 13. We had 24 incoming students registered to attend. Families began the event with a parent meeting where they received important information about the kindergarten program and the upcoming school year. Following the meeting, families were able to take a tour of the building to become more familiar with our school. Meanwhile, our incoming kindergarten students spent time in the classroom participating in fun learning centers with staff. It was a wonderful opportunity to welcome our newest learners and help families feel connected to the South Terrace community.

**100th Day of School:**

Earlier this month, South Terrace celebrated the 100th Day of School. Students and staff joined in the fun by dressing as if they were 100 years old, which brought lots of laughter and excitement throughout the building. The creativity from both students and staff made the day especially memorable, and it was wonderful to see the joy and school spirit the celebration brought to our learning community.

**MCA Prep (state testing):**

As we move further into spring, our grades 3–6 teachers and students are preparing for the upcoming MCA testing season. Staff are working hard to ensure that students feel confident and supported as they approach the assessments. We are also being mindful to protect instructional time and minimize disruptions so students can remain focused and prepared.

**Spring Art Day:**

We are also looking forward to our Spring Art Day on March 30. We will collaborate with Gracie and Hope to bring Indigenous arts-focused experiences to our students. The Bulldog Spirit Club will also be planning several art centers for students, and we are grateful for the time and energy they volunteer to help create this special day for our school community.

Additionally, Jessie from CreativeEdge will be working with our 4th and 5th grade classes, leading a one-hour painting class during the afternoon. This opportunity will allow students to explore creativity and artistic expression while learning new painting techniques.

We look forward to these engaging learning opportunities and appreciate the continued support of our staff, families, and community partners.

**MS/HS School Board Report**  
**3/10/26**

*March in MN Schools:* Hockey and BB tournaments; Spring sports (after shoveling of course); Standardized Testing (because we love more tests); credit checks for graduates-to-be; Prom; College and Career planning field trips; and for Carlton/Wrenshall this year.... Lots of planning.

3/11 Gracie Evans and chaperones took 10 students to FDLTCC for the College & Career Fair.

3/17 Chris Gustafson will take 30-35 Wrenshall and Carlton students to the DECC for 'Construct Tomorrow'; an exposure to tons of local and regional trades; this is a great opportunity for students to see a world of careers in the trades, meet workers, local unions, tradesmen/women.

3/19 We have the big Raptor Rally: a day of connection between Carlton and Wrenshall staff and students ~~ opportunities to meet peers, build relationships, and participate in activities together. This will include grades 5-12 (next year's 6-12 MS/HS).

3/21-3/30 Europe Calls! We have a group of students/staff/parents traveling to Europe through EF for 10 awesome-filled days! And of course, this is Spring Break for the remainder of us.

In between all of this, our Spring Sports will be in full gear (weather permitting :-), students are studying hard, testing, and wrapping Quarter 3 on March 19.

With all of the consolidation planning we are excitedly moving forward with a busy, event filled month!

Respectfully submitted,

Warren Peterson, Principal  
Carlton MS/HS

## **Carlton Public Schools – Superintendent’s Report**

**March 2026**

### **Consolidation Updates**

Secondary Schedules: March 16, Superintendents and administrative teams work on establishing the secondary class offerings, schedules, and specialist time

Raptor Rally & Open House: March & April

Kindergarten Round-Up: Tuesday, March 17

FTEs: 2 plans by mid-April

ULAs: 2 plans by mid-April

Calendars: 2 versions by mid-April

### **Facility Updates**

South Terrace: Front entry & security in progress, paint, grade level meetings & wish list (3), parameters/cost effective

Lease Levy: Up to \$55K per year, for expansion of instructional space only

Abatement Levy: Up to \$900K per year, for parking, sidewalk, curb, gutter

### **Severance and Separation Package**

Certified: 5 interested

Noncertified: 2 interested

Levied over a five-year period with Dept. Of Ed. Authorization, \$300K residence at \$7 per ever \$200K levied

### **Communication and Messaging**

Staff: Team meetings on Tuesday and Wednesday this week

Community: Set meeting dates for Carlton and Wrenshall, and ongoing WKLK

School Messenger/Website: ongoing

## **Secondary Building and the Carlton County Economic Development Commission**

Next Meeting: Tuesday, March 17

### **Day-to-Day Operation**

Staff: Have been great! Focused on students and instruction, contributing and effectively communicating to support the consolidation

### **Enrollment Update**

Student enrollment remains steady

### **Academics and Professional Learning**

Cultural Diversity Training – session two coming up in April

MCAs: staff compliance and reviews, assessments in April/May, DAC - Sarah Fruzyna

