

Policy Committee Meeting

Monday, March 31, 2025 3:00 PM

Tate Hall Conference Room, 615 Olof Hanson Drive, Faribault, MN 55021

1. Call to Order

2. Meeting Minutes Review

3. Policies to Review from MSBA - None

4. Policies to Review for a Second Reading

4.A. 423 - Employee-Student
Relationships/Fraternization

4.B. 625 - Inclement Weather

4.C. 740- Special Expense/Outstate Travel

5. Policies to Review Before Revision

5.A. 525 - Violence Prevention

6. Policies to Review Prior to a First Reading

6.A. 451 - Social Media

6.B. 520- Participation in Research Projects and
Student Surveys

6.C. 742- Imprest Fund

7. Policies to Review for Authorization

7.A. 303 - Academies Administrator (Superintendent)
Selection

7.B. 304 - Academies Administrator (Superintendent)
Appointment, Duties, and Evaluation

7.C. 518 - DNR-DNI Orders

7.D. 750 - MN Resource Library Acquisition and
Collection

8. Adjourn



Minutes of Policy Committee Meeting Minnesota State Academies Board

A Policy Committee Meeting of the Minnesota State Academies Board was held Monday, February 24, 2025, beginning at 3:00 PM in the Tate Hall Conference Room, 615 Olof Hanson Drive, Faribault, MN 55021.

Present: Superintendent Wilding, Mary Cashman-Bakken, Sarah Allen, Katie Wangberg, Hernan Moncada

Absent: Ryan Johnson

1. Call to Order

The meeting was called to order at 3:05 pm.

2. Meeting Minutes Review

No changes.

3. Policies to Review from MSBA: None

4. Policies to Review for a Second Reading: None

5. Policies to Review Before Revision: None

6. Policies to Review Prior to a First Reading

A. 423: Employee-Student Relationships/Fraternization

Language was included to reflect current procedures. No changes - ready to move forward for a first reading.

B. 625 - Inclement Weather

Language was updated to reflect current modern technology (communicating through PowerSchool instead of radio/TV, for instance), and to reflect potential changes in daily activities in situations where there are reduced number of students present. No changes, ready to move forward for a first reading.

C. 740 - Special Expenses/Outstate Travel

Updated to add that the MSA Board must approve all out-of-state travel. No changes. Ready to move forward for a first reading.

D. 743 - Petty Cash

Updated in 2022 to align with the MSBA policy. No changes - ready to move forward with reauthorization.

7. Policies to Review for Reauthorization

A. 427 - Workload Limits for Special Education/Special Teachers

Mary Cashman-Bakken asked if there was a team that determines the student - teacher ratio. Supt. Wilding explained that the principal typically works with the

Student Support Services director to determine appropriate assignments. Ready to move forward with reauthorization

8. Future Policy Consideration

A. Artificial Intelligence Policy

AI is here to stay, and there is a need to develop a straightforward statement or position on the use of AI by staff and students – what concerns there are, and when to use it appropriately. Once a policy is established, this will likely need to be reviewed on an annual basis as technology rapidly changes. Supt. Wilding asked the committee about their experiences. Mary Cashman-Bakken said that Waterville has a policy, which she will share. Hernan Moncada shared that Eden Prairie district-wide is currently reviewing this, and he will share Minnetonka and Edina's policy with Supt. Wilding.

9. Adjourn

Adjourned at 3:19 pm.

Policy #: 423
Title: EMPLOYEE-STUDENT RELATIONSHIPS/FRATERNIZATION
Date of Initial Approval: 08-17-2012
Revision/Re-authorization Dates: 11-29-2012; 10-18-2017
Reviewers: MSA Human Resources; MSA Superintendent

I. PURPOSE

The Minnesota State Academies (MSA) are committed to an educational environment in which all students are treated with respect and dignity. Every MSA employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct. Employees must set appropriate boundaries with students and conduct themselves in a manner that will maintain a professional relationship with students at all times.

This policy is designed to protect both staff and students and to assure the safety and well-being of all MSA students and staff. Decisions regarding this policy are subject to the discretion of the Directors and the Superintendent after considering the listed issues below:

1. The student's best interests
2. The school's best interests
3. The employee's safety and liability
4. The school's liability

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all MSA employees at all times, whether on or off duty and on or off of the MSA campuses. Employees are defined as the following:
1. Any individual employed by MSA, including student teachers, substitutes, interns, and practicum students.
 2. Any employees, agents, and owners/partners of contractors or agencies.
 3. Any volunteers.
- B. At all times, students will be treated by teachers and other MSA employees with respect, courtesy, and consideration and in a professional manner. Each MSA employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must remain on a teacher-student basis or an employee-student basis. MSA employees must be mindful of personal conduct in situations where students might be present. MSA employees must also be mindful of FERPA expectations for confidentiality and communication with parents, friends, and family members, especially with social media.
- C. Teachers and administrators must be mindful of their inherent positions of authority and influence over students. Similarly, other MSA employees also may hold positions of authority over students and must be mindful of their authority and influence over students.

- D. Employees are prohibited from engaging in any of the following types of conduct, regardless of whether the conduct occurs during or outside of school hours. The following list of prohibited conduct does not, and is not intended to, constitute the entire list of conduct for which discipline may be imposed.
1. Engaging in any romantic, sexual, or intimate relationships between MSA employees and students, without regard to the age of the student, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments, regardless of whether staff or student initiates the behavior, whether the relationship is consensual, or whether the student had parent permission, and including any activity that gives the perception of such behaviors or relationships.
 2. Fostering, grooming, encouraging, or participating in inappropriate emotionally or socially intimate relationships in which the relationship is outside the boundaries of the reasonable, professional employee-student relationship and in which the relationship could reasonably cause a student to view the employee as more than an employee or any activity that gives the perception of an inappropriate relationship.
 3. Allowing any student/child to visit their home, or visiting a student/child's home, for reasons other than appropriate visits with approval by parents/legal guardians. (Other professional or educational reasons may require specific approval from the MSA Directors and/or the Superintendent)
 4. Initiating or continuing communications with students for reasons unrelated to any appropriate purpose, including oral, signed, or written communication, telephone and videophone calls, electronic communication (such as texting, instant messaging, e-mail, chat rooms, Facebook, or other social networking sites), webcams, or photographs. Electronic and online communications with students should be professional in their content and tone and utilize MSA-established e-mail and other classroom resources that are accessible to supervisors. (The only exceptions to this are emergency situations that may have serious safety ramifications.)
 5. Permitting any student or child to reside in their home unless they are parents, relatives, or legal guardians. For unique situations that are in the student's best interests, written permission must be obtained from the Superintendent.
 6. Making presentations of personal gifts, clothing, cash, or meals/snacks to students and/or their families unless through school-sponsored donations and approved by the Director and/or Superintendent. Employees should be cautious about participation in student fundraising, ensuring that they do not favor a particular student when purchasing items during fundraising activities.

