

Policy Committee Meeting - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, June 15, 2021

VIA VIDEO CONFERENCE

Google Meet

Duluth, MN 55802

6:30 PM

1. AGENDA ITEMS

2. POLICIES FOR FIRST READING

3. POLICIES FOR SECOND READING

4. REGULATIONS - Informational

5. OTHER

A. Year One Review

2

B. Review of Policies Suspended Due to COVID-19/Pandemic

24

C. Policy 808-Face Coverings Review

26

Month	Action	Policy	First Year
May 2020	First meeting - review District/MSBA Policies and create a process/timeline		
June 2020	First Reading -Deletion	6240 - Demonstration of Mastery for Credit	7 Regulations
	Regulation-Update	513R - Student Promotion, Retention, & Program Design	10 Policies
	Regulation-Update	503R - Student Attendance Regulation	4 Policies
	Regulation-Deletion	6240R - Demonstration of Mastery for Credit	3 Policies
	Discussion on Prioritization of Policies to work on		
July 2020	First Reading -Deletion	722-Public Data Requests - Annual Review	
	Second Reading - Deletion	6240 -Demonstration of Mastery for Credit	
	Regulation-Update	5085R - Family & Student Handbook	
	Discussion	Future Policy for Naming Rights	
August 2020	First/Only Reading/Pandemic	808 COVID-19 Face Covering Policy	
September 2020	First Reading	521 - Student Disability Nondiscrimination	
	Future Policy for Review	206 - MSBA Model Policy - Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings & Data Privacy Considerations	
October 2020	First Reading	522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure & Process	
	First Reading	206 - MSBA Model Policy - Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings & Data Privacy Considerations	
	Second Reading	521 - Student Disability Nondiscrimination	
	Discussion on Policy	536 - Political Campaigns and Activities - Pulled this off the agenda after discussion	
	Regulation-Update	503R - Student Attendance regulation	
	Regulation-Update	5085R - Family & Student Handbook	
November 2020	Second Reading	522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure & Process	
	Second Reading	206 - MSBA Model Policy - Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings & Data Privacy Considerations - pulled for further review at December meeting	
	Regulation-Review	3187 & 3187R - Use Policy/Regulation for Internet Access & Renumbering - pulled from agenda for further review	
December 2020	First Reading	520 - Student Surveys	
	Second Reading	206 - MSBA Model Policy - Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings & Data Privacy Considerations	
January 2021	First Reading	250 School Board Member Compensation - brought forward to February meeting	
	Second Reading	520 - Student Surveys	
February 2021	First Reading	250 School Board Member Compensation - brought forward to February meeting - brought forward to March meeting	
	First/Only Reading/Pandemic	808 - COVID19 Face Covering Policy - updated guidance	
	First Reading	203.2 - Order of Regular School Board Meeting	
	Discussion on Policy	613 - Graduation Requirements	
March 2021	First Reading	250 School Board Member Compensation - only one reading - no changes	

April 2021	Second Reading	203.2 - Order of Regular School Board Meeting
	First Reading	810 - Naming Rights & Naming School Facilities
	First Reading	540 School Admission for Foreign Exchange Students
	First Reading-Deletion	7105-Naming New Schools
	First Reading-Deletion	5045 Foreign Exchange Students
May 2021	Second Reading	810 - Naming Rights & Naming School Facilities
	Second Reading	540 School Admission for Foreign Exchange Students
	Second Reading-Deletion	7105-Naming New Schools
	Second Reading-Deletion	5045 Foreign Exchange Students

Year One of Policy Committee Updates/Revised	7 Regulations
Updated/Revised/Adopted	10 Policies
Deleted Old Versions	4 Policies
Mandatory Policies Completed	3 Policies
MSBA Mandatory Policies to Adopt	
Policies that we have our own versions	16
Policies that we don't have any version	2
MSBA Policies to Complete	
100-School District	1
200-School Board Bylaws	8
300-Administration	5
400-Employees/Personnel	16
500-Students	22
600-Education Programs	16
700-Non-Instructional Operations	8
800-Buildings & Sites	4
900-Community Relations	7
	87

Old District Policies to Delete/Update/Incorporate	
1000 Community Relations	36
2000 Administration	11
3000 Business & Finance	43
4000 Human Resources	39
5000 Students	39
6000 Curriculum & Instruction	44
7000 New Construction	23
8000 School Board Operations	13
9000 Bylaws	8
	256

MSBA/MASA Model Policies	MSBA #	MANDATORY	Update/Delete Orange/Deleted	NOTES (Date Completed)	UPDATED BY MSBA SINCE ADOPTION
<i>Shaded Green - MSBA Policy has been completed - orange shading in Update/Delete indicates not all current policies have been reviewed/updated - Orange font in update/delete indicates the policy has been deleted. The last column indicates if MSBA has updated a policy since our adoption and we may need to update ours.</i>					
100 SERIES - SCHOOL DISTRICT					
Legal Status of the School District	101		-	4/19/16	
Name of the School District	101.1		-	4/19/16	
Equal Educational Opportunity	102	MANDATORY	5005	3/22/16 Updated 9/17/19	
Complaints - Students, Employees, Parents, Other Persons	103		1090	7/17/18 Updated 8/20/19	
School District Mission Statement	104		-		
Data-Practices Policy	108	Mandatory	1016	5/15/18	
Website Accessibility ADA-Our policy no MSBA Model	110	Mandatory		7/17/18	
200 SERIES - SCHOOL BOARD - BYLAWS					
Legal Status of the School Board	201		8060, 9005		
School Board Officers	202		8095, 9000, 9015, 9050, 9055, 9060, 9070	5/15/18 Deleted 8095, 9015, 9050, 9055, 9060 Left: 9000 and 9070	
Operation of the School Board - Governing Rules	203		8070		
School Board Procedures; Rules of Order	203.1		8095		
Order of the Regular School Board Meeting	203.2/R		9095	2/23/16-Updated 2/27/2018, Updated 12/17/19 Updated 3/16/21	
School Board Meeting Agenda	203.5		8085, 8100, 9075, 9080, 9095	2/23/16-Updated 2/27/2019	
School Board Meeting Agenda Regulation	203.5R			1/21/2020	
Consent Agendas	203.6		-		
School Board Meeting Minutes	204		8090, 8095, 8110, 9105, 9110	3/20/18	
Open Meetings and Closed Meetings	205		8090, 9085, 9090, 9100		
Public Participation in School Board Meetings / Complaints about Persons at School Board Meetings and Data Privacy Considerations	206		8080	12/15/2020	