**Carlton Independent School District 93**  
**Multi Year - Exp/Rev Summary - Fd**

		202406			202506			202606		
E	Description	Budget	Year to Date	%	Budget	Year to Date	%	Budget	Year to Date	%
		Revised24	Year to Date	%	Revised25	Year to Date	%	Adopted26	Year to Date	%
	01 General Fund	4,900,519.00	1,995,700.11	41%	4,945,460.00	1,928,721.00	39%	4,939,534.00	1,760,820.68	36%
	02 Food Service Fund	230,972.00	110,253.12	48%	246,639.00	92,477.60	37%	247,690.00	87,652.34	35%
	03 Transportation Fund	463,960.00	210,238.00	45%	500,460.00	224,795.78	45%	521,200.00	208,075.36	40%
	04 Community Service Fund	291,152.00	126,706.58	44%	263,267.00	123,952.54	47%	278,113.00	132,319.69	48%
	05 Capital Outlay Fund	367,380.00	145,802.87	40%	168,114.00	115,816.90	69%	180,660.00	160,937.39	89%
	07 Debt Service Fund	657,650.00	60,475.00	9%	335,900.00	47,100.00	14%	323,325.00	44,825.00	14%
	11 Student Activities	50,000.00	27,687.20	55%	50,000.00	29,656.90	59%	50,000.00	14,612.27	29%
	45 OPEB Irrevocable Trust	52,080.00	2,524.98	5%	13,350.00	2,524.98	19%	2,850.00	1,124.98	39%
E	Expenditure	7,013,713.00	2,679,387.86	38%	6,523,190.00	2,565,045.70	39%	6,543,372.00	2,410,367.71	37%
R	Revenue									
	01 General Fund	(5,711,480.00)	(1,769,793.91)	31%	(4,837,775.00)	(1,626,975.53)	34%	(4,576,644.00)	(1,864,509.07)	41%
	02 Food Service Fund	(230,972.00)	(85,961.07)	37%	(220,550.00)	(50,427.86)	23%	(212,000.00)	(61,949.65)	29%
	03 Transportation Fund	(262,443.00)	0.00	0%	(298,021.00)	0.00	0%	(288,923.00)	0.00	0%
	04 Community Service Fund	(282,333.00)	(96,165.90)	34%	(252,609.00)	(105,856.85)	42%	(251,175.00)	(103,078.56)	41%
	05 Capital Outlay Fund	(237,447.00)	0.00	0%	(194,924.00)	0.00	0%	(187,809.00)	0.00	0%
	06 Construction	0.00	(3,861.10)	0%	0.00	0.00	0%	0.00	0.00	0%
	07 Debt Service Fund	(626,338.00)	(43,155.01)	7%	(350,806.00)	(29,563.04)	8%	(339,518.00)	(28,627.51)	8%
	11 Student Activities	(50,000.00)	(14,345.06)	29%	(50,000.00)	(42,564.21)	85%	(50,000.00)	(4,741.53)	9%
	45 OPEB Irrevocable Trust	(52,080.00)	(37,825.17)	73%	(20,864.00)	(10,660.37)	51%	(18,000.00)	(2,226.57)	12%
R	Revenue	(7,453,093.00)	(2,051,107.22)	28%	(6,225,549.00)	(1,866,047.86)	30%	(5,924,069.00)	(2,065,132.89)	35%
	<b>Report Totals:</b>	<b>(439,380.00)</b>	<b>628,280.64 (143%)</b>		<b>297,641.00</b>	<b>698,997.84 235%</b>		<b>619,303.00</b>	<b>345,234.82 56%</b>	

**Carlton Independent School District 93**  
**Multi Year - Exp Fd, Obj Series**

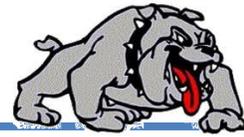
Sequence: Fd, O/S	202406			202506			202606		
	Budget Revised24	Year to Date	%	Budget Revised25	Year to Date	%	Budget Adopted26	Year to Date	%
Description									
01 General Fund									
100 Salaries & Wages	2,851,572.00	1,040,536.21	36%	2,779,165.00	1,057,553.42	38%	2,727,847.00	974,491.23	36%
200 Employee Benefits	1,024,934.00	379,199.14	37%	1,038,465.00	331,037.24	32%	984,755.00	344,100.55	35%
300 Purchased Services	624,207.00	319,185.31	51%	815,147.00	352,244.98	43%	959,887.00	300,617.97	31%
400 Supplies & Materials	319,184.00	198,085.39	62%	273,349.00	169,537.87	62%	224,098.00	117,909.58	53%
500 Capital Expenditures	50,515.00	51,125.11	101%	9,027.00	5,098.68	56%	4,900.00	0.00	0%
800 Other Expenditures	30,107.00	7,568.95	25%	30,307.00	13,248.81	44%	38,047.00	23,701.35	62%
01 General Fund	4,900,519.00	1,995,700.11	41%	4,945,460.00	1,928,721.00	39%	4,939,534.00	1,760,820.68	36%
02 Food Service Fund									
100 Salaries & Wages	66,123.00	25,265.40	38%	81,901.00	24,981.38	31%	82,460.00	25,961.11	31%
200 Employee Benefits	22,291.00	5,582.94	25%	25,338.00	7,787.47	31%	25,380.00	7,806.36	31%
300 Purchased Services	20,053.00	10,669.90	53%	4,100.00	2,871.45	70%	4,450.00	2,092.35	47%
400 Supplies & Materials	115,167.00	68,664.88	60%	134,050.00	56,675.97	42%	134,000.00	49,456.02	37%
500 Capital Expenditures	7,088.00	0.00	0%	1,000.00	80.83	8%	1,000.00	0.00	0%
800 Other Expenditures	250.00	70.00	28%	250.00	80.50	32%	400.00	2,336.50	584%
02 Food Service Fund	230,972.00	110,253.12	48%	246,639.00	92,477.60	37%	247,690.00	87,652.34	35%
03 Transportation Fund									
300 Purchased Services	407,960.00	181,227.81	44%	439,460.00	198,571.32	45%	460,100.00	185,311.29	40%
400 Supplies & Materials	56,000.00	29,010.19	52%	61,000.00	26,203.21	43%	61,000.00	22,764.07	37%
800 Other Expenditures	0.00	0.00	0%	0.00	21.25	0%	100.00	0.00	0%
03 Transportation Fund	463,960.00	210,238.00	45%	500,460.00	224,795.78	45%	521,200.00	208,075.36	40%
04 Community Service Fund									
100 Salaries & Wages	211,215.00	94,834.97	45%	188,552.00	89,870.56	48%	200,511.00	95,625.63	48%
200 Employee Benefits	33,401.00	13,931.21	42%	27,438.00	12,746.89	46%	30,325.00	14,358.30	47%
300 Purchased Services	21,308.00	10,057.56	47%	29,418.00	15,231.94	52%	29,418.00	15,256.96	52%
400 Supplies & Materials	22,774.00	7,601.57	33%	16,905.00	5,801.96	34%	16,905.00	6,863.80	41%
500 Capital Expenditures	1,600.00	0.00	0%	100.00	0.00	0%	100.00	0.00	0%
800 Other Expenditures	854.00	281.27	33%	854.00	301.19	35%	854.00	215.00	25%
04 Community Service Fund	291,152.00	126,706.58	44%	263,267.00	123,952.54	47%	278,113.00	132,319.69	48%
05 Capital Outlay Fund									
100 Salaries & Wages	11,805.00	3,969.56	34%	12,810.00	8,317.00	65%	6,750.00	4,488.56	66%