7. Allowing any student to travel in their personal vehicle for school-related or non-school-related matters unless specific approval is given by the Directors or Superintendent to provide for the safety and care of the student.
 8. Sharing excessive personal information and or beliefs on non-school related issues (e.g., marriage, dating, sex, mental health, suicide, religion, etc.) Those issues are best handled by professional mental health providers (school counselors, school social workers, personal counselors, psychiatrists, psychologists, and so forth). Staff members may provide support for students in gathering information and resources.
 9. Providing alcohol (regardless of age) or drugs – either prescription or illegal – (except for those provided in accordance with instructions/procedures from the MSA nursing department) to students, including failing to take reasonable steps to prevent such access from occurring. This includes partaking in excessive alcohol consumption and/or illegal drug use when students are present.
 10. Accompanying a student to a non-school-related activity without parent, director, and superintendent approval.
 11. Committing or attempting to induce students to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to MSA.
 12. Participating in excessive informal and social involvement with individual students – this is unprofessional and incompatible with appropriate employee-student relationships.
- E. MSA employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships. Employees need to be mindful of general standards and boundaries for teaching and working with students.

Detailed guidelines have been established in Appendix 423-B to support employees in their work with students. MSA employees who are employed outside of the academies in positions that support students (i.e., Personal Care Attendants, Daycare Providers, or Respite Care Providers) must communicate this with their supervisor so that they may be assigned to different students during their work shifts at MSA. Whenever possible, MSA administrators will establish a rotation of assignments to manage the length of time a staff member is assigned to an individual student.

[Note: Such safeguards include the following: avoiding or minimizing physical contact; keeping doors open when talking or meeting with students one-on-one; and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.]

- F. MSA employees or board members who have children or relatives attending classes at MSA must develop a plan with their supervisor (or the

superintendent) to address how the employee/board member will interact with the child, the child's teacher(s) and support staff, and supervisors (**Procedure #4300/Appendix 423-A**).

Children/relatives means any person related within the fourth degree of consanguinity (refer to chart below). Half-blood or step-relationships are defined the same as full-blood relationships.

Consanguinity (related by genetics/blood):

- 1st degree – Child
- 2nd degree – Sibling; Grandchild
- 3rd degree – Niece/Nephew; Great grandchild
- 4th degree – First cousin; grandnephew/niece

- G. Employees who have children or relatives that are students at MSA must be mindful about maintaining professional relationships with their children or relatives while at work and with their co-workers and supervisors, including consideration of the appearance of favoritism.
- H. MSA employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. All MSA employees have a duty to report suspected violations of this policy. Any person with knowledge or suspicion of an improper relationship between employees and a student must immediately report the conduct to their supervisor, the human resources department, or the school social worker. Employees who make a good faith effort to report any suspected fraternization violation, or who cooperate with inquiries or investigations related to the accusation shall be protected from retaliation.
- B. Complaints and/or concerns regarding alleged violations of this policy shall be handled by the MSA Human Resources Department. Results of the investigation will be shared with the employee's supervisor for follow-up action. Suspected criminal activity will be referred to the local police department for investigation. Suspected child abuse must be reported under the directions outlined in MSA Policy #414.
- C. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. MINNESOTA STATE ACADEMIES ACTION

Upon receipt of a report, MSA will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities, including the appropriate professional licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. MSA actions in response to

violations of this policy will be consistent with requirements of applicable collective bargaining agreements, state/federal laws, and MSA policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, MSA is not required to defend and indemnify the employee for damages in MSA-related litigation.

VI. EXCEPTION

If any employee feels there should be an exception to this policy, written permission must be obtained from the Superintendent.

Legal References:

Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)

Minn. Stat. § 122A.20, Subd 2 (Mandatory Reporting to Minnesota Board of Teaching)

Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Mandatory immediate discharge of teachers with license revocations due to child or sex abuse convictions)

Minn. Stat. §§ 609.341-609.352 (Defining “intimate parts” and “position of authority” as well as detailing various sex offenses)

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)

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

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Minn. Rules Part 8700.7500 (Code of Ethics for Minnesota Teachers)

Cross References:

MSBA/MASA Policy 211 (Criminal or Civil Action against School District, School Board Member, Employee, or Student)

MSBA/MASA Policy 306 (Administrator Code of Ethics)

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

MSBA/MASA Policy 413 (Harassment and Violence)

MSBA/MASA Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Policy 421 (Gifts to Employees)

Appendices:

Appendix 423 A – Plan to address Employee-Student Familial Relationship(s)

Appendix 423 B – General Standards and Boundaries for Teaching and Working with Students.

Related Procedure:

Procedure 4300 – Employees and Board Members with Children and Relatives at MSA

Policy #: 625
Title: INCLEMENT WEATHER
Date of Initial Approval: 01-23-2014
Revision/Re-authorization Dates: 01-23-2020
Reviewers: MSA Superintendent; MSA Human Resources Office; MSA Directors and Supervisors

I. PURPOSE

The purpose of this policy is to communicate expectations and processes for students and staff at Minnesota State Academies (MSA) during inclement weather events and to ensure the safety of both students and staff. This policy also sets forth expectations for providing adequate direct and support services for students.

