

Policy Committee Meeting

Monday, November 3, 2025 3:15 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. 446 Payroll and Leave & Overtime Requests

4.B. 450 School Volunteers

4.C. 455 Employee Code of Conduct

4.D. 906 Community Notification of Predatory
Offenders

5. **Policies to Review Before Revision**

5.A. 744 Fundraising

6. **Policies to Review Prior to a First Reading**

6.A. 614 State Mandated Tests

7. **Policies to Review for Reauthorization**

7.A. 709 Transportation

8. **Adjourn**



Minutes of Policy Committee Meeting Minnesota State Academies Board

A Policy Committee Meeting of the Minnesota State Academies Board was held on Monday, October 6, 2025, beginning at 3:15 pm in the Tate Hall Conference Room or through the Zoom platform.

Present: Terry Wilding - Superintendent; Katie Wangberg – Board Member; Heather Smisek – HR Director; Brittany Thomforde – Director of Student Support Services; and Justin Cyboron – Director of Curriculum and Educational Programs.

Absences: Hernan Moncada – Board member

1. Call to Order
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. Policy 446 – Payroll and Leave&Overtime Requests
No changes – ready for first reading
 - B. Policy 450 – School Volunteers
No changes – ready for first reading
 - C. Policy 455 – Employee Code of Conduct
No changes – ready for first reading
 - D. Policy 906
No changes - ready for first reading
7. Policies to Review for Reauthorization:
 - A. Policy 102 – Equal Educational Opportunity
 - B. Policy 445 – Respectful Workplace
 - C. Policy 745 – MSA Purchasing Card Use

The committee agreed that all policies are ready for reauthorization
8. Adjourn at 3:35 pm.

Policy #: 446
Title: PAYROLL AND LEAVE/OVERTIME REQUESTS
Date of Initial Approval: 04-19-2016
Revision/Re-authorization Dates: 04-25-2019; 10-27-2021
Reviewers: MSA Superintendent; MSA Fiscal Services Office; MSA Human Resources Office

I. PURPOSE

The purpose of this policy is to ensure that payroll entries for Minnesota State Academies (MSA) employees are completed accurately, utilizing established codes and procedures.

II. GENERAL STATEMENT OF POLICY

- A. All MSA employees will complete their time and leave information using the State of Minnesota Employee Self Service System. Employees must make certain that time, leave earn codes, and comments are entered accurately based on hours worked, leave taken, other appropriate pay and leave accrued, and completed by the required deadline.
- B. Supervisors will review their employees' time records for accuracy, appropriate payroll coding, comments, and take corrective actions as needed. This includes approving, validating and loading their payroll departments by the deadline established by the MSA fiscal services office.
- C. Each supervisor will maintain an appropriate timekeeping record system (example: Leave/Overtime requests, emails, or calendar attendance record) to monitor work hours, leave usage, and overtime approved or assigned.
- D. Employee requests for leave and overtime must be submitted and documented by supervisors. Supervisors will maintain leave request documentation for at least one month following leave usage.
- E. MSA payroll staff will process payroll in accordance with the procedures and schedules established by the Minnesota Management and Budget (MMB), make all necessary adjustments, and participate in quarterly payroll reviews.

III. DEFINITIONS

- A. **Employee Self Service** - MMB website containing employee time reporting, leave and pay stub information that is used by employees to enter time information and by supervisors to approve and validate employee time and leave entered.
- B. **Exempt Employee** - Position classifications designated by the Federal Fair Labor Standards Act (FLSA) to be professional and not subject to the overtime provisions of this law.
- C. **Non-exempt Employee** - Classifications that are eligible for overtime based on the FLSA definition.
- D. **Overtime** - Hours worked in excess of a non-exempt employee's normal work schedule that were preapproved or ordered and compensated in accordance with overtime provisions of the appropriate bargaining unit agreement. Special rules apply for exempt employee overtime.
- E. **Payroll Department** - Separate identification numbers for each area of supervision, assigned by agency Human Resources and Fiscal Services, with employees' records included.

F. **Time Records** - Payroll timesheets or Self-Service Time Entry.

**See MSA Policy 410 – Family and Medical Leave for additional information/definitions regarding FMLA leave.*

IV. EMPLOYEE RESPONSIBILITIES

- A. Employees will submit requests for leave to their direct supervisor in advance of the need for the leave, using the MSA Leave Request Form. If leave is not foreseeable, employees must notify their supervisor as soon as possible, following established communication protocols for their respective departments. Failure to do so may result in disciplinary action.
- B. Employees who request paid leave must have a sufficient balance available on the date the paid leave is taken.
- C. Employees must submit requests for overtime to their direct supervisor and receive approval prior to performing the work. Only in unusual circumstances will overtime be approved after the fact. Employees must follow established communication protocols for their respective departments to request overtime. If overtime is assigned by supervisors (i.e. schedule changes, late meetings, additional hours of work), no requests are necessary.
- D. Employees will use the Employee Self Service System to prepare their time entry for each pay period, following established timelines. Employees who fail to adhere to required timelines and accuracy of their time entry may be subject to disciplinary action as appropriate.
- E. Time entry must be accurate for actual hours worked, leave taken, comments, and other pertinent information, using proper codes.
- F. Employees must complete time entry in advance of any planned absence spanning the end of a pay period.
- G. Employees must provide their supervisor with all pertinent back-up documents such as military orders, jury duty summons, or doctor's orders.
- H. Employees will make corrections to their time entry as needed. **In the event supervisors have to make corrections for the employee, the supervisor will add a comment explaining the changes and notify the employee and the payroll coordinator in writing.**

V. SUPERVISOR (APPROVERS) RESPONSIBILITIES

- A. Supervisors will respond to requests for leave or overtime within 48 hours of the request. They will determine appropriate documentation systems to maintain records of employee leave and overtime hours.
- B. Supervisors designated as primary approvers will review time records for their assigned payroll department. Time entry must be reviewed for accuracy by comparison with the Self Service Time Entry system, approved overtime requests, sub calendars and other appropriate documents or reports.
- C. Supervisors will correct time entries as necessary by either notifying the employees to make the appropriate adjustments or making the adjustments themselves in the absence of the employee and following up with the employee. This should only be

done as a last resort. Reasons for the changes must be noted as “comments” in time entry **and communicated with the employee in writing.**

- D. After reviewing the time entry and resolving validation errors, supervisors must revalidate, approve and load departments by the timelines established by Fiscal Services.
- E. When a planned absence prevents a supervisor from reviewing and approving employee time entry, a backup approver must be arranged to complete the process. By direction of MMB, the use of backup approvers should be limited.
- F. Back-up approvers will notify the primary approver and employee of any changes made during their review, including a comment in the time entry stating the reason for the change. Back-up approvers will also include a comment explaining why they, rather than the primary approver, are approving the time records.
- G. Employees will not approve their own time entry.

