

School Board Regular Meeting

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Meeting ID: 978 4621 1136

Passcode: 369091

One tap mobile

+13017158592,,97846211136#,,,,,0#,,369091# US (Germantown)

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Meeting ID: 978 4621 1136

Passcode: 369091

1. Call to Order and Roll Call - *Action*
2. Acceptance of the Agenda - *Action*
3. Sharing the Success
 - A. Introduction of New Principals, Principals with New Assignments, New Assistant Principals and Assistant Principals with New Assignments, and New Program Directors
 - B. Robbinsdale Rapid Report
4. Superintendent's Report
5. Operations
 - A. Approval of Resolution Affirming the Unified District Vision and Equity Policy - *Action*
 - B. Second Reading and Approval of Policy 503: Student Attendance - *Action*
 - C. Second Reading and Approval of Policy 515: Protection and Privacy of Student Records - *Action*
 - D. Second Reading and Approval of Policy 532: Use of Peace officers and Crisis Teams to Remove Students with IEP's from School Grounds - *Action*
 - E. Approval of Resolution Approving Donations - *Action*
 - F. Designation of Identified Official with Authority (IOwA) for the MDE External User Access Recertification System - *Action*
 - G. Approve Appointment of Deputy Treasurer - *Action*
 - H. Approval of Next Steps towards Changing School Start Times for School Year 2021-2022 - *Action*
 - I. Approval of Finance Advisory Council Members Appointments
6. Consent Agenda - *Action*
 - A. Administrative
 1. Draft Minutes
 - B. Personnel Matters
 1. Tentative Agreements
 2. Other Personnel Items
 - C. Financial Matters
 1. Disbursements

- 2. Contracts
- 7. Board Reports
- 8. Announcements
- 9. Adjournment - *Action*

School Board of Robbinsdale Area Schools
Regular Meeting - August 17, 2020

AGENDA SECTION: Call to Order

ITEM: Roll Call Attendance

	PRESENT	ABSENT
Helen Bassett	<hr/>	<hr/>
David Boone	<hr/>	<hr/>
Mike Herring	<hr/>	<hr/>
Pam Lindberg	<hr/>	<hr/>
Sam Sant	<hr/>	<hr/>
Sherry Tyrrell	<hr/>	<hr/>
John Vento	<hr/>	<hr/>
Dr. Stephanie Burrage, ex-officio	<hr/>	<hr/>

Individual focus. Infinite potential.

School Board of Robbinsdale Area Schools

Regular Meeting – August 17, 2020

AGENDA SECTION: Acceptance of Agenda
ITEM: 2. Acceptance of Agenda
COMMENTS BY: David Boone, Board Chair

Recommended Action: Approve full agenda as presented.

Acceptance of Agenda – August 17, 2020

	Yes	No	Abstention
Helen Bassett _____	_____	_____	_____
David Boone _____	_____	_____	_____
Mike Herring _____	_____	_____	_____
Pam Lindberg _____	_____	_____	_____
Sam Sant _____	_____	_____	_____
Sherry Tyrrell _____	_____	_____	_____
John Vento _____	_____	_____	_____

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Abstentions: _____ 4 _____

Individual focus. Infinite potential.

School Board of Robbinsdale Area Schools

Regular Meeting – August 17, 2020

AGENDA SECTION: Sharing the Success

ITEM: 3A. Introduction of New Principals, Principals with New Assignments, New Assistant Principals, Assistant Principals with New Assignments and New Program Directors

COMMENTS BY: Dr. Stephanie Burrage, Interim Superintendent

The School Board and Dr. Burrage, Interim Superintendent, are excited to introduce and welcome the new principal(s), assistant principal(s), program director(s) and executive director(s). Dr. Burrage will make the introductions during the meeting.

Individual focus. Infinite potential.