II. GENERAL STATEMENT OF POLICY

Since the Minnesota State Academies are not fully subject to weather emergencies declared by the Minnesota Management and Budget (MMB) office, especially when students are campus, determinations regarding student coverage, program needs, and staffing expectations are determined on a case-by-case basis.

MSA provides continuous operations and are specifically exempt from declared weather emergencies. The superintendent and/or the on-call supervisor are responsible for making those determinations and communicating decisions with students, staff, and families, following procedures set forth in MSA Policy# 806 – Crisis Management. If the superintendent and/or the on-call supervisor determines that it is necessary to close school, following weather emergencies declared by the MMB and/or the governor, necessary arrangements will be made as outlined below.

III. EMPLOYEE RESPONSIBILITIES

- A. Employees scheduled for work are responsible to provide their own transportation to/from work and are responsible to make a reasonable and prudent effort to arrive at their job site on time for their shift.
- B. Employees who are unable to report for work or may arrive late due to severe weather conditions should use the usual call-in procedure and may request vacation leave, use of compensatory time, or unpaid leave (**MSA Procedure #4004**). It is up to supervisors' discretion to approve or deny leave requests.
- C. When a determination of severe weather conditions has been made by the superintendent, meals and sleeping accommodations for employees who may not be able to make it home after their work shifts may be authorized.
- D. Employees reporting for work as scheduled shall report to their regularly scheduled area, but may be reassigned to carry out priority functions.
- E. In the event of staff shortages, employees may be required to remain on duty until adequate staffing is available.
- F. Employees are expected to remain on duty during scheduled work shifts unless specifically excused by the school administration and may be required to remain on duty past scheduled shifts until adequate staff is available.
- G. Staff are responsible to ensure students who travel outdoors in winter weather are dressed appropriately for existing conditions.

IV. SCHOOL CLOSINGS / STUDENT TRAVEL TO MSA

- A. As weather conditions vary greatly across the state of Minnesota, school districts or bus companies transporting students to MSA are responsible for making decisions regarding safe travel to Faribault.
- B. School districts or bus companies that determine weather conditions exist which are unsafe for travel shall call the on-call supervisor at [507-339-1270](tel:507-339-1270) or the front office of each campus (weekdays only) and leave a message to communicate plans for transporting students. (i.e. adjusted drop-off times/dates)
- C. The on-call supervisor will inform appropriate employees of changes in student's travel plans.
- D. In the case of a significant decrease in students returning to MSA, the on-call supervisor will work with supervisors to adjust staffing levels to reflect the needs of students. Every attempt will be made to contact staff prior to their reporting to work.
- E. If inclement weather conditions exist in Faribault on a day that students are scheduled to return, the superintendent may close the Academies until safe weather conditions return. If the superintendent is unavailable, the on-call person will be solely responsible for the closure decision.
- F. In case of school closure, announcements will be go out to parents informing them of the decision. Announcements will also be shared on the MSA websites and Facebook pages and/or parent/employee notification systems utilized by MSA. Once a decision is made to close, the on-call supervisor is responsible for ensuring bus companies and parents are contacted and notified of the closure. The on-call supervisor may utilize employees and supervisors to assist with this process.
- G. In case of school closure, employees will also be notified. Essential employees necessary to maintain the safety and essential functions of the campuses will continue to be scheduled to work. (The work may be performed on campus or at alternate work sites as approved through MSA Policy #456 – Teleworking). Non-essential employees will not be scheduled to work and may request vacation leave, use of compensatory time, or unpaid leave (MSA Procedure #4004) for use during days when school is closed. If applicable, employees may be authorized for emergency pay as approved by the MMB in extreme weather incidents. The superintendent and/or the on-call supervisor will determine who are essential employees in the event of school closures and will communicate directly with those employees.

V. STUDENT TRAVEL FROM MSA ON WEEKENDS

- A. Inclement weather conditions will be monitored by the Superintendent and/or the on-call supervisor. If inclement conditions are expected on the day that students are expected to leave MSA to go home, MSA administrators will work with students' home school districts to determine the safest way to transport students home. Students may need to be picked up a bit earlier than their usual pick-up/drop-off times or on a different day. School districts/transportation companies responsible for picking up students maintain responsibility for notifying parents of alternate travel schedules. If possible, the superintendent or on-call supervisor will make this decision by 10 a.m. on the day of travel and notify districts/transportation companies and parents.

- B. If inclement weather conditions exist which prevent school districts and parents from picking up students on their departure day, arrangements will be made for students to stay on campus. Once weather conditions improve, students will be expected to go home, if reasonable.

VI. DAY STUDENTS

- A. When district transportation of a day student is not provided or the parent determines travel to MSA is unsafe due to weather conditions, the student is excused. If parents choose to provide their own transportation in lieu of district transportation, they must communicate with the department secretary to ensure plans are in place for staffing and supervision. **Schedules and educational activities may be adjusted on those days based on the number of students attending classes, available staffing/resources, and other factors. Principals will make decisions as appropriate to ensure that educational activities are provided to the extent possible.**
- B. Parents are required to **communicate alternate** plans for the student in case of inclement weather (**i.e., alternate drop-off locations, authorized persons to pick up students**). The department secretary must keep a record of all authorizations and follow directives during inclement weather incidents.
- C. When area schools are closed/closing, MSA will coordinate day student transportation needs with local districts and/or parents. Parents may pick up their children early and/or keep their children home if they feel the weather is becoming too severe for safe travel.
- D. Campus Directors will contact the directors of student life, student nutrition and health services in the event a day student is unable to return home.

VII. STUDENT SAFETY AT MSA

- A. Every effort will be made to ensure student safety during inclement weather while students are attending school. If it becomes necessary for students to travel outdoors, appropriate clothing will be monitored along with close supervision of students to ensure safety. As appropriate, buses will be provided to transport students between buildings (**i.e. sub-zero weather, high wind chill factors**).
- B. Transportation between the MSAB/MSAD campuses may be canceled if students cannot be transported safely on city streets. Campus directors will communicate any schedule changes with parents as appropriate.