VI. PAYROLL STAFF RESPONSIBILITIES

- A. Payroll staff will review all assigned payroll departments.
- B. Payroll staff will resolve time entry concerns with employees and supervisors and make appropriate adjustments. Retain pertinent documentation according to the records retention schedule.
- C. Payroll staff will complete current and prior period adjustments as needed.
- D. Payroll staff will notify employees and supervisors of any corrective actions needed or completed.
- E. Payroll staff will notify supervisors/Director of Fiscal Services of any problems related to the agency payroll process.
- ~~F. Payroll staff will review and print the Self Service Time Entry Audit Report HP 2460 and send to supervisors for their signature as well as their employees for any changes that are made.~~
- ~~G. Payroll staff will print the following reports for the Director of Fiscal Services to review, correct, if needed, and approve:
 - ~~a. Payroll Posting Audit Trail (HP2280)~~
 - ~~b. Payroll Register Report (HP2062)~~
 - ~~c. Business Expense Report (HP6745)~~
 - ~~d. Invalid Chart Strings Report (HP6670)~~
 - ~~e. FLSA Overtime Report (HP5005)~~
 - ~~f. Business Expense Transfers Report (HP2380)~~~~

VII. FINANCE PAYROLL AUDITS

- A. Bi-weekly, designated MSA fiscal services staff will audit employee self-service time entry and the supervisory approval process.
- B. The audit will include the following:
 - a. Adequacy of supervisor’s approval process.
 - b. Appropriateness of earn codes for the pay circumstance.
 - c. Accuracy of employee time reporting.
 - d. Adequacy of documentation regarding adjustments.

- e. Appropriate use of back-up approvers.
- C. Supervisors will actively participate in reviews of their payroll departments.
- D. **The payroll coordinator** will notify supervisors of problems found, corrective actions needed, and/or concerns.

Policy #: 450
Title: SCHOOL VOLUNTEERS
Date of Initial Approval: 11-16-2017
Revision/Re-authorization Dates: 02-24-2021
Reviewers: MSA Instructional Leadership Team

I. PURPOSE

The purpose of this policy is to develop a school volunteer program to encourage the use of volunteers in the school to enhance school-based activities and academic learning. This program is also designed to increase communication and positive relationships between parents, school employees, and the MSA community.

The Minnesota State Academies (MSA) considers volunteers as a resource that requires advance planning and preparation for effective use. To further enhance our commitment to equity and support for diversity, as much as possible, MSA directors/supervisors and staff members will recruit volunteers from a variety of minority groups to provide our students with positive role models, reflecting the diversity of our student body.

II. GENERAL STATEMENT OF POLICY

This policy applies to all volunteers at MSA and includes both parent and community volunteers.

III. DEFINITIONS

A. **“Volunteers”** are persons who render services for or on behalf of the school on the campus or at a school-sponsored/school-related activity on or off school property who do not receive compensation in excess of reimbursement for expenses.

B. **“Level 1 Volunteers”** are people who volunteer occasionally and in highly public settings with ~~little or no direct contact with students and who are under constant supervision by MSA employees.~~

- Examples of volunteers in this category might include people working at a fundraising or athletic event, selling concessions at events, supporting supervision of field trips, **assisting with childcare during events**, and/or making an occasional classroom visit/presentation.
- Level 1 volunteers are not required to complete a volunteer application, undergo background checks, or sign a confidentiality agreement. **Level 1 volunteers should never be left alone with students.**

C. **“Level 2 Volunteers”** are people who volunteer regularly with student contact under **constant** supervision of MSA personnel.

- Examples of volunteers in this category include volunteers who provide after school programming or supporting student organization activities on a regular, recurring basis. Student volunteers from local high school

programs who support classroom activities are included in this category.

- Level 2 volunteers must complete a volunteer application and a confidentiality agreement acknowledging FERPA (student confidentiality) requirements.

~~D. “Level 3 Volunteers” are volunteers who have unsupervised contact with students on or off campus. Level 3 volunteers must (1) complete a volunteer application and a confidentiality agreement acknowledging FERPA (student confidentiality) requirements, and (2) undergo a criminal background fingerprint check. Volunteers in this category include one-on-one tutoring, overnight field trip chaperones, or a single day field trip with little or no direct supervision by a MSA employee.~~

E. “Student Interns” are people who are currently enrolled in a post-secondary program for which an authorized internship has been established within an internship agreement with MSA. Student Interns must successfully be accepted into a placement at MSA, completing the following steps: (1) complete an interview with the supervising employee and the **Campus** director **of the department where the internship will occur**; (2) complete a confidentiality agreement acknowledging FERPA (student confidentiality) requirements; (3) undergo a criminal background fingerprint check **and/or provide documentation from their university program**. ~~The Campus Director must approve all student interns in advance.~~ This category applies to students who wish to do observations or practicums at our campuses.

IV. EXPECTATIONS AND LIMITATIONS

- A. All volunteers must be approved in advance by the Campus or Student Life Director. MSA reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.
- B. Volunteers must report to the school building office upon arrival to sign in and must report to the office prior to departure to sign out. A sign-in and sign-out log will be maintained in each school office. Each volunteer will be provided with a volunteer identification card which must be displayed for the duration of the visit.