**Carlton Independent School District 93**  
**Multi Year - Exp Fd, Obj Series**

Sequence: Fd, O/S

Description	202406		202506		202606	
	Budget Revised24	Year to Date %	Budget Revised25	Year to Date %	Budget Adopted26	Year to Date %
05 Capital Outlay Fund						
200 Employee Benefits	4,282.00	1,648.08 38%	4,480.00	2,834.69 63%	4,477.00	1,608.43 36%
300 Purchased Services	90,421.00	77,246.24 85%	90,549.00	70,004.26 77%	114,900.00	94,072.48 82%
400 Supplies & Materials	4,200.00	2,960.47 70%	12,900.00	1,905.14 15%	16,600.00	49,167.62 296%
500 Capital Expenditures	256,672.00	59,978.52 23%	47,375.00	32,755.81 69%	37,933.00	11,600.30 31%
05 Capital Outlay Fund	367,380.00	145,802.87 40%	168,114.00	115,816.90 69%	180,660.00	160,937.39 89%
07 Debt Service Fund						
700 Debt Service	657,650.00	60,475.00 9%	335,900.00	47,100.00 14%	323,325.00	44,825.00 14%
07 Debt Service Fund	657,650.00	60,475.00 9%	335,900.00	47,100.00 14%	323,325.00	44,825.00 14%
<b>Report Totals:</b>	<b>6,911,633.00</b>	<b>2,649,175.68 38%</b>	<b>6,459,840.00</b>	<b>2,532,863.82 39%</b>	<b>6,490,522.00</b>	<b>2,394,630.46 37%</b>

INDEPENDENT SCHOOL DISTRICT 93  
Carlton Minnesota 55718



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Resolution

\_\_\_\_\_ offered the following resolution and moved its adoption:

The School Board of Independent School District 93 accepts the following donation and expresses gratitude for the support of the Carlton School District:

- *AMFA Educational Trust pledge a donation of \$500.00 to the Carlton School District's Robotics Department. Julie and Bob Walker pledge a donation of \$250.00 in supplies to the nurse's office (sweat pants, hats, deodorant and feminine supplies). Wood city Riders pledge a donation of \$500.00, and Carlton Area Lions Club pledge a donation of \$250.00 to the purchase of new AED's for the school district. Township of Twin Lakes pledges a donation of \$500.00 to the Family Ball and \$100 towards the newspaper.*

The resolution was supported by \_\_\_\_\_ and duly declared:

Adopted/Not Adopted

On the following vote:

	YEA	NAY	ABSENT
Laura Nilsen	_____	_____	_____
Sam Ojibway	_____	_____	_____
Ben Nilsen	_____	_____	_____
Sue Karp	_____	_____	_____
Dan Solarz	_____	_____	_____
Ryan Leonzal	_____	_____	_____

\_\_\_\_\_  
School Board Clerk

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District Offices  
PO Box 310  
405 School Ave  
Carlton MN 55718  
(218) 384-4225 Option 1  
(218) 384-3543 Fax

South Terrace Elementary School  
PO Box 620  
530 Stine Drive  
Carlton MN 55718  
(218) 384-4225 Option 3  
(218) 384-4039 Fax

Carlton High School  
PO Box 310  
405 School Ave  
Carlton MN 55718  
(218) 384-4225 Option 2  
(218) 384-3607 Fax

**INDEPENDENT SCHOOL DISTRICT 93**  
**Carlton Minnesota 55718**



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Carlton MN 55718  
(218) 384-4225 Option 2  
(218) 384-3607 Fax

INDEPENDENT SCHOOL DISTRICT 93  
Carlton Minnesota 55718



Resolution

Ryan Leonzal offered the following resolution and moved its adoption:

The School Board of Independent School District 93 accepts the following donation and expresses gratitude for the support of the Carlton School District:

- *AMFA Educational Trust pledge a donation of \$500.00 to the Carlton School District's Robotics Department. Julie and Bob Walker pledge a donation of \$250.00 in supplies to the nurse's office (sweat pants, hats, deodorant and feminine supplies). Wood city Riders pledge a donation of \$500.00, and Carlton Area Lions Club pledge a donation of \$250.00 to the purchase of new AED's for the school district. Township of Twin Lakes pledges a donation of \$500.00 to the Family Ball and \$100 towards the newspaper.*

The resolution was supported by Ben Nielsen and duly declared:

Adopted/Not Adopted

On the following vote:

	YEA	NAY	ABSENT
Laura Nilsen	<u>X</u>	___	___
Sam Ojibway	<u>X</u>	___	___
Ben Nilsen	<u>X</u>	___	___
Sue Karp	<u>X</u>	___	___
Dan Solarz	<u>X</u>	___	___
Ryan Leonzal	<u>X</u>	___	___

*Susan Karp*  
School Board Clerk

First bell	8:00		First Bell/Gathe 8:00-8:05	5 m		First Bell/Gather 8:00-8:05	5 m	
1st hour	8:05-9:01	56 m	1st hour	8:05-9:04	59 m	1st hour	8:05-9:03	58 m
2nd hour	9:05-10:01	56 m	2nd hour	9:06-10:05	59 m	2nd hour	9:05-10:03	58 m
3rd hour	10:05-11:01	56 m	3rd hour	10:07-11:06	59 m	3rd hour	10:05-11:03	58 m
Jr. High Lunch	11:02-11:32	30 m	Jr. High Lunch	11:06-11:32	25 m	Jr. High Lunch	11:03-11:28	25 m
Jr. High 4th hour	11:34-12:30	56 m	Jr. High 4th hou	11:33-12:32	59 m	Jr. High 4th hou	11:30-12:28	58 m
Sr. High 4th hour	11:03-11:59	56 m	Sr. High 4th ho	11:08-12:07	59 m	Sr. High 4th hou	11:05-12:03	58 m
Sr. High Lunch	12:00-12:30	30 m	Sr. High Lunch	12:07-12:32	25 m	Sr. High Lunch	12:03-12:28	25 m
5th hour	12:34-1:30	56 m	5th hour	12:34-1:33	59 m	5th hour	12:30-1:28	58 m
6th hour	1:34-2:30	56 m	6th hour	1:35-2:34	59 m	6th hour	1:30-2:28	58 m
7th hour	2:34-3:30	56 m	7th hour	2:36-3:35	59 m	7th hour	2:30-3:28	58 m
Total Minutes	392		including	418		including	411	
			only 1 day	418*147=61,446		3 days	411*149=61,239	
				Over by 246			Over by 39	

