

Regular School Board Meeting
Tuesday, November 2, 2021 4:30 PM

Dakota Room, First Floor, West End of DCTC
130 145th Street East
Rosemount, MN 55068

Agenda

- I. **Call to Order - Chair Melissa Sauser**
- II. **Conduct Pledge of Allegiance - Chair Melissa Sauser**
- III. **Visitors Opportunity to be Heard - Chair Melissa Sauser**
- IV. **Review and Approve the Agenda - Chair Melissa Sauser**
- V. **Updates from Student Services and DCALS - Dr. Melissa Schaller/Andrew Woods/Dr. Michael Favor**
- VI. **Consent Items - Chair Melissa Sauser**
 - A.
 - Minutes:
 - Personnel:
- VII. **Donations:**
- VIII. **Executive Director of Business Services Reports - Nicolle Roush**
 - A.
 - Bills
 - Wire Transfers
 - Investment Report
- IX. **New Business - Chair Melissa Sauser**
 - A. Review and Approve Revenue and Expenditure Report - Nicolle Roush
 - B. Review and Approve Aged Accounts Receivable - Nicolle Roush
 - C. Review and Approve Memorandum of Agreement for Paraprofessional Union - Dr. Favor
- X. **Policies - Supt. Dr. Michael Favor**
 - A. First reading:
 - Policy 406 - Public and Private Personnel Data
 - Policy 413 - Harassment and Violence
 - Policy 501 - School weapons Policy
 - Policy 515 - Protection and Privacy of Student Records
 - Policy 524 - Internet Acceptable Use and Safety Policy
 - Policy 534 -Unpaid Meal Charges
- XI. **Updates from Member Districts - All**
- XII. **Closed meeting to discuss teacher negotiations - All**
- XIII. **Adjournment - Chair Melissa Sauser**

ISD 917

DCALS ALC & CTE SCHOOL BOARD UPDATE

October 26, 2021

Quarter #1 enrollment numbers comparable to the past three years

DCALS Main Site 1st Quarter Enrollment Numbers				
	2018-2019	2019-2020	2020-2021	2021-2022
Seat Based	78	143	105	115
Independent Study Only	152	109	152	115
Total	230	252	257	230
DCALS North Site 1st Quarter Enrollment Numbers				
	2018-2019	2019-2020	2020-2021	2021-2022
Seat Based	39	37	41	75
Independent Study Only	50	54	51	36
Total	89	91	92	111
DCALS South Site 1st Quarter Enrollment Numbers				
	2018-2019	2019-2020	2020-2021	2021-2022
Seat Based	NA	19	14	18
Independent Study Only	NA	-	-	-
Total	NA	19	14	18

What's Happening!

DCALS North will be enrolling 13 new students for quarter #2. This brings our total enrollment numbers to 84 students and there are already 3 students on the waitlist for quarter #3. We have 4 of our current DCALS North students graduating at the end of quarter #1.

DCALS Main - Our construction trades students put up the first wall this week. They are moving right along with the house construction project. There will be 8 students graduating from main at the end of quarter #1.



DCALS CTE

- With collaboration from our CTE teachers and member districts we will adjusting our shift times at the start of quarter #2 to be in compliance with our teacher contract

New Shift Times:

1st Shift - 8:00am to 9:45

2nd Shift - 10:15am to 11:50

3rd Shift - 12:30pm to 2:00pm

Thank you to our teacher union rep, alliance and member district Farmington for collaborating to make this work!

Executive Director of Student Services
Board Update
November 2021

- **Staffing:** Our staffing struggles have not changed a great deal in the last month. We continue to work on long term solutions. Administrators have been brainstorming. We will trial twice monthly due process sessions facilitated by each administrator after working hours where staff will be paid to work on due process tasks in a supported environment to allow them to concentrate on teaching tasks during the day with students. We will monitor these and make adjustments as we move forward.
- **Returning to Learning:** Our next meeting is scheduled for November 8th. As a result of our last meeting, a special issue of the Smore was sent in a question and answer format to provide relevant information about COVID-19 in an easy to reference document. While we were encouraged by a decline in cases in Dakota County, the cases have risen higher again in the last week. Also, we have had a recent site closure at Concord Education Center. This was based on unsafe staffing levels given staff out of work awaiting test results or quarantining.
- **October issue of the Smore:** On October 20th, a new issue of the District Update was sent. If you haven't had a chance to review, please reach out to Linda Berg to forward it to you. It contained many updates from a variety of departments.
- **Good news from our classrooms:**
 - Recently, Jennifer Kerkoff's class at Alliance Education Center participated in Reader's Theater. The photos and videos were great and students were very engaged.



- On Thursday, October 28, the students in the Hastings Middle School DASH classroom participated in adaptive Halloween games during DAPE. Along with wearing a simple costume, students played ghost bowling, pin the spider on the web, jack-o-lantern mix-up, and pumpkin ball toss.



INTERMEDIATE SCHOOL DISTRICT 917

A School Board Meeting of the Intermediate School District 917 School Board was held on Tuesday, October 5, 2021, at 1300 145th Street East, Rosemount, MN, in the 917 Board Room.

Members Present: Tom Bennett, Lesley Chester, Wendy Felton, Lisa Ehleringer, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab and ex-officio member Superintendent Dr. Michael Favor.

Members Absent: Kathy Lewis.

Also Present: Nicolle Roush, Andrew Woods, Brooke Peterson, Sebastian Witherspoon, Tonya Sconiers, Paula O'Loughlin and Linda Berg

School Board Chair Melissa Sauser called the meeting to order at 4:30 PM.

There were no visitors to be heard.

1. Motion by Dave Pemble, seconded by Byron Schwab, to approve the agenda. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

Equity Audit was presented by Sebastian Witherspoon, Paula O'Loughlin, and Tonya Sconiers of Equity Alliance.

Ray Queener of Teamworks, Int'l., reported to the Board on the Strategic Plan that is currently under way.

Updates from Student Services, DCALS, and the Superintendent were given.

2. Motion by Dave Pemble, seconded by Tom Bennett, to approve the research and development of a communications position within the outlines and budget. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
3. Motion by Dave Pemble, seconded by Byron Schwab, to approve the consent items, as presented. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
 - Minutes: September 7, 2021, Regular School Board Meeting
 - Personnel: *New Hires:* Mason Anderson, Classroom Assistant, effective September 20, 2021. Dawn Charbonneau, Classroom Assistant, effective September 27, 2021. Grace Deavan, Program Assistant, effective September 2, 2021. Leah Harris, Occupational Therapist, effective September 13, 2021. Steven Harrison, Classroom Assistant, effective September 7, 2021. Cassidy Hayhurst, Classroom Assistant, effective September 2, 2021. YuYao Hu, Classroom Assistant, effective September 7, 2021. Lily Hull, Program Assistant, effective October 11, 2021. Sarina Madrid, Classroom Assistant, effective September 8, 2021. Jo Ann Nagy, Licensed School Nurse, effective October 4, 2021. Ursula Rumann, Classroom Assistant, effective September 20, 2021. Knao Vang, Classroom Assistant, effective September 27, 2021. Rozalyn Wenger-Vaughn, Classroom Assistant, effective September 7, 2021. Lois Willford, Health Associate, effective September 1, 2021. Abigail Wisneski, Classroom Assistant, effective September 7, 2021. Andrew Woods, Principle Secondary Programs, effective September 16, 2021. *Rehires:* Theresa Gulbransen, Long Term Substitute, effective September 20, 2021. Robert Menge, Classroom Assistant, effective September 7, 2021. *Change in Status:* Meredith Fancher-White, Student Assistant, effective August 26, 2021 through October 2, 2021. Dawn Keenan, Classroom Assistant, effective August 25, 2021

through September 16, 2021. Whitney Swaner, Classroom Assistant, effective August 24, 2021 through December 5, 2021. *Resignations and Terminations:* Alexandra Bisping, Classroom Assistant, effective October 1, 2021. Patricia Cooper, Classroom Assistant, effective September 7, 2021. Sabreena Darveaux, Classroom Assistant, effective June 21, 2021. Andrea Ellis, Health Associate, effective September 29, 2021. Lily Hull, Program Assistant, effective October 11, 2021. Katherine Johns, Classroom Assistant, effective September 8, 2021. Ojoon Kwon, Math Teacher, effective August 31, 2021. Nicole Oberg-Peters, Classroom Assistant, effective September 22, 2021. Bethany Thorson, Classroom Assistant, effective September 24, 2021. Nkao Vang, Classroom Assistant, effective September 27, 2021. Shanna Wright, Classroom Assistant, effective September 13, 2021.

- **Policies:** Approved as a final reading: Policies 101 Legal Status of the School District, 101.1 the Name of the School District, 102 Equal Educational Opportunity, 103 Complaints – Students, Employees, Parents, Other persons and 104 School District Mission Statement (Addendum A.)
4. Board Member Byron Schwab, introduced the following resolution accepting Donations in the amount of \$1400. Motion was seconded by Wendy Felton, (Addendum B.) Voting aye: Tom Bennett, Wendy Felton, , Cindy Nordstrom, Lisa Ehrlinger, Lesley Chester, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion passed.
 5. Motion by Tom Bennett, seconded by Dave Pemble, to approve the payments of bills from September 1, 2021, to September 30, 2021, wire transfers, and investment report. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehrlinger, Wendy Felton, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
 6. Motion by Wendy Felton, seconded by Byron Schwab, to approve the Temporary Work Agreement, as presented by the Executive Director of Business Services. (Addendum C.) Voting aye: Tom Bennett, Lesley Chester, Lisa Ehrlinger, Wendy Felton, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
 7. Motion by Tom Bennett, seconded by Cindy Nordstrom, to approve the Assurance of Compliance, as presented. (Addendum D. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehrlinger, Wendy Felton, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
 8. Motion by Dave Pemble, seconded by Tom Bennett, to approve the ISD 917 Flexible Benefits Plan as presented by the Executive Director of Business Services. (Addendum E.) Voting aye: Tom Bennett, Lesley Chester, Lisa Ehrlinger, Wendy Felton, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.
 9. Motion by Byron Schwab, seconded by Cindy Nordstrom, to approve the renewal of Medical and Dental Insurance as presented by the Executive Director of Business Services, with a 0% increase and also an employee paid Vision Plan with IMed effective on January 1, 2022. (Addendum F.) Voting aye: Tom Bennett, Lesley Chester, Lisa Ehrlinger, Wendy Felton, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

Special Education and DCALS Enrollment counts were reviewed.