Student Interns may receive card key access and a permanent identification card for the duration of their internship. They will not be required to do daily check-ins or check-outs.

- C. ~~Level 3 volunteers and~~ Student Intern **applicants** who have criminal records indicating involvement in abuse/neglect or any other criminal convictions, whether disclosed or undisclosed, may be provided an opportunity to meet with the ~~Campus Director and/or the~~ Human Resources Director to respond to the results of the background check. No person who is required to register as a sex offender will be approved to volunteer or intern at MSA. After examination of the information available, the **Campus Human Resources**

- Director will make a case-by-case determination as to whether to allow the individual to volunteer or intern at MSA.
- D. ~~Level 3 volunteers and~~ Student Interns must also complete orientation activities ~~with the Campus Director or a designee~~ prior to starting any volunteer activities.
 - E. Volunteers are not allowed to transport students or drive any state vehicles. They may act as chaperones in state/contracted vehicles if accompanied by MSA employees.
 - F. Volunteers cannot bring other family members to the volunteer activity. They are also expected to abide by school rules and general expectations for staff members (i.e. dress code, phone use, appropriate conduct).

Appendices:

450-A: Volunteer Application

450-B: Confidentiality Agreement

450-C: Criminal Background Check

Policy #: 455
Title: EMPLOYEE CODE OF CONDUCT
Date of Initial Approval: 04/19/2018
Revision/Re-authorization Dates: 06/02/2021
Reviewers: MSA Superintendent; MSA Human Resources Staff

I. OBJECTIVES

The objectives of this policy and procedure are to:

- A. Promote honest and ethical behavior within the Minnesota State Academies (MSA)
- B. Inform MSA employees of their responsibilities under the Statewide Operating Policy 0103-01, Code of Conduct; and the companion Statewide Procedure 0103-01.1, Code of Conduct and,
- C. Ensure agency-wide compliance with the MSA Employee Code of Conduct (COC) which includes compliance with the codes of conduct listed above.

II. APPLICABILITY

This policy is applicable to all MSA employees and contractors.

III. POLICY

It is the policy of MSA that each employee will conduct themselves and perform their employment duties in an honest and ethical manner. It is also the policy of MSA that each employee, and the organization as whole, will comply with the COC; all other MSA-specific employee conduct and ethics-related policies; and any other applicable statewide employee conduct and ethics rules, laws, and statutes.

Specifically, MSA will:

- A. Train each employee on their duties and responsibilities under this policy/COC. New employees will be trained within 30 days of their start date; and at least once every three years thereafter.
- B. Require every employee to certify their knowledge of, and agreement to abide by, the requirements of this policy/COC within 30 days of their start date and once each fiscal year thereafter.
- C. Provide retaliation-free mechanisms and communication channels for employees to report suspected violations of this policy, the COC, and any other personal conduct and ethics-related policies occurring within MSA or at any other state agency.
- D. Document, investigate when necessary, and resolve all reasonable and good faith reports of suspected violations of this policy, the COC, or any other employee conduct or ethics-related violations, received internally or externally, in a timely manner.
- E. Notify appropriate state and/or federal agencies, law enforcement bodies, and/or the Office of the Legislative Auditor (OLA), as applicable, of suspected violations of law, and/or instances of fraud and abuse.
- F. Take appropriate action, as applicable, against any employee found to be in violation of the requirements of this policy, the COC, or any other personal conduct or ethics-related policies.

IV. EMPLOYEE CONDUCT RESPONSIBILITIES

Each MSA employee, through words and actions, must demonstrate professional and ethical conduct by adhering to the following expectations:

- A. Act honestly and ethically in carrying out one's employment duties and responsibilities;
- B. Comply with all policies and procedures pertinent to one's job duties, and all applicable MSA/state/federal laws, rules, and regulations;
- C. Cooperate fully with internal, legislative, or external auditors in all areas of their examinations;
- D. Report suspected COC and ethics violations, significant internal control weaknesses, evidence of theft, embezzlement, unlawful use of public funds or property or other irregularities/wrongdoings through appropriate agency channels as designated; and
- E. Report any evidence of theft, embezzlement, or unlawful use of public funds or property to the OLA.

V. NEW EMPLOYEE TRAINING AND CERTIFICATION

The MSA New Employee Supervisory Checklist will include a step reminding supervisors of all new employees of the requirement to have the employee(s)

- within 30 days of their start date, read and become familiar with this policy, the COC, and other applicable statewide employee conduct and ethics policies, procedures, and statutes,
- view the online new employee COC training,
- **and** complete and sign the appropriate COC certification form.

Upon completion of the training and appropriate certification form, the employee must provide their supervisor with the signed certification form which the supervisor will forward to the MSA Human Resources (HR) Office for filing.

This includes all contractors entering into service contracts with MSA.

VI. ANNUAL EMPLOYEE RECERTIFICATION

Once each fiscal year, MSA supervisors are required to:

- A. Discuss the COC requirements with their staff and determine a refresher COC or ethics-related training is needed;
- B. Ensure all of their staff and contractors complete and sign new COC certification forms; and,
- C. Submit completed certification forms to the MSA HR Office within the timeframes identified.

VII. AGENCY WIDE TRAINING

Once every three years, the MSA HR Office will provide COC training to every MSA employee. At a minimum, this training will include a discussion about the designated, retaliation-free, communication channels employees are to use for reporting suspected COC violations along with outlining what employees' legal obligations are for reporting applicable violations to the OLA and other authorities. The MSA HR Office will determine the type(s) of training to be provided; schedule and coordinate/prepare the training session(s); and maintain documentation of the training sessions, including an attendance record.

VIII. REFUSAL TO SIGN

Any employee who refuses to sign the certification form signifying their agreement to

abide by the COC may be subject to disciplinary action, up to and including termination of state employment. Probationary employees may be non-certified.