**Carlton School District #93  
2025-2026 Enrollment**

Grade/Month	Aug.	Sept. 10	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June
ECSE/ECFE	NA	3	4	4	4	2	7	7			
School Readiness	NA	33	34	34	34	34	33	33			
<b>EC/SR Total</b>		<b>36</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>36</b>	<b>40</b>	<b>40</b>			
K	16	16	16	17	17	16	17	17			
1	24	25	24	24	24	23	23	23			
2	20	17	18	19	18	18	18	18			
3	14	12	12	13	13	14	14	14			
4	29	28	29	29	28	28	28	28			
5	32	33	33	33	32	33	33	32			
6	23	22	22	22	21	21	21	21			
<b>Elem. Total</b>	<b>158</b>	<b>153</b>	<b>154</b>	<b>157</b>	<b>153</b>	<b>153</b>	<b>154</b>	<b>153</b>			
7	12	9	10	11	10	9	10	10			
8	20	19	18	17	17	17	17	16			
9	10	8	9	11	10	10	11	12			
10	26	25	24	25	24	24	25	25			
11	22	22	21	21	21	21	21	21			
12	21	21	20	20	20	20	20	20			
<b>Sec. Total</b>	<b>111</b>	<b>104</b>	<b>102</b>	<b>105</b>	<b>102</b>	<b>101</b>	<b>104</b>	<b>104</b>			
<b>District Total</b>	<b>269</b>	<b>257</b>	<b>256</b>	<b>262</b>	<b>255</b>	<b>254</b>	<b>258</b>	<b>257</b>			

**Carlton Independent School District 393**  
School Meals Policy 3534

*Adopted: June, 2017*

*Revised & Reviewed: March, 2026*

**I. PURPOSE**

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

**II. PAYMENT OF MEALS**

A. Students and families have access to a meal account. Meal accounts are used for deposits and debits; therefore, money must be in the account in order for the student to use it. We encourage parents/guardians to pay in advance of the first day of school. When an account reaches \$-10.00 a student shall not be allowed to charge extra entrees, meals or ala carte items until the negative account balance is paid. Payments can be made by electronic payment option, pay at the school office, or send payment to the Food Service Office at 405 School Avenue, Carlton, MN 55718

Money can be deposited into student meal accounts via these options:

1. Food Service Drop Boxes located in each school office or school cafeteria personnel.
2. Mailed to Carlton School District Food Service Department.

**B. Free School Meals Program**

1. The free school meals program is created within the Minnesota Department of Education
2. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

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

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

(1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

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

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

- C. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meal balance.
- D. The school district will accommodate special dietary needs with respect to alternate meals.
- 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.
- G. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.
- H. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

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

- A. The school district will make reasonable efforts to notify families when meal account

balances are low or fall below zero.

- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$-10.00. Families will be notified by an automated calling system, email, and letters sent home.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing non-reimbursable meals; or affixing stickers, stamps, or pins.

#### IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Reasonable efforts will be made by the school district food service department to collect the unpaid school meal debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

#### V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
  - 1. all households at or before the start of each school year;
  - 2. students and families who transfer into the school district, at the time of enrollment;and

3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meal policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

*Legal References:* Minn. Stat. § 123B.37 (Prohibited Fees)

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

Origination: 2026

Carlton School District # 93

Reviewed:

Policy#625 Responsible Use AI

Adopted:

## **625 RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE**

### **I. PURPOSE**

The purpose of this policy is to establish clear and actionable guidelines for the responsible, ethical, and transparent use of Artificial Intelligence (AI) within the school district. This policy seeks to support and enhance teaching, learning, and administrative efficiency while upholding academic integrity, protecting privacy, and ensuring equitable access for all students and staff.

Artificial intelligence (AI) language models can assist with various tasks from teaching and learning, to writing support, to data analysis. School district staff who have access to AI tools should understand underlying behaviors and the potential benefits and limitations associated with use.

The school district recognizes that the use of AI can, when used appropriately, enhance student learning by improving the efficiency of education, providing new and creative ways to support learning, and encourage independent research, curiosity, critical thinking, and problem-solving. The school district also recognizes the limitations and potential for misuse of AI.

The school district authorizes staff members to utilize and permit students to utilize ethical and legal use of AI as a supplemental tool to support and expand on classroom instruction, facilitate personalized learning opportunities, and increase educational and learning opportunities, in accordance with the terms of this policy.

The school district authorizes staff to utilize AI as a tool in fulfilling their work responsibilities as consistent with federal and state law and school district policies.

### **II. GENERAL STATEMENTS OF POLICY**

- A. The school district supports use of AI in ways that uphold academic integrity and foster student critical thinking and original work.
- B. The school district supports AI use as an augmentative tool rather than as an autonomous decision-maker. The school district recognizes that human intelligence and H-AI-H protocols should drive the educational process, with AI supporting education and humans remaining accountable for decisions and outcomes
- C. The school district supports use of AI to enhance administrative operations and efficiency.
- D. Student and staff use of AI shall be transparent and responsible. Appropriate attribution shall be provided.
- E. The superintendent or designee will implement and regularly review privacy controls and safety features to protect student, staff, and school district data associated with approved

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use of AI.