MSBA/MASA Model Policies	MSBA #	MANDATORY	Update/Delete Orange/Deleted	NOTES (Date Completed)	UPDATED BY MSBA SINCE ADOPTION
Public Hearings	207		-		
Development, Adoption, and Implementation of Policies	208		8065, 9065	2/23/16-Updated 2/27/2018	
Code of Ethics	209		8050	4/19/16 - Updated 2/27/2018	
Conflict of Interest - School Board Members	210		8045		
Criminal or Civil Action Against School District, School Board Member, Employee, or Student	211		-		
School Board Member Development	212		8020, 8025, 8115	12/15/15 - Updated 2/27/2018	
School Board Committees	213		8015, 9020, 9025, 9030, 9035, 9040, 9045	2/27/18, Revised 2/24/20	
Out-of-State Travel by School Board Members	214	MANDATORY	8025, 8020, 8115	12/15/15 - Updated 2/27/2018	
School Board Member Compensation-Our policy no MSBA Model	250		8030	2/2017 - Updated 2/27/2018 Reviewed 3/2021	
300 SERIES - ADMINISTRATION					
School District Administration	301		2055		
Superintendent	302		1055, 2010, 2015, 2050, 2065, 4045, 4075, 4080, 4085, 4090, 4135R, 6015	1/17/17 Deleted: 2010, 2015, 2050, 2065 Left: 1055, 4075, 4080, 4085, 4090, 415R, 6015	
Superintendent Selection	303		-		
Superintendent Contract, Duties, and Evaluation	304		-		
Policy Implementation	305		2055, 2070, 8075		
Administrator Code of Ethics	306		-		
Conflict of Interests & Fiduciary Duty-Our policy no MSBA Model	307		None	2-2-19 Updated 3/19	
400 SERIES - EMPLOYEES/PERSONNEL					
Equal Employment Opportunity	401	MANDATORY	4010, 4045	11/20/18 - Deleted 4010 Left: 4045 Updated 8/20/19	

MSBA/MASA Model Policies	MSBA #	MANDATORY	Update/Delete Orange/Deleted	NOTES (Date Completed)	UPDATED BY MSBA SINCE ADOPTION
Disability Nondiscrimination Policy	402	MANDATORY	4045	11/20/10 Left: 4045 Updated 9.17.19	
Discipline, Suspension, and Dismissal of School District Employees	403		-		
Employee Background Checks	404/404F		4042, 4042R	5/21/19	Non substantive 9/2019
Veteran's Preference	405		-	11/20/18	
Public & Private Personnel Data and Form: Employee Authorization for Release of Information	406	MANDATORY	1016, 1020, 1020R, 4060, 4171, 4171.1		
Employee Right to Know - Exposure to Hazardous Substances	407		4040, 4041, 4041R	4/23/19 Renumbered 4041R Left: 4040	
Subpoena of a School District Employee	408		-		
Employee Publications, Instructional Materials, Inventions, and Creations	409		-		
Family & Medical Leave Policy	410	MANDATORY	4111		
[Reserved for Future Use]	411		-		
Expense Reimbursement	412	MANDATORY	3135, 3136, 3136R	8/20/19	
Harassment & Violence and Harassment & Violence Report Form	413 / 413R	MANDATORY	4015, 4015.1R, 4015R	4/19/16	6/2018
Mandated Reporting of Child Neglect or Physical or Sexual Abuse	414		5125, 5125R		
Mandated Reporting of Maltreatment of Vulnerable Adults	415		-		
Drug and Alcohol Testing	416		4035, 4050		
Chemical Use & Abuse	417	MANDATORY	5150		
Drug-Free Workplace/Drug-Free School and Acknowledgement of Drug-Free Workplace/Drug-Free School Policy	418	MANDATORY	4036		
Tobacco-Free Environment	419	MANDATORY	1140		
Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions	420	Renumbered 1098	4055, 4065, 5130		