IX. REPORTING SUSPECTED CODE OF CONDUCT OR OTHER ETHICS VIOLATIONS

A. Reporting to the Office of the Legislative Auditor (OLA): Any employee who discovers evidence of theft, embezzlement, unlawful use of public funds or property, evidence of long-distance telephone misuse, and/or violations of the Code of Ethics for Employees in the Executive branch, at MMB, or any other state agency, must immediately report this information, in writing, to the OLA.

Note: Employees are still required to report evidence of theft, embezzlement or unlawful use of state funds/property to the OLA even if they have made the same report internally through the designated communication channels identified below in step B of this policy section. Similarly, MSA senior staff must immediately report to the OLA, in writing, any evidence of theft, embezzlement, or unlawful use of public funds/property they receive from a MSA employee, even if that employee has already satisfied their legal obligation by reporting the same evidence directly to the OLA.

B. Any employee who witnesses an improper activity; discovers evidence; receives a report from an external source; or has other reasonable basis to suspect **that within MSA** a violation of this policy, the COC, or any other personal conduct or ethics-related policy/procedure must immediately report their suspicions and evidence through one of the following designated communication channels:

- Their direct supervisor;
- Director of MSA Human Resources; or
- Superintendent.

C. Supervisors who receive a report of suspected COC violation must immediately document the report, collect all relevant information available, and pass the report and supporting information to the Director of MSA Human Resources. If the HR Director is not available or is believed to be party to the suspected violation, the supervisor must pass the report and supporting information directly **to the superintendent**.

D. If the HR Director receives a report of a suspected COC violation directly from a staff member, they must document the report and collect all supporting information available. The HR Director is responsible for communicating any report of suspected COC violations **to the superintendent**, regardless of how and from whom they receive the report.

E. The HR Director and **the superintendent** will determine if and how all reports of COC violations will be investigated and resolved, and make a determination of whether or not the Office of the Legislative Auditor (OLA) or other authorities need to be notified.

F. Any MSA employee who discovers evidence, personally witnesses, or receives a report from a member of the general public or another state agency employee about a violation of the COC or any other personal conduct or ethics-related policy/procedure that has taken place or is taking place **at a state agency other than MSA**, must immediately report their suspicions/evidence to their direct supervisor. If their supervisor is not available, they must immediately report to the MSA Superintendent. **The superintendent** will document the report, determine the legitimacy of the report, determine how to communicate the information to the applicable state agency, and to which individual(s) at that agency, and make a determination of whether or not the Office of the Legislative Auditor (OLA) or other authorities need to be notified.

G. **Supervisors** will treat each report of suspected COC violations it receives as a serious matter and will respond as such by initiating an investigation to determine the legitimacy, scope, and severity of the reported conduct within a reasonable period of time.

X. INVESTIGATION AND RESOLUTION OF SUSPECTED COC VIOLATIONS

- A. **Supervisors** will take steps to document all reports of suspected COC violations and collect all available/applicable evidence, and to the extent possible, to protect that evidence from loss, corruption, and access by unauthorized persons.
- B. The names of the reporting employee and the person(s) accused/suspected of the COC violations will not be disclosed to anyone who does not have a business need to know. The reporting employee is prohibited from discussing the facts of the matter, including the name of the suspected COC violator, except where necessary for the investigation and resolution of the matter. To protect the integrity of the investigation, the nature and specifics of the suspected violation will be shared only with those with a business need to know, such as the OLA, law enforcement and/or those tasked with performing the investigation.
- C. Generally, the MSA HR Director, in consultation with **the superintendent**, will determine the type of investigation to be performed and the individual(s) who will perform the investigation. The type of investigation and individual(s) involved will be dependent upon the specific nature of the suspected violation. However, depending upon the nature of the reported violation, MSA may be required to follow the directions of, or relinquish control of the investigation to the OLA and/or other law enforcement entities.
- D. At the outcome of an investigation, the MSA HR Director or the lead investigator will provide the MSA Superintendent with written notification of the final resolution of the matter within 30 days or as soon as possible after the final determination. If applicable and appropriate, the reporting employee may be notified of the final determination.

XI. MISCELLANEOUS

- A. If an employee leaving the employment of MSA agrees to an exit interview, the employee's direct supervisor, HR staff, or the Superintendent (whomever is conducting the interview) will make the following COC -related inquiries of the departing employee:
- Is the departing employee aware of any significant internal control weaknesses that present an increased risk of fraud, waste, or abuse?
 - Is the departing employee aware of any unlawful or suspicious activities taking place within MSA, or at any other state agency, that should be investigated?
 - Did the departing employee feel they received adequate training and guidance on the COC while employed at MSA?
 - Did the departing employee know what the designated communication channels were for reporting suspected COC violations?
- B. The above questions will be added to the MSA "Separation Questionnaire," along with a request to the departing employee to anonymously report any suspected/known COC violations or other improprieties.

References:

MMB Statewide Operating Policy 0103-01, Code of Conduct

MMB Statewide Procedure 0103-01.1, Code of Conduct
The Internal Control & Accountability Unit (MMB)- code of conduct information and training
The Office of the Legislative Auditor - reporting suspected wrongdoing
MMB-specific policies and procedures (Chapters 2, 3, 4, 5, and Fiscal & Payroll)
Minnesota Statute 10.47
Minnesota Statute 43A.39, subdivision 2

Appendices:

455-A: Code of Conduct certification form for agency heads

455-B: Code of Conduct certification form for managers, supervisors, employees

Policy #: 906
Title: COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS
Date of Initial Approval:06-02-2021
Revision/Re-authorization Dates:
Reviewers: MSA Instructional Leadership Team

I. PURPOSE

The purpose of this policy is to assist Minnesota State Academies (MSA) administrators and employees in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the community so that they may better protect individuals in the school’s care while they are on or near MSA premises or under the control of MSA.

II. GENERAL STATEMENT OF POLICY

The policy of MSA is to provide information to staff regarding known predatory offenders that are moving into the community so that they may monitor school premises for the safety of the school, its students, and employees. Employees will be notified as appropriate and have access to Offender Fact Sheets.