- F. The school district supports and promotes fair access to approved AI tools and will strive to ensure equitable access for all students and staff.
- G. The school district will provide ongoing training and guidance to mitigate the potential for bias and misinformation and will hold students and staff accountable for the consequences of AI use.
- H. This policy applies to all AI use by students and staff regardless of whether the use occurs on school district property, at school district events and activities, or off campus when a nexus to the school district’s educational environment exists. Student AI use must be consistent with school district policies on use of cell phones, personal electronic devices, wearable AI devices, and the internet.
- I. The school district recognizes that a student’s age may be a key consideration in determining appropriate AI use. For this reason, the school district establishes the following guidelines:
  - 1. Kindergarten through Grade 5: only highly restricted, teacher-mediated AI interactions are permitted. The focus is upon conceptual understanding of AI.
  - 2. Grades 6 through 8: structured introduction to AI tools together with appropriate guardrails. Critical thinking about AI outputs and digital citizenship will be addressed.
  - 3. Grades 9 through 12: centers upon broader AI access with accountability expectations; preparation of students for AI-integrated postsecondary and workforce environments; advanced AI literacy, including an understanding of how AI models work.

### III. DEFINITIONS

Definitions of key terms—including Artificial Intelligence (AI), Generative Artificial Intelligence, closed and publicly available AI tools, confidential data, personally identifiable information (PII), and school district-approved AI tools—shall be reviewed and updated as needed to ensure alignment with current technology, legal standards, and school district practices. The school district will provide accessible explanations and examples to support understanding among all stakeholders.

Artificial intelligence in a school district is a category of computer-based systems that analyze data and recognize patterns to support teaching, learning, and administrative operations, for the purpose of assisting human decision-making, within educational and legal constraints, and excluding the replacement of professional judgment or human accountability.

#### A. Agentic AI

Agentic AI involves systems capable of undertaking multistep actions autonomously, such as web browsing, code execution, interaction with other software, and rendering sequential decisions, without human intervention at each step.

#### B. AI Tool Types

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1. Student-Facing AI

Used by or with students for instruction, where student information may be entered.

2. Confidential AI

Used for non-instructional purposes, processing confidential data to generate new content or recommendations.

3. Operational AI

Used for generating content based on non-confidential data.

C. Closed AI Tools

Closed AI tools are private and can be accessed by school district staff only. Sharing data in a Closed AI Tool is more secure than when using a Publicly Available AI Tool, though information leaks may still occur.

D. Confidential Data/Information

Information that the school district is prohibited by law, policy, or contract from disclosing or that the school district may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information (PII) about students and employees, student and staff medical information, student education records, and information about any student's individualized education program (IEP) or Section 504 plan.

E. Deep Fake

Any video recording, motion-picture film, sound recording, electronic image, or photograph, or any technological representation of speech or conduct substantially derivative thereof:

1. that is so realistic that a reasonable person would believe it depicts speech or conduct of an individual who did not in fact engage in such speech or conduct; and
2. the production of which was substantially dependent upon technical means, rather than the ability of another individual to physically or verbally impersonate such individual.

F. Generative Artificial Intelligence (GenAI)

Computer-based systems that generate content—such as text, images, audio, or data analysis—in response to prompts. Generative AI includes large language models (LLMs) like ChatGPT, as well as tools that generate audio, images, or video.

G. Generative AI Chatbots

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A chatbot with generative AI capabilities that uses large language models (LLMs) and machine learning to simulate natural, human-like conversations and generate content, code, or images in real time. Examples include ChatGPT, Claude, Google Gemini, Meta AI, Microsoft Copilot. It is possible that AI programs, including Generative AI Chatbots, may “hallucinate” (create information that is not true, misleading, or nonsensical).

H. Human-AI-Human Model (H-AI-H)

The H-AI-H model establishes a decision-making framework in K-12 education requiring human judgement at the initiation and human accountability at the conclusion of AI-assisted processes. The model ensures AI serves as an augmentative tool rather than an autonomous decision-maker.

I. Personally Identifiable Information (PII)

Information that can be used to distinguish or trace an individual’s identity, either directly or indirectly through linkages with other information.

PII includes, but is not limited to:

1. The student's name;
2. The name of the student's parent or other family members;
3. The address of the student or student's family;
4. A personal identifier, such as the student's social security number, student number, or biometric record;
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
6. 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
7. Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

J. Publicly Available AI Tools

Publicly available AI tools are generally accessible for public use and the public can access the information that the tools provide.

K. School District-Approved AI Tool

Any AI platform or application that has been reviewed and authorized by the school district’s AI Committee. A school district teacher or staff member may request that an AI platform or application be reviewed and authorized.

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L. Synthetic Media

Digital content in a media format (including text, images, video, and audio) created in part or wholly through use of AI.

M. Voice Cloning

The use of AI to create a digital replica of another person’s voice through the use of recorded audio samples.

**IV. EQUITABLE ACCESS TO AI TECHNOLOGY**

The school district is committed to ensuring that all students and staff have fair and equitable access to AI technology and related resources. To fulfill this commitment, the school district will:

A. Provision of Resources

Provide necessary devices, internet connectivity, and assistive technologies to students and staff who need them. School district administration will conduct regular reviews to ensure resources remain sufficient and accessible.

B. Assessment and Barrier Reduction

Regularly assess and address barriers to access, including those related to socioeconomic status, disability, language, and geographic location. The school district will implement strategies to eliminate identified barriers.

C. Training

Provide ongoing training for staff and students covering technical skills and ethical considerations, including recognizing and mitigating bias in AI systems and outputs, privacy, and responsible and appropriate use of school district-approved AI.

D. Community Engagement

Engage students, families, and community members in ongoing evaluation of equitable access and the effectiveness of AI implementation. Feedback will be sought regularly to inform improvements.

E. Corrective Action

To ensure equitable access to AI technology, the school district will regularly evaluate whether students and staff have fair and meaningful opportunities to use approved AI tools for learning and work. If disparities in access, participation, or outcomes are identified—such as those related to socioeconomic status, disability, language, or infrastructure—the school district will take timely corrective action. Corrective actions may include reallocating resources, providing targeted training or supports, adjusting implementation practices, or updating policies and procedures. The school district will communicate actions taken and monitor their effectiveness to ensure that AI implementation advances educational equity and does not reinforce existing gaps.

F. Policy Review and Revision

Review and update this policy and its implementation as needed to adapt to evolving technologies, community needs, and feedback from stakeholders.