Policy #: 740
Title: SPECIAL EXPENSES/OUTSTATE TRAVEL
Date of Initial Approval: 05-03-2007
Revision/Re-authorization Dates: 11-21-2013; 01-23-2014; 03-24-2016; 08-15-2019; 02-23-2022
Reviewers: MSA Director of Fiscal Services; MSA Superintendent

I. PURPOSE

The purpose of this policy is to reimburse employees for special expenses incurred in connection with assigned official duties of a state employee which are not reimbursable through the regular expense regulations.

II. GENERAL STATEMENT OF POLICY

It is the policy of the Minnesota State Academies (MSA) to pay for approved special expenses. All expenses to be reimbursed must be pre-approved by supervisors.

Note: Refreshments or meals may not be provided for meetings consisting of a majority of state employees. This includes ad hoc meetings or staff meetings, whether held periodically or on an on-call basis. Exceptions are listed in Section E below.

Special expenses include reasonable costs for the following:

- A. Full cost of a meal when it is a part of the structured agenda of a conference, workshop, seminar, or meeting which the Appointing Authority has authorized the employee to attend (this does not include routine staff meetings).
- B. Registration and tuition fees for conferences, seminars, workshops, or education courses.
- C. Refreshments for department-sponsored meetings, conferences, or workshops where the majority of participants are not state employees.
- D. Refreshments, meals, and other conference costs for department-sponsored events where registration fees are charged, and the majority of the participants are not state employees.
- E. Refreshments and/or meals for meetings that consist primarily of state employees when the refreshments and/or meals are an integral part of the event and are necessary to sustain the flow of the meeting and to retain the captive audience, and if the meeting is one of the following:
 - 1. A meeting with participants from many geographic locations where the majority of the participants are in travel status.
 - 2. A department-wide annual/quarterly staff meeting for all employees.
 - 3. A department senior management/cabinet planning or organizational meeting.
 - 4. A department-wide annual/quarterly staff meeting for all managers.
 - 5. An annual/quarterly staff meeting of all employees.
 - 6. A structured training session, available to employees generally and conducted by persons outside the agency, provided it has been approved by the agency training or staff development office.

With the exception of structured training sessions, the meetings described shall be held no more frequently than one each quarter. All meetings shall be scheduled to minimize the inclusion of meals.

- F. Refreshments and/or meals may be provided during official meetings of statutory boards, councils, task forces, advisory committees, and commissions; and during official meetings of external non-statutory councils, task forces, advisory committees, and commissions for which expenses are authorized by statute or as a condition of a federal grant or contract. Official meetings include meetings of subcommittees provided that such meetings are authorized by the full board, council, task force, advisory committee, or commission. All meetings shall be scheduled to minimize the inclusion of meals.
- G. Lodging:
 - 1. when weather conditions or other unforeseen occurrences prevent the employee from returning home; or,
 - 2. if the appointing authority authorizes overnight participation in an approved event (authorization should be based on the benefit of such participation to the state).
- H. Expense reimbursement for lodging, travel, and meals for one attendant for an employee with a disability who requires daily assistance in performing various personal tasks or who has special mobility needs.
- I. Expenses as follows for employees assigned to work at the State Fair if MSA chooses to participate.
 - 1. Fees for admission to the fairgrounds, unless previously provided.
 - 2. One meal during each shift of fewer than ten (10) hours or two (2) meals during each shift of ten (10) hours or more, subject to the meal amounts for in-state travel in collective bargaining agreement or plan.
 - 3. For employees who report for work directly to the State Fair and/or return home directly from the State Fair, reimbursement for mileage for each trip is limited to the lesser of the mileage between their home and the State Fair or between their permanent work station and the State Fair as per Minnesota Management and Budget (MMB) policy and the appropriate collective bargaining agreement.
 - 4. Taxi fare for employees with a disability who are unable to drive or use other means of public transportation between their normal workstation and fairgrounds or between the employee's residence and the fairgrounds, whichever distance is less.
- J. All airline and lodging reservations need to be made by Fiscal Services and billed to Minnesota State Academies.
- K. Out-of-State Travel: All Out-of-State Travel must be approved by the Superintendent **and the MSA Board.**
- L. Expense reimbursement for international travel which exceeds the limits for out-of-state travel authorized in collective bargaining agreements.

Note: All international travel must be approved through the Superintendent's Office **and be approved by both the MSA Board and the Commissioner of the Minnesota Management and Budget (MMB)**. Reimbursement limits for international travel will be the same as out-of-state travel provisions contained in the appropriate collective bargaining agreement or plan, unless the special expense exceeding the limits has received prior approval of the Appointing Authority and from the Minnesota Management and Budget (MMB). [Appendix 740-B]

M. Expenses as follows for individual employee awards and MSA recognition events:

Note: Length of Service awards as found in the appropriate category in the State and MSA Length of Service contracts are not special expenses and are not subject to this policy.

1. Recognition awards at the discretion of the Appointing Authority. Awards for individual or group achievements which are limited to noncash/nonnegotiable items of nominal value (\$50 or less.)
2. Funds in state accounts may not be used to purchase meals/refreshments for agency employees at MSA recognition events.

N. Other expenses authorized by the Appointing Authority and approved in advance by the Commissioner of Minnesota Management and Budget (MMB).

1. An approved Request to Incur Special Expense Form must accompany individual Employee Expense Reports requesting department reimbursement for these special expenses and/or any invoices for such expenses to be paid directly by the department. In addition, a copy of each request must be forwarded to the MSA Director of Fiscal Services for monitoring/reporting purposes as required.
2. Requests received after the event or too late to provide a proper review must include an explanation of why the request was not provided in a timely manner.