1. MSA will provide safety information and resources for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. MSA administrators may ask local law enforcement officials for assistance in providing instruction to employees and students.
2. [Minnesota Statutes, section 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.](#)

III. DEFINITIONS

1. **“Criminal history conviction data”** is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA).
2. **“Law enforcement agency”** means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release.
3. **“Notification of Disclosure by Law Enforcement Agency”**
 - a. **Risk Level I** – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
 - b. **Risk Level II** – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care

centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.

- c. **Risk Level III** – In most cases, the local law enforcement will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III Offender.
4. **“Offender Fact Sheet”** is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.
 - a. A local law enforcement agency may provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
 - b. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.
5. **“Risk Level Assessment”** is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification.
6. **“Risk Levels”**
 - a. **Risk Level I** is assigned to a predatory offender whose risk assessment score indicates a low risk of re-offense.
 - b. **Risk Level II** is assigned to a predatory offender whose risk assessment score indicates a moderate risk of re-offense.
 - c. **Risk Level III** is assigned to a predatory offender whose risk assessment score indicates a high risk of re-offense.

IV. **GUIDELINES-PROCEDURES**

1. Level II Notification: In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in MSA’s care while they are on or near the MSA premises or under the control of MSA, MSA will take the following steps:
 - a. The superintendent’s office shall ~~request~~ notify the law enforcement agencies within Rice County that all appropriate Level II and Level III notifications are to be provided ~~from law enforcement agencies within Rice County to MSA as promptly as possible~~ to the MSA superintendent’s office.
 - b. Upon notification of the release of a Level II predatory offender, the superintendent’s office shall forward the Offender Fact Sheet to all department supervisors and their administrative assistants. ~~to be posted in an area accessible to employees, but not to the public, unless a determination has been made that public posting would help~~

~~secure the school or protect students. Supervisors must communicate with staff when a new fact sheet is posted.~~

- c. Administrative Assistants will update the Offender Fact Sheets and communicate with persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
- d. MSA ~~may~~ shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that MSA obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside MSA if it determines the release is for the purpose of securing the schools and protecting individuals under MSA's care while they are on or near school premises.
- e. ~~The supervisors~~ administrative assistants shall post the Offender Fact Sheet in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
- f. MSA shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside MSA unless a determination has been made that dissemination of the data will help secure the school or protect students.

[NOTE: The Minnesota Department of Administration issued an opinion confirming that the Predatory Offender Fact Sheet contains private data or not public data. However, it is the department's opinion that a school district may release any information contained in the notification to anyone, including staff, students, parents, and guardians, if it determines that the release of data will help secure the school or protect students.]

2. Level III Notification:

- a. The superintendent shall notify the law enforcement agencies within Rice County that all Level III notifications of community meetings are to be provided to MSA.
- b. When a Level III predatory offender is released into a community, generally the local law enforcement agencies will notify school districts of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
- c. When MSA receives this information, the superintendent or a designee will attend the community notification meeting. The superintendent will

also determine on a case-by-case basis whether MSA will notify parents and students of the time, date, and location of the community meeting.

- d. When MSA receives information that a Level III predatory offender is moving into the community, in addition to following the procedures specified above, MSA shall follow the procedures outlined for a Level II notification.
- e. If the predatory offender is participating in programs offered by MSA that require or might allow the person to interact with children other than the person's children, the superintendent shall notify parents of children enrolled at MSA of the contents of the Offender Fact Sheet.

~~**[Note: The Department of Administration issued an opinion confirming that the Predatory Offender Fact Sheet contains private data or not public data. However, it is the department's opinion that a school district may release any information contained in the notification to anyone, including staff, students, parents, and guardians, if it determines that the release of data will help secure the school or protect students.]**~~

Legal References:

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

Minn. Stat. § 244.052 (*Predatory Offenders; Notice*)

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

~~42 U.S.C. § 16901 34 U.S.C. 20901 et seq. (Jacob Wetterling, Megan Nicole Kanka, and Pam Lychner Sex Offender Registration and Notification Program Crimes Against Children and Sexually Violent Offender Registration Program)~~

Dept. of Admin. Advisory Op. No. 98-004

Cross References:

MSA Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSA Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSA Policy 515 (Protection and Privacy of Pupil Records)

MSA Policy 903 (Visitors to MSA Buildings and Sites)

Policy #: 744
Title: FUNDRAISING
Date of Initial Approval: 05-08-2008
Revision/Re-authorization Dates: 03-07-2013; 05-16-2013; 01-23-2014; 11-17-2016; 02-24-2021
Reviewers: MSA Instructional Leadership Team

I. PURPOSE

The purpose of this policy is to establish a process for guiding fundraising efforts by staff, students, parents, alumni, and friends at the Minnesota State Academies (MSA) to avoid overlapping in activities and excessive use of local contributors.

II. NEED

~~Previous fundraising efforts have at times seemed sporadic and haphazard regarding the handling of funds and scheduling. This policy helps avoid such pitfalls in the future.~~

III. APPROVAL PROCESS

All fundraising activities that impact MSAB/MSAD, or are located on the MSAB/MSAD campuses, including those by alumni, parents, or other organizations/groups that are not employed by MSA, must be approved through the campus director's office. Fundraising requests must be submitted at least 2 weeks in advance of the event for approval. If the fundraising activity will happen on both campuses, both campus directors must approve the activity.

IV. FUNDRAISING DEPOSITS AND ACCOUNTS

- A. Monies for all student or school-sponsored fundraising activities must be kept in an activity account through the MSA Business Office. **All cash/checks must be deposited in the MSA business office within 24 hours or during the next business day.**
- B. All adult fundraising activities by groups not employed or controlled by MSA, (i.e., MSAD Alumni Association, Parent-Student-Teacher Association, Hilltopper Athletic Booster Club, and MSAB/MSAD Foundations), will be kept in accounts maintained outside of MSA.
- C. Sponsors/Coaches and other activity leaders must keep clear and detailed records for each fundraising activity to ensure that all funds are accounted for and deposited within **2 working days of the activity**. If the activity spans a longer period of time (i.e., sales of items/orders), sponsors/coaches must make deposits within **2 working days** of any receipts of funds.