10. Motion by Tom Bennett, seconded by Dave Pemble, to approve the Memorandum of Understanding for the District's Strategic Plan for 2021-2023, as presented by the Superintendent. (Addendum G.) Voting aye: Tom Bennett, Lesley Chester, Lisa Ehrlinger, Wendy Felton, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

Barb Dorn of MSBA worked with the School Board regarding the Superintendent evaluation process.

11. Motion Byron Schwab, seconded by Tom Bennett, adjourn the meeting. Voting aye: Tom Bennett, Lesley Chester, Lisa Ehleringer, Wendy Felton, Cindy Nordstrom, Dave Pemble, Melissa Sauser, Byron Schwab. Voting naye: None. Motion carried.

There being no further business the meeting adjourned at 8:21 PM. The next regular School Board Meeting will be Tuesday, November 2, 2021, at 4:30 PM.

Clerk

**SUMMARY OF PERSONNEL ITEMS RECOMMENDED
FOR ACTION AT BOARD MEETING OF NOVEMBER 2, 2021**

NEW HIRES:

Mary Blasack, Health Associate, effective October 13, 2021.
Aurora Fields, Classroom Assistant, effective October 4, 2021.
Elizabeth Garcia, Classroom Assistant, effective October 6, 2021.
Karen Klaren, Classroom Assistant, effective October 4, 2021.
Ashley Mark, Classroom Assistant, effective October 25, 2021.
Brenda O'nan, Classroom Assistant, effective September 28, 2021.
Jessica Vaillancourt, Classroom Assistant, effective November 1, 2021.
Zoya Wahlstrom, Classroom Assistant, effective October 26, 2021.
Brianna Willenbring, Classroom Assistant, effective October 13, 2021.

RE-HIRES:

CHANGE IN STATUS:

Susan Rogers, Student Assistant to Classroom Assistant, effective October 11, 2021.

LEAVES OF ABSENCE:

Teresa Stiff, Program Assistant, effective December 16, 2021, through January 23, 2022.

RESIGNATION & TERMINATIONS:

Nicole Bogdan, Program Assistant, effective October 20, 2021.
Ryo Bowen, Classroom Assistant, effective October 18, 2021.
Marissa Calander-Roll, Classroom Assistant, effective November 12, 2021.
Daniel Crawford, Classroom Assistant, effective October 1, 2021.
Melanie Delgado, Sign Language Interpreter, effective October 29, 2021.
Meredith Fancher-White, Student Assistant, effective October 26, 2021.
Coralee Huddle, Classroom Assistant, effective November 3, 2021.

Tandra Johnson, Classroom Assistant, effective October 20, 2021.

Shelby Longman, Human Resources Assistant, effective October 22, 2021.

Carissa Montgomery, School Social Worker, effective October 20, 2021.

Brett Peterson, Classroom Assistant, effective October 4, 2021.

Michelle Porter, Classroom Assistant, effective October 20, 2021.

Michael Rice, Classroom Assistant, effective November 5, 2021.

Marcus Rothering, Classroom Assistant, effective October 26, 2021.

Jameisha West, Classroom Assistant, effective October 19, 2021.

RETIREMENTS:

Dorinda Haasnoot, Administrative Assistant, effective December 31, 2021.

Lucinda Hanson, Special Education Teacher, effective June 10, 2021.

Intermediate School District #917
School Board

Resolution to Accept Donations

Board member _____ introduced the following Resolution:

RESOLVED, that the School Board of Intermediate School District 917 accept the following donations, as indicated below, in the amount of \$3,000.

1. Donation of eight LED flat panel fixtures, dimming, and sensoring from Bright Schools Project of Anoka, MN. These lights will be installed at Alliance Education Center in the Conference Room. (Value \$3,000)

The motion for the adoption of the foregoing resolution was duly seconded _____, and upon vote being taken thereon, the following voted in favor thereof:

_____, and the following voted against the same:
_____.

Whereupon said resolution was duly passed and adopted.

Date Board Approved: _____ 2021

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

10/15/2021 DIRECT DEPOSITS REGULAR PAY (107)	\$	672,276.54
10/15/2021 CHECKS (107)	\$	845.38

NET PAYROLL **\$ 673,121.92**

Authorized Signature  Date 10/12/21

**INTERMEDIATE SCHOOL DISTRICT 917
SCHOOL BOARD REPORT OF
CONSOLIDATED INVESTMENTS (GENERAL & BUILDING)**

September 2021

ACCOUNT NAME	ACCT NO	BEGINNING BALANCE	PURCHASES CREDITS	SALES TRANSFERS	INVESTMENT FEES	INTEREST EARNED	ENDING BALANCE
MSDLAF + MAX	01	9,499,096.90	3,700,000.00	0.00	0.00	255.67	13,199,352.57
MSDLAF Liquid	01	0.00	0.00	0.00	0.00	0.00	0.00
MSDLAF TERM (CD's,Term,Comm) maturity	01	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		9,499,096.90	3,700,000.00	0.00	0.00	255.67	13,199,352.57

EXPLANATION: The above is School District Investments complying with the requirements of Minnesota Statutes 118.01, 471.56 and 475.66.

1. MSDMAX is MSDLAF'S "Max Portfolio" and includes pooled investments plus banker's acceptances, commercial paper, repurchase agreements and US Government obligations.
2. MSDLAF is MSDLAF'S primary clearing "Money Market" fund. All fixed rate investments (FRI) clear through this account as do maturities, interest, and fees.

NOTE: **August 2021** Average MSDLAF Liquid Rate was .00% and the MSDLAF+MAX Average Rate was .03%. MSDLAF Term Average Rate is .00%.



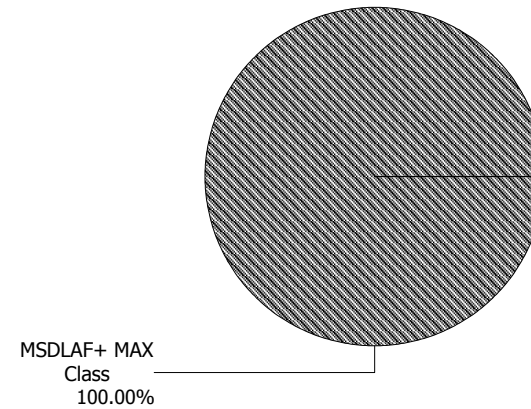
Account Statement - Transaction Summary

For the Month Ending **September 30, 2021**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ MAX Class	
Opening Market Value	9,499,096.90
Purchases	3,700,255.67
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$13,199,352.57
Cash Dividends and Income	255.67

Asset Summary		
	September 30, 2021	August 31, 2021
MSDLAF+ MAX Class	13,199,352.57	9,499,096.90
Total	\$13,199,352.57	\$9,499,096.90
Asset Allocation		





Account Statement

For the Month Ending **September 30, 2021**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
MSDLAF+ MAX Class					
Opening Balance					9,499,096.90
09/07/21	09/07/21	Purchase - ACH Purchase	1.00	1,700,000.00	11,199,096.90
09/30/21	09/30/21	Purchase - ACH Purchase	1.00	2,000,000.00	13,199,096.90
09/30/21	10/01/21	Accrual Income Div Reinvestment - Distributions	1.00	255.67	13,199,352.57

Closing Balance **13,199,352.57**

	Month of September	Fiscal YTD July-September	
Opening Balance	9,499,096.90	10,998,567.15	Closing Balance
Purchases	3,700,255.67	3,700,785.42	Average Monthly Balance
Redemptions (Excl. Checks)	0.00	(1,500,000.00)	Monthly Distribution Yield
Check Disbursements	0.00	0.00	0.03%
Closing Balance	13,199,352.57	13,199,352.57	
Cash Dividends and Income	255.67	785.42	

DATE: 10/27/2021
TIME: 11:15:24

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 4/22

SELECTION CRITERIA: chkstat.rundate between '20211001 00:00:00.000' and '20211027 00:00:00.000'