Note: If an Out-of-State Travel Authorization (NA-00100-06) identifies the special expense for tuition and registration fees, that form may be used in lieu of the Request for Approval of Special Expenses (PE-00668-01)

Legal References:

Minn. Stat. § 43A.04, Subd. 4 (General Information)
MMB administrative procedure 4.4 – Special Expenses

Appendices:

Appendix 740A - Request for Approval of Special Expenses Form (PE-00668-01)
Appendix 740B - Out-of-State Travel Authorization Form (NA-00100-06)

Policy #: 525
Title: VIOLENCE PREVENTION
Date of Initial Approval: NEW
Revision/Re-authorization Dates:
Reviewers: MSA Instructional Leadership Team

I. PURPOSE

The purpose of this policy is to recognize that violence has increased nationally and to identify measures that the Minnesota State Academies (MSA) will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The MSA board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. The policy of MSA is to strictly enforce its weapons policy (Policy #501).
- B. MSA will promptly investigate all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The MSA administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the MSA board for review and adoption.
- D. MSA will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The MSA board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The MSA board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. MSA will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against

any student or staff member who is found to have violated this policy or any related policy.

- D. The consequences set forth in the school weapons policy (Policy #501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy #526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy #506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minnesota Statutes section 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy #413) will be subject to the procedures set forth in the student dress and appearance policy (Parent/Student Handbook).

“Gang” as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity.

A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- J. This policy is not intended to abridge the rights of students to express

political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner.

IV. PREVENTION STRATEGIES

MSA has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

[Note: The school board can adopt any of the prevention strategies that it intends to implement in its schools, including some or all of the following sample strategies.]

- A. Adopt a crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. In-service training for personnel in the aspects of reporting, visibility, and supervision as deterrents to violence.
- D. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.
- E. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- F. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- G. Establish clear school rules that prevent and deter violence.
- H. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- I. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.

- J. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- K. Elicit students' ideas about particular safety problems in the building.
- L. Require all visitors to check in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- M. Develop curriculum 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, and resourcefulness
- N. Develop curriculum on child sexual abuse prevention for students, including age- appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Welfare Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.
- O. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting requirements provided on the Minnesota Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be educated about MSA policies designed to protect their personal safety.
- C. Students will be provided with information about MSA rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. EMPLOYEES

- A. MSA employees shall comply with the school weapons policy (Policy #501) and the school hazing policy (Policy #526).

- B. MSA employees will review violence prevention policies and report any violation to school administration immediately. They are required to review policies regarding weapons and violence prevention annually.
- C. MSA employees will not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment.

Legal References:

Minn. Stat. § 13.43, Subd. 16 (Personnel Data)

Minn. Stat. § 120B.22 (Violence Prevention Education)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)

Minn. Stat. § 121A.035 (Crisis Management Policy)

Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)

Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)

Minn. Stat. § 121A.64 (Notification)

Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)

Policy #: 451
Title: APPROPRIATE USE OF SOCIAL MEDIA
Date of Initial Approval: 11/16/2017
Revision/Re-authorization Dates: 06/02/2021
Reviewers: MSA Superintendent; MSA Instructional Leadership Team; MSA Human Resources

I. PURPOSE AND BACKGROUND INFORMATION

The Minnesota State Academies (MSA) face the challenge of balancing the secure use of social media to enhance communication, collaboration, and information exchange for the greater MSA community with the need to protect the privacy of our students as well as protecting the ability of employees to freely express themselves.

This policy establishes MSA’s position on the utility and management of social media and provides guidance on the management, administration, and oversight. This policy is not intended to address one particular form of social media, but rather social media in general, as advances in technology will occur and new tools/platforms will emerge. This policy governs the appropriate use of social media at all times, including both work and non-work time, by MSA employees, consultants, and contractors.

II. GENERAL STATEMENT OF POLICY

Social media provides a ~~new and potentially~~ valuable means of assisting MSA and its employees in meeting community outreach, communication, collaboration, and information exchange with parents, students, and community members. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable by the Superintendent and Directors of MSA.

MSA also recognizes the role that these tools play in the personal lives of some employees and that the personal use of social media can have bearing on employees in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by MSA employees.

III. DEFINITIONS

- *Blog/Vlog*: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for “Web log”. Vlog refers to Blogs that are published via video (commonly used by deaf people instead of sharing information via printed media)
- *Page*: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights
- *Post*: Content an individual shares on a social media site or the act of publishing content on a site.
- *Profile*: Information that a user provides about themselves on a social networking site.
- *Social Media*: A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (~~Facebook, MySpace~~); micro-blogging sites (~~Twitter, Nixle~~), photo- and video-sharing sites (~~Flickr, YouTube, Instagram, SnapChat, TikTok~~), wikis (~~Wikipedia~~), blogs/vlogs, and news sites (~~Digg, Reddit~~).
- *Social Networks*: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

- *Speech*: Expression or communication of thoughts or opinions in spoken words/sign language, in writing, by expressive conduct, symbolism, photographs, videos, or related forms of communication.
- *Web 2.0*: The second generation of the World Wide Web focused on shareable, user-generated content, rather than static web pages. Some use this term interchangeably with social media.
- *Wiki*: Web page(s) that can be edited collaboratively.

IV. ON-THE-JOB USE OF SOCIAL MEDIA

A. MSA-Approved Social Media: Guiding Principles

1. When possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of MSA's presence on that site.
2. When possible, the page/post should link to MSA's official websites.
3. Social Media pages/posts should be developed/written for the target audience (such as families, students, or other community members)
4. MSA employees who are assigned the responsibility of representing MSA on social media outlets should ensure accessibility of those pages/posts (audio description, captions, voice-over, ASL, etc. as appropriate).
5. The traditional communication rules of reasonableness, respect, courtesy and common sense, and legal requirements also apply to social media outlets.