School Board of Robbinsdale Area Schools

Regular Meeting – August 17, 2020

AGENDA SECTION: Operations
ITEM: 5B. Second Reading and Approval of Policy 503: Student Attendance
COMMENTS BY: Marti Voight, Executive Director of Student Services

The School Board will hear the second reading of Policy 503: Student Attendance and are requested to move approval. The following support documents are included in the agenda packet for review:

1. Current Policy 503
2. MSBA/MASA Model Policy 503, red-line version
3. Proposed revised Policy 503, clean copy

Recommended Action: Approve the proposed Policy 503

Approval of Policy 503: Student Attendance – August 17, 2020

	Yes	No	Abstention
Helen Bassett _____	_____	_____	_____
David Boone _____	_____	_____	_____
Mike Herring _____	_____	_____	_____
Pam Lindberg _____	_____	_____	_____
Sam Sant _____	_____	_____	_____
Sherry Tyrrell _____	_____	_____	_____
John Vento _____	_____	_____	_____

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Abstentions: _____

503 STUDENT ATTENDANCE

I. Purpose

- A. Robbinsdale Area Schools believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important for college or career readiness. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy defines school attendance expectations. This policy recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators.

II. General Statement of Policy

It is the policy of the district to fully comply with Minn. Stat. §120A.22, which requires students of the district to attend all assigned classes every day school is in session, unless: the student has been excused by the school board from attendance because the student has already completed state and district standards required to graduate from high school; has withdrawn; or has a valid Excuse for Absence.

A. Responsibilities

1. **Student's Responsibility** - It is the student's right to be in school. It is also the student's responsibility to attend, on time, all assigned classes every day that school is in session, and to be aware of and follow the correct procedures when absent from an assigned class. Students are responsible for securing missed work, scheduling make-up examinations, and are accountable to make up missed course content.
2. **Parent or Guardian's Responsibility** - It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems. The parent or guardian is also responsible for supporting the student with their assigned responsibilities.
3. **Teacher's Responsibility** - It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures with fidelity. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request.
4. **Administrator's Responsibility** - It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all

procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

III. Attendance Procedures

- A. Attendance procedures will be included in Administrative Procedure 503 (see Appendix).

IV. Compulsory Attendance

- A. Every child between seven and 17 years of age must receive instruction during the school year unless the child has graduated.
- B. Minnesota statute requires that any student who is at least 17 years of age who seeks to withdraw from school together with parent/guardian must:
 1. Attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities; and
 2. Sign a written election to withdraw from school
- C. Once a pupil under the age of seven is enrolled in kindergarten or a higher grade in a public school, the pupil is subject to compulsory attendance. The parent, guardian, or any other individual having charge of any person that is of compulsory age must send such person to school unless he/she meets the legitimate exemptions as defined in statute.

V. Required Reporting

- A. Continuing Truant
 1. State law (Minn. Stat. §260A.02) provides that a continuing truant is a student who is subject to the Compulsory Instruction Law and is absent from instruction in a school without a valid excuse within a single school year for:
 - i. Three days if the child is in elementary school; or
 - ii. Three or more class periods on three days if the child is in middle school or high school.
 2. When a student is initially classified as a continuing truant, Minn. Stat. §260A.03 provides that the building administrator or designee will notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:
 - i. That the child is truant;
 - ii. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
 - iii. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. §120A.34;
 - iv. That this notification serves as the notification required by Minn. Stat. §120A.34;
 - v. That alternative educational programs and services may be available in child's enrolling or resident district;
 - vi. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
 - vii. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. §Ch. 260; and

- viii. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. §260C.201.
- ix. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

B. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for either (1) seven school days if the child is in elementary school or (2) one or more class periods on seven school days if the child is in middle school or high school. Also, a habitual truant is a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. The building administrator or designee will refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. §Ch. 260A.
3. The district may terminate the enrollment of a nonresident student enrolled under Minnesota Statutes, section 124D. 03 or section 124D. 08 at the end of a year if the student meets the definition of a habitual truant under section 260C.
4. The district reserves the right to report students truant if they accumulate more than 12 cumulative absences during the year.

C. Mandatory Drop for Non-Attendance

1. For funding purposes, if a any enrolled student has missed 15 consecutive school days, despite reason, during the regular school year or five consecutive school days during summer school or intersession classes of flexible school year programs without receiving instruction in the home or hospital setting, the school district must drop the student from its enrollment roll and classify the student as withdrawn for funding purposes. See Minn. Stat. § 126C.05, Subd. 8

VI. Support for Student Attendance

Each school site will develop procedures that promote regular student attendance and prevent absenteeism and truancy. When possible, the district will work with other organizations and agencies to support regular student attendance.

VII. Dissemination of Policy

This policy will be made available to all students and parents at the commencement of each school year via link in the Student Rights and Responsibilities Handbook. This policy will also be available upon request in each principal's office.