**V. CURRICULUM INTEGRATION AND AI LITERACY**

A. The superintendent will work with school district staff to establish instructional protocols and criteria consistent with the H-AI-H model that:

1. identify teacher AI use to assess student work;
2. restrict AI use in student disciplinary matters, student placement decisions, behavioral assessments, or similar matters;
3. require transparency when AI use is part of a decision about a student;
4. establish the right to request a review of the human decision-making in a consequential AI-influenced decision affecting the student; and
5. articulate the school district's rules regarding AI-assisted surveillance or behavioral monitoring tool.

Any use of AI in the classroom or on class assignments must align with the teachers' instructions and use expectations. Teachers will provide direction when students are authorized to use AI in an assignment. Teachers will direct student use of AI, ensuring that it aligns with the school district guidelines and policies, and the AI Committees plan and procedures, including the school district's approved AI tools.

B. Use of AI must comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and other federal and state laws.

C. Students will indicate AI use on assignments as required by the teacher and the assignment.

**VI. ARTIFICIAL INTELLIGENCE (AI) COMMITTEE**

The superintendent shall appoint an AI Committee—including teachers, staff, students, parents, and community members—or, establish a relationship with a local or regional organization, service cooperative, or third-party vendor to collaborate and create an AI alliance to guide school district AI objectives. The committee will develop, implement, and annually review procedures for AI use, ensuring alignment with school district policies, classroom requirements, and legal standards. The committee will solicit stakeholder feedback and recommend updates to procedures and approved AI tools as technologies and needs change.

A. Committee Appointment and Structure

The school board directs the superintendent to appoint teachers, school staff, students, parents, and community members who have relevant experience regarding AI to a committee to guide the school district's AI objectives. The superintendent will determine the size, structure, and term for the AI Committee.

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B. AI Use Plan

The AI Committee shall develop and recommend to the school board for its approval a school district AI Use Plan to establish district-wide direction and a road map for AI use that aligns with the school district's mission, strategic plan, and financial and other resources. The AI Use Plan should respond to these conditions, among others

1. The purpose of the AI Use Plan is to protect the safety and security of students, employees, and the school district while allowing for appropriate educational and productive enhancements enabled by AI.
2. The AI Use Plan must prioritize the security of student, employee, and school district data.
3. The AI Use Plan must direct careful and informed consideration of the privacy policies of any products and services considered for use in the school district, including any relevant changes to the policies.

C. School District AI Procedures

The school board directs the AI Committee to recommend to the school board for its approval procedures for staff and students concerning the use of AI that:

1. Prohibit AI use inconsistent with school district policies and procedures, classroom instructions and requirements, or federal or Minnesota law;
2. Prohibit AI use inconsistent with expectations for staff and student conduct, including those involving discrimination, harassment or hazing, and bullying;
3. Prohibit AI input of confidential staff and student data;
4. Comply with the H-AI-H model for consequential actions involving AI use;
5. Promote AI literacy;
6. Require transparency and accountability regarding disclosure of use of AI;
7. Require school administration vetting of AI prior to recommending use by staff and students;
8. Identify AI approved tools for student and staff use and provide guidelines for seeking approval of new AI;
9. Ensure that AI generated material can be retained in accordance with the school district's Records Retention schedule, as set forth in Article X. below;
10. Clarify that staff and students are responsible for all reasonably foreseeable negative consequences of use of AI;
11. Provide guidance on handling incidents in which AI-generated images, audio, video, or text involving minors are created or distributed;

12. Provide guidance to school district counselors and other staff on recognizing and addressing a student's
  - a. unhealthy AI dependency;
  - b. parasocial and emotional relationships with AI chatbots;
  - c. overreliance on AI for emotional support, decision-making, or social interaction; and
  - d. similar AI-related mental health impacts and conditions.
13. Address agentic AI and autonomous AI actions; and
14. Establish an AI structured incident response plan as required under Article XII.

D. AI Coordinator

The superintendent will designate at least one school district AI Coordinator to monitor advancements, risks, and best practices in the field of AI persons. The AI Coordinator will also serve as a professional resource and advisor for the school district on these topics. The AI Coordinator may consult with experts or others outside the school district, but may share critical or confidential data only under appropriate confidentiality or nondisclosure agreements.

Selection and implementation of student-facing AI resources and use is part of the school district's curriculum development and instructional materials selection process. The AI Coordinator will direct implementation of the AI Use Plan for student-facing AI to provide guidance to professionals making these selections. The AI Coordinator may also serve as an advisor and resource throughout the selection process, particularly when new products and services are considered.

The AI Coordinator will ensure that the AI Use Plan supports acceptable AI tool selection and use in the school district and will be updated as new issues emerge.

**VII. STUDENT USE GUIDELINES**

Students may use school district-approved AI tools for educational purposes only as directed by teachers and in compliance with assignment guidelines. All AI-generated content must be verified and properly cited. Students are prohibited from inputting personal, confidential, or sensitive information into AI tools, whether such information is about themselves or others. The AI Committee will provide regular training on safe, ethical, and effective AI use, and will review and update guidelines annually. Violations will be addressed according to the Student Discipline Policy, with corrective action and support provided as needed.

A. Permitted Student Uses of AI

When authorized by the teacher, students may use school district-approved AI tools for:

1. Exploring and explaining academic concepts

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2. Brainstorming ideas and seeking guidance on research directions
3. Receiving feedback on drafts or assignments
4. All use must comply with teacher instructions and assignment guidelines.

B. Verification and Academic Integrity

1. Students must verify AI-generated information using reliable sources such as textbooks, scientific papers, or reputable educational websites.
2. Any content generated or significantly assisted by AI must be transparent and cited as required by the teacher and the assignment.
3. Submitting AI-generated content or content significantly assisted by AI as original work without attribution is prohibited.