MSBA/MASA Model Policies	MSBA #	MANDATORY	Update/Delete Orange/Deleted	NOTES (Date Completed)	UPDATED BY MSBA SINCE ADOPTION
Gifts to Employees and School Board Members	421		1095, 1098	5/17/16 Delete: 4070 Left: 1095 Consider rescinding 1095	6/1/2018 & 9/2019
Policies Incorporated by Reference	422		-		
Employee-Student Relationships	423		-		
License Status	424		-		
Staff Development	425		6090		
Nepotism in Employment	426			1/21/20	
Workload Limit for Certain Special Education Teachers	427	MANDATORY	4180	4/19/16 ? Deleted 4180?	6/2018/Non Substantive
500 SERIES - STUDENTS					
School Weapons Policy	501	MANDATORY	1083	4/23/19	
Search of Student Lockers, Desks, Personal Possessions , and Student's Person	502	MANDATORY	5085R Student Handbook		
Student Attendance	503 / 503R		5025, 5025R	4/19/16 - 503R Updated for COVID-19 5/21/20 Updated 6-18/20	
Student Dress and Appearance	504		5100		
Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees	505		5165		
Student Discipline and Notice of Suspension	506	MANDATORY	4040R		
Corporal Punishment	507		-		
Extended School Year for Certain Students with Individualized Education Programs	508		-		
Enrollment of Nonresident Students	509		3020, 5042		
School Activities	510		6140		9/2019
Student Fundraising	511		1050	January 21, 2020	
Student Fundraising Regulation	511R			January 21, 2020	
School-Sponsored Student Publications and Activities	512		5080		

MSBA/MASA Model Policies	MSBA #	MANDATORY	Update/Delete <i>Orange/Deleted</i>	NOTES (Date Completed)	UPDATED BY MSBA SINCE ADOPTION
Student Promotion, Retention, and Program Design	513/R		5050, 5050.1R, 5050.2R	May 16, 2017 Deleted 5050 <i>Left Regulation</i> 5050.2R Deleted 6240/Incorporated Here 6- 16-20	9/2019
Bullying Prohibition Policy	514	MANDATORY	_5084	August 2017	
Protection and Privacy of Pupil Records and Public Notice & Juvenile Justice System Request for Information	515	MANDATORY	1016, 1040, 1150, 5060, 5060.1R, 5060.2R, 5060.3R, 5060.4R, 5080, 6185, 6185R		
Student Medication	516	MANDATORY	6180, 6180R		
Student Recruiting	517		-		
DNR-DNI Orders	518		-		
Interviews of Students by Outside Agencies	519		1040, 1155		
Student Surveys	520	MANDATORY	-	1/19/21	
Student Disability Nondiscrimination	521	MANDATORY	5154	12/20/16 Updated 9/17/19 & October 2020	
Student Sex Nondiscrimination (Title IX) and Unlawful Sex Discrimination Towards a Student Report Form	522	MANDATORY	-	11/17/20	
Policies Incorporated by Reference	523		1155		
Internet Acceptable Use & Safety Policy and Internet Use Agreement - Student Form / Employee Form	524	MANDATORY	3189, 3189R, 3190, 3190R, 3187, 3187R	Renumbered 3187/3187R to 524 4/27/21	
Violence Prevention [Applicable to Students and Staff]	525		-		
Hazing Prohibition	526	MANDATORY	5083, 5085, 5085R		
Student Use and Parking or Motor Vehicles; Patrols, Inspections, and Searches	527		5095		
Student Parental, Family, and Marital Status Nondiscrimination	528		5110		
Staff Notification of Violent Behavior by Students	529		5022		

MSBA/MASA Model Policies	MSBA #	MANDATORY	Update/Delete Orange/Deleted	NOTES (Date Completed)	UPDATED BY MSBA SINCE ADOPTION
Immunization Requirements	530		5140		
The Pledge of Allegiance	531	MANDATORY	-		
Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds	532 / 532R	MANDATORY	-	6/21/16	6/2019
Wellness	533	MANDATORY	3065R, 3180, 3185, 6300	bruary 2017 Deleted 6300 Left 2065R, 3180, 3185	3/2017
Unpaid Meal Charges	534	MANDATORY	-	August 22, 2017	9/2019
Counseling Regarding Pre-Career & Technical Programs Our Policy No MSBA Version	535	MANDATORY	None	2/28/19	This is not an MSBA Policy - it's one we created & now MSBA has assigned this # to the Service Animals in Schools Policy - will need to renumber?
Service Animals in Schools (NEW MSBA Policy) & FORM 535	535		None		
School Admission for Foreign	540	Our Policy/No MSBA Model Policy	Deleted 5045	5/18/21	
600 SERIES - EDUCATION PROGRAMS					
School District Curriculum and Instruction Goals	601	MANDATORY	6075, 6080		
Organization of School Calendar and School Day	602		6050	3/22/16	6/2018 & 5/2017 NS & 9/2019 NS
Curriculum Development	603	MANDATORY	5165, 6110, 6115, 6115R, 6125		
Instructional Curriculum	604		2055R, 6095, 6095R, 6120, 6125, 6130	6095R revised 4/21/15 then deleted 2018	9/2018 & 5/2017
Alternative Programs	605		5075, 6041, 6190, 6215		
Textbooks and Instructional Materials	606		6030, 6035, 6040, 6040R		
Organization of Grade Levels	607		5010, 5015, 6085	4/17/18, Deleted 5010, 6085 Left: 5015	10/2020
Instructional Services - Special Education	608		5155	12/20/16	