V. CRITERIA FOR APPROVED ACTIVITIES

- A. Extracurricular Activity (ECA) Sponsors, Coaches, and other activity leaders are responsible for teaching and supporting student groups in submission of request forms to the campus director for approval. Sponsors are expected to guide students in completion of the forms.
- B. Sales by staff or students for private profit or to support non-MSA groups will not be permitted on campus for sales to students (i.e., Avon, soccer team

- candy fundraising, and so forth). Staff members are allowed to sell to other staff members.
- C. Fundraising activities must follow the guidelines outlined in MSA Policy #533 (Wellness - Nutrition, and Physical Activity). To support student's health and school nutrition-education efforts, fundraising activities that involve food items bought and consumed primarily by students will use only foods that meet nutrition and portion size standards for foods and beverages sold individually. Non-food fundraising activities are strongly encouraged. Even if the food items are sold primarily to staff members, it is strongly encouraged to avoid those types of food-related on-campus fundraising activities.
 - D. It is strongly encouraged that fundraising activities be designed to include more than just MSA staff and students. (i.e., sales to family members and neighbors in students' home communities; inviting community members to on-campus events, etc.)
 - E. Sales will not be permitted for items which explicitly or implicitly advertise alcohol, tobacco products, or any other illegal substance; and/or use words or pictures which refer to sexual activity, profanity, violence, or other undesirable actions.
 - F. Fundraising activities will not be approved if they include sales of pull tabs or lottery tickets. Drawings for prizes of money or gifts are allowed if the ticket is clearly identified as a donation to MSAD or MSAB and meets legal gambling requirements. If a raffle activity is approved, the following applies:
 - 1) If the value of the prize is less than \$750.00, the group must apply for an "Exclusion to Licensing" permit which is free of charge from the Gaming Commission.
 - 2) If the value of the prize is greater than \$750.00, the group must apply for an "Exemption to Licensing" permit at a cost of \$25.00 from the Gaming Commission.
 - 3) If the activity is based on chance, a permit must be obtained. If the activity is based on skill, no permit is necessary.
 - G. No sales will be allowed for religious cards or artifacts. The Attorney General has clarified the term "Christmas" as an entity in and of itself, observed as a part of American culture and, therefore, does not necessarily denote religious practice.
 - H. Profits from sales must be clearly stated to be used for student or school benefit. The nature of Boy Scouts of America and Girl Scouts of America assumes these organizations and their fundraisers are for the benefit of the students who participate, and, therefore, is exempt from restrictions provided in 5B.
 - I. Fundraising activities will be approved unless another school group has already requested permission for a similar activity to take place at a similar time or if it does not meet these guidelines. Campus directors will limit the

number of fundraising activities at one time and/or within one school year.
Campus directors may also require modifications to fundraising activity
requests prior to approval.

Policy #: 614
Title: STATE-MANDATED TESTS
Date of Initial Approval: 03-28-2019
Revision/Re-authorization Dates: 05-17-2023
Reviewers: MSAB/MSAD Directors; MSA Director of Student Support Services

I. PURPOSE

The purpose of this policy is to establish the Minnesota State Academies (MSA)'s testing plan and procedures for testing, test security, documentation, and record keeping to ensure compliance with state-mandated testing protocols.

II. DUTIES OF MSA EMPLOYEES

A. Superintendent

Responsibilities before testing

1. Designate a district assessment coordinator (DAC) and district technology coordinator.
2. The superintendent, or a designee who has been authorized to be the identified official with authority by the MSA board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
3. Annually review and recertify staff who have access to MDE secure systems.
4. Read and complete the Assurance of Test Security and Non-Disclosure.
5. Establish a culture of academic integrity.
6. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
7. Via directors of MSAB/MSAD, ensure student information is current and accurate.
8. Via directors of MSAB/MSAD, ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
9. Verify with the DAC that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
10. Ensure that the DAC has current information and training specific to test security and the administration of statewide assessments.
11. Ensure that the DAC completes Pre-test Editing in the Test Web Edit System (WES).
12. Post on the MSA website and within the MSA Parent/Student Handbook, the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

Responsibilities after testing

1. Ensure the DAC and MARSS/EdFi coordinator complete Post-test Editing in Test WES.
2. Verify with the DAC that all test security issues have been reported to MDE and are being addressed.
3. Verify with the MARSS/EdFi coordinator that all student records for Post-test Editing are updated.
4. Verify that the DAC has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.

5. Verify that the DAC, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
6. Discuss assessment results with the DAC and school administrators.
7. Includes assessment results in a non-identifiable format within annual reports to the MSA board.

B. District Assessment Coordinator

Responsibilities before testing

1. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
2. Read and complete the Assurance of Test Security and Non-Disclosure.
3. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the Assurance of Test Security and Non-Disclosure.
 - a. Maintain the completed Assurance of Test Security and Non-Disclosure for two years after the end of the academic school year in which testing took place.
4. Review with all staff the Assurance of Test Security and Non-Disclosure and their responsibilities thereunder.
5. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct. Requests accessible tests for students according to accommodations listed in their IEPs.
6. Establish MSA testing schedule within the testing windows specified by the MDE and service providers.
7. Prepares/Coordinates testing conditions, including
 - a. user access to service provider websites,
 - b. preparing readiness for online testing,
 - c. preparing a plan for tracking which students test on which computers or devices,
 - d. ensuring that accommodations are indicated and implemented appropriately as necessary,
 - e. providing students with opportunity to become familiar with test format, item types, and tools prior to test administration;
 - f. establishing process for inventorying and distributing secure test materials where necessary;
 - g. preparing procedures for expected and unexpected situations occurring during testing;
 - h. planning for addressing technical issues while testing;
 - i. identifying staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
8. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - a. Provide training on proper test administration and test security, following guidance/instruction from the MDE.
 - b. Verify staff complete any and all test-specific training.
9. Maintain security of test content, test materials, and record of all staff involved.