Legal References:

- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. § 120A.24 (Reporting)
- Minn. Stat. § 120A.26 (Enforcement and Prosecution)
- Minn. Stat. § 120A.34 (Violations; Penalties)
- Minn. Stat. § 126C.05 (Definition of Pupil Units)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Robbinsdale Area Schools

Minn. Stat. § 260A.02 (Definitions)

Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is Continuing Truant)

Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)

Goss v. Lopez, 419 U.S. 565 (1975)

Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)

Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)

Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7 (1978)

Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross Reference:

Policy 506 (Student Discipline)

APPENDIX

503 STUDENT ATTENDANCE

ADMINISTRATIVE ATTENDANCE PROCEDURES

The school district believes regular attendance to be an essential element in the student's educational process. Regular, punctual attendance fosters a climate conducive to learning, perpetuates effective teaching, protects the integrity of the school day and ensures quality education. Regular, punctual attendance, a responsibility that should be shared by students, parents, and school, is one means by which a student learns responsibility and self-discipline. To encourage attendance, the school district herein adopts the following attendance procedures for Robbinsdale Public Schools:

School Communication Regarding Attendance

1. School administration will send out a [general information letter](#) to families at the beginning of the school year and refer to website with complete procedure.
 - a. General Information Letter will include:
 - i. Importance of attendance/Impact of absences & importance of collaboration between school, student & family
 - ii. Building time frames for tardy, early release, partial day and full day absences
 - iii. School Attendance Line Information (Spanish option)
 - iv. District response to cumulative excused and unexcused absences.
 - a. Hennepin County Be@School link
 - b. Staff will receive training on absence reporting and responsibilities

Attendance Procedures

1. If a student is absent or will be absent from class or arrive late to school, the student's parent or guardian must call the **24-hour attendance line** before the start of the school day. Phone calls are preferred to report absences. If a phone call cannot be made, a note with a phone number where a parent or guardian can be reached will be acceptable on the day the student returns; otherwise, the absence will be considered unexcused. The parent or guardian must contact the school within 48 hours to change an absence from unexcused to excused. If for some reason a parent is unable to follow the above procedure, the building administrator or designee must be contacted.
2. Students must be in school for a minimum of three hours (unless absent due to a school-sponsored activity or documented medical/dental appointment) in order to be eligible to practice or participate in any activity after school.

3. Physical education & Recess Attendance and Excuses. When a temporary condition or disability resulting from illness or injury makes it necessary for a student not to participate in physical education, swimming, or recess, the parent is asked to write a note making this request. If the student is to be excused for longer than a day a statement from the attending physician requesting this is required. These requests should be brought to the health office before classes start in the morning.

Classification of Absences

1. Excused Absence
 - a. An excused absence indicates an acceptable absence from school or class with parental/guardian and school permission. Full credit is given for all make-up work, and it is the teachers' and parents'/guardians' obligation to assist the student with all make-up work. Each teacher will notify the students of the classroom's make-up work policy.
 - b. A student should complete all missing work within a period equating to two days per day of excused absence from school. Students should proactively request work or assignments in cases of prearranged absences.
 - c. The following absences are considered excused, and will not be counted toward cumulative absences:
 - i. Days during which a student is suspended from school. Student will be permitted to complete make-up work.
 - ii. Absence related to compliance with State's immunization requirements
 - a. The following absences are considered excused, and will be counted toward cumulative absences:
 1. Physical or mental health concern or illness (may be excused by the following means:)
 - a) Written verification from a health care provider
 - b) Verification from the school nurse
 - c) Written or verbal communication from the parent/guardian
 2. Serious illness in the student's immediate family.
 3. Medical, dental, orthodontic treatment, or a mental health appointment.
 4. Family emergencies
 5. Active duty in any military branch of the United States
 6. Absence related to compliance with State's immunization requirements
 7. College visits
 8. Regularly scheduled religious instruction, not to exceed three hours in any week
 9. Religious holiday or observance
 10. Extreme weather conditions considered by the parent/guardian to be too dangerous for the student to attend school.
 11. Driver's examination. The school requires documentation in order for this to be considered an excused absence.
 12. Prearranged personal or family vacations.
 13. Non-school competitions or events, parent/guardian may request an excused absence for participation in a non-school sponsored athletic, dramatic or musical event. The request must be in writing in advance of the first absence and arrangements will be made to complete missed schoolwork.