MSBA/MASA Model Policies	MSBA #	MANDATORY	Update/Delete <i>Orange/Deleted</i>	NOTES (Date Completed)	UPDATED BY MSBA SINCE ADOPTION
Religion	609		6060, 6115, 6115R		
Field Trips	610		3025, 3030, 6160, 6160R		
Home Schooling	611		6111	12/15/15	6/1/2018 & 9/2019
Development of Parental Involvement Policies for Title I Programs	612-1	MANDATORY	1067, 5055		
Graduation Requirements	613		6095, 6095R	Deleted 6095R January 2018	9/1/2018 & 6/2019
School District Testing Plan and Procedure	614		-		
Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students	615		6020		
School District System Accountability	616	MANDATORY	6020, 6205		
School District Ensurance of Preparatory and High School Standards	617		5070	Per Gail Netland - Irrelevant - Profile of Learning Repealed	
Assessment of Student Achievement	618		-		
Staff Development for Standards	619		-		
Credit for Learning	620	Mandatory	6098, 6240	February 27, 2018 Deleted 6098 Deleted 6240 & R 6-16-20	6/1/2019 & 9/2019
Mandatory Summer School Instruction	623		6195		
Online Learning Options	624		6109	7/16/19	9/2019 Non Substantive
Musical Instruments-Our policy no MSBA Model	625		6120 Renumbered	6/18/19	
700 SERIES - NON-INSTRUCTIONAL OPERATIONS					
Establishment and Adoption of School District Budget	701		3005, 3015, 3100, 3105, 3110	9/18/18	
Modification of School District Budget	701.1		3010	9/18/18	
Accounting	702		3010	9/18/18	
Annual Audit	703		3215	9/18/18	
Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System	704		3220, 3220R		
Investments	705		-		
Acceptance of Gifts	706		3040	8/16/16	

MSBA/MASA Model Policies	MSBA #	MANDATORY	Update/Delete Orange/Deleted	NOTES (Date Completed)	UPDATED BY MSBA SINCE ADOPTION
Transportation of Public School Students	707 / 707R		3410,3142, 3145, 3170, 3175	11/15/16	6/2018
Transportation of Nonpublic School Students	708		-	7/19/16	6/2018
Student Transportation Safety Policy and Notification Form	709	MANDATORY	3160		
Extracurricular Transportation	710 710R		3170, 3175	11/15/16	
Video Recording on School Buses	711		-	7/19/16	
Video Surveillance Other Than on Buses	712		-		
Student Activity Accounting	713		5105		
Fund Balances	714		3017	1/22/19	
[Reserved for future use]	705-719		-		
Vending Machines	720		3065, 3065R		
Uniform Grant Guidance Policy regarding Federal Revenue Sources	721	Mandatory	3041		
Public Data Requests	722		108/1016	10/16/18, Reviewed 10/15/19 & 7/21/20	
800 SERIES - BUILDINGS AND SITES					
Equal Access to School Facilities	801		1135		
Disposition of Obsolete Equipment and Material	802		3035, 3055, 3060, 3075, 7070, 8120		
Waste Reduction and Recycling	805		-		
Crisis Management Policy and F-1: Assistance in Drafting a Crisis Management Plan, F-2: Other Resources/Publications, F-3: Emergency Planning and Procedures Guide for Schools	806	MANDATORY	1010, 1035/Renumbered to 908, 1160, 3125, 3130, 4040, 4040R, 5123, 6065	2/26/19	
Health and Safety Policy	807	MANDATORY	1010, 1035/Renumbered to 908, 1160, 3125, 3130, 4040, 4040R, 5123, 6065	2/26/19 Left: 1010, 1160, 3125, 3130, 4040, 4040R, 6065	
Face Covering Policy	808			8/18/20 - Due to Pandemic Updated 2/23/21	

MSBA/MASA Model Policies	MSBA #	MANDATORY	Update/Delete Orange/Deleted	NOTES (Date Completed)	UPDATED BY MSBA SINCE ADOPTION
Naming Rights	810	Our Policy No MSBA	Deleted 7105	5/18/21	
900 SERIES - SCHOOL DISTRICT - COMMUNITY RELATIONS					
Community Education	901		-		
Use of School District Facilities and Equipment	902		1130, 3120, 4040R		
Visitors to School District Buildings and Sites	903		1080, 3125, 3125R		
Distribution of Materials on School District Property by Nonschool Persons	904		5165		
Advertising	905		1025, 1030		
Community Notification of Predatory Offenders	906		-		
Rewards	907		-		
Relationship with the Media	908		1035	2/24/20	

MSBA/MASA Model Policies	MSBA #	MANDATORY	Current Policies to: Update/Delete Orange/Deleted	NOTES (Date Completed)	UPDATED BY MSBA SINCE OUR ADOPTION
Equal Educational Opportunity	<u>102</u>	MANDATORY	5005	3/22/16 Updated 9/17/19	
Website Accessibility ADA-Our policy no MSBA Model	<u>110</u>	Mandatory		7/17/18	
Out-of-State Travel by School Board Members	<u>214</u>	MANDATORY	8025, 8020, 8115	12/15/15 - Updated 2/27/2018	
Equal Employment Opportunity	<u>401</u>	MANDATORY	4010, 4045	11/20/18 - Deleted 4010 Left: 4045 Updated 8/20/19	
Disability Nondiscrimination Policy	<u>402</u>	MANDATORY	4045	11/20/10 Left: 4045 Updated 9.17.19	
Public & Private Personnel Data and Form: Employee Authorization for Release of Information	<u>406</u>	MANDATORY	1016, 1020, 1020R, 4060, 4171, 4171.1	<u>406 Form</u>	
Family & Medical Leave Policy	<u>410</u>	MANDATORY	4111		
Expense Reimbursement	<u>412</u>	MANDATORY	3135, 3136, 3136R	8/20/19	
Harassment & Violence and Harassment & Violence Report Form	<u>413 / 413R</u>	MANDATORY	4015, 4015.1R, 4015R	4/19/16	6/2018
Chemical Use & Abuse	<u>417</u>	MANDATORY	5150		
Drug-Free Workplace/Drug-Free School and Acknowledgement of Drug-Free Workplace/Drug-Free School Policy	<u>418</u>	MANDATORY	4036		
Tobacco-Free Environment	<u>419</u>	MANDATORY	1140		
Workload Limit for Certain Special Education Teachers	<u>427</u>	MANDATORY	4180	4/19/16 ?Deleted 4180?	6/2018/Non Substantive
School Weapons Policy	<u>501</u>	MANDATORY	1083	4/23/19	
Search of Student Lockers, Desks, Personal Possessions, and Student's Person	<u>502</u>	MANDATORY	-		
Student Discipline and Notice of Suspension	<u>506</u>	MANDATORY	4040R	<u>506 Form</u>	
Bullying Prohibition Policy	<u>514</u>	MANDATORY	_5084	August 2017	
Protection and Privacy of Pupil Records and Public Notice & Juvenile Justice System Request for Information	<u>515</u>	MANDATORY	1016, 1040, 1150, 5060, 5060.1R, 5060.2R, 5060.3R, 5060.4R, 5080, 6185, 6185R		