C. Privacy and Data Protection

Students must not upload or input personal, confidential, proprietary, or sensitive information into any AI tool. Examples include but are not limited to:

1. Passwords
2. Names, likenesses, or Social Security numbers
3. Credit card or bank account numbers
4. Information from non-public school district documents
5. Details from IEPs, Section 504 plans, or medical records

D. Prohibited Student Uses of AI

Students may not use AI tools to:

1. Create, access, or display harmful, threatening, obscene, disruptive, or sexually explicit material;
2. Engage in harassment, discrimination, bullying, or disparagement of others based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs;
3. Violate any school district policy, classroom rule, or applicable law; or
4. Utilize AI to create deep fakes, synthetic media, voice cloning, or similar content. Staff may not create synthetic images, audio, video, or texts concerning another individual without the individual's explicit and legally permissible consent.

E. Reporting and Support

Students should report concerns about AI misuse or unsafe practices to the teacher or

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principal.

F. Consequences for Misuse

Student violations of this policy will be addressed by teachers and school staff. Disciplinary action may be taken as outlined in the school district's Student Discipline Policy. Violation may result in loss of AI privileges and/or further disciplinary or legal action, as appropriate.

**VIII. STAFF USE GUIDELINES**

Staff may use school district-approved AI tools to enhance educational experiences, provided all use complies with applicable laws and school district policies. Staff must not input confidential, proprietary, or sensitive information into AI tools. Staff are responsible for guiding and supervising student use, setting clear expectations, and ensuring proper attribution. The school district will provide ongoing training and support and will review staff guidelines regularly. Violations may result in disciplinary action as outlined in school district policy.

A. Staff Use of AI for Educational Purposes

1. Staff may consult AI for ideas, outlines, and other methods to enhance students' educational experience, such as supplementing lesson plans, providing differentiated or personalized instruction, and aiding in curriculum development.
2. Staff should guide students in AI use, including creation of clear expectations for AI tool use, attribution guidance, fact-checking, and proofreading.
3. Staff should carefully evaluate the appropriateness of AI for educational purposes on a case-by-case basis, considering their appropriateness for each educational context, accuracy, reliability, and alignment with curriculum standards.
4. Staff should implement the H-AI-H model for AI use involving students;
5. Staff must supervise student use of AI to ensure it is being used appropriately and constructively in the learning process.
6. Teachers who suspect plagiarism or use of AI that violates school district policy should first have a conversation with a student to ensure that they understand expectations for acceptable use.
7. Teachers should consult with school administration to determine appropriate steps to investigate possible violation of this policy.
8. An AI detection tool may have high false-positive rates and may disproportionately flag multilingual speakers or students with specific and unique writing styles. An AI detection tool must be independently validated before a school district staff member uses the tool. AI detection tools will not be the sole basis of information relied upon in an investigation when it is suspected that a student has violated this policy or its related rules or procedures.

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B. Staff Use for Work Responsibilities

1. The school district supports AI use by school staff to assist with work responsibilities, improve efficiency, and support students and their families, staff, and the school district. These uses include, but are not limited to, document assistance, research support, administrative tasks, data analysis, and automation.
2. School district staff use of AI to fulfill work responsibilities must be consistent with this policy and other school district policies, procedures, and rules.
3. School district staff shall implement the H-AI-H model and maintain human oversight and professional responsibility for all work, including work in which AI tools have been utilized.

C. Privacy and Data Protection

1. Staff must ensure that their use of any AI tool complies with applicable laws, including those governing data and student privacy, and school district policies, including, without limitation, those regarding student information.
2. Staff should not upload or input any confidential data, private data, proprietary information, personally identifiable information, or sensitive information, including any such school district or student information into any AI tool. Examples include passwords, personal information such as names, likeness, Social Security numbers, credit card or bank account numbers and other credentials, personnel material, information from non-public school district documents, including those identified as or understood to be confidential or sensitive (based on their nature or context) or any other non-public school district information that might be harmful to the school district if disclosed.

D. Prohibited Staff Uses of AI

Staff may not use AI tools to:

1. Create, access, or display harmful, threatening, obscene, disruptive, or sexually explicit material;
2. Engage in harassment, discrimination, bullying, or disparagement of others based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs;
3. Violate any school district policy, classroom rule, or applicable law; or
4. Utilize AI to create deep fakes, synthetic media, voice cloning, or similar content. Staff may not create synthetic images, audio, video, or texts concerning another individual without the individual's explicit and legally permissible consent.

E. Discipline

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Staff who violate this policy may be subject to discipline, including termination, as set forth in the Discipline, Suspension, and Dismissal of School District Employees policy.

## **IX. DATA AND ARTIFICIAL INTELLIGENCE**

All data use involving AI must comply with applicable state and federal laws, school district regulations, and acceptable use policies. The school district will train staff and students on data stewardship, privacy, and legal compliance, and will update procedures as laws and technologies evolve. Data privacy safeguards will be reviewed annually, and any changes to AI products or services will be carefully evaluated for impact on data security.

All data use must comply with all state and federal laws and school district regulations and requirements, including the school district's acceptable use and data policies. All school district users must ensure that all AI interactions comply with state and federal laws, especially regarding student data under FERPA, IDEA, CIPA, and COPPA.

Although AI products may claim to have some privacy safeguards in place, users should assume that all consumer AI products make data publicly available unless otherwise indicated pursuant to explicit official agreement with the school district.

## **X. AI VENDOR AGREEMENTS AND LICENSING**

- A. AI technologies procured by the school district must include clear intellectual property rights provisions. Vendors must provide bias testing disclosure, documentation, and incident reporting procedures.
- B. School district administration and the AI Committee shall work with legal counsel to develop an AI technologies vendor evaluation, procurement, and licensing process.
- C. Evaluation criteria shall include data handling, model transparency, bias auditing, accessibility compliance, FERPA/COPPA compliance, and data residency.
- D. Educational technology vendors must identify AI technology components embedded in the educational technology supplied to the school district.
- E. AI technologies supplied to the school district must comply with the school district's policies and procedures, including this policy and the procedures developed by the AI Committee and approved by the school board.
- F. A contractual agreement between the school district and an AI vendor must
  - 1. establish the ownership of content created through use of the vendor's AI technology services. Vendor terms of service that assert broad vendor rights to user-generated content are prohibited for school district use;
  - 2. address data processing;
  - 3. prohibit use of student data for model training;
  - 4. establish data deletion rights;
  - 5. provide vendor risk tiers aligned with this policy's AI tool types and categories;

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6. include interoperability requirements that prevent vendor lock-in;
  7. address the ramifications if the vendor changes terms of service, is acquired by another entity, or discontinues operation; and
  8. set forth breach notification requirements
- G. Users of AI technologies provided by the school district must comply with vendor terms of service and licensing agreements. Violation of an AI technology service agreement may result in the user's loss of access and disciplinary action.
- H. The AI Committee will review Article X. as part of the AI Committee's regular review and update of school district-approved AI technologies, plan, and procedures.