- a. Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - b. Organize secure test materials for online administrations and keep them secure.
 - c. Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to, and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
10. Confirm that all students have appropriate and accessible test materials.

Responsibilities on testing day(s)

1. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
2. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
3. Contact the MDE assessment contact within 24 hours of a security breach and submit the Test Security Notification in Test WES within 48 hours.
4. Address invalidations and test or accountability codes.

Responsibilities after testing

1. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
2. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
3. Return secure test materials as outlined in applicable manuals and resources.
4. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
5. Review student assessment data and resolve any issues.
6. Distribute Individual Student Reports no later than fall parent/teacher conferences.
7. Enter Graduation Requirements Records in the GRR system.

C. MSAB/MSAD Director

Responsibilities before testing

1. Designate a school assessment coordinator and technology coordinator for the campus.
2. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
3. Read and complete the Assurance of Test Security and Non-Disclosure.
4. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
5. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
6. Ensure adequate computers and/or devices are available, and rooms appropriately set up for online testing.

7. Verify that all test monitors and test administrators receive proper training for test administration, including guidance on translating questions into ASL as necessary.
8. Ensure students taking specified tests have the opportunity to become familiar with test format, item types, and tools prior to test administration.
9. Communicate test dates and tips for supporting student success with parents/guardians and dorm staff.
10. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.

Responsibilities on testing day(s)

1. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
2. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

Responsibilities after testing

1. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
2. Ensure requirements for embargoed final assessment results are followed.
3. Ensure that parents receive copies of students' test results.

D. Director of Student Support Services (special education director)

Responsibilities before testing

1. Provide training and support for teachers to identify appropriate accommodations and supports necessary for each student. Ensures that all identified accommodations and/or supports are documented appropriately in the students' IEPs and aligned with allowable accommodations/modifications for statewide/district testing.
2. Ensures that the assessment coordinators have access to each student's IEP and their accommodations.
3. Supports the MSAB/MSAD directors in providing resources and training as needed.

E. School Assessment Coordinator

Responsibilities before testing

4. Implement test administration and test security policies and procedures.
5. Read and complete the Assurance of Test Security and Non-Disclosure.
6. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the Assurance of Test Security and Non-Disclosure.
7. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
8. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA),

- Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
9. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
 10. Maintain security of test content and test materials.
 - a. Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - b. Organize secure test materials for online administrations and keep them secure.
 - c. Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to, and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - d. Identify the need for additional test materials to district assessment coordinator.
 - e. Provide MTAS student data collection forms if necessary.
 - f. Distribute applicable ACCESS and Alternate ACCESS Test Administrator Scripts and Test Administration Manuals to test administrators so they can become familiar with the script and prepare for test administration.
 - g. Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

Responsibilities on testing day(s)

1. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
2. Ensure Test Monitor and Student Directions and Test Administrator Scripts are followed and answer questions regarding same.
3. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
4. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
5. Report testing irregularities to district assessment coordinator using the Test Administration Report.
6. Report security breaches to the district assessment coordinator as soon as possible.

Responsibilities after testing

1. Ensure that all paper test materials are kept locked and secure and security checklists completed.

2. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
3. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
4. Return secure test materials as outlined in applicable manuals and resources.
5. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
6. Ensure requirements for embargoed final assessment results are followed.

F. Technology Coordinator

1. Ensure that MSA is prepared for online test administration and provide technical support to district staff.
2. Acquire all necessary user identifications and passwords.
3. Read and complete the Assurance of Test Security and Non-Disclosure.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

G. Test Monitor

Responsibilities before testing

1. Read and complete the Assurance of Test Security and Non-Disclosure.
2. Attend trainings related to test administration and security.
3. Complete required training course(s) for tests administering.
4. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
5. Be knowledgeable regarding student accommodations.
6. Remove or cover any instructional posters or visual materials in the testing room.

Responsibilities on testing day(s)

1. Before test
 - a. Receive and maintain security of test materials.
 - b. Verify that all test materials are received.
 - c. Ensure proper number of computers/devices or paper accommodated test materials are present.
 - d. Verify student testing tickets and appropriate allowable materials.
 - e. Assign numbered test books to individual students.
 - f. Complete information as directed.
 - g. Record extra test materials.
2. During test
 - a. Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - b. Follow all directions and scripts exactly.

- c. Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
 - d. Stay in the testing room and remain attentive during the entire test session. Practice active monitoring by circulating throughout the room during testing.
 - e. Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
 - f. Do not review, discuss, capture, email, post, or share test content in any format.
 - g. Ensure all students have been provided with the opportunity to independently demonstrate their knowledge.
 - h. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - i. Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
 - j. Document students who require a scribe or translated directions or any unusual circumstances and report to the school assessment coordinator.
 - k. Report any possible security breaches as soon as possible.
3. After test
- a. Follow directions and scripts exactly.
 - b. Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - c. Immediately report any missing test materials to the school assessment coordinator.

H. MTAS Test Administrator

Responsibilities before testing

1. Read and complete the Assurance of Test Security and Non-Disclosure.
2. Attend trainings related to test administration and security.
3. Complete required training course(s) for tests administering.
4. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
5. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.

Responsibility on testing day(s)

1. Before the test
 - a. Maintain security of materials.
 - b. Confirm appropriate MTAS materials are available and prepared for students.
2. During the test
 - a. Administer each task to each student and record the score.
 - b. Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - c. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

- d. Document and report any unusual circumstances to the district or school assessment coordinator.
3. After the test
 - a. Keep materials secure.
 - b. Return all materials.
 - c. Return objects and manipulatives to classroom.
 - d. Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

I. MARSS/EdFi Coordinator

Responsibilities before testing.

1. Confirm all eligible students have unique state student identification (SSID) or EdFi numbers.
2. Ensure English language and special education designations are current and correct for students testing based on those designations.
3. Submit EdFi data on an ongoing basis to ensure accurate student demographic and enrollment information.