DISTRIBUTION FUND: 01

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1904425	10/26/2021	JOANNE PAHL	V	-44.15	VOID MANUAL CHECK
* 1904917	10/04/2021	CALIFORNIA STATE DISBURSEMENT UNIT	R	132.50	ACCOUNTS PAYABLE CHECK
1904918	10/04/2021	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1904919	10/04/2021	MESSERLI & KRAMER P.A.	R	64.49	ACCOUNTS PAYABLE CHECK
1904920	10/04/2021	O.P.E.I.U., LOCAL 12	R	519.14	ACCOUNTS PAYABLE CHECK
1904921	10/04/2021	S.E.P., LOCAL 4242	R	3209.59	ACCOUNTS PAYABLE CHECK
1904922	10/04/2021	IVY FUNDS	R	608.33	ACCOUNTS PAYABLE CHECK
1904923	10/07/2021	ALL IN ONE TRANSLATION AGENCY, LLC	R	180.00	ACCOUNTS PAYABLE CHECK
1904924	10/07/2021	ARVIG ENTERPRISES, INC	R	2525.71	ACCOUNTS PAYABLE CHECK
1904925	10/07/2021	ASL INTERPRETING SERVICES, INC	R	384.00	ACCOUNTS PAYABLE CHECK
1904926	10/07/2021	BAYADA HOME HEALTH CARE	R	1153.75	ACCOUNTS PAYABLE CHECK
1904927	10/07/2021	BAYCOM, INC.	R	250.00	ACCOUNTS PAYABLE CHECK
1904928	10/07/2021	CHILDRENS THEATRE COMPANY	R	153.00	ACCOUNTS PAYABLE CHECK
1904929	10/07/2021	CUB FOODS - APPLE VALLEY	R	20.92	ACCOUNTS PAYABLE CHECK
1904930	10/07/2021	CUB FOODS - ROSEMOUNT	R	127.60	ACCOUNTS PAYABLE CHECK
1904931	10/07/2021	DISTRICT 191 FOOD SERVICE	R	55.50	ACCOUNTS PAYABLE CHECK
1904932	10/07/2021	EDUCATORS BENEFIT CONSULTANTS, LLC	R	230.48	ACCOUNTS PAYABLE CHECK
1904933	10/07/2021	ESTR PUBLICATIONS	R	172.00	ACCOUNTS PAYABLE CHECK
1904934	10/07/2021	FUN AND FUNCTION	R	41.94	ACCOUNTS PAYABLE CHECK
1904935	10/07/2021	JOHNSON CONTROLS FIRE PROTECTION LP	R	549.50	ACCOUNTS PAYABLE CHECK
1904936	10/07/2021	KAREN CASS FELLING, M.A., LP	R	300.00	ACCOUNTS PAYABLE CHECK
1904937	10/07/2021	MARTIN LAW FIRM PLLC	R	1078.00	ACCOUNTS PAYABLE CHECK
1904938	10/07/2021	MASA	R	349.00	ACCOUNTS PAYABLE CHECK
1904939	10/07/2021	MDVI	R	420.00	ACCOUNTS PAYABLE CHECK
1904940	10/07/2021	OUTDOOR IMAGES, INC	R	1084.45	ACCOUNTS PAYABLE CHECK
1904941	10/07/2021	SCHOLASTIC, INC	R	1489.46	ACCOUNTS PAYABLE CHECK
1904942	10/07/2021	SONOVA USA INC.	R	397.98	ACCOUNTS PAYABLE CHECK
1904943	10/07/2021	STRATEGIC STAFFING SOLUTIONS	R	12141.00	ACCOUNTS PAYABLE CHECK
1904944	10/07/2021	SUNBELT STAFFING, LLC	R	3260.00	ACCOUNTS PAYABLE CHECK
1904945	10/07/2021	TEACHERS ON CALL	R	11171.56	ACCOUNTS PAYABLE CHECK
1904946	10/07/2021	VERIZON WIRELESS	R	2014.53	ACCOUNTS PAYABLE CHECK
1904947	10/07/2021	WESTONE LABORATORIES INC.	R	481.20	ACCOUNTS PAYABLE CHECK
1904948	10/08/2021	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB CHECK
1904949	10/08/2021	AMAZON CAPITAL SERVICES	R	4542.76	ACCOUNTS PAYABLE CHECK
1904950	10/14/2021	ANNE HOFF, SAFE HARBOR COUNSELING	R	2150.00	ACCOUNTS PAYABLE CHECK
1904951	10/14/2021	BAYADA HOME HEALTH CARE	R	471.25	ACCOUNTS PAYABLE CHECK
1904952	10/14/2021	BLUE BELL ENTERPRISES INC	R	15467.80	ACCOUNTS PAYABLE CHECK
1904953	10/14/2021	CARQUEST AUTO PARTS STORES	R	233.14	ACCOUNTS PAYABLE CHECK
1904954	10/14/2021	CDWG	R	1506.23	ACCOUNTS PAYABLE CHECK
1904955	10/14/2021	CINTAS CORPORATION	R	325.00	ACCOUNTS PAYABLE CHECK
1904956	10/14/2021	CUB FOODS - INVER GROVE HTS	R	53.22	ACCOUNTS PAYABLE CHECK
1904957	10/14/2021	DAKOTA TRUCK UNDERWRITERS	R	68930.00	ACCOUNTS PAYABLE CHECK
1904958	10/14/2021	DISTRICT 191 FOOD SERVICE	R	680.50	ACCOUNTS PAYABLE CHECK
1904959	10/14/2021	FRONTIER COMMUNICATIONS	R	813.94	ACCOUNTS PAYABLE CHECK
1904960	10/14/2021	IND SCH DIST 192	R	564.00	ACCOUNTS PAYABLE CHECK
1904961	10/14/2021	LAB MIDWEST	R	420.00	ACCOUNTS PAYABLE CHECK
1904962	10/14/2021	MAKERBOT INDUSTRIES, LLC	R	2477.74	ACCOUNTS PAYABLE CHECK
1904963	10/14/2021	MASTER TRANSMISSION	R	539.99	ACCOUNTS PAYABLE CHECK
1904964	10/14/2021	MENARDS	R	34.72	ACCOUNTS PAYABLE CHECK
1904965	10/14/2021	MN CLN SERVICES, INC	R	5689.60	ACCOUNTS PAYABLE CHECK
1904966	10/14/2021	MN ENERGY RESOURCES CORPORATION	R	145.12	ACCOUNTS PAYABLE CHECK
1904967	10/14/2021	OUTDOOR IMAGES, INC	R	359.00	ACCOUNTS PAYABLE CHECK
1904968	10/14/2021	PELLICCI ACE HARDWARE	R	26.96	ACCOUNTS PAYABLE CHECK

DATE: 10/27/2021
TIME: 11:15:24

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2
ACCTPA21
ACCOUNTING PERIOD: 4/22

SELECTION CRITERIA: chkstat.rundate between '20211001 00:00:00.000' and '20211027 00:00:00.000'

1904969	10/14/2021	SONOVA USA INC.	R	55.98	ACCOUNTS PAYABLE CHECK
1904970	10/14/2021	SOURCEWELL TECHNOLOGIES	R	21977.26	ACCOUNTS PAYABLE CHECK
1904971	10/14/2021	ST PAUL PIONEER PRESS	R	76.95	ACCOUNTS PAYABLE CHECK
1904972	10/14/2021	SUNBELT STAFFING, LLC	R	7090.00	ACCOUNTS PAYABLE CHECK
1904973	10/14/2021	TEACHERS ON CALL	R	6974.27	ACCOUNTS PAYABLE CHECK
1904974	10/14/2021	TIERNEY BROS. INC	R	117.60	ACCOUNTS PAYABLE CHECK
1904975	10/14/2021	WESTMINSTER TECHNOLOGIES, INC	R	549.95	ACCOUNTS PAYABLE CHECK
1904976	10/15/2021	CALIFORNIA STATE DISBURSEMENT UNIT	R	132.50	ACCOUNTS PAYABLE CHECK
1904977	10/15/2021	WISCONSIN SCTF	R	845.39	ACCOUNTS PAYABLE CHECK
1904978	10/15/2021	EDUCATION MINNESOTA, LOCAL 3904	R	9845.16	ACCOUNTS PAYABLE CHECK
1904979	10/15/2021	MESSERLI & KRAMER P.A.	R	64.69	ACCOUNTS PAYABLE CHECK
1904980	10/15/2021	NCPERS GROUP LIFE INS	R	16.00	ACCOUNTS PAYABLE CHECK
1904981	10/15/2021	O.P.E.I.U., LOCAL 12	R	519.14	ACCOUNTS PAYABLE CHECK
1904982	10/15/2021	RELATED SERVICES NURSES ESP	R	236.44	ACCOUNTS PAYABLE CHECK
1904983	10/15/2021	S.E.P., LOCAL 4242	R	3209.59	ACCOUNTS PAYABLE CHECK
1904984	10/15/2021	IVY FUNDS	R	1958.33	ACCOUNTS PAYABLE CHECK
1904985	10/20/2021	AMAZON.COM, LLC	R	2690.32	ACCOUNTS PAYABLE CHECK
1904986	10/20/2021	BAKER TILLY MUNICIPAL ADVISORS. LLC R	R	1700.00	ACCOUNTS PAYABLE CHECK
1904987	10/20/2021	BAYADA HOME HEALTH CARE	R	617.50	ACCOUNTS PAYABLE CHECK
1904988	10/20/2021	CANON USA	R	208.51	ACCOUNTS PAYABLE CHECK
1904989	10/20/2021	CDWG	R	679.53	ACCOUNTS PAYABLE CHECK
1904990	10/20/2021	CURRICULUM ASSOCIATES, LLC	R	87.36	ACCOUNTS PAYABLE CHECK
1904991	10/20/2021	DELL MKTG L.P., C/O DELL USA L.P.	R	2963.48	ACCOUNTS PAYABLE CHECK
1904992	10/20/2021	DEPARTMENT OF HUMAN SERVICES	R	576.00	ACCOUNTS PAYABLE CHECK
1904993	10/20/2021	DISTRICT 191 FOOD SERVICE	R	950.90	ACCOUNTS PAYABLE CHECK
1904994	10/20/2021	EDUCATORS BENEFIT CONSULTANTS, LLC	R	231.14	ACCOUNTS PAYABLE CHECK
1904995	10/20/2021	FRONTIER COMMUNICATIONS	R	1215.29	ACCOUNTS PAYABLE CHECK
1904996	10/20/2021	HONEST-1 AUTO CARE DIFFLEY77	R	140.28	ACCOUNTS PAYABLE CHECK
1904997	10/20/2021	IND SCH DIST 191	R	27486.86	ACCOUNTS PAYABLE CHECK
1904998	10/20/2021	IND SCH DIST 192	R	564.00	ACCOUNTS PAYABLE CHECK
1904999	10/20/2021	MASE	R	500.00	ACCOUNTS PAYABLE CHECK
1905000	10/20/2021	MASTER TRANSMISSION	R	621.04	ACCOUNTS PAYABLE CHECK
1905001	10/20/2021	MENARDS	R	55.34	ACCOUNTS PAYABLE CHECK
1905002	10/20/2021	OFFICE OF MN.IT SERVICES	R	322.24	ACCOUNTS PAYABLE CHECK
1905003	10/20/2021	PLANSOURCE BENEFITS ADMINISTRATION,	R	3743.34	ACCOUNTS PAYABLE CHECK
1905004	10/20/2021	SAVVAS LEARNING COMPANY LLC	R	3704.15	ACCOUNTS PAYABLE CHECK
1905005	10/20/2021	SCHOLASTIC, INC	R	45.80	ACCOUNTS PAYABLE CHECK
1905006	10/20/2021	SEESAW	R	1100.00	ACCOUNTS PAYABLE CHECK
1905007	10/20/2021	SUNBELT STAFFING, LLC	R	3200.00	ACCOUNTS PAYABLE CHECK
1905008	10/20/2021	SYSCO MINNESOTA	R	1103.99	ACCOUNTS PAYABLE CHECK
1905009	10/20/2021	TEACHERS ON CALL	R	6464.14	ACCOUNTS PAYABLE CHECK
1905010	10/27/2021	ALL IN ONE TRANSLATION AGENCY, LLC	R	540.00	ACCOUNTS PAYABLE CHECK
1905011	10/27/2021	ASL INTERPRETING SERVICES, INC	R	608.00	ACCOUNTS PAYABLE CHECK
1905012	10/27/2021	BAYADA HOME HEALTH CARE	R	585.00	ACCOUNTS PAYABLE CHECK
1905013	10/27/2021	CENTERPOINT ENERGY	R	58.92	ACCOUNTS PAYABLE CHECK
1905014	10/27/2021	CENTURYLINK	R	1086.42	ACCOUNTS PAYABLE CHECK
1905015	10/27/2021	CINTAS CORPORATION	R	955.15	ACCOUNTS PAYABLE CHECK
1905016	10/27/2021	DELL MKTG L.P., C/O DELL USA L.P.	R	1481.74	ACCOUNTS PAYABLE CHECK
1905017	10/27/2021	FRONTIER COMMUNICATIONS	R	517.55	ACCOUNTS PAYABLE CHECK
1905018	10/27/2021	INVER HILLS COMMUNITY COLLEGE	R	336.02	ACCOUNTS PAYABLE CHECK
1905019	10/27/2021	JOANNE PAHL	R	44.15	ACCOUNTS PAYABLE CHECK
1905020	10/27/2021	MALLOY, MONTAGUE, KARNOWSKI, RADOSE	R	9500.00	ACCOUNTS PAYABLE CHECK
1905021	10/27/2021	MEDICAREBLUE RX	R	66.40	ACCOUNTS PAYABLE CHECK
1905022	10/27/2021	PTM DOCUMENT SYSTEMS	R	145.45	ACCOUNTS PAYABLE CHECK
1905023	10/27/2021	RUPP ANDERSON SQUIRES & WALDSPURGER	R	465.50	ACCOUNTS PAYABLE CHECK
1905024	10/27/2021	SCHOLASTIC INC	R	20.99	ACCOUNTS PAYABLE CHECK
1905025	10/27/2021	SCHOLASTIC, INC	R	143.09	ACCOUNTS PAYABLE CHECK