- b. Excused Absence Verification
 1. Documentation for additional excused absences will be required if a student accumulates more than 12 cumulative absences.
 2. Illness greater than 3 days requires medical provider documentation
2. Unexcused Absence
 - a. An unexcused absence indicates that the student is absent from school or class with or without the consent of the parent/guardian, for a reason which is not acceptable to the school as excused absences
 - b. Make-up work may be required, and credit will be given at the discretion of the teacher, based upon the individual classroom's make-up work policy.
 - c. Unexcused absences are counted toward cumulative absences
 - d. The following are examples of absences that will not be excused:
 - i. Working on school assignments or preparing for exams at home
 - ii. Work at a business, except under a school-sponsored work release program
 - iii. Personal or family vacation that is not pre-arranged with school administration
 - iv. Oversleeping or missing alarms
 - v. Volunteer work
 - vi. Missed transportation
 - e. Consequences of Unexcused Absences
 - i. In cases of recurring unexcused absences, progressive interventions designated in the Hennepin County Be@School Truancy Prevention program will be implemented.
3. Monitoring Absenteeism
 - a. Attendance will be taken and recorded daily in elementary schools and for each class period in secondary schools.
 - b. Multi-Tiered System of Support Team (MTSS) meets on a regular basis to monitor both cumulative student absenteeism and to assure consistency and equity.
 - c. The school notification system will provide daily, electronic communication to parents with each absence for the school day or a class.
 - d. School administration will monitor **cumulative** absences and work with families to improve attendance.
 - i. At least once per quarter, school administration or designee will communicate with parents about their child's attendance for students that have the following number of cumulative absences:
 - a. 9 or more cumulative absences: School administration will communicate with families about attendance concerns via [letter](#) and may begin an intervention process to improve attendance.
 - b. 12 days: School administration will send a [letter](#) to families stating future absences will be considered unexcused.
 - c. 15 days: School administration will send a [letter](#) to families notifying them of referral to Be@School.

- ii. School administration will monitor **unexcused** absences and work with families to improve attendance following Hennepin County's Be@School truancy reporting process.
 - a. 3 days: School administration will send letter
 - b. 6 days: Referral to Parent Group Meeting
 - c. 9 days: STAR Report

4. Tardiness & Partial Day Absences

- a. Tardiness or partial day absence is classified as excused or unexcused based on classification of absences.
- b. Each school will develop procedures to address excessive and/or unexcused tardies and partial day absence, focused on intervention
- c. Tardiness & Partial Day Absence Definitions

Elementary	
Tardy or Early Release	Up to 59 minutes late/early
Partial Day Absence	1-3 hours or 5 tardies
Fall Day Absence	Over 4 hours or 10 tardies
**Tardies and partial day absences will accumulate towards cumulative and unexcused absence totals and will be reported using Be@School guidelines.	

Secondary	
Tardy	Up to 10 minutes per class
Class Period Absence	Over 10 minutes per class
Partial Day Absence	3 period absences
Full Day Absence	7 period absences
** Partial day absences will accumulate towards cumulative and unexcused absences totals and will be reported using Be@School guidelines.	

5. Absence reporting for Students 18+

- a. Schools will report absences to parents or guardians as they are still a stakeholder in their child's education
 - i. Parents/guardians of students 18 and older can submit an [opt out form](#) for students to assume responsibility for their own attendance

6. Reenrollment following drop for non-attendance

- i. Schools will notify families via phone, email and [letter](#) when students are dropped from enrollment for non-attendance. Contact will be documented in Infinite Campus.
- ii. Students who have been withdrawn for less than 90 calendar days may re-enroll by contacting the school building. Families will be asked to verify census information.
- iii. Students who have been withdrawn for more than 90 days may re-enroll by contacting the enrollment center and completing registration paperwork.
- iv. Students 18+ wanting to re-enroll will need to meet with a school and/or adult academic liaison to determine academic path

7. Roles and responsibilities

- a. School administrators are primarily responsible for monitoring and promoting positive school attendance. School administrators also have the authority to modify student attendance once it has been reported.
- b. School social workers assist school administrators with tracking student attendance, filing Be@School reports, and implementing interventions for students struggling with attendance.
- c. School office employees are responsible for distributing letters to families. Letters will be distributed between October 1 - May 1.