Responsibilities after testing

1. Ensure accurate enrollment of students in schools during the accountability windows.
2. Ensure EdFi identifying characteristics are correct, especially for any student not taking an accountability test.
3. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

J. Any Person with Access to Test Materials

1. Read and complete the Assurance of Test Security and Non-Disclosure.

III. TEST SECURITY

A. Test Security Procedures will be adopted by the MSA administration, following guidelines shared by the DAC.

B. Students will be informed of the following:

1. The importance of test security;
2. Expectation that students will keep test content secure;
3. Expectation that students will act with honesty and integrity during test administration;
4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.
 - a. If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), MSA must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.
5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

C. Staff will be informed of the following:

1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
2. Other contact information and options for reporting security concerns.

IV. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed Assurance of Test Security and Non-Disclosure forms must be maintained for two years after the end of the academic year in which the testing took place.
2. MSA security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
5. MSA test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. Test Security Notification must be maintained for two years after the end of the academic school year in which testing took place.
9. Test Administration Report must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References:

Minn. Stat. § 13.34 (Examination Data)

Minn. Stat. § 120B.11 (School District Process)

Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

Minn. Stat. § 120B.36, Subd. 2 (Adequate Yearly Progress)

Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

Minnesota PearsonAccess Next Resources and Forms:

<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

Policy #: 709
Title: TRANSPORTATION
Date of Initial Approval: 06-15-2022
Revision/Re-authorization Dates:
Reviewers: MSA Department Supervisors; MSA Superintendent

I. PURPOSE

The purpose of this policy is to establish safe transportation for students at the Minnesota State Academies (MSA), including education for students on safety issues and the responsibilities of riding on school transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, and/or other participants to and from all MSA-sponsored activities shall be made solely by the MSA administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in those activities shall be advised by the administration as to the transportation arrangements made, if any. In its discretion, MSA administrators may charge fees for the transportation of students to and from extracurricular activities conducted at locations other than the MSA campuses, where attendance is optional.

III. ARRANGEMENTS FOR TRANSPORTATION

MSA employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by their supervisor. All transportation arrangements must be approved, following the process outlined in MSA Procedure #7501.

IV. PROHIBITIONS

MSA employees are prohibited from using their personal vehicle to transport one or more students except as described below. However, in an emergency or other unforeseen circumstances, employees may make appropriate transportation arrangements, including use of a personal vehicle for students as necessary.

In a nonemergency situation, an employee must get prior approval (preferably written) from their supervisor and/or the on-call supervisor before transporting a student in a personal vehicle. If a school vehicle is available, the employee will be directed to use the school vehicle. The MSA administrator in charge of the situation has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to their supervisor as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

[Note: This policy provides that employees may use a personal vehicle to transport students in an emergency or other unforeseeable circumstance. An “emergency or other unforeseeable circumstance” does not include situations where regular transportation is available or scheduled.

For example, if a scheduled extracurricular event occurs outside of MSA campuses and MSA provides transportation for a team or group of students to and from the event, an employee would be prohibited by law from using a personal vehicle to transport students to the event. In contrast, if a student attending this same event became ill or injured and required immediate transportation home or to a health care facility, the exigent need to transport one student would not constitute regular or scheduled transportation. An employee would have authority to transport the student in a personal vehicle under these circumstances, if using a vehicle that is properly registered and insured. The expectation of MSA is that the employee would immediately contact their supervisor and/or the on-call supervisor about these circumstances to ensure oversight of the employee’s use of this exception.

Nonregular and nonscheduled transportation also would include situations where some notice may be provided of the need for transportation to a nonscheduled event for which transportation generally is not provided by MSA. For example, a group of students may participate in a scheduled debate competition for which regular MSA transportation is provided. Two students advance to a regional competition the following day. Transportation would not have been scheduled to the regional competition as the students’ advancement was not predicted. These circumstances may justify an employee’s use of a personal vehicle to transport the two students to the regional competition (if the vehicle is properly registered and insured). Because the employee has sufficient time to contact an administrator, advance written permission by an administrator would be expected for the purpose of overseeing that the reasons for an employee using a personal vehicle comply with the requirements of the law.]

V. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week: MSA may designate a school bus safety week.

The National School Bus Safety Week is the third week in October

B. Student Training: MSA Campus Directors shall ensure that all students receive annual, age-appropriate school bus safety training and/or bus safety instructional materials, including the following concepts:

1. Transportation provided by MSA is a privilege, not a right
2. MSA policies for student conduct and school bus safety
3. Appropriate conduct while on the bus (refer to the MSA Parent/Student Handbook)
4. Danger zones around school buses
5. Procedures for safely boarding and leaving a school bus
6. Procedures for safe vehicle lane crossing
7. Bicycling and Pedestrian Safety
8. School Bus evacuation and other emergency procedures

All training must be completed by the end of the third week of school.

Students who enroll at MSA after the third week of school and have not received training from their previous school district shall receive this training within 4 weeks of their first day of attendance.

C. Drills: A school bus evacuation drill must be conducted with all age groups at least once during the school year. Accommodations for students with additional disabilities must be reviewed and discussed with all employees providing support to those students.

D. Record Keeping: Campus Directors are responsible for maintaining records about each student's participation in bus safety training and certifying their participation to the MSA Health/Safety chairpersons.

VI. SCHOOL BUS DRIVERS DUTIES AND RESPONSIBILITIES

All employees providing transportation for MSA must adhere to the requirements outlined in MSA Policy #444 and MSA Procedure #7501. All drivers are required to complete Type III drivers training prior to transporting any students for any reason. Employees are responsible for all vehicle checks, following all safety procedures and regulations, and ensuring that all passengers follow the rules of conduct while being transported.

VII. EMERGENCY PROCEDURES

In emergency situations, drivers, chaperones, and/or their supervisor should call 911 for emergency assistance. Drivers should move passengers to a safe location to await emergency responders as appropriate/necessary. When emergency responders arrive, employees should share any relevant medical information with them (name, address, disabling conditions; emergency health care information, contact information for guardians, allergies, and so forth)

Legal References:

Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)
Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)

49 C.F.R. § 383.5 (*Transportation Definitions*)