

## School District

### Equity in Educational Achievement

#### I. Purpose

~~The purpose of this~~ This policy is to define the school district's practices in ensuring equity of education and excellence for all learners. The district defines "Equity" as creating the conditions to the best of our ability to ensure we meet our vision for each and every student to discover their possibilities and thrive. We believe it is critical to eliminate barriers to success and provide the supports, opportunities, and environment so that each and every student can reach their full potential.

#### II. Policy

~~Edina Public Schools~~ The school district is committed to raising the achievement levels of all students while eliminating disparities in student achievement to ensure educational equity and excellence. This commitment applies to all students regardless of ~~for students~~ race, color, creed, religion, national origin, primary language, sex, status with regard to public assistance, disability, age, or sexual orientation, including gender identity or expression. ~~of all races and ethnicities~~. The school district ~~shall~~ will annually assess the district's progress in this commitment as outlined in the district's data metrics plan and implement action strategies to address areas of concern.

#### III. Administrative Responsibilities.

- A. District administration will develop, support, and sustain equity-focused training for students, staff, school board, and community members.
- B. District administration will develop and implement policy and procedures that open doors to instructional excellence through all levels of the district's curriculum, courses, programs, and activities, and promote pathways to college and career opportunities ~~provide equal access~~ for all students regardless of race, color, creed, religion, national origin, primary language, sex, status with regard to public assistance, disability, age, or sexual orientation, including gender identity or expression. ~~of all races, and and ethnic backgrounds to all levels of the district's curriculum, courses, programs and activities.~~ In alignment with the strategic plan, the school district will support and retain quality, culturally competent staff with increasingly diverse backgrounds, experiences and perspectives. The district will set goals, strategies and supports for retaining

staff of color and work toward the 5-year goal for creating a staff that is more reflective of the students they serve.

C. District administration will monitor policies, programs, and practices to assess equal access and work to eliminate racial and ethnic disparities in all district- and school-level programs for students regardless of race, color, creed, religion, national origin, primary language, sex, status with regard to public assistance, disability, age, or sexual orientation, including gender identity or expression. ~~of all races and~~ When necessary, the administration will develop action plans for addressing inequities and disparities which could include:

1. ~~Instruction and social emotional learning that is aligned to student needs. Appropriate intervention programming~~
2. ~~Additional support programs~~ Monitoring and responding to ensure access to high quality instructional programming designed to accelerate learning.
1. ~~Additional support programs~~
2. ~~Appropriate intervention programming~~
3. ~~Accelerated skill development~~ Working with internal and external partners to remove barriers to out-of-school time programming, including activities and athletics.
4. ~~Family support programs~~ Culturally responsive family outreach and engagement programming to build partnerships.

Policy  
adopted: 11/8/10  
reviewed: 11/7/11

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota

## School District

### Data Requests

[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]

#### I. Purpose

~~This~~ The school district policy recognizes its the school district responsibility relative to the dissemination of provide public data as provided in state statute. when requested.

#### II. General Statement of Policy

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data. ensure there is a clear process in place for requesting public data that complies with and follows the Minnesota Government Data Practices Act.

#### III. Definitions

- A. "Public Data" is all government data collected, created, received, maintained, or disseminated by the school district, a government entity unless classified by statute, or temporary classification pursuant to state or federal law, as non-public or protected non-public, or with respect to data on individuals, as private or confidential.
- B. "Private" dData" means the data is available to the subject of the data and to district employees who need it to conduct the business of the district.
- C. "Confidential" dData" means the data is not available to the subject and not accessible by the public.
- D. "Government Data" is all data collected, created, received, maintained, or disseminated by a government entity in its various forms (recorded information a government entity has, including e.g., paper, email, DVDs, photographs, etc.).
- E. "Inspection" includes, but is not limited to, the visual inspection of paper and similar types of government data. It does not include printing copies by the school district, unless printing a copy is the only method to provide for

inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own equipment.