B. Procedures

1. All MSA social media sites or pages shall be approved by the MSA **superintendent-Instructional Leadership Team** and shall be administrated by designees selected by the MSA superintendent and/or Directors of the Academies. **The Director of Curriculum and Educational Programs will maintain a list of current social media platforms used by MSA and oversee authorized personnel who maintain those sites/pages. Guidelines and timelines for social media content will be incorporated into position descriptions for staff and extracurricular activity personnel.**
2. Social media sites (where possible) shall clearly indicate that they are maintained by MSA and shall have MSA contact information prominently displayed.
3. Social media content shall adhere to applicable laws, regulations, and policies, including all privacy requirements for students and all information technology and records management policies. Social media content must also adhere to MSA's website/social media accessibility policy. (MSA Policy #103) Individuals managing MSA social media outlets must maintain a list of student permission forms regarding media releases and privacy expectations.
4. When possible, social media posts should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Academies.
 - a. Pages shall clearly indicate that posted comments will be monitored and that the Academies reserve the right to remove obscenities, off-topic comments, and personal attacks.

- b. Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

C. MSA-Sanctioned Use

1. MSA employees representing the Academies via social media outlets shall follow the guidelines below:
 - a. Conduct themselves at all times as representatives of MSA and, accordingly, adhere to all MSA standards for conduct, and observe conventionally accepted protocols and proper decorum.
 - b. Identify themselves as an employee of MSA
 - c. Maintain confidentiality, following expectations outlined in the Family Educational Rights and Privacy Act.
 - d. Utilize department computers and/or mobile devices to manage MSA social media activities.
2. Potential Uses of Social Media
 - a. Community Outreach and engagement by:
 - i. Providing tips related to education and language development
 - ii. Offering opportunities for communication with school administration
 - iii. Sharing information and announcements about upcoming events open to the community/parents
 - iv. Soliciting input and feedback about school-related projects and/or policies
 - b. Time-sensitive notifications related to:
 - i. Transportation changes and updates
 - ii. Weather emergencies
 - iii. Security and Safety of students
 - iv. Special events, including last-minute scheduling changes
 - c. Recruitment of potential employees or volunteers
 - i. Information about current programs
 - ii. Information about current vacancies
 - iii. Opportunities for volunteers
 - d. Information sharing with potential students and their families
 - i. Information about school programs and extracurricular activities
 - ii. Information about successful students and alumni
 - iii. Family/School events at the Academies
 - iv. Contact persons for questions about the Academies

V. **PERSONAL USE:** Precautions and Prohibitions

Barring state law or binding employment contracts to the contrary, MSA employees should be aware of the following considerations and take precautions when using social media.

- A. MSA employees are free to express themselves as private citizens on social media sites but are encouraged to take care that their speech does not impair their positive working relationships with other employees, parents, families, and students at MSA. Examples of sensitive situations may include the following: Situations in which

confidentiality is important; Opinions that may exclude or offend minority groups at work; Comments about co-workers that may impair discipline and harmony among co-workers; or Comments that may negatively affect the public perception of the Academies.

- B. As public employees, MSA employees are cautioned that speech on- or off-duty, made pursuant to their official duties – that is, that owes its existence to the employee’s professional duties and responsibilities – is not protected speech under the First Amendment and may form the basis for discipline if their speech is determined to be a violation of policies of the Minnesota State Academies. MSA employees should assume that their speech and related activities on social media sites will reflect upon their position and MSA. Employees must also maintain confidentiality, following expectations outlined in the Family Educational Rights and Privacy Act.
- C. MSA employees shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without authorization from the Superintendent or the Directors of the Academies.
- D. When using social media, MSA employees should be mindful that their speech becomes part of the worldwide electronic domain. Therefore, adherence to MSA’s code of conduct is expected in the personal use of social media. In particular, MSA employees should be mindful of the impact of their comments on students and families, particularly with speech containing obscene or sexually explicit language, images or acts; or statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals. Employees also should take caution about speech involving themselves or other employees that reflect behavior that may be reasonably considered as reckless or irresponsible.
- E. MSA employees may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could be reasonably considered to represent the views or positions of the Minnesota State Academies without express authorization. **This includes pictures, videos, and other content created during work time.**
- F. MSA employees should be aware that privacy settings and social media sites are constantly in flux and they should never assume that personal information posted on such sites is protected.
- G. MSA employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by MSA at any time without prior notice.
- H. MSA employees are prohibited from utilizing work time to access/manage their personal social media sites without express authorization. When using MSA’s computer systems, use of social media for business purposes is allowed, but personal use of social media networks or personal blogging of online content may result in disciplinary action.

VI. REPORTING VIOLATIONS

Any employee becoming aware of or having knowledge of a posting or any website/webpage/**social media post** in violation of the provisions of this policy shall notify their supervisor immediately for follow-up action.

Policy #: 520
Title: PARTICIPATION IN RESEARCH PROJECTS AND STUDENT SURVEYS
Date of Initial Approval: 06-12-2018
Revision/Re-authorization Dates: 04-21-2021
Reviewers: MSAB Director; MSAD Director; MSA Director of Student Support Services

I. PURPOSE

Occasionally, the Minnesota State Academies may wish to utilize surveys to obtain opinions, feedback, and/or collect information about students. MSA also participates in some research studies which may incorporate surveys and/or other means of gathering information. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys and research projects must be approved by the Superintendent based on recommendations from the Directors (Instructional Leadership Team). Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 United States Code section 1232h.

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her

responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes chapter Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 United States Code section U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 Code of Federal Regulations C.F.R. Part 99

- E. MSA will not impose an academic or other penalty on a student who opts out of participating in a student survey.
- F. During events hosted by other organizations or agencies, MSA employees must ensure that students do not participate in surveys or research projects without obtaining parental permission. Students who have reached the age of majority may participate in those surveys.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM AND/OR RESEARCH PROJECTS

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students. Research Projects that involve surveying and/or collection of information from students must include parental permission prior to implementation of the project.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - i. political affiliations or beliefs of the student or the student's parent;
 - ii. mental and psychological problems of the student or the student's family;
 - iii. sex behavior or attitudes;
 - iv. illegal, antisocial, self-incriminating, or demeaning behavior;
 - v. critical appraisals of other individuals with whom respondents have close family relationships;
 - vi. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - vii. religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
 - viii. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. As part of this policy, MSA has established the following expectations for surveys approved by the Department of Education and/or University research projects.
 - a. MSA will ensure the right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is

administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or another person acting in loco parentis (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed above, including the right of a parent of a student to inspect, on request, any such survey.