Student Medication	<u>516</u>	MANDATORY	6180, 6180R		
Student Surveys	<u>520</u>	MANDATORY	-	520 Form 1/19/21	
Student Disability Nondiscrimination	<u>521</u>	MANDATORY	5154	12/20/16 Updated 9/17/20	
Student Sex Nondiscrimination (Title IX) and Unlawful Sex Discrimination Towards a Student Report Form	<u>522</u>	MANDATORY	-	522 Form 11/17/20	
Internet Acceptable Use & Safety Policy and Internet Use Agreement - Student Form / Employee Form	<u>524</u>	MANDATORY	3189, 3189R, 3190, 3190R, 3187, 3187R		
Hazing Prohibition	<u>526</u>	MANDATORY	5083, 5085, 5085R		
The Pledge of Allegiance	<u>531</u>	MANDATORY	-		
Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds	<u>532 / 532R</u>	MANDATORY	-	6/21/16	
Wellness	<u>533</u>	MANDATORY	3065R, 3180, 3185, 6300	bruary 2017 Deleted 6300 Left 2065R, 3180, 3185	3/2017
Unpaid Meal Charges	<u>534</u>	MANDATORY	-	August 22, 2017	9/2019
Counseling Regarding Pre-Career & Technical Programs - Ours No MSBA	<u>535</u>	MANDATORY	None	2/28/19	6/2019
School District Curriculum and Instruction Goals	<u>601</u>	MANDATORY	6075, 6080		
Curriculum Development	<u>603</u>	MANDATORY	5165, 6110, 6115, 6115R, 6125		
Development of Parental Involvement Policies for Title I Programs	<u>612-1</u>	MANDATORY	1067, 5055		
School District System Accountability	<u>616</u>	MANDATORY	6020, 6205		
Credit for Learning	<u>620</u>	Mandatory	6098, 6240	February 27, 2018 Deleted 6098 Left 6240/6240R	6/1/2019 & 9/2019
Student Transportation Safety Policy and Notification Form	<u>709</u>	MANDATORY	3160		
Uniform Grant Guidance Policy regarding Federal Revenue Sources	<u>721</u>	Mandatory	3041		
Public Data Requests	<u>722</u>	Mandatory	108/1016	10/16/18, Reviewed 10/15/19	

<p>Crisis Management Policy and F-1: Assistance in Drafting a Crisis Management Plan, F-2: Other Resources/Publications, F-3: Emergency Planning and Procedures Guide for Schools</p>	<p>806</p>	<p>MANDATORY</p>	<p>1010, 1035/Renumbered to 908, 1160, 3125, 3130, 4040, 4040R, 5123, 6065</p>	<p>2/26/19</p>	
<p>Visitors to School District Buildings and Sites</p>	<p><u>903</u></p>	<p>Mandatory</p>	<p>1080, 1090, 3125, 3125R</p>	<p>Updated 5/7/21</p>	

POLICIES TO REVIEW ANNUALLY

Shaded Green - MSBA Policy has been completed - yellow shading in Update/Delete indicates not all current policies have been reviewed/updated - Orange font in update/delete indicates the policy has been deleted

MSBA/MASA Model Policies	MSBA #	MANDATORY	Update/Delete Orange/Deleted	NOTES (Date Completed)	UPDATED BY MSBA SINCE ADOPTION
Family & Medical Leave Policy	<u>410</u>	MANDATORY	4111		
Harassment & Violence and Harassment & Violence Report Form	<u>413</u>	MANDATORY	4015, 4015.1R, 4015R	4/19/16	6/2018
Harassment & Violence and Harassment & Violence Report Form	<u>413R</u>	MANDATORY	4015, 4015.1R, 4015R	4/19/16	
Mandated Reporting of Child Neglect or Physical or Sexual Abuse	<u>414</u>		5125, 5125R	<u>414 FORM</u>	
Mandated Reporting of Maltreatment of Vulnerable Adults	<u>415</u>		-		
Student Discipline and Notice of Suspension	<u>506</u>	MANDATORY	4040R		
Bullying Prohibition Policy	<u>514</u>	MANDATORY	5084	August 2017	
Student Sex Nondiscrimination (Title IX) and Unlawful Sex Discrimination Towards a Student Report Form	<u>522</u>	MANDATORY	-	November 2020	
Internet Acceptable Use & Safety Policy and Internet Use Agreement - Student Form / Employee Form	<u>524</u>	MANDATORY	3189, 2189R, 3190, 3190R, 3187, 3187R	<u>524 FORM</u>	We adopted our policy 3187 in 2012 using this model policy but didn't renumber it. We reviewed it in November 2020 MSBA Updated their version in 9/2019
School District System Accountability	<u>616</u>	MANDATORY	6020, 6205		
Crisis Management Policy and F-1: Assistance in Drafting a Crisis Management Plan, F-2: Other Resources/Publications, F-3: Emergency Planning and Procedures Guide for Schools	<u>806</u>	MANDATORY	1010, 1035/Renumbered to 908, 1160, 3125, 3130, 4040, 4040R, 5123, 6065	2/26/19	