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

#### IV. Responsible Authority

A. The superintendent or designee will serve as the authority responsible for data requests.

B. The responsible authority will establish procedures to ensure that requests for government data are received and compiled within an appropriate and prompt manner.

C. The responsible authority may designate one or more designees.

#### V. ~~Requesting Data~~ Responding to a Request for Data

A. All requests for public data must be made in writing and directed to the responsible authority or designee.

B. Upon receiving a data request the school district will acknowledge it and provide a tentative timeline for fulfillment.

~~C~~B. Prior to fulfilling a request, the district may contact the requestor for the following reasons:

1. ~~To~~to ask for clarification or additional information to help fulfill the request;
2. ~~To~~to indicate that the request may involve a charge or require pre-payment; or
3. ~~To~~to discuss scheduling partial or rolling productions of data.

D. The district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

~~E~~G Upon request to a responsible authority or designee, a person will be permitted to inspect and/or copy public government data at reasonable times and places, and, upon request, will be informed of the data's meaning.

1. If arrangements are made for the requestor to inspect the data and the requestor does not appear at the time and place established for inspection,

and the data is not picked up within 10 business days after the requestor is notified of its availability, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. If the person requests access for the purpose of inspection, the responsible authority may not assess a charge or require the requesting person to pay a fee to inspect the data.

FE. In order to complete a request the district will do one of the following:

1. If the district does not have the data, the requestor will be notified in writing as soon as reasonably possible.
2. If the district has the data but the data are not public, the requestor will be notified as soon as reasonably possible and ~~identified the date and~~ **be given specify in writing written notice of the specific statutory section, temporary classification, or specific provision of federal law on which** ~~legal authority for~~ the decision to withhold or release the data **was made**.
3. If the district has the data, and the data are public, the district will respond to the request appropriately and promptly, with a reasonable amount of time by doing one of the following:
  - a. arrange a date, time, and place to inspect data, for free, if the request is to look at the data, or
  - b. provide copies of the data as soon as reasonably possible. ~~The requestor may choose to pick up copies, or it will be mailed or faxed.~~ Electronic copies (such as email, **portable document format (PDF), or other electronic formats** ~~or CD-ROM~~) will be provided **in response to the request. If the data is not in an electronic format (such as printed format), the data will be scanned and emailed to the requestor or copied and made available to be picked up or mailed to the requestor.** ~~upon request if the data is currently kept in an electronic format.~~

GF. The Government Data Practices Act does not require the creation or collection of new data in response to a data request, or to provide data in a specific form or arrangement if not kept in that form or arrangement.

H. **The responsible authority will respond within a reasonable time of the receipt of a request to prepare summary data and inform the requestor of the following as appropriate:**

1. **the estimated costs of preparing the summary data, if any; and**
2. **a written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise private or confidential data.**

IG. The Government Data Practices Act does not require the district to answer questions that are not requests for data.

Legal References:

Minn. Stat. Ch. 13 (~~Minnesota Government Data Practices Act~~)  
5 U.S.C. § 552 (Freedom of Information Act (FOIA))

Cross References:

[Policy 208 \(Development, Adoption, and Implementation of Policies\)](#)  
Policy 406 (Public and Private Personnel Data)  
Policy 515 (Protection and Privacy of Student Records)

Policy  
adopted: 02/26/18

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota

Appendix I to Policy 113  
Costs Associated with Public Data Requests

- I. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, and electronically transmitting the copies of the data or the data, but may not charge for separating public from not public data.
- II. However, if 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs ~~shall~~ will not be used, and instead, the responsible authority may charge no more than 25 cents for each page copied.
- III. For requests totaling more than 100 pages, the ~~district~~ responsible authority may charge the “actual costs” for producing the data, plus a per-page-cost for each paper copy produced.
  - A. “Actual costs” for producing public data of more than 100 pages are computed by applying DHS staff hourly pay rates to the time required for:
    1. Searching for and retrieving data, (if the requestor is not the data subject)
    2. Making, certifying, sorting, and electronically transmitting or mailing the data, including the cost of employee time.
    3. There is no charge for redaction.
- IV. There is no charge for separating private data from public data.