- c. MSA will ensure the right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

"Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. Surveys and/or research projects will not include administration of physical examinations or screenings that MSA may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 United States Code 1400, et seq.).

- e. MSA will not collect, disclose, or use personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose) including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

- i. "Personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

- ii. This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

- college or other postsecondary education recruitment or military;

- book clubs, magazines, and programs providing access to low-cost literary products;
 - curriculum and instructional materials used by elementary and secondary schools;
 - tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments.
 - the sale by students of products or services to raise funds for school-related or education-related activities; and
 - student recognition programs
- f. The right of a parent to inspect, on request, any instrument used in the collection of information, as described above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

V. NOTICE

- A. This policy serves as reasonable notice of the adoption or continued use of surveys and/or research to parents of students enrolled in or served by MSA.
1. If there is any substantive change in this policy, the updated policy will be posted on the MSA website for parents to review.
 2. The notice will provide parents with an opportunity to opt out of participation in the survey or research project. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

Parents may opt out of participation in the following activities:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
- The administration of any third-party survey (non-Department of Education funded) that contains one or more of the items described above.
- Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary

to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

- B. MSA must inform parents at the beginning of the school year if specific or approximate dates for administering surveys and/or research have been identified and give parents reasonable notice of planned surveys scheduled after the start of the school year. MSA must give parents direct, timely notice when their students are scheduled to participate in a student survey and offer the option of opting out of such surveys/research. **The opportunity to review the survey and make decisions must be provided to parents.**

Legal References:

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

Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)

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

20 U.S.C. § 1232h (Protection of Pupil Rights)

34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)

Gonzaga University v. Doe, 536 U.S. 273, (2002)

C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)

Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Policy #: 742
Title: IMPREST FUND
Date of Initial Approval: 11-27-2007
Revision/Re-authorization Dates: 01-25-2011; 03-07-2013; 01-23-2014; 08-23-2018; 02-23-2022
Reviewers: MSA Fiscal Services Director; MSA Superintendent

I. POLICY

The Imprest Fund will be established and maintained as authorized by Minnesota Statutes, section 15.191 and is subject to Minnesota Management and Budget (MMB) and MMB policy 0606-01.1; 0606-01.2, and 0606-01.3

The Imprest Fund shall be established at a level not to exceed \$2,500.00 for the Minnesota Academy for the Deaf and \$1,600.00 for the Minnesota Academy for the Blind.

The Imprest Fund shall only be used to satisfy obligations when one of the following criteria is met:

- A. The item or services purchased is an authorized and appropriate use of state money, OR
The program has the authority to purchase the item or service through authority for local purchase (ALP) or existing state contracts or agreements.
- B. When the vendor/supplier will not accept a Minnesota Department Purchase Order or Purchasing Card.
- C. When an emergency situation exists, and payment is required by the vendor/supplier before or at the time of the transaction.
- D. Employee meals, activity costs (movie tickets, etc.) when accompanying an individual on required events. This is only allowed when employee cannot be reimbursed through petty cash (Refer to MSA Policy #743). Employee meals cannot exceed contract amounts.
- E. The amount per check is limited to an amount that shall not cause an overdraft.
- F. In the event that employees require an advance payment for a required event, they will be required to do the following:
 - a. The MSA Field Trip Form will be completed and approved by the appropriate parties.
 - b. There will be a breakdown of the required advance.
 - c. Receipts will be turned into the **Fiscal Services** Office within 1 business day of the end of the scheduled event with the remaining dollars re-deposited.

The Imprest Fund shall not be used for the following purchases:

- 1. Gasoline
- 2. Services requiring an IRS form 1099
- 3. Alcohol or Tobacco Products
- 4. Fixed Assets
- 5. Explosives or Weapons
- 6. Employee expense accounts which should be paid through payroll
- 7. Monthly disbursements which should be paid through Accounts Payable

Checks written from the Imprest Fund will require an authorized signature. Checks must not be signed in advance, before specific expenditures are approved. Unused blank checks must be stored in a secure area, with access limited to an authorized signer.

Bank signature cards must be updated immediately upon termination of an employee who is an authorized signer of an MSA Imprest cash account.

II. DEFINITIONS

Support: The resources and individual strategies necessary to promote the development, education, interests, and personal well-being of individuals choosing the Minnesota State Academies.

III. PROCEDURE

MSA shall designate up to three persons to be an authorized signer for the Imprest Fund. MSA's **Fiscal Services** Office shall be held responsible for the accountability of the expenditures for their purchaser.

The appropriate staff or authorized signer shall:

1. Fill in the check with the date, payee and the exact amount of the purchase.
2. Document a brief description of transaction on memo line.
3. Record information on the check register.
4. Obtain an invoice or receipt from the vendor/payee.
5. Record the check number on the receipt.
6. Submit a receipt/invoice support for each expenditure that is made for the fund.

IV. RECEIVING PROCEDURES

Another employee, not involved in the purchase, shall verify acceptance of the goods by signing the vendor's invoice with their name and date of receipt to document their acceptance and verification of the goods or services.

The receipt/invoices shall be filed and secured until submitted for reimbursement of the Imprest Fund, as these are the source documents vital for Imprest Fund reimbursement and state accounting.

The Imprest Fund Accounting System should be updated with the final transaction information.

Policy #: 303
Title: ACADEMIES ADMINISTRATOR (SUPERINTENDENT) SELECTION
Date of Initial Approval: 04-26-2022
Revision/Re-authorization Dates:
Reviewers: MSA Human Resources; MSA Board Policy Committee

I. PURPOSE

The purpose of this policy is to convey to the Minnesota State Academies (MSA) community that the authority to select and employ an academies administrator (superintendent) is vested in the MSA board.