Resources

[Attendance General Information](#)
[Codes for Attendance Reporting](#)
[3 Day Unexcused Letter](#)
[9 Day Cumulative Letter](#)
[12 Day Cumulative Letter](#)
[15 Day Cumulative Letter](#)
[Drop/Re-Enrollment Letter](#)
[Parent/Guardian Opt-Out Form](#)

ADMINISTRATIVE PROCEDURE

503AP: Student Attendance

Approved: January 9, 2017

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class. The school district expects students to achieve a 95% attendance rate, meaning a student is not absent more than 9 days total in a school year or its equivalent in class periods.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence, with parent support as appropriate.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is enrolled in and attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. It is the parent's responsibility to request that absences or tardiness be excused.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, and to maintain accurate records on student attendance. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's poor attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, orthodontic treatment, or a mental health appointment.
 - (5) Court appearances occasioned by family or personal action.
 - (6) Religious holiday observance instruction not to exceed three hours in any week.
 - (7) Physical emergency conditions such as fire, flood, storm, etc.
 - (8) Official school field trip or other school-sponsored outing.
 - (9) Removal of a student pursuant to a suspension or dismissal.

Suspensions and dismissals are to be handled as excused absences and students will be permitted to complete make-up work.

- (10) Family emergencies.
 - (11) Active duty in any military branch of the United States.
 - (12) A student's condition that requires ongoing treatment for a mental or physical health diagnosis.
 - (13) Absence related to compliance with the State's immunization requirements.
 - (14) Family vacations when arranged and approved in advance. Requests for prior approval must be submitted to the building principal in writing at least one week in advance. Absences exceeding 14 consecutive school days will not be approved.
 - (15) College visits that are unable to be scheduled on non-school days.
- c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students should check with their teachers for specific class procedures for assignment completion.
- (2) Work missed because of absence must be made up within the same number of days that the student was absent. For example, a student absent for two school days would have two school days to turn in the make-up work. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.
- (3) When a family knows in advance that a student will be absent for an extended time, prior arrangements should be made for missed assignments, recognizing that homework may not always be ready or available at that time.

d. Excessive Excused Absences

In cases where the school team has reason to believe that excuses are excessive, additional documentation will be requested to excuse further absences, e.g. a doctor's note. Further absences without the stated documentation will be recorded as an unexcused absence.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

- (3) Work at home.
 - (4) Work at a business, except under a school-sponsored work release program.
 - (5) Vacations with family, unless pre-approved by the building administrator.
 - (6) Personal trips to schools or colleges, unless pre-approved by the building administrator.
 - (7) Absences resulting from cumulated unexcused tardies (see definitions).
 - (8) Any other absence not included under the attendance procedures set out in this policy.
- b. Consequences of Unexcused Absences
- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
 - (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
 - (3) In cases of recurring unexcused absences, progressive interventions designated in the Hennepin County be@school Truancy Prevention program will be implemented. The administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes and the be@school program.
 - (4) Students with unexcused absences shall be subject to established discipline procedures within each school consistent with the district student behavior handbook.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip. At the secondary level, tardies are reported by the classroom teacher.
3. Excused Tardiness
Valid excuses for tardiness are:
 - a. Illness.
 - b. Serious illness in the student's immediate family.
 - c. A death or funeral in the student's immediate family or of a close friend or relative.

- d. Medical, dental, orthodontic, or mental health appointments.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time the class period or school day commences without a valid excuse.
- b. Consequences of tardiness follow established school guidelines and procedures in accordance with the district student behavior handbook.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DEFINITIONS

Elementary

- Elementary Tardy or Early Release Up to 59 minutes late/early
- Elementary Partial Day Absence 1-3 hours
- Elementary Partial Day Absence 5 tardies
- Elementary Full Day Absence 4 or more period absences

Secondary

- Secondary Tardy to School Up to one period
- Secondary Partial Day Absence 1-3 period absences
- Secondary Full Day Absence 2 partial day absences
- Secondary Full Day Absence 4 or more period absences

IV. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

V. REQUIRED REPORTING

- A. The school attendance officer will report truancy to families according to the process outlined by be@school, the Hennepin County Attorney's Office Educational Neglect/Truancy Program.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References:

Student Behavior Handbook: Rights and Responsibilities

Adopted: _____

MSBA/MASA Model Policy 503

Orig. 1995

Revised: _____

Rev. 2013

503 STUDENT ATTENDANCE

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also

the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.