## PERSONNEL

### Mandated Reporting of Child Neglect or Physical or Sexual Abuse

#### I. Purpose

This policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

#### II. General Statement of Policy

- A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows, or has reason to believe, a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

#### III. Definitions

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
  - 1. is not likely to occur and could not have been prevented by exercise of due care; and
  - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of the event.
- B. “Child” means one under age 18 and, for purposes of Minnesota Statutes chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school district personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding



three years.

- E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
  - 1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
  - 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
  - 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child’s own basic needs or safety, or the basic needs or safety of another child in his or her care;
  - 4. failure to ensure that a child is educated in accordance with state law, which does not include a parent’s refusal to provide his or her child with sympathomimetic medications;
  - 5. prenatal exposure to a controlled substance as defined in state law used by the mother for a non-medical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child’s birth, medical effects or developmental delays during the child’s first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
  - 6. medical neglect as defined by Minnesota Statutes section 260C.007, subdivision. 6, clause (5);
  - 7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child’s basic needs and safety; or
  - 8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child’s behavior, emotional response,

or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Non-maltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar non-maltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules chapter 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any non-accidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a

weapon, as defined in Minnesota Statutes section 609.02, subdivision 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes section 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes section 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes section 243.166, Subd. 1b(a) or (b).
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; or (4) committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

#### IV. Reporting Procedures

- A. A mandated reporter will immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report will be made immediately by telephone or otherwise. The oral report will be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report will be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.

To make a maltreatment report to Hennepin County Child Protection Services, call (612) 348-3552.

The Minnesota Department of Education's Student Maltreatment Program assesses and investigates reports of alleged physical abuse, neglect, or sexual abuse of students that occurs in Minnesota public schools and charter schools (Minn. Stat. § 260E). This includes allegations of maltreatment involving students 18 to 21 years of age, including students receiving special education services, up to and until graduation and the issuance of a secondary diploma.

To make a maltreatment report to the Minnesota Department of Education's Student Maltreatment Program, complete the Confidential Student Maltreatment Reporting Form (attached as Appendix I) and email it to [mde.student-maltreatment@state.mn.us](mailto:mde.student-maltreatment@state.mn.us) or fax it to (651) 797-1601. You may also call their 24-hour reporting line at: (651) 582-8546.

- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school will inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child will report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter will immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled

substance for a non-medical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter will not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy will be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

#### V. Investigation

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification will include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time, place, and manner of the interview on school premises will be within the discretion of school officials, but the local welfare or law enforcement agency will have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials

will be reasonable, and the interview will be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged offender is believed to be a school official or employee, the school district will conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district will provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district will provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g.

#### VI. Maintenance of School Records Concerning Abuse or Potential Abuse

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification will include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification will be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., will be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

#### VII. Physical or Sexual Abuse as Sexual Harassment or Violence

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

#### VIII. Dissemination of Policy and Training

- A. This policy will appear in school personnel handbooks.

- B. The school district will develop a method of discussing this policy with school personnel.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)  
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References:

Policy 208 (Development, Adoption, and Implementation of Policies)

INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, MN

Policy

adopted: 10/20/08  
revised: 09/26/11  
revised: 07/15/13  
revised: 07/18/16  
revised: 08/14/17  
reviewed: 08/13/18  
reviewed: 08/12/19  
revised: 02/08/21  
revised: 08/08/22





## Confidential Student Maltreatment Reporting Form

Date submitted: \_\_\_\_\_ SMP File # \_\_\_\_\_ (MDE staff use only)

### REPORTER (Reporter is confidential under Minnesota Statutes, section 260E.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mandated Reporter: Yes No