II. GENERAL STATEMENT OF POLICY

The MSA board shall employ a superintendent to serve as the chief executive officer of the MSA board and to conduct the daily operations of the Minnesota State Academies for the Deaf and the Blind.

III. QUALIFICATIONS

A. The MSA board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.

B. The MSA board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

A. A process for recruitment, screening, and interviewing of candidates shall be developed by the MSA board. Whenever possible, this process should include the input of the MSA community and stakeholders.

B. The MSA board may contract for assistance in the search for a superintendent.

C. The MSA board shall work with the MSA Human Resources Director to specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the MSA board shall observe all requirements of state and federal law, MMB regulations, and MSA policy.

Legal References:

Minn. Stat. § 123B.143 (Superintendent)

Minn. Rules, Chapter 3512

Policy #: 304
Title: Academies Administrator (Superintendent) Appointment, Duties, and Evaluation
Date of Initial Approval: 03-27-2014
Revision/Re-authorization Dates: 03-24-2016; 01-24-2019; 02-23-2022
Reviewers: MSA Human Resources; MSA Superintendent; MSA Board Policy Committee

I. PURPOSE

The purpose of this policy is to provide for the use of an appointment letter with the Minnesota State Academies (MSA) Academies Administrator (working title – Superintendent), a position description, and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A.** The superintendent’s appointment letter shall be used to formalize the employment relationship and to identify all conditions of employment with the superintendent.

- B.** The duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the governing board in consultation with the superintendent. The governing board shall use an instrument to periodically evaluate the performance of the superintendent.

- C.** The Academies Administrator (Superintendent) position is identified by the Commissioner of Minnesota Management and Budget as managerial and therefore covered by the Managerial Plan. The Academies Administrator (Superintendent) position is in the unclassified service (M.S. 125A.67, Subd.1). "Unclassified Service" defined by the Managerial Plan means all positions specifically designated as not being classified pursuant to M.S. 43A.08 and other enabling legislation. Unclassified employees do not accrue seniority; do not serve a probationary period; are not subject to the layoff provisions of this plan; and may be terminated at will.

Legal References:

Minn. Stat. § 125A.67, Subd. 1 (Academies’ Administrator)

Policy #: 518
Title: DNR-DNI Orders
Date of Initial Approval: 12/05/2000
Revision/Re-authorization Dates: 03-15-2018; 04-21-2021
Reviewers: MSA Superintendent; MSAB/MSAD Directors; Health Services Director

I. PURPOSE

The Minnesota State Academies (MSA) serves students with complex health needs. MSA also recognizes that staff members may be confronted with requests to withhold emergency care of a student in the event of a life-threatening situation at school or during school activities; or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to MSA staff in these situations.

II. GENERAL STATEMENT OF POLICY

A. The primary mission of the school district is education. DNR-DNI Orders are medical documents. MSA staff will not accept or honor requests to withhold emergency care or DNR-DNI orders.

However, MSA nursing staff will maintain a file of DNR-DNI orders and communicate them with emergency medical personnel. If possible, MSA nursing staff will send a copy of the DNR-DNI order along with the student to the medical facility. Otherwise, the nursing staff should send the DNR-DNI order to the medical facility as soon as possible.

B. MSA staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.

C. MSA staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.

D. The parent/guardian will be notified of the emergency as soon as possible.

E. Notwithstanding this policy, IEP and Section 504 teams must comply with individualized medical emergency care plans for students when indicated in accordance with state and federal law.

F. Parents/guardians who request that emergency care be withheld for their child or present DNR-DNI Orders shall be advised of and given a copy of this policy.

Legal References:

29 U.S.C. §794 et seq. (§504 Rehabilitation Act of 1973)
42 USCA §§12101-12213 (Americans with Disabilities Act)

Policy #: 750
Title: MN RESOURCE LIBRARIES ACQUISITION AND COLLECTION
Date of Initial Approval: 03-28-2019
Revision/Re-authorization Dates: 09-29-2021
Reviewers: MSA Librarian; MSA Superintendent; Minnesota Department of Education Blind/ Visually Impaired and Deaf/Hard of Hearing Specialists

I. PURPOSE

The MN Resource Libraries (MNRL) is a partnership between the Minnesota Department of Education (MDE) and the Minnesota State Academies (MSA) to provide information and resources to help families and educators meet the educational needs of Minnesota children and youth who are Blind/Visually Impaired (B/VI); Deaf/Hard of Hearing (D/HH), or DeafBlind (DB). The purpose of the MNRL is to serve as a lending library of curriculum, assessments, printed materials, and other resources to Minnesota educators, families and children who are B/VI; D/HH; or DB. (See MN Resources Libraries link on the MSA website for additional information about resources and eligibility for patrons) The purpose of this policy is to guide the MNRL in the selection and acquisition of library materials & resources and the overall development of the library collection.

II. ACQUISITION AND COLLECTION DEVELOPMENT PRINCIPLES

A. Responsibility for Acquisitions

The MDE B/VI and D/HH specialists will submit library acquisition recommendations to the MN Resource Librarian for purchase after prior approval from each respective advisory committee. The ultimate responsibility of library material selection resides with the MSA Librarian who operates within framework of this policy.

B. The MDE B/VI and D/HH specialists are responsible for generating budget submittals and processing within the MDE agency framework to fund purchases for the MNRL. After budgets are determined, the specialists will communicate with the MSA Librarian to update the budget for the MNRL.

C. Criteria for Selection

Primary criteria considered in the acquisition of library materials:

- a. Patron requests
- b. Quality, reliability, and accessibility of the content
- c. Current and permanent value
- d. Reputation of author(s) or creator(s)
- e. Popularity
- f. Diversity in viewpoints
- g. Suitability for distribution
- h. Existing library holdings
- i. Budget

D. Collection Maintenance

The MSA Librarian will maintain a current and relevant collection to serve the overall mission of the MNRL. The library will remove from its collection any outdated, inappropriate, or irrelevant materials that have little or no historical or research value, according to current library standards.