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1905026	10/27/2021	SONOVA USA INC.	R	178.99	ACCOUNTS PAYABLE CHECK
1905027	10/27/2021	SUNBELT STAFFING, LLC	R	3200.00	ACCOUNTS PAYABLE CHECK
1905028	10/27/2021	TEACHERS ON CALL	R	5887.92	ACCOUNTS PAYABLE CHECK
1905029	10/27/2021	TECHNOLOGY BY DESIGN, LLC	R	6144.00	ACCOUNTS PAYABLE CHECK
1905030	10/27/2021	XCEL ENERGY	R	10081.74	ACCOUNTS PAYABLE CHECK
*V4001114	10/13/2021	BLICK ART MATERIALS	R	89.78	ACCOUNTS PAYABLE VOUCHER
*V4001115	10/13/2021	BRIQHT MEDIA	R	30.00	ACCOUNTS PAYABLE VOUCHER
*V4001116	10/13/2021	WELLS FARGO	R	7043.11	ACCOUNTS PAYABLE VOUCHER
*V4001117	10/13/2021	CHUBUDDY	R	27.16	ACCOUNTS PAYABLE VOUCHER
*V4001118	10/13/2021	CITY OF APPLE VALLEY	R	635.66	ACCOUNTS PAYABLE VOUCHER
*V4001119	10/13/2021	CITY OF INVER GROVE HTS	R	426.18	ACCOUNTS PAYABLE VOUCHER
*V4001120	10/13/2021	CRASCHE NEW YORK	R	87.85	ACCOUNTS PAYABLE VOUCHER
*V4001121	10/13/2021	DISCOUNT SCHOOL SUPPLY	R	546.49	ACCOUNTS PAYABLE VOUCHER
*V4001122	10/13/2021	GRAINGER W W INC.	R	428.56	ACCOUNTS PAYABLE VOUCHER
*V4001123	10/13/2021	HEALTHIEST YOU	R	3930.00	ACCOUNTS PAYABLE VOUCHER
*V4001124	10/13/2021	HEINEMANN	R	250.00	ACCOUNTS PAYABLE VOUCHER
*V4001125	10/13/2021	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001126	10/13/2021	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001127	10/13/2021	INNOVATIVE OFFICE SOLUTIONS	V	0.00	VOID: MULTI STUB VOUCHER
*V4001128	10/13/2021	INNOVATIVE OFFICE SOLUTIONS	R	12262.15	ACCOUNTS PAYABLE VOUCHER
*V4001129	10/13/2021	LAKESHORE LEARNING MATERIALS	R	2970.49	ACCOUNTS PAYABLE VOUCHER
*V4001130	10/13/2021	MCGRAW-HILL EDUCATION	R	928.18	ACCOUNTS PAYABLE VOUCHER
*V4001131	10/13/2021	MCKESSON MEDICAL	R	18.72	ACCOUNTS PAYABLE VOUCHER
*V4001132	10/13/2021	MN DAPE LEADERSHIP COMMITTEE	R	175.00	ACCOUNTS PAYABLE VOUCHER
*V4001133	10/13/2021	MSSWA	R	240.00	ACCOUNTS PAYABLE VOUCHER
*V4001134	10/13/2021	OFFICE DEPOT	V	0.00	VOID: MULTI STUB VOUCHER
*V4001135	10/13/2021	OFFICE DEPOT	R	1990.82	ACCOUNTS PAYABLE VOUCHER
*V4001136	10/13/2021	PEARSON ASSESSMENT/NCS PEARSON	R	4398.53	ACCOUNTS PAYABLE VOUCHER
*V4001137	10/13/2021	PRIOHEALTH	R	1192.00	ACCOUNTS PAYABLE VOUCHER
*V4001138	10/13/2021	REALLY GOOD STUFF	R	259.22	ACCOUNTS PAYABLE VOUCHER
*V4001139	10/13/2021	RIFTON EQ/COMMUNITY PRODUCTS LLC	R	4357.50	ACCOUNTS PAYABLE VOUCHER
*V4001140	10/13/2021	ROSEMOUNT PARKS & RECREATION	R	500.00	ACCOUNTS PAYABLE VOUCHER
*V4001141	10/13/2021	SCHOOL NURSE SUPPLY	R	54.15	ACCOUNTS PAYABLE VOUCHER
*V4001142	10/13/2021	SCHOOL SPECIALTY, LLC	R	2718.34	ACCOUNTS PAYABLE VOUCHER
*V4001143	10/13/2021	STEALTHWEAR PROTECTIVE CLOTHING INC	R	1871.35	ACCOUNTS PAYABLE VOUCHER
*V4001144	10/13/2021	SUDDORA	R	149.70	ACCOUNTS PAYABLE VOUCHER
*V4001145	10/13/2021	THE HOME DEPOT	R	311.67	ACCOUNTS PAYABLE VOUCHER
*V4001146	10/13/2021	THE HOME DEPOT PRO	R	2524.35	ACCOUNTS PAYABLE VOUCHER
*V4001147	10/13/2021	THERAPY NOTES, LLC	R	450.00	ACCOUNTS PAYABLE VOUCHER
*V4001148	10/13/2021	THERAPY SHOPPE INC.	R	98.58	ACCOUNTS PAYABLE VOUCHER
*V4001149	10/13/2021	TRANE U.S. INC.	R	2226.66	ACCOUNTS PAYABLE VOUCHER
*V4001150	10/13/2021	UNIVERSAL CLEANING SERVICES	R	9618.35	ACCOUNTS PAYABLE VOUCHER
*V4001151	10/13/2021	VIRCO MFG CORP	R	2887.60	ACCOUNTS PAYABLE VOUCHER
*V4001152	10/13/2021	WESTERN PSYCHOLOGICAL SERVICES	R	190.30	ACCOUNTS PAYABLE VOUCHER
*V6603605	10/13/2021	KIM MARIE AUSTIN	R	240.24	ACCOUNTS PAYABLE VOUCHER
*V6603606	10/13/2021	ALICIA MAE BEINBRECH	R	82.32	ACCOUNTS PAYABLE VOUCHER
*V6603607	10/13/2021	ALEXANDRA BELFIELD	R	6.72	ACCOUNTS PAYABLE VOUCHER
*V6603608	10/13/2021	MICHAEL JASON BIBRO	R	607.60	ACCOUNTS PAYABLE VOUCHER
*V6603609	10/13/2021	DON JAMES BUDACH	R	128.24	ACCOUNTS PAYABLE VOUCHER
*V6603610	10/13/2021	JESSICA DAWN CHAMBLIN	R	226.24	ACCOUNTS PAYABLE VOUCHER
*V6603611	10/13/2021	EMILY MARGARET CLARK	R	350.00	ACCOUNTS PAYABLE VOUCHER
*V6603612	10/13/2021	DANIEL DEAN CRAWFORD	R	30.24	ACCOUNTS PAYABLE VOUCHER
*V6603613	10/13/2021	KATHERINE DIANE ENGEL	R	142.80	ACCOUNTS PAYABLE VOUCHER
*V6603614	10/13/2021	SHERILYN FAYE FRISQUE	R	203.28	ACCOUNTS PAYABLE VOUCHER
*V6603615	10/13/2021	PETER ALLYN HENDRICKS	R	67.20	ACCOUNTS PAYABLE VOUCHER
*V6603616	10/13/2021	JENNIFER AMY HETLAND	R	66.08	ACCOUNTS PAYABLE VOUCHER
*V6603617	10/13/2021	SARAH LYNN JOHNSON	R	258.16	ACCOUNTS PAYABLE VOUCHER