### SCHOOL INFORMATION (Current Enrollment Location of Alleged Victim)

ISD#: \_\_\_\_\_ School District: \_\_\_\_\_ School/ Program Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Principal/Director: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Transportation Company Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### ALLEGED VICTIM

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Male Female DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Race/Ethnicity: \_\_\_\_\_

Receives Special Education Services: Yes No

Primary Disability Category: \_\_\_\_\_

Alleged Victim is over the age of 18: Yes No

*(If over 18, please provide the following contact information)*

Alleged Victim Phone: \_\_\_\_\_ Alleged Victim Email: \_\_\_\_\_

Alleged Victim has a legal guardian: Yes No

Parent/Guardian 1: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



Parent/Guardian 2: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ALLEGED OFFENDER**

Name: \_\_\_\_\_ Position: \_\_\_\_\_ DOB: \_\_\_\_\_ Male Female

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Race/Ethnicity: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Licensed: Yes No

If licensed, name of licensing board(s): \_\_\_\_\_ License/Folder # \_\_\_\_\_

**INCIDENT**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Setting (i.e. Bus, Classroom): \_\_\_\_\_

Location and Address (if different than enrolled school): \_\_\_\_\_

Witness \_\_\_\_\_ Phone: \_\_\_\_\_

Witness \_\_\_\_\_ Phone: \_\_\_\_\_

Police Notified: Yes No Police Department: \_\_\_\_\_

Police Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Case #: \_\_\_\_\_

**ALLEGED MALTREATMENT**

Physical Abuse Sexual Abuse Neglect Unknown

**DESCRIPTION OF INCIDENT AND INJURY (PLEASE ATTACH ADDITIONAL DOCUMENTATION, IF NEEDED)**

Email: [mde.student-maltreatment@state.mn.us](mailto:mde.student-maltreatment@state.mn.us)

## Personnel

### ~~Reporting Suspected Maltreatment of a Child or Vulnerable Adult~~ Mandated Reporting of Maltreatment of Vulnerable Adults

#### I. Purpose

~~This policy makes clear the requirements of school district employees to report suspected maltreatment of a child or vulnerable adult.~~

This policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

#### II. General Statement of Policy

A. The policy of the school district is to comply fully with Minnesota Statutes section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.

B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

~~A. The school district complies with state laws requiring a district employee to report suspected child neglect, physical abuse, or sexual abuse.~~

~~B. The district complies with state laws requiring a district employee to report suspected maltreatment of vulnerable adults.~~

~~C. A district employee violates this policy if the employee fails to report suspected maltreatment when the employee has reason to believe that a child or vulnerable adult is being or has been maltreated.~~

#### III. Definitions

A. "Abuse" means:

1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (a) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (b) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (c) the solicitation, inducement, and promotion of prostitution as defined in Minnesota

Statutes section 609.322; and (d) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.

2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (a) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (b) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (c) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (d) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.
  3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341 between a facility staff person, or a person providing services in the facility and a resident, patient, or client of that facility.
  4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.
- B. "Accident" means a sudden, unforeseen, and unexpected occurrence or event which:
1. is not likely to occur and which could not have been prevented by exercise of due care; and
  2. if occurring while a vulnerable adult is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence or event.
- C. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- D. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN

Adult Abuse Reporting Center (MAARC).

E. “Financial Exploitation” means a breach of a fiduciary duty by an actor’s unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor’s failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult’s funds or property through undue influence, harassment, duress, deception, or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult’s will for the profit or advantage of another.

F. “Immediately” means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

— ~~“Child” means a person under age 18.~~

G. “Mandated reporter” means **any** school district **employee personnel** who **knows or has reason to believe that** a vulnerable adult is being **maltreated** or has been maltreated.

~~“Maltreatment of a child” includes but is not limited to neglect, physical abuse, or sexual abuse of a child.~~

H. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.

I. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.

J. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.

K. “School personnel” means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.

L. ~~“Vulnerable adult” includes but is not limited to~~ means any person 18 years of

age or older who regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide adequately for the person's individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

#### ~~IV. Reporting Procedures for Maltreatment of a Child~~

- ~~D. A mandated reporter will immediately report suspected maltreatment of a child to the local county welfare agency\*, police department, county sheriff, or agency responsible for assisting or investigating maltreatment:~~
- ~~a. Local county welfare agency — allegations of maltreatment in home, child foster care, family child care~~
  - ~~b. Department of Education — allegations of maltreatment in school~~
  - ~~c. Department of Human Services — allegations of maltreatment in licensed child care facilities~~
  - ~~d. Law Enforcement — allegations of violation of criminal statutes~~

~~\*To make a maltreatment report to Hennepin County Child Protection Services, call (612) 348-3552.~~

- ~~E. If the immediate report has been made orally, by telephone or otherwise, the oral report must be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate entity responsible for assisting or investigating maltreatment. The written report must identify the child, a person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.~~
- ~~F. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school will inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.~~
- ~~G. An employee mandated to report suspected maltreatment of a child who fails to report may be subject to criminal penalties and/or discipline up to and including termination of employment. An employee may also be liable in a civil suit for damages caused by a failure to report.~~
- ~~H. The district will not retaliate against an employee who makes a good faith report of maltreatment of a child under Minnesota law or this policy.~~
- ~~I. An employee who knowingly or recklessly makes a false report of maltreatment will be liable in a civil suit for damages and/or discipline up to and including termination of employment.~~

#### IV. Reporting Procedures for Maltreatment of a Vulnerable Adult

- A. A mandated reporter will immediately report suspected maltreatment of a vulnerable adult to the Minnesota Adult Abuse Reporting Center (MAARC) by calling at 1-844-880-1574. The MAARC is available twenty-four hours per day and seven days per week. If you are reporting an emergency that requires immediate assistance from law enforcement, the fire department, or an ambulance, first call 911 should be called first.
- B. Whenever a mandated reporter knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information will be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The report will, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data, as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. A school personnel mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline up to and including termination of employment. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- ~~B. An employee mandated to report suspected maltreatment of a vulnerable adult who fails to report may be subject to criminal penalties, liability for damages caused by the failure, and/or discipline, up to and including termination of employment.~~
- E. Retaliation against any school personnel who makes a good faith report under Minnesota law and this policy, or against any vulnerable adult who is named in a report is prohibited.
- ~~C. The district will not retaliate against an employee who makes a good faith report of maltreatment of a vulnerable adult report under Minnesota law or this policy.~~
- F. Any school personnel who intentionally makes a false report under the provisions of applicable Minnesota law or this policy will be liable in a civil suit for any actual damages suffered by the person or persons so reported and for

any punitive damages set by the court or jury. The intentional making of a false report may result in discipline up to and including termination of employment.

~~An employee who intentionally makes a false report of maltreatment will be liable in a civil suit for any actual damages suffered, punitive damages, and attorney fees, and discipline up to and including termination of employment.~~

## V. Investigation

The responsibility for **assessing and** investigating reports of suspected maltreatment of **a vulnerable adult** rests with the entity designated by the state **and/or** county for receiving reports. When the alleged offender is believed to be a school district **personnel employee**, the district will conduct its own investigation independent of the designated entity.

## VI. Dissemination of Policy and Training

The school district will discuss this policy with district **personnel employees** when appropriate.