Updated 5/7/21

MSBA/MASA Policy Services Revision History
(February 2014 through October 2020)

October 2020

- 523 Policies Incorporated by Reference
- 422 Policies Incorporated by Reference

September 2020

- 419 Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Preventions Instruction
- 516 Student Medication
- 601 School District Curriculum and Instruction Goals
- 607 Organization of Grade Levels

November 2019

- 422 Policies Incorporated by Reference
- 535 Service Animals in Schools – NEW POLICY
- 535 Form: Approval Request Form for Use of a Service Animal – NEW FORM

September 2019

- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 421 Gifts to Employees and School Board Members
- 510 School Activities
- 513 Student Promotion, Retention, and Program Design
- 516 Student Medication
- 524 Internet Acceptable Use and Safety Policy
- 534 Unpaid Meal Charges
- 601 School District Curriculum and Instruction Goals
- 603 Curriculum Development
- 613 Graduation Requirements
- 615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
- 616 School District System Accountability
- 620 Credit for Learning
- 623 Mandatory Summer School Instruction
- 703 Annual Audit
- 720 Vending Machines
- 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources
- 802 Disposition of Obsolete Equipment and Material

Policies with Non-Substantive Changes

- 205 Open Meetings and Closed Meetings
- 506 Student Discipline
- 515 Protection and Privacy of Pupil Records
- 530 Form: Sample Immunization Letters/Immunization Form/Instructions
- 602 Organization of School Calendar and School Day
- 624 Online Learning Options
- 806 Form: Crisis Management Policy
- 904 Distribution of Materials on School District Property by Nonschool Persons

June 2019

- 419 Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
- 532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
- 603 Curriculum Development
- 611 Home Schooling
- 614 Form: Assurance of Test Security and Non-Disclosure
- 616 School District System Accountability
- 618 Assessment of Student Achievement
- 624 Online Learning Options
- 713 Student Activity Accounting

Policies with Non-Substantive Changes

- 205 Open Meetings and Closed Meetings
- 402 Disability Nondiscrimination Policy
- 423 Employee-Student Relationships
- 506 Student Discipline
- 523 Policies Incorporated by Reference

September 2018

- 601 School District Curriculum and Instruction Goals
- 604 Instructional Curriculum
- 613 Graduation Requirements
- 614 School District Testing Plan and Procedure
- 615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
- 618 Assessment of Student Achievement
- 619 Staff Development for Standards
- 802 Disposition of Obsolete Equipment and Material

Policies with Non-Substantive Changes

- 603 Curriculum Development
- 616 School District System Accountability

June 2018

- 102 Equal Educational Opportunity
- 205 Open Meetings and Closed Meetings
- 206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
- 401 Equal Employment Opportunity
- 413 Harassment and Violence
- 413 Form: Harassment and Violence Report Form
- 419 Tobacco-Free Environment
- 421 Gifts to Employees and School Board Members
- 504 Student Dress and Appearance
- 506 Student Discipline
- 509 Enrollment of Nonresident Students
- 509 Form: Statewide Enrollment Options Form – DELETE FORM
- 525 Violence Prevention [Applicable to Students and Staff]
- 530 Immunization Requirements
- 602 Organization of School Calendar and School Day
- 611 Home Schooling
- 707 Transportation of Public School Students

- 708 Transportation of Nonpublic School Students
- 709 Student Transportation Safety Policy
- 722 Public Data Requests – NEW POLICY
- 722 Form: Public Data Request Form – NEW FORM

Policies with Non-Substantive Changes

- 210.1 Conflict of Interest – Charter School Board Members
- 211 Criminal or Civil Action Against School District, School Board Member, Employee, or Student
- 404 Employment Background Checks
- 406 Public and Private Personnel Data
- 414 Form: Student Maltreatment Reporting Form
- 418 Drug-Free Workplace/Drug-Free School
- 423 Employee-Student Relationships
- 424 License Status
- 427 Workload Limits for Certain Special Education Teachers
- 505 Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
- 510 School Activities
- 511 Student Fundraising
- 520 Form: Public Notice Form
- 524 Internet Acceptable Use and Safety Policy
- 614 Form: Assurance of Test Security and Non-Disclosure
- 713 Student Activity Accounting

August 2017

- 620 Credit for Learning
- 903 Visitors to School District Buildings and Sites

June 2017

- 534 Unpaid Meal Charges – NEW POLICY

May 2017

- 303 Superintendent Selection
- 405 Veteran’s Preference
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 425 Staff Development
- 509 Enrollment of Nonresident Students
- 513 Student Promotion, Retention, and Program Design
- 525 Violence Prevention [Applicable to Students and Staff]
- 601 School District Curriculum and Instruction Goals
- 603 Curriculum Development
- 604 Instructional Curriculum
- 612.1 Development of Parent and Family Engagement Policies for Title I Programs
- 613 Graduation Requirements
- 616 School District System Accountability
- 805 Waste Reduction and Recycling