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*V6603618	10/13/2021	AMY TAMARAH WOLF KAUFMAN	R	315.84	ACCOUNTS PAYABLE VOUCHER
*V6603619	10/13/2021	SHANNON BRENNAN BRENNAN	R	28.00	ACCOUNTS PAYABLE VOUCHER
*V6603620	10/13/2021	JODI KAY MONSON	R	30.00	ACCOUNTS PAYABLE VOUCHER
*V6603621	10/13/2021	CAROLINE ROSE PETERSON	R	238.00	ACCOUNTS PAYABLE VOUCHER
*V6603622	10/13/2021	EMILY ANN PFISTERER	R	372.40	ACCOUNTS PAYABLE VOUCHER
*V6603623	10/13/2021	SHANNON DAWN ROSENBERG	R	107.52	ACCOUNTS PAYABLE VOUCHER
*V6603624	10/13/2021	MELISSA RAE SCHALLER	R	52.08	ACCOUNTS PAYABLE VOUCHER
*V6603625	10/13/2021	IRENE ELIZABETH SCHULTZ-ALBERT	R	91.28	ACCOUNTS PAYABLE VOUCHER
*V6603626	10/13/2021	MICHELLE JEAN SHANLEY	R	143.92	ACCOUNTS PAYABLE VOUCHER
*V6603627	10/13/2021	HEATHER LYNN STOESZ	R	152.88	ACCOUNTS PAYABLE VOUCHER
*V6603628	10/13/2021	SONIA LYNN TENDRICH	R	204.96	ACCOUNTS PAYABLE VOUCHER
*V6603629	10/13/2021	GRETCHEN ANN TOAY	R	8.40	ACCOUNTS PAYABLE VOUCHER
*V6603630	10/13/2021	SHANYN NICOLE TUFTEE	R	144.48	ACCOUNTS PAYABLE VOUCHER
*V6603631	10/13/2021	ADRIENNE KATE TURZYNSKI	R	39.00	ACCOUNTS PAYABLE VOUCHER
*V6603632	10/13/2021	JERYN LEE WALDERA	R	19.04	ACCOUNTS PAYABLE VOUCHER
*V6603633	10/13/2021	LORI JAYNE WILSON	R	12.96	ACCOUNTS PAYABLE VOUCHER
*V6603634	10/27/2021	MARTHA JOAN ALLEN	R	137.20	ACCOUNTS PAYABLE VOUCHER
*V6603635	10/27/2021	LAURA ANN ARMSTRONG	R	69.28	ACCOUNTS PAYABLE VOUCHER
*V6603636	10/27/2021	KIM MARIE AUSTIN	R	207.20	ACCOUNTS PAYABLE VOUCHER
*V6603637	10/27/2021	CARMEN RUTH BAKER	R	33.60	ACCOUNTS PAYABLE VOUCHER
*V6603638	10/27/2021	LINDA IRENE BECKER	R	160.00	ACCOUNTS PAYABLE VOUCHER
*V6603639	10/27/2021	MICHAEL JASON BIBRO	R	553.12	ACCOUNTS PAYABLE VOUCHER
*V6603640	10/27/2021	TARA JO BLACKERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603641	10/27/2021	LOREEN M. BOHNERT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603642	10/27/2021	TARA LYNN BRENNER	R	13.44	ACCOUNTS PAYABLE VOUCHER
*V6603643	10/27/2021	MATTHEW KYLE BRUNS	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603644	10/27/2021	DON JAMES BUDACH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603645	10/27/2021	ANNE LOUISE BYER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603646	10/27/2021	DANIEL DEAN CRAWFORD	R	10.08	ACCOUNTS PAYABLE VOUCHER
*V6603647	10/27/2021	JAMIE AUTUMN DALBESIO	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603648	10/27/2021	MELANIE LYNN DELGADO	R	21.28	ACCOUNTS PAYABLE VOUCHER
*V6603649	10/27/2021	PEARL SUSAN DEVENOW	R	329.84	ACCOUNTS PAYABLE VOUCHER
*V6603650	10/27/2021	MEGHAN LOUISE DOBSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603651	10/27/2021	VALERIE RAE ENFIEJIAN	R	105.84	ACCOUNTS PAYABLE VOUCHER
*V6603652	10/27/2021	DAWN MARIE EPPS	R	13.44	ACCOUNTS PAYABLE VOUCHER
*V6603653	10/27/2021	MICHAEL LEONARD FAVOR	R	439.60	ACCOUNTS PAYABLE VOUCHER
*V6603654	10/27/2021	LINDSAY MAE FITZGERALD	R	50.18	ACCOUNTS PAYABLE VOUCHER
*V6603655	10/27/2021	ANGELITA LEE FLEMING	R	67.20	ACCOUNTS PAYABLE VOUCHER
*V6603656	10/27/2021	SHERILYN FAYE FRISQUE	R	505.68	ACCOUNTS PAYABLE VOUCHER
*V6603657	10/27/2021	PAMELA VICK GARRETSON	R	373.92	ACCOUNTS PAYABLE VOUCHER
*V6603658	10/27/2021	RICHELLE E. GERNES	R	90.72	ACCOUNTS PAYABLE VOUCHER
*V6603659	10/27/2021	ADDIE SUZANNE GESKE	R	176.40	ACCOUNTS PAYABLE VOUCHER
*V6603660	10/27/2021	CHRISTINA ANN GILLARD	R	123.76	ACCOUNTS PAYABLE VOUCHER
*V6603661	10/27/2021	MEGAN MARIE HALEY	R	95.76	ACCOUNTS PAYABLE VOUCHER
*V6603662	10/27/2021	KELLY JEAN HANKES	R	70.00	ACCOUNTS PAYABLE VOUCHER
*V6603663	10/27/2021	JANA LEE HEIDEMANN	R	29.12	ACCOUNTS PAYABLE VOUCHER
*V6603664	10/27/2021	PETER ALLYN HENDRICKS	R	128.80	ACCOUNTS PAYABLE VOUCHER
*V6603665	10/27/2021	JENNIFER AMY HETLAND	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603666	10/27/2021	KAREN LYNNE HJERMSTAD	R	89.04	ACCOUNTS PAYABLE VOUCHER
*V6603667	10/27/2021	MELISSA ROCHELL HO	R	151.40	ACCOUNTS PAYABLE VOUCHER
*V6603668	10/27/2021	JUSTIN DAVID HOELSCHER	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603669	10/27/2021	KATE SCHNEEWEIS HULSE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603670	10/27/2021	JESSICA JOHANNA HUSS	R	17.84	ACCOUNTS PAYABLE VOUCHER
*V6603671	10/27/2021	COURTNEY ELIZABETH INMAN	R	20.72	ACCOUNTS PAYABLE VOUCHER
*V6603672	10/27/2021	TANDRA LAKISHA JOHNSON	R	26.88	ACCOUNTS PAYABLE VOUCHER
*V6603673	10/27/2021	LAUREN ROSE KELLY	R	40.00	ACCOUNTS PAYABLE VOUCHER
*V6603674	10/27/2021	LORI ANN KLEIN	R	90.00	ACCOUNTS PAYABLE VOUCHER

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*V6603675	10/27/2021	SHANNA MARIE KNUTSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603676	10/27/2021	CAROL LEIGH KURTEN	R	33.60	ACCOUNTS PAYABLE VOUCHER
*V6603677	10/27/2021	LAURA MARIE KVAMME	R	118.00	ACCOUNTS PAYABLE VOUCHER
*V6603678	10/27/2021	DANIELLE MARIE LAFRANCE	R	138.88	ACCOUNTS PAYABLE VOUCHER
*V6603679	10/27/2021	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603680	10/27/2021	BETSY SUE LARSEN	R	50.40	ACCOUNTS PAYABLE VOUCHER
*V6603681	10/27/2021	ABIGAIL MARIE EVANS LARSON	R	276.08	ACCOUNTS PAYABLE VOUCHER
*V6603682	10/27/2021	SARAH MARIE LUDEWIG	R	91.84	ACCOUNTS PAYABLE VOUCHER
*V6603683	10/27/2021	TAYLOR LINDSEY LYDEN	R	67.20	ACCOUNTS PAYABLE VOUCHER
*V6603684	10/27/2021	ERIN JEAN MAHNKE	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603685	10/27/2021	MONIQUE NICOLE MARPLE	R	5.04	ACCOUNTS PAYABLE VOUCHER
*V6603686	10/27/2021	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603687	10/27/2021	SHANNON BRENNAN BRENNAN	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603688	10/27/2021	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603689	10/27/2021	JENNIFER LEE OLSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603690	10/27/2021	AMANDA LYNN PETERS	R	98.20	ACCOUNTS PAYABLE VOUCHER
*V6603691	10/27/2021	JENNIFER MAE PETERSEN	R	141.32	ACCOUNTS PAYABLE VOUCHER
*V6603692	10/27/2021	BROOKE ALLYSON PETERSON	R	176.80	ACCOUNTS PAYABLE VOUCHER
*V6603693	10/27/2021	CAROLINE ROSE PETERSON	R	202.72	ACCOUNTS PAYABLE VOUCHER
*V6603694	10/27/2021	EMILY ANN PFISTERER	R	334.88	ACCOUNTS PAYABLE VOUCHER
*V6603695	10/27/2021	HANNAH DUFFY RADANT	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603696	10/27/2021	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603697	10/27/2021	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603698	10/27/2021	SHANNON DAWN ROSENBERG	R	148.40	ACCOUNTS PAYABLE VOUCHER
*V6603699	10/27/2021	NICOLLE KATHERINE ROUSH	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603700	10/27/2021	MELISSA RAE SCHALLER	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603701	10/27/2021	AMBER GRACE SCHMITZ	R	123.76	ACCOUNTS PAYABLE VOUCHER
*V6603702	10/27/2021	NATHANAEL THOMAS STELLER	R	74.06	ACCOUNTS PAYABLE VOUCHER
*V6603703	10/27/2021	HEATHER LYNN STOESZ	R	240.80	ACCOUNTS PAYABLE VOUCHER
*V6603704	10/27/2021	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603705	10/27/2021	KAYLEEN LAVONNE TAFFE	R	86.24	ACCOUNTS PAYABLE VOUCHER
*V6603706	10/27/2021	MARY ELIZABETH TAYLOR	R	234.64	ACCOUNTS PAYABLE VOUCHER
*V6603707	10/27/2021	SONIA LYNN TENDRICH	R	196.56	ACCOUNTS PAYABLE VOUCHER
*V6603708	10/27/2021	TAYLOR MAY THOMAS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603709	10/27/2021	GRETCHEN ANN TOAY	R	3.92	ACCOUNTS PAYABLE VOUCHER
*V6603710	10/27/2021	SHANYN NICOLE TULTEE	R	45.00	ACCOUNTS PAYABLE VOUCHER
*V6603711	10/27/2021	MICHELLE LYNN VOLLBRECHT	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603712	10/27/2021	JANEL LYNN VRIEZE	R	168.00	ACCOUNTS PAYABLE VOUCHER
*V6603713	10/27/2021	FRAN LOUISE WOOD	R	211.29	ACCOUNTS PAYABLE VOUCHER
*V6603714	10/27/2021	ANDREW WOODS	R	90.00	ACCOUNTS PAYABLE VOUCHER
*V6603715	10/27/2021	SCOTT MICHAEL ZEHNDER	R	20.00	ACCOUNTS PAYABLE VOUCHER
*V6603716	10/27/2021	MICHAEL PATRICK ZICKRICK	R	123.20	ACCOUNTS PAYABLE VOUCHER
*V7701755	10/04/2021	MEDICA	R	66256.41	ACCOUNTS PAYABLE VOUCHER
*V7701756	10/04/2021	NATIONAL INSURANCE SERVICES OF WI,	R	10243.67	ACCOUNTS PAYABLE VOUCHER
*V7701757	10/04/2021	AFLAC	R	1991.28	ACCOUNTS PAYABLE VOUCHER
*V7701758	10/04/2021	AMERIPRISE FINANCIAL ADVISORS	R	3720.08	ACCOUNTS PAYABLE VOUCHER
*V7701759	10/04/2021	AXA EQUITABLE LIFE INS CO	R	1374.25	ACCOUNTS PAYABLE VOUCHER
*V7701760	10/04/2021	FIDELITY INVSTMT TAX-EX SVC CO	R	3496.67	ACCOUNTS PAYABLE VOUCHER
*V7701761	10/04/2021	HEALTH EQUITY, INC.	R	27177.99	ACCOUNTS PAYABLE VOUCHER
*V7701762	10/04/2021	HORACE MANN LIFE INS	R	683.33	ACCOUNTS PAYABLE VOUCHER
*V7701763	10/04/2021	INTERNAL REVENUE SERVICE	R	247441.71	ACCOUNTS PAYABLE VOUCHER
*V7701764	10/04/2021	EDUCATION MN ESI BILLING TRUST	R	3695.45	ACCOUNTS PAYABLE VOUCHER
*V7701765	10/04/2021	MN DEPT OF REVENUE	R	41631.58	ACCOUNTS PAYABLE VOUCHER
*V7701766	10/04/2021	MN STATE RETIREMENT SYSTEM	R	170.83	ACCOUNTS PAYABLE VOUCHER
*V7701767	10/04/2021	EXECUTIVE DIRECTOR	R	49973.72	ACCOUNTS PAYABLE VOUCHER
*V7701768	10/04/2021	STATE TREASURER, TRA	R	109493.83	ACCOUNTS PAYABLE VOUCHER
*V7701769	10/04/2021	VARIABLE ANNUITY LIFE INS CO	R	3430.90	ACCOUNTS PAYABLE VOUCHER