### Legal References:

Minn. Stat. ~~Ch.~~ § 13.02 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 245A (Human Services Licensing)

Minn. Stat. § 245.826 (Aversive and Deprivation Procedures; Licensed Facilities and Services)

Minn. Stat. §§ 609.221-609.224 (Assault)

Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)

Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)

Minn. Stat. § 609.322 (Solicitation, Inducement, Promotion of Prostitution; Sex Trafficking)

Minn. Stat. § 609.341 (Definitions)

Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)

Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)

Minn. Stat. § 626.5572 (Definitions)

*In re Kleven*, 736 N.W.2d 707 (Minn. App. 2007)

~~Minn. Stat. § 121A.58 (Corporal Punishment)~~

~~Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)~~

~~Minn. Stat. Ch. § 260E. (Reporting of Maltreatment of Minors Act)~~

### Cross References:

Policy 104 (Complaints – Students, Employees, Parents, Other Persons)

Policy 208 (Development, Adoption, and Implementation of Policies)

Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee or Student)



- Policy 403 (Discipline of School District Employees)
- Policy 406 (Public and Private Personnel Data)
- [Policy 414 \(Mandated Reporting of Child Neglect or Physical or Sexual Abuse\)](#)
- ~~[Policy 507 \(Corporal Punishment\)](#)~~
- Policy 515 (Protection and Privacy of Student Records)

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)  
Edina, MN

Policy  
adopted: 10/20/08  
revised: 09/26/11  
revised: 07/15/13  
revised: 07/18/16  
revised: 08/14/17  
reviewed: 08/13/18  
reviewed: 08/12/19  
revised: 02/08/21  
revised: 08/08/22

## Buildings and Sites

### Emergency Management

#### I. Purpose

This policy serves as a guide for the school district, building administrators, employees, families, and students regarding preparation, training, and real-time implementation of the emergency management system for the district. ~~potential crisis situations. The district has an all-hazard emergency response plan that is used consistently at every building.~~ Each school building maintains emergency management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation.

#### II. Definitions

- A. “Building Emergency Response Team” (“BERT”) means the group of people organized and prepared in each building pursuant to section IV of this policy to handle emergency functions on the site-level.
- B. “District Emergency Response Team” (“DERT”) means the district-level group organized and prepared pursuant to section IV of this policy to handle emergency functions on the district-level.
- C. “Incident Commander” means the person on site responsible for managing the operations and emergency response, as well as communicating with district-level personnel. The Incident Commander is the building principal or department administrator. In the event of the principal’s or department administrator’s absence or incapacity, their designee (in order of designation under section IV of this policy) will serve as Incident Commander.
- D. “Incident Command System” means the planned emergency response checklist protocol established pursuant to section IV. A. of this policy.
- E. “Safe Conditions” means the responses described in section IV.D. of this policy which will be employed, as appropriate, by the Incident Commander to maximize safety in the event of an emergency situation.
- F. “Unified Command Structure” means a command model consisting of the police and fire emergency response personnel, the site’s Incident Commander, and DERT. Each party plays a unified role in the continuing response to an emergency situation.

## II. General Statement of Policy

The school district's emergency management policy has been created in consultation with our public safety partners and is consistent with the Minnesota School Safety Center. It is designed so that each building administrator maintains consistency with regard to district plans. Emergency plans ~~can~~ will be tailored to meet a building's specific ~~situation and needs~~ and student population.

The building principal will annually review, update, meet with the ~~Building Emergency Response team~~ (BERT) and report the completion of the meeting to the ~~superintendent's office and the director of media technology services~~. A copy of ~~the~~ this policy and building-specific plan ~~should~~ will be kept onsite. ~~Building-specific crisis management plans will include general crisis procedures, as well as building and student -specific procedures.~~

## III. General Emergency Procedures

The school's emergency procedures include general emergency plans for securing the building, classroom evacuation, building evacuation, campus evacuation, ~~and~~ sheltering, and reunification. ~~These districtwide procedures may be modified by a building principal when creating the building-specific emergency management plans.~~ The plans will be communicated to the BERT, ~~team,~~ and as well as shared with the superintendent's office and the director of media technology services. ~~These plans should be representative of crisis situations which may occur during the school day or at school-sponsored events and functions. Emergency plans should also take into account communicating with and supporting building substitutes, visitors, and volunteers.~~

## IV. Emergency Management Elements

The principal or department administrator will serve as incident commander. The principal or department administrator will designate at least two other individuals (1st alternate and 2nd alternate) who will serve as the incident commander to enact the emergency response plan in the event that the principal or administrator is unavailable.