#### **XI. AI AND RECORDS RETENTION**

- A. A document created, received, or maintained through an AI system may constitute a school district record.
- B. AI-generated or AI-assisted data shall be treated as a school district record when the data:
1. documents a school district action, policy, or operation; or
  2. is relied upon when making an educational, administrative, or financial decision;
- C. Records described in Paragraph B. above shall be retained pursuant to the school district's Records Retention schedule.

#### **XII. REPORTING AI-RELATED CONCERNS, MISUSE, AND INCIDENTS**

- A. Staff and students should contact the building principal or the principal's designee if concerns regarding safe and effective use of AI arise or if they suspect AI misuse that violates school district policies, procedures, or applicable laws.
- B. The AI Committee will develop an AI structured incident response plan that includes response protocols for AI-generated CSAM or intimate imagery, data breach through use of an AI tool, AI-facilitated cheating at scale, deep fakes, student welfare concerns, and related matters. The AI structured incident response plan will also establish:
1. notification protocols that include parents, law enforcement, and state or federal agencies as appropriate;
  2. clear escalation paths that identify the school district staff responsible for each escalation level;
  3. procedures for preserving incident documentation and evidence;
  4. a post-incident review process.

#### **XIII. TRAINING OF SCHOOL DISTRICT STAFF, TEACHERS, AND STUDENTS**

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The school district will train all school district staff, teachers, and students on the requirements of this policy, AI procedures and plans, and other school district policies regarding data management and privacy, acceptable uses of AI, and AI prohibitions.

**XIV. NOTICE**

The school district will inform students, parents, and guardians about AI use in the school district, including any significant changes to the AI Use Plan.

**XV. REVIEW**

The school district’s administration will regularly review use of AI and recommend safety, privacy, student and staff needs, and other relevant updates to the school board.

The AI Committee and the superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using AI and to help ensure that the school district adapts to changing technologies and circumstances.

- Legal References:**
- Minn. Stat. § 13.02 (Definitions)
  - Minn. Stat. § 13.03 (Access to Government Data)
  - Minn. Stat. § 13.05 (Duties of Responsible Authority)
  - Minn. Stat. § 13.32 (Educational Data)
  - Minn. Stat. § 604.32 (Cause of Action for Nonconsensual Dissemination of a Deep Fake Depicting Intimate Parts or Sexual Acts)
  - Minn. Stat. § 609.771 (Use of Deep Fake Technology to Influence Election)
  - Minn. Stat. § 617.262 (Nonconsensual Dissemination of a Deep Fake Depicting Intimate Parts or Sexual Acts)
  - 15 U.S.C. §§ 6501-6506 (Children’s Online Privacy Protection Act)
  - 18 U.S.C. §§ 2510-2523 (Electronic Communications Privacy Act)
  - 18 U.S.C. §§ 2701-2713 (Stored Communications Act)
  - 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
  - 20 U.S.C. § 1232h (Protection of Pupil Rights Amendment)
  - 20 U.S.C. §§ 1400-1419 (Individuals with Disabilities Education Act)
  - 29 U.S.C. § 701 et seq. (Rehabilitation Act of 1973)
  - 42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
  - 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)
  - 34 C.F.R. Part 99 (Family Educational Rights and Privacy Act)

- Cross References:**
- MSBA/MASA Model Policy 406: Public and Private Personnel Data
  - MSBA/MASA Model Policy 409: Employee Publications, Instructional Materials, Inventions, and Creations
  - MSBA/MASA Model Policy 506: Student Discipline (Forms Attached)
  - MSBA/MASA Model Policy 514: Bullying Prohibition Policy
  - MSBA/MASA Model Policy 515: Protection and Privacy of Pupil Records (Form Attached)
  - MSBA/MASA Model Policy 524: Internet, Technology, and Cell Phone Acceptable Use and Safety Policy (Form Attached)
  - MSBA/MASA Model Policy 524.5: Personal Electronic Communication Devices
  - MSBA/MASA Model Policy 601: School District Curriculum and Instruction Goals
  - MSBA/MASA Model Policy 603: Curriculum Development

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**Resources:**

U.S. Department of Education: [Artificial Intelligence and the Future of Teaching and Learning](#) (accessed 11/03/25)

U.S. Department of Education: [Artificial Intelligence \(AI\) Guidance](#)

Minnesota Department of Education: [Artificial Intelligence in Education](#) (accessed 11/03/25)

Minnesota IT Services: [Transparent Artificial Intelligence Governance Alliance](#) (accessed 02/24/26)

MNGAIA AI4MN: [Centering Relationships, Empowering Learners: AI that Elevates Human Work](#) (accessed 02/16/26)

Consortium for School Networking (CoSN): [Artificial Intelligence](#) (accessed 12/12/25)

Digital Promise: [Artificial Intelligence in Education](#) (accessed 12/12/25)

International Society for Technology in Education (ISTE): [Artificial Intelligence in Education](#) (accessed 12/12/25)

National AI Literacy Day: [AI Literacy Day Resources](#) (accessed 12/12/25)

National Center on Education and the Economy (NCEE): [Framework for AI-Powered Learning Environments](#) (accessed 11/03/25)

PIPO-AASA: [A District Guide to Data Minimization in the Age of AI](#) (accessed 11/14/25)

Public Interest Privacy Center: [From Data Privacy to Discrimination: Examining the Legal Ramifications of AI in Schools \(April 2024\)](#) (accessed 12/12/25)

TeachAI: [AI Guidance for Schools Toolkit](#) (accessed 11/03/25)