DATE: 10/27/2021
TIME: 11:15:24

INTERMEDIATE SCHOOL DISTRICT 917
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 6
ACCTPA21
ACCOUNTING PERIOD: 4/22

SELECTION CRITERIA: chkstat.rundate between '20211001 00:00:00.000' and '20211027 00:00:00.000'


*V7701770	10/04/2021	VOYA	R	506.24	ACCOUNTS PAYABLE VOUCHER
*V7701771	10/06/2021	MEDICA	R	48580.83	ACCOUNTS PAYABLE VOUCHER
*V7701772	10/07/2021	APPLE VALLEY ISD LLC	R	42302.67	ACCOUNTS PAYABLE VOUCHER
*V7701773	10/07/2021	SE ISD, DST	R	78727.10	ACCOUNTS PAYABLE VOUCHER
*V7701774	10/15/2021	AMERIPRISE FINANCIAL ADVISORS	R	9083.95	ACCOUNTS PAYABLE VOUCHER
*V7701775	10/15/2021	AXA EQUITABLE LIFE INS CO	R	4008.66	ACCOUNTS PAYABLE VOUCHER
*V7701776	10/15/2021	FIDELITY INVSTMT TAX-EX SVC CO	R	6424.83	ACCOUNTS PAYABLE VOUCHER
*V7701777	10/15/2021	HEALTH EQUITY, INC.	R	27005.82	ACCOUNTS PAYABLE VOUCHER
*V7701778	10/15/2021	HORACE MANN LIFE INS	R	2063.35	ACCOUNTS PAYABLE VOUCHER
*V7701779	10/15/2021	INTERNAL REVENUE SERVICE	R	236058.41	ACCOUNTS PAYABLE VOUCHER
*V7701780	10/15/2021	EDUCATION MN ESI BILLING TRUST	R	10253.63	ACCOUNTS PAYABLE VOUCHER
*V7701781	10/15/2021	MN DEPT OF REVENUE	R	39378.41	ACCOUNTS PAYABLE VOUCHER
*V7701782	10/15/2021	MN STATE RETIREMENT SYSTEM	R	1108.33	ACCOUNTS PAYABLE VOUCHER
*V7701783	10/15/2021	EXECUTIVE DIRECTOR	R	50410.05	ACCOUNTS PAYABLE VOUCHER
*V7701784	10/15/2021	STATE TREASURER, TRA	R	108450.88	ACCOUNTS PAYABLE VOUCHER
*V7701785	10/15/2021	VARIABLE ANNUITY LIFE INS CO	R	9562.69	ACCOUNTS PAYABLE VOUCHER
*V7701786	10/15/2021	VOYA	R	1341.26	ACCOUNTS PAYABLE VOUCHER
*V7701787	10/18/2021	MEDICA	R	56199.83	ACCOUNTS PAYABLE VOUCHER
*V7701788	10/18/2021	PLANSOURCE FLEX BEN.	R	5767.09	ACCOUNTS PAYABLE VOUCHER
*V7701789	10/18/2021	MEDICA	R	208.17	ACCOUNTS PAYABLE VOUCHER
*V7701790	10/20/2021	DELTA DENTAL OF MINNESOTA	R	27211.84	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				1722721.57	
TOTAL REPORT				1722721.57	

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR

10/29/2021 DIRECT DEPOSITS REGULAR PAY (108)	\$	687,423.04
10/29/2021 CHECKS (108)	\$.

NET PAYROLL	\$	687,423.04
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Authorized Signature  Date 10-27-21

To: ISD 917 School Board Members
Dr. Michael Favor, Superintendent

From: Nicolle Roush, Executive Director of Business Services

Date: November 2, 2021

Re: District Revenue and Expenditure Budgets for your review

Information:

- Enclosed for your review are the fiscal year 2021 and 2022 revenue and expenditure budgets to be published in the St. Paul Pioneer Press per Minn. Stat. section 123B.10.
- Information provided is based on the audited information for FY21 which will be presented to the board during the December 7, 2021 board meeting. FY22 information is based on the adopted revenues and expenditures approved by the board on June 15, 2021.
- In summary, FY21 operating fund balances came in higher than anticipated in comparison to the revised budgeted projection by an additional \$580,366. FY22 operating fund is projecting a slight increase in fund balances of \$45,310. FY21 Internal Service Fund recognized additional revenues in the amount of \$369,622 due to better than expected claims in both medical and dental.



Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

District Revenues and Expenditures Budget for Fiscal Year (FY) 2021 and FY 2022

ED-00110-44

General Information: Minnesota Statutes, section 123B.10, requires that every school board shall publish the subject data of this report.

District Name:						District Number:	
Fund	FY 2021 Beginning Fund Balances	FY 2021 Actual Revenues and Transfers In	FY 2021 Actual Expenditures and Transfers Out	June 30, 2021 Actual Fund Balances	FY 2022 Budget Revenues and Transfers In	FY 2022 Budget Expenditures and Transfers Out	June 30, 2022 Projected Fund Balances
General Fund/Restricted	\$ 138,134	\$ 1,167,364	\$ 1,200,287	\$ 105,211	\$ 1,237,752	\$ 1,237,752	\$ 105,211
General Fund/Other	\$ 9,993,987	\$ 41,386,133	\$ 41,148,282	\$ 10,231,838	\$ 49,113,526	\$ 49,068,216	\$ 10,277,148
Food Service Fund	\$ -	\$ 91,491	\$ 91,491	\$ (0)	\$ 202,270	\$ 202,270	\$ (0)
Community Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building Construction Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trust Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Service Fund	\$ 2,866,065			\$ 3,915,662			\$ 4,754,702
* OPEB Revocable Trust Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPEB Irrevocable Trust Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPEB Debt Service Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total - All Funds	\$ 12,998,186	\$ 42,644,988	\$ 42,440,060	\$ 14,252,711	\$ 50,553,548	\$ 50,508,238	\$ 15,137,061
Long-Term Debt				Current Statutory Operating Debt per Minnesota Statutes, section 123B.81			
Outstanding July 1, 2020	\$ 7,245,000			Amount of General Fund Deficit, if any, in excess of 2.5% of expenditures 06/30/2021		\$ -	
Plus: New Issues	\$ -						
Less: Redeemed Issues	\$ 305,000			Cost per student - Average Daily Membership (ADM) 06/30/2021			
Outstanding June 30, 2021	\$ 6,940,000						
Short-Term Debt				Total Operating Expenditures		\$ 41,213,508.10	
Certificates of Indebtedness	\$ -			FY 2021 Total ADM Served + Tuitioned Out ADM + Adjusted Extended ADM		938.55	
Other Short-Term Indebtedness	\$ -			FY 2021 Operating Cost per ADM		\$ 43,911.89	

The complete budget may be inspected upon request to the superintendent.

Comments:
FY21 audited data final submission due November 30, 2021. MN Department of Education. Due to special nature of our student population operating costs per ADM is not relevant for reporting purposes. FY22 data is based on the adopted budget approved by the board on June 15, 2021



Intermediate School District 917

1300 145th Street East
Rosemount, MN 55068-2999
Phone: (651) 423-8229
Fax: (651) 423-8781
www.isd917.org

Working in Partnership with Students, School Districts, Communities, and Industries

Dr. Michael Favor, Superintendent
Nicolle Roush, Executive Director of Business Services
Dr. Melissa Schaller, Executive Director of Student Services
Eric Van Brocklin, Principal of DCALS / Career Technical Center
Dr. Brooke Peterson, Director of Teaching and Learning

TO: School Board Members
FROM: Dr. Michael Favor
DATE: November 1, 2021
RE: Memorandum of Agreement with Paraprofessional Union

I am recommending approval of this Memorandum of Agreement with Special Education Program Assistants Federation, Local #4242 - AFT, NEA, Education Minnesota AFL-CIO. This Memorandum of Agreement supports ISD 917 in our ability to retain and recruit members to this bargaining group.