Policies with Non-Substantive Changes

- 515 Protection and Privacy of Pupil Records
- 515 Form: Public Notice
- 524 Internet Acceptable Use and Safety Policy
- 602 Organization of School Calendar and School Day

- 614 School District Testing Plan and Procedure
- 615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
- 618 Assessment of Student Achievement
- 619 Staff Development for Standards
- 623 Mandatory Summer School Instruction
- 701 Establishment and Adoption of School District Budget
- 806 Crisis Management Policy

March 2017

- 533 Wellness

July 2016

- 506 Student Discipline
- 520 Student Surveys
- 529 Staff Notification of Violent Behavior by Students

June 2016

- 721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources – NEW POLICY

April 2016

- 102 Equal Educational Opportunity
- 206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
- 208 Development, Adoption, and Implementation of Policies
- 401 Equal Employment Opportunity
- 402 Disability Nondiscrimination Policy
- 410 Family and Medical Leave Policy
- 413 Harassment and Violence
- 413 Form: Harassment and Violence Report Form
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- 416 Drug and Alcohol Testing
- 417 Chemical Use and Abuse
- 418 Drug-Free Workplace/Drug-Free School
- 420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
- 506 Student Discipline
- 509 Enrollment of Nonresident Students
- 509 Form: Statewide Enrollment Options Form
- 516 Student Medication
- 532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
- 613 Graduation Requirements
- 614 School District Testing Plan and Procedure
- 614 Form: Assurance of Test Security and Non-Disclosure – NEW FORM
- 615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
- 616 School District System Accountability
- 618 Assessment of Student Achievement
- 620 Credit for Learning
- 707 Transportation of Public School Students
- 805 Waste Reduction and Recycling

- 807 Health and Safety Policy
- 905 Advertising

Policies with Non-Substantive Changes

- 101 Legal Status of the School District
- 406 Public and Private Personnel Data
- 406 Form: Consent to Release – Request from an Individual
- 426 Nepotism in Employment – Charter Schools
- 427 Workload Limits for Certain Special Education Teachers
- 508 Extended School Year for Certain Students with Individualized Education Programs
- 514 Bullying Prohibition Policy
- 515 Protection and Privacy of Pupil Records
- 522 Student Sex Nondiscrimination
- 525 Violence Prevention [Applicable to Students and Staff]
- 530 Immunization Requirements
- 533 Wellness
- 708 Transportation of Nonpublic School Students

April 2015

- 427 Workload Limits for Certain Special Education Teachers – NEW POLICY

December 2014

- 205 Open Meetings and Closed Meetings
- 206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
- 208 Development, Adoption, and Implementation of Policies
- 210.1 Conflict of Interest – Charter School Board Members
- 406 Public and Private Personnel Data
- 410 Family and Medical Leave Policy
- 413 Harassment and Violence
- 419 Tobacco-Free Environment
- 421 Gifts to Employees and School Board Members
- 425 Staff Development
- 501 School Weapons Policy
- 506 Student Discipline
- 509 Enrollment of Nonresident Students
- 509 Form: Statewide Enrollment Options Form
- 524 Internet Acceptable Use and Safety Policy
- 526 Hazing Prohibition
- 601 School District Curriculum and Instruction Goals
- 603 Curriculum Development
- 604 Instructional Curriculum
- 613 Graduation Requirements
- 618 Assessment of Student Achievement
- 619 Staff Development for Standards
- 709 Student Transportation Safety Policy
- 805 Waste Reduction and Recycling
- 806 Crisis Management Policy
- 806 Form: Crisis Management Policy
- 807 Health and Safety Policy

Policies with Non-Substantive Changes

- 423 Employee-Student Relationships

- 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person
- 503 Student Attendance
- 525 Violence Prevention [Applicable to Students and Staff]
- 532 Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
- 615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
- 623 Mandatory Summer School Instruction
- 701.1 Modification of School District Budget
- 905 Advertising

May 2014

- 514 Bullying Prohibition Policy

February 2014

- 426 Nepotism in Employment – Charter Schools – NEW POLICY
- 530 Form: Sample Letter A, B, C, and Attachment D

[Note: The Governor’s Emergency Executive Order 20-81 generally requires Minnesotans to wear a face covering in certain settings and circumstances, including in various school settings. Emergency Executive Order 20-82 states that all Minnesota public schools must adhere to parameters determined by Minnesota Department of Health (“MDH”) in implementing or shifting between in-person learning, hybrid learning and distance learning. MDH’s Safe Learning Plan for 2020-21 and the 2020-2021 Planning Guide for Schools requires school district and charter schools to develop and implement a face covering policy that is clearly posted and communicated to students, staff, families, and potential visitors to the school building. The provisions of this policy substantially reflect the requirements of the 2020-2021 Planning Guide for Schools, Executive Order 20-81, and Executive Order 20-82.]

The Minnesota Safe Learning Plan was updated, stating “It is strongly recommended that districts and charter schools require staff to wear face masks and face shields together whenever possible during the school day. School districts and charter schools should strongly consider the following as the only exemptions for their masking and face shield requirement policy.

o When staff are serving students in settings where seeing a person’s lips is necessary, staff are strongly encouraged to wear a clear face mask in addition to the required face shield. If they do not have access to a clear face mask, they can choose to only wear the required face shield.

o When staff are providing direct services that require close, physical, and prolonged contact, schools should follow MDH’s Guidance for Delivering Direct Student Support Services: Staff Protective Equipment.

o When staff are performing duties in which a face mask and a face shield worn together are creating a safety concern (e.g. visual impairment while operating a vehicle, working in a kitchen, lab etc.), staff may choose to only wear the required face mask.”