All buildings will have a BERT. This team should be composed of several members who do not have direct responsibility for supervision of students. Licensed teaching staff can make up some subset of the BERT, but should not be the only members. The building administrator or a designee will serve as lead of this team. Annually, buildings will review and train their members. A copy of this BERT team list will be

shared with the superintendent's office and the director of media technology services.

~~A District Emergency Response Team (DERT)~~ The DERT will be established at the district level. This team will consist of all cabinet members. Additional members will include the director of buildings & grounds, the building & grounds manager, and the supervisor of transportation services. In the event of a crisis, the DERT may enlist additional staff members for support.

- A. In the event of an emergency, the principal ~~or administration~~ or designee will follow the emergency response ~~protocols~~ plan using the Incident Command System. ~~structure model~~. During an emergency situation or drill, an incident command checklist is utilized. This checklist requires the following actions: placing the school or building in a Safe Condition, calling 911, and the Incident Commander assuming radio command. ~~An incident command checklist used in all drills and training provides for placing the school/building in a safe condition (one of five safe conditions), calling 911, and then taking radio command. This must be completed within minutes of~~ immediately, or as soon as reasonably possible in an emergency situation. The action of taking command includes radio communication advising the district office of the emergency.
- B. The ~~school/building~~ Incident Commander will, in addition to the above actions, make and communicate operational activities to the BERT team. ~~If applicable, the Incident Commander will prepare to meet with police and fire personnel to form a Unified Command structure.~~
- C. The school's emergency procedures will be kept on file with the ~~Director of Buildings and Grounds, Director of Media and Technology Services and the Superintendent,~~ superintendent's office and the director of media technology services and be readily available in the school buildings to address all hazards, including the following emergencies:
- Active Shooter
  - Assault
  - Bomb Threat
  - Chemical or Biological Threat
  - Cybersecurity Incident
  - Demonstration
  - Fight/Disturbance
  - Fire
  - Hazardous Materials
  - ~~Highly Contagious Serious Illness or Pandemic Flu~~
  - Hostage
  - Intruder
  - Medical Emergency
  - Severe Weather: Tornado/Severe Thunderstorm/Flooding
  - Suicide

- Weapons
- Other (as determined to be necessary by the building administration)

D. In addition, the school's emergency ~~procedures plan~~ will address the following ~~plans and documents~~: **Safe Conditions and procedures**:

**Safe Conditions:**

1. **Hold.** Hold in your room or area. Clear hallways. Typically used during a medical scenario.
2. **Secure.** Get inside. Lock outside doors. Business inside continues as usual. Used when there is a threat to safety outside, such as a neighborhood police situation.
3. **Lockdown.** Doors locked and lights turned off. Students and staff position themselves out of the sight of an intruder. Often used for an active shooter scenario.
4. **Evacuate.** Leave the building and move to a specified location. Typically used for a fire.
5. **Shelter.** Take shelter in a designated location. This occurs most often for severe weather such as a tornado.

**Additional Procedures:**

- **Reunification.** In the event that staff/students are unable to stay in or return to the building. One or more reunification sites will be identified by the district and reviewed annually.
- **Media Procedures.** Media relations and outgoing information will flow through the director of communications.
- **Post-crisis procedures with DERT.** Following an incident, the ~~building~~ involved BERT and DERT will debrief with our safety partners. This should occur as close to the incident time as reasonably possible.

- ~~Lock-down Procedures~~
- ~~Shelter Inside Procedures~~
- ~~Evacuation/Relocation~~
- ~~Severe Weather Procedures~~
- ~~Media Procedures~~
- ~~Post-Crisis Procedures with District Emergency Response Team (DERT)~~

E. Each school/building will have copies of the following available to public safety members and others needing the information. This information is confidential and not available to the **general** public. Multiple copies should be made and placed in several locations.