We have worked collaboratively to address the salary schedule of the paraprofessionals and our hope is that it helps us address staff shortages to support the needs of our students, families, paraprofessionals and member districts. This has a fiscal impact of \$204,000.

I recommend approval of this Memorandum of Agreement.

MF

**MEMORANDUM OF AGREEMENT
BETWEEN
Intermediate District 917
AND
Intermediate District 917 Program Assistants Local 4242**

WHEREAS the recent outbreak and spread of coronavirus (COVID-19) has prompted many necessary changes for school districts and educators for the 2021-2022 school year; and

WHEREAS the district and the union agree that the current collective bargaining agreement (“CBA”), effective between July 1, 2020 and June 30, 2022, between the parties governs terms and conditions of employment; and

WHEREAS the lack of people applying for vacant positions within the Program Assistants bargaining unit and the need to retain current employees needs to be addressed to ensure public health and staff and student safety;

WHEREAS, the parties agree that adjusting the salary schedule set forth in the CBA, effective January 1, 2022, is appropriate in light of the need to attract and retain Program Assistants;

NOW THEREFORE, be it resolved; the following language supplements the language in the collective bargaining agreement between the parties.

1. The 2021-2022 salary schedule, effective for hours worked after January 1, 2022, shall be:

Step	Hourly Rate
1	\$20.03
2	\$20.28
3	\$20.51
4	\$20.81
5	\$21.56
6	\$22.01
7	\$22.46
8	\$22.91
9	\$23.87
10	\$24.33
11	\$24.78
12	\$25.23
13	\$25.73

2. All Program Assistants will remain at their 2021-2022 step placement and will be paid according to this new salary schedule for hours worked on or after January 1, 2022.
3. This salary schedule permanently replaces the 2021-2022 schedule in Schedule B of the CBA effective January 1, 2022.
4. Employees working six (6) or more hours per day shall receive a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon, or one 30-minute break at a time determined by the supervisor, with the morning break beginning no sooner than one and a half hours after the start of the student contact day. Employees working at least four (4) hours, but less than six (6) hours shall receive one 15-minute break, at a time determined by the supervisor with no break beginning sooner one and a half hours after the start of the student contact day. In typical circumstances, the employee has the right to refuse the loss of a break. In extreme circumstances as assigned by their administrator, related to safety, the employee may be required to forego a break. The employee will be compensated for each 15-minute break at a rate of \$6.75 per 15 minutes.

5. This MOA does not establish any precedent or practice, and neither party may present or rely on this MOA as establishing any precedent or practice. This MOA reflects the entire agreement between the parties regarding the modification of the 2021-2022 salary schedule, effective January 1, 2022. This MOA controls to the extent that it conflicts with the CBA. No changes in this MOA are valid unless they are in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this MOA on the dates shown by their signatures. This MOA will not become effective unless and until it is approved by the District's School Board and is executed by both parties.

DISTRICT #917 SPECIAL EDUCATION
PROGRAM ASSISTANTS FEDERATION,
LOCAL 4242

Intermediate School District
DISTRICT NO. 917

President
Dated: October ____, 2021

Chair

Clerk
Dated: November 2, 2021

DRAFT



Intermediate School District 917

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MEMORANDUM

TO: School Board
FROM: Dr. Michael Favor
DATE: November 2, 2021
REGARDING: Policies – first reading

The attached policies are a first reading at the November 2, 2021, School Board meeting.

Policy 413 – Harassment and Violence – Updates language and aligns with Minnesota statutory law.

Policy 406 – Public and Private Personnel Data - suggest adopting the revised MSBA policy. Updates definition; clarifies information about applicants; re-aligns some provisions.

Policy 501 – School Weapons Policy - Adds language to definition of ‘weapon’ to align with MN statute; adds referral to law enforcement; clarifies provisions on p.3; revises citations.

Policy 515 – Protection and Privacy of Student Records. Revises provisions to align better with FERPA; adds language to police liaison provisions; addresses obligations related to records of students with a disability; modifies other language

Policy 524 – Internet Acceptable Use and Safety Policy. Revises policy to reflect recent U.S. Supreme Court opinion in *Mahanoy*; updates citations. Minor changes, adding “TikTok.”

Policy 534 – Unpaid Meal Charges – Revises language to align with changes enacted in 2021. (not shaming or ostracizing students.)

Core Values: Collaboration, Passion for Service, Continuous Improvement, Stewardship, Equity, Open Communication, and Integrity

Assistant Directors: Shannon Brennan, Don Budach, Jamie Dalbesio, Jennifer Hetland, Jennifer Olson, Taylor Thomas

THIS IS MSBA POLICY.

Adopted: _____ MSBA/MASA Model Policy 406

Orig. 1995

Revised: _____ Rev. 2014/2021

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel, employees, volunteers, independent contractors, and applicants (“personnel”).

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is not public and is available-accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. “Confidential” means the data isare not public and isare not available-accessible to the subject.
- D. “Parking space leasing data” means the following government data on an applicant-tion for, or lessee ase of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or

volunteers or independent contractors for the school district, ~~or members of or applicants for an advisory board or commission.~~ Personnel data include data submitted by an employee to the school district ~~by an employee~~ as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. ~~An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.~~

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information as defined in 45 C.F.R. § 160.103, that is transmitted in electronic form by a school district acting as a by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by the ~~federal~~ Family Educational Rights and Privacy Act, ~~and~~ employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, ~~including~~ volunteers and independent contractors of the school district, is public:
1. name;
 2. employee identification number, which may not be the employee’s sSocial sSecurity number;
 3. actual gross salary;
 4. salary range;
 5. terms and conditions of employment relationship;
 6. contract fees;
 7. actual gross pension;

8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in [Minnesota Statutes, section-§ 13.43](#), [Subdivision. 2\(b\)](#), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that

release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- B. The following information on [current and former](#) applicants for employment [by the school district](#) is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when [they applicants are considered by the school board to be become](#) finalists for [an public](#) employment ~~position~~.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body [collected by the school district as a result of the applicant's application for employment](#) are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to [Minn-esota Statutes, section-§ 15.0597](#); and
 - i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in ~~Minnesota Statutes, section~~ [§ 13.43](#), ~~Subdivision~~ [2\(b\)](#), upon completion of an investigation of a complaint or charge against a public official, as defined in ~~Minnesota Statutes, section~~ [13.43](#), ~~Subdivision~~ [2\(e\)](#), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

F. Data relating to a complaint or charge against a public official is public only if:

- ~~(1.)~~ the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
- ~~(2.)~~ potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private ~~and will only be shared with school district staff whose work requires such access.~~ Private data

will not be otherwise released unless authorized by law ~~or by the employee's informed written consent.~~

- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the responsible authority school district determines ~~it is~~ the dissemination is necessary for the labor organization to conduct ~~its business~~ elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is or when ordered or authorized by the Commissioner of the ~~Bureau of Mediation Services~~ BMS.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if ~~the~~ its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. a pre-petition screening team conducting an investigation of the employee under ~~Minnesota Statutes section~~ § 253B.07, Ssubdivision 1; or
 - 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of ~~such~~ a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

- K. When allegations of sexual or other types of harassment are made against an employee, the employee ~~shall~~does not have access to data that would identify the complainant or other witnesses if the ~~school district~~responsible authority determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district ~~shall~~must make any report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") ~~or the state board of education~~ the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by ~~Minnesota Statutes, section~~ § 122A.20, Ssubdivision. 2, and shall, upon written request from the licensing board having jurisdiction over ~~a teacher's~~ license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with ~~Minnesota Statutes, section~~ § 122A.20, Ssubdivision. 2.

[Note: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.]

- M. Private personnel data shall be disclosed to the ~~d~~Department of Employment and e~~conomic security~~Development for the purpose of administration of the unemployment insurance program under ~~Minnesota Statutes~~. Ch. 268.

- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school facility, as defined under Minn. Stat. section 260E.03, is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes eChapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing-providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines~~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.~~

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if

1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes, Chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. ~~The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.~~ Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. ~~Protected Health information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private and will not be disclosed—except as permitted or required unless otherwise provided—by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.~~
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations—and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

- T. When a [continuing contract](#) teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse [or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13\(b\)](#), ~~or sexual abuse~~ or when the Commissioner of the ~~Minnesota Department of Education~~ (MDE) makes a final determination of child maltreatment involving a teacher [under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35](#), the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under ~~Minnesota Statutes, section § 13.41, Ssubdivision. 5~~, and must provide ~~the Minnesota Professional Educator Licensing and Standards Board (PELSB)~~ and the ~~licensing division at MDE~~ with the necessary and relevant information to enable ~~the Minnesota Professional Educator Licensing and Standards Board PELSB~~ and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under ~~Minnesota Statutes, section § 123B.03~~, a school board or other school hiring authority must contact ~~the Minnesota Professional Educator Licensing and Standards Board PELSB~~ and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by ~~Minnesota Statutes Chapter~~ 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with ~~either~~ [either](#) judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data.