I. PURPOSE

The purpose of this policy is to establish requirements for employees, students, and other persons (including visitors, guests, contractors, etc.) present on school property to wear face coverings in classrooms, preschool, child care settings and other indoor areas, as well as outdoor areas where a physical distance of 6 feet cannot be maintained between persons, in order to minimize exposure to COVID-19.

II. GENERAL OF STATEMENT OF POLICY

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- A. The policy of the school district is to comply with Executive Order 21-01, 20-103, 20-81, Executive Order 20-82, and applicable face covering requirements from the Minnesota Department of Health and the Minnesota Department of Education.
- B. Face coverings are meant to protect other people in case the wearer does not know they are infected.
- C. Unless an exception described in Part IV below applies, all students, staff, and other people present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering.
- D. A violation of this policy occurs when any student, staff, or other person present in a school building, in the school district office, or on a school transportation vehicle fails to wear a face covering, unless an enumerated exception applies.

III. DEFINITION OF FACE COVERING

- A. A face covering must be worn to cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. The following are included in the definition of face covering:
 - 1. Paper or disposable mask;
 - 2. Cloth face mask;
 - 3. Scarf;
 - 4. Neck gaiter;
 - 5. Bandana;
 - 6. Religious face covering; and
 - 7. Medical-grade masks and respirators
- B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.
- C. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

IV. EXCEPTIONS AND ALTERNATIVES; TEMPORARY REMOVAL OF FACE COVERING

- A. Face coverings should not be placed on anyone under age 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.

- B. A face shield may be used as an alternative to a face covering in the following situations:
1. A student in grades kindergarten through eighth grade may wear a face shield when wearing a face covering is problematic.
 2. A teacher of any grade level may wear a face shield when wearing a face covering may impede the educational process.
 3. Staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering.
 4. Staff providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided.

- C. Staff, students, and other people present in school buildings or in district offices may temporarily remove their face covering or face shield in the following situations:

1. When engaging in classes or activities conducted outdoors, though people participating in these activities should maintain six feet of distance to the extent possible;

[Note: The Minnesota Department of Health issued the following on December 16, 2020: “Consistent with Executive Order 20-103, face coverings must be worn at all times during indoor physical activity (e.g., when exercising in a gym, fitness center, or during recess), regardless of the level of physical exertion. Previous guidance allowing face coverings to be removed during high exertion activities is no longer applicable.”]

2. During specific activities that the Minnesota State High School League has identified as exceptions to mask/face covering requirements.

[Note: The Minnesota State High School League set forth exceptions pursuant to Executive Order 20-81 in its Mask/Face Covering Guidance and Information].

3. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
4. Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office;
5. When the wearer needs to remove their face covering to eat or drink, though care should be taken to maintain as much space as possible between people while doing so;

6. During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument, though people participating in these activities should maintain six feet of distance to the extent possible;
7. When required by school staff for the purposes of identification;
8. Staff working alone in their offices, classrooms, vehicles, or job locations that have no person-to-person interaction;
9. Staff working in communal spaces that have barriers such as Plexiglas or cubicle walls between employees that are above face level; or
10. When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

V. IMPLEMENTATION

- A. This policy will be conspicuously posted in each school building and administrative office and communicated to students, staff, families, and potential visitors to the school building.
- B. The school district will provide face coverings and/or face shields to employees and students. Employees and students may choose to wear their own face covering as long as it covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.
- C. The school district will teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.
- D. Individuals who cannot tolerate a face covering due to a medical condition or disability related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, parent, or community member qualifies for a reasonable accommodation and the accommodation to be provided. For a student with a medical condition or disability, the student's education team (i.e. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the school district may require an individual to provide a physician's note and/or other relevant information or with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed on a case-by-case basis in accordance with applicable federal and state law.

- E. All face coverings shall meet the requirements of applicable dress code policies and/or codes of conduct as written in the student/family handbook. 30
- F. The school district will make available distance learning to its enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

VI. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE

- A. In order to promote the health and safety of employees, students and members of the community, and make available a safe environment that is conducive to learning, compliance with this policy is necessary.
- B. Employees who fail or refuse to comply with this policy may be subject to discipline, as appropriate, up to and including the termination of employment.
- C. Students who fail or refuse to comply with this policy may be subject to discipline or removal from school property. Students unwilling to participate in in-person or hybrid learning in compliance with this policy will be offered distance learning.
- D. In extreme circumstances, a person may be referred to law enforcement for support in compliance with this important safety measure, and negative consequences could involve a \$100 fine [Emergency Executive Order 20-81 or 20-82 is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100]. (NOTE: This does not apply to: (1) children younger than 14 years old; or (2) students 14 years old and older who are enrolled in a school identified in Paragraph 12 of Emergency Executive Order 20-81, and who are on the premises of the school for educational purposes).

Legal References: Emergency Executive Order 20-81
Emergency Executive Order 20-82
Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)
Minn. Stat. § 12.45 (Violations; Penalties)

Cross References: MSBA/MASA Model Policy 807 (Health and Safety Policy)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)

Adopted: 8.18.20 – Only required one reading due to pandemic
Revised: 2.23.21 – Only required one reading due to pandemic