- Facility Diagrams
- ~~Off-site~~ **Reunification** Location(s)

- Emergency Contacts

## V. Training and Preparation for Emergencies

A. Building administrators will ensure all staff are trained annually in all emergency plans, Safe Conditions, and procedures. This training should be conducted by September 15 of each year. Additionally, building administrators will ensure all new staff (hired after the initial training) are trained in all emergency plans, Safe Conditions, and procedures. Where possible, this should be completed immediately upon a new hire's start date.

~~A B.~~ The district administration will ensure that proper training and response preparation for emergencies occurs on an ongoing basis. The building principal is responsible for conducting at a minimum, eleven state mandated drills. Each member of the school's BERT team ~~should~~ will have training in the Incident Command System model of response and participate in all drills. Each year, ~~several of~~ at least one drill the drills ~~should~~ will be an enhanced drills and our public safety partners should be invited to observe and comment on these drills. A drill record sheet will be filled out and submitted to the ~~district office~~ the superintendent's office and the director of media technology services ~~each school year~~ annually. A record of drills conducted will be maintained by the building principal or designee.

~~B C.~~ Each school site will have at least ~~five~~ two employees - a health services assistant (HSA) and licensed school nurse (LSN) - certified in cardiopulmonary resuscitation (CPR) who will serve as the emergency care team that will respond to a medical emergency. The team training and medical emergency procedures will be coordinated by the ~~district health services coordinator~~ supervisor.

## VI. Communications

Each communication plan must include dual methods of dissemination. For example, to notify of a school closure due to emergency, the district will send out a mass notification to families via email and include the information on a pop-up on the district website.

District administration will develop and implement the following communication procedures:

- Uniform warning system that notifies staff and students of a crisis situation. Examples include: PA system, email, strobes, phone notification.

- School closure due to emergency [notification to staff, families and students in the advance of a school closure.](#)
- Notification to school families, community, staff, and media [in response to a crisis or incident in the school community, as appropriate.](#)
- Notification to student victims of criminal offenses at or on school property [of their option to transfer schools consistent with Federal law.](#)

Legal References:

Minn. Stat. Ch. 12 (Emergency Management)  
 Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
 Minn. Stat. § 121A.035 (Crisis Management Policy)  
 Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
 Minn. Stat. § 299F.30 (Fire Drill in School; [Doors and Exits](#))  
 Minn. Stat. § 326B.02, Subd. 6 (Powers)  
 Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)  
 Minn. Stat. § 609.605, Subd. 4 (~~Trespasses on School Property~~)  
 Minn. Rules Part 7511 (Fire ~~Safety Code~~ [Code](#))  
 20 U.S.C. § 1681 et seq. (Title IX)  
 20 U.S.C. § 6301 et seq. (~~No Child Left Behind~~) ([Every Student Succeeds Act](#))  
 20 U.S.C. § 7912 (Unsafe School Choice Option)  
 42 U.S.C. § 5121 et seq. (~~Disaster Relief and Emergency Assistance~~ [Stafford Act](#))

Cross References:

[Policy 208 \(Development, Adoption, and Implementation of Policies\)](#)  
 Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
 Policy 413 (Harassment and Violence [Prohibition, Students and Employees](#))  
 Policy 501 (School Weapons Policy)  
 Policy 506 (Student [Conduct and Discipline](#))  
 Policy 532 (Use of [Crisis Teams and](#) Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
 Policy 903 (Visitors to School District Buildings and Property)

Policy  
 adopted: 06/21/10  
 Revised: 12/12/16  
 Reviewed: 07/13/20  
 Revised: 08/08/22

INDEPENDENT SCHOOL DISTRICT [NO. 273](#)  
 Edina, Minnesota