[The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee](#)

to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

~~If you have any questions, contact [him/her].~~

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 13.02 (Definitions)
[Minn. Stat. § 13.03 \(Access to Government Data\)](#)
[Minn. Stat. § 13.05 \(Duties of Responsible Authority\)](#)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
[Minn. Stat. § 13.41 \(Licensing Data – Public Data\)](#)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, ~~§~~subd. 3 (~~Elected and Appointed Officials~~[Applicants for Employment](#))
[Minn. Stat. § 15.0597 \(Appointment to Multimember Agencies\)](#)
Minn. Stat. § 122A.20, ~~§~~subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, ~~§~~subds. 13 and 16 (Employment; Contracts; Termination)
[Minn. Stat. § 123B.03 \(Background Check\)](#)
[Minn. Stat. § 123B.143, §](#)subd. 2 (Disclose Past Buyouts)
[Minn. Stat. Ch. 179 \(Minnesota Labor Relations Act\)](#)
[Minn. Stat. Ch. 179A \(Minnesota Public Labor Relations Act\)](#)
[Minn. Stat. § 253B.07;\(Judicial Commitment: Preliminary Procedures\)](#)
Minn. Stat. ~~Ch. § 260E 626.556, Subd. 7~~ (Reporting of Maltreatment of Minors)
[Minn. Stat. Ch. 268 \(Unemployment Insurance\)](#)
[Minn. R. Pt. 1205 \(Data Practices\)](#)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, [162](#) and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
[MSBA/MASA Model Policy 722 \(Public Data Requests\)](#)
MSBA ~~Service Manual, Chapter 13, School~~ Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 413

Orig. 1995

Revised: _____

Rev. 201721

413 HARASSMENT AND VIOLENCE

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

I. PURPOSE

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

~~*[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § 363A.03, Subd. 44.]*~~

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment ~~that is~~ free from harassment and violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class. The school district prohibits any form of harassment or violence on the basis of ~~Protected Class~~ ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other

school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's ~~Protected Class~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's ~~Protected Class~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's ~~Protected Class~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel ~~who is~~ found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

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

D. Protected Classifications; Definitions

1. "Disability" means, with respect to an individual any condition or characteristic that renders a person a disabled person. A disabled person is any person who who:
 - a. has a physical, ~~sensory~~, sensory or mental impairment ~~which that~~ substantially materially materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or violence discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or violence discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. "Sexual orientation" means having or being perceived as having an

emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

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

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

F. Sexual Harassment; Definition

1. Sexual harassment ~~includes—consists—of~~ unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

c. that conduct or communication has the purpose or effect of substantially ~~or unreasonably~~ interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for

sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

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

G. Sexual Violence; Definition

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

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of ~~race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability~~ Protected Class

by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct ~~which~~that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written

complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

- G. In the District. The school board hereby designates _____ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

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

V. INVESTIGATION

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

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the [targets or victims and alleged perpetrators of harassment or violence](#), the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under [Minnesota Statutes, Chapter. 260E § 626.556](#) may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. [§ Ch. 260E 626.556 et seq.](#) (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 ([Section 504 of the Rehabilitation Act of 1973, § 504](#))
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)

42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 ([Title IX Sex Nondiscrimination, Grievance Procedures and Process Policy](#) ~~Student Sex Nondiscrimination~~)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

501 SCHOOL WEAPONS POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. “Weapon”

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- #### **B. “School Location”**
- includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of

entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.
- D. **“Dangerous Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.**

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
 - 1. active licensed peace officers;
 - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 - 3. persons authorized to carry a pistol under Minnesota Statutes section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 - 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes section 97B.045;

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with sections 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. a gun or knife show held on school property;
 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

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

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or

rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students **willfully** possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. **The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.**

C. D. Administrative Discretion

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

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

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.

2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

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

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

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

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)
***In re A.D.*, 883 N.W.2d 251 (Minn. 2016)**

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

and Sites)

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. § 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and Minnesota Rules Parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

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

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, internet or other electronic ~~communication~~ **information and telecommunications** technologies for students who are not in

the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

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

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

E. Education Records

1. What constitutes “education records.” Education records means those records ~~which~~ **that are:** (1) ~~are~~ directly related to a student; and (2) ~~are~~ maintained by the school district or by a party acting for the school district.
2. What does not constitute ~~an~~ education records. The term “education records” does not include:

- a. Records of instructional personnel which **that are**:
 - (1) **kept** in the sole possession of the maker of the record;
 - (2) **used only as a personal memory aid**;
 - (3) not accessible or revealed to any other individual except a **temporary** substitute teacher; and
 - (4) destroyed at the end of the school year.

- b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.

- c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student **are education records**.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, ~~which~~ **that** are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment;

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

- e. Records **created or received by the school district** ~~that only contain information about an individual~~ after **an individual** ~~he or she~~ is no longer a student at the school district and that are not directly related to the individual's attendance as a student.
- f. **Grades on peer-related papers before the papers are collected and recorded by a teacher.**

F. Eligible Student

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

G. Juvenile Justice System

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

H. Legitimate Educational Interest

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

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

I. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is

a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

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

K. Record

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

L. Responsible Authority

“Responsible authority” means Superintendent of Schools or designee.

M. Student

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

N. School Official

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

performing their duties as a School Resource Officer.

O. Summary Data

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

P. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

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

C. Disabled Students with a Disability

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the ~~confidentiality~~ **privacy, notice, access, record keeping and accuracy** of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

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

- a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancelable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes Chapter. 256B or Minnesota Care under Minnesota Statutes Chapter 256L, which shall be ongoing during all terms of

eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, **20 U.S.C. § 7917**, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any

disposition or court order under Minnesota Statutes section 260B.171, unless the data are required to be destroyed under Minnesota Statutes section 120A.22, Subd. 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records ~~which~~ **that** have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

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

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address,

telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney

General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer

immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;

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

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

19. To the principal or program administrator where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a

superintendent under Minnesota Statutes section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

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

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

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

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or

3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

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

C. Present Students and Parents

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

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

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

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

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

- e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

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

D. Military-Connected Youth Identifier

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes Chapter **260E** ~~626.556~~, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes Chapter **250E**. ~~626.556, Subd. 11.~~

Regardless of whether a written report is made under Minnesota Statutes Chapter **260E**, ~~626.556, Subd. 7~~, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

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

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

D. Chemical Abuse Records

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

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

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

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

- A. The school district will release the names, addresses, **electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only)**, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces, **and**
 - 3. **copying fees shall not be imposed.**
- C. A parent or eligible student has the right to refuse the release of the name, address, **electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only)** or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the principal or program administrator in writing by September 15th of each year. The written request must include the following information:

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

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redislosure Not Prohibited

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

C. Classification of Disclosed Data

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

D. Notification

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

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records. The Superintendent of Schools or designee is the responsible authority.

B. Record Security

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

C. Plan for Securing Student Records

The district has procedures for securing student records. The procedures and related policy shall contain the following information:

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

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal or program administrator shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student ~~which~~ **that** indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and

- c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and

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

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

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

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

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

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the

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

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

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

4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means the principal or program administrator.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

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

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

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

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (~~Sharing Disposition Order and Peace Officer Records~~)(**Receipt of Records; Sharing**)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect)

or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
~~MSBA Service Manual, Chapter 13,~~ School Law Bulletin “I” (School Records – Privacy – Access to Data)

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one

or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. **The While not an exhaustive list, the** following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515, Protection and Privacy of Student Records.
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515 Protection and Privacy of Student Records.
 - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, such as "Facebook," "Twitter," "Instagram," "Snapchat," "**TikTok**" "Reddit," and similar websites or applications.
7. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user.

Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.
10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy 514. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

- B. **The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others.** A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations **may** include, but are not limited to, ~~situations~~ **serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices.** ~~where the school district system is compromised or if a school district employee or student is negatively impacted.~~ If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

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

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

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

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole

responsibility of the student and/or the student's parents.

6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by ~~Policy 406~~, Public and Private Personnel Data **Policy**, and ~~Policy 515~~, Protection and Privacy of Pupil Records **Policy**.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

XIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: Minnesota Statute Chapter 13 (Minnesota Government Data Practices Act

15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)

17 U.S.C. § 101 *et seq.* (Copyrights)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))

47 C.F.R. § 54.520 (FCC rules implementing CIPA)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 125B.15 (Internet Access for Students)

Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)

Mahanoy Area Sch. Dist. Vv. B.L., 594 U.S. ___, 141 S. Ct. 2038 (2021)

~~*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)~~

~~*United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)~~

~~*Doninger v. Niehoff*, 527 F.3d 41 (2nd Cir. 2008)~~

***Sagehorn v. Indep. Sch. Dist. No. 728*, 122 F.Supp.2d 842 (D. Minn. 2015)**

~~*R.S. v. Minnewaska Area Sch. Dist. No. 2149*, No. 12-588, 2012 WL 3870868 **894 F.Supp.2d 1128** (D. Minn. 2012)~~

~~*Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), aff’d on other grounds 816 N.W.2d 509 (Minn. 2012)~~

~~*S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8th Cir. 2012)~~

~~*Kowalski v. Berkeley County Sch.*, 652 F.3d 565 (4th Cir. 2011)~~

~~*Layshoek v. Hermitage Sch. Dist.*, 650 F.3d 205 (3rd Cir. 2011)~~

~~*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)~~

~~*M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)~~

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process Student Sex Nondiscrimination)

MSBA/MASA Model Policy 603 (Curriculum Development)

MSBA/MASA Model Policy 604 (Instructional Curriculum)

MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

MSBA/MASA Model Policy 806 (Crisis Management Policy)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

534 UNPAID MEAL CHARGES

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. **The policy 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 students.** The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. Payment of meals can be submitted via cash or check to the school site administrative assistant or ISD 917 Business Office.
- B. If the school district receives school lunch aid under ~~Minn. Stat. §~~ **Minnesota Statutes section** 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance. Families may apply for free or reduced cost meals at any time during the school year. Applications may be obtained at each school, the district office or online at http://www.isd917.org/For_parents/Food_Service.
- C. 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.
- D. **A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.**
- E. **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.**

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. ~~If the student balance reaches five (5) unpaid meals and has not paid on their account, the site administrative assistant will place a phone call to the parent or guardian.~~ **Families will be notified of an outstanding negative balance.** History of **communications** ~~phone calls~~ should be documented by the site administrative assistant. If the parent or guardian is not contacted directly, a message will be left if possible. If the account has not been paid after all attempts mentioned, the account will then be turned over to the school's principal or social worker **to contact** ~~who will make an attempt to reach~~ the parent/guardian.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program. ~~A meal will not be taken away from a student with an overdrawn account.~~, **including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, 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 and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. **Negative balances of more than \$500, not paid prior to the end of the school year, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district may use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt.**
- ~~C. D.~~ The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- ~~D. E.~~ The school district ~~may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.~~ **Will not impose any other restrictions 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.

- ~~E. F.~~ Donations will be accepted and directed to general or specific accounts upon request. All donations will be processed through the ISD 917 Business Office.
- ~~F.~~ No student would be denied a meal due to insufficient funds in their account.

V. COMMUNICATION OF POLICY

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

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
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
~~Minn. Op. Atty. Gen. 169j (May 14, 2019) (Letter to Ricker)~~