- (3) A death or funeral in the student's immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minn. Stat. § 120A.22, Subd. 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within _____ days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (____ tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) From the first through the _____ cumulated unexcused absence in a [quarter or semester] the

student will not be allowed to make up work missed due to such absence.

- (b) After the _____ cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of _____ unexcused absences and that, after the _____ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.
- (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
- (d) After _____ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.
- (e) After _____ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
- (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

C. Tardiness

- 1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
- 2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after ____ unexcused tardies. In addition ____ unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must

present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

[Note: Where services and procedures under Minn. Stat. Ch. 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
~~Minn. Stat. § 120A.30 (Attendance Officers)~~
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct.

1988)

Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)

Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)

Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

School Board of Robbinsdale Area Schools

Regular Meeting – August 17, 2020

AGENDA SECTION: Operations

ITEM: 5C. Second Reading of Policy 515: Protection and Privacy of Student Records

COMMENTS BY: Marti Voight, Executive Director of Student Services

The School Board will hear the second reading of Policy 515: Protection and Privacy of Student Records and will be requested to move approval. The following support documents are included in the agenda packet for review:

1. Current Policy 515
2. MSBA/MASA Model Policy 515, red-line version
3. Proposed revised Policy 515, clean copy
4. Proposed Public Notice
5. Juvenile Justice System Request for Information

Recommended Action: Approve the proposed Policy 515.

Approval of Policy 515: Protection and Privacy of Student Records – August 17, 2020

	Yes	No	Abstention
Helen Bassett	_____	_____	_____
David Boone	_____	_____	_____
Mike Herring	_____	_____	_____
Pam Lindberg	_____	_____	_____
Sam Sant	_____	_____	_____
Sherry Tyrrell	_____	_____	_____
John Vento	_____	_____	_____

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Abstentions: _____

515 PROTECTION AND PRIVACY OF STUDENT RECORDS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Biometric Record

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

B. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

C. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone number, school, dates of attendance (enrollment), grade level, participation in officially recognized activities and sports, weight and

height of members of athletic teams, photograph / video image, birth date / age, degrees, honors and awards received.

Directory information does not include a student's social security number or a student's identification number ("ID") if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include personally identifiable data which references religion, race, color, social position, or nationality. Data collected from nonpublic school students, other than those who receive shared time educational services, shall not be designated as directory information unless written consent is given by the student's parent or guardian.

D. Education Records

1. What constitutes "education records." Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, "education records," does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are **not** disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and

(3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:

(1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;

(2) made, maintained, or used only in connection with the provision of treatment to the student; and

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

e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

E. Eligible Student

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

F. Juvenile Justice System

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

G. Legitimate Educational Interest

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

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;

2. Perform a supervisory or instructional task directly related to the student's education; or

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

4. Perform a task directly related to responding to a request for data.

H. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

I. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to:

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

J. Record

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

K. Responsible Authority

“Responsible authority” means Executive Director of Technology or designee.

L. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also

includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

M. School Official

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

N. Summary Data

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

O. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;

4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

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

C. Disabled Students

The school district shall follow 34 C.F.R. 300.610-300.617 with regard to the confidentiality of information to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

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

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

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or

d. enforce the terms and conditions of the aid.

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

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy or return to the school district all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed. For purposes of this provision, the term, “organizations,” includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;

9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. § 2331. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;

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

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

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other

persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

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

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 U.S.C. § 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization (to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.)

C. Nonpublic School Students

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

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

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

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible

student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to prevent the school district from disclosing or requiring the student to disclose the student's name, identifier, or school district e-mail address in a class in which the student is enrolled.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the school principal or the district student records department and shall include the following:

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

C. Investigative Data

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

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

- a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

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

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

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

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

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 1. may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military; and
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a

parent or eligible student must notify the school office or the district student records department in writing by September 30 each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
2. Home address;
3. Student's grade level;
4. School presently attended by student;
5. Parent's legal relationship to student, if applicable;
6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.

E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:

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

C. Classification of Disclosed Data

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

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

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

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;

3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or

receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

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

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

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

B. Right to a Hearing

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

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

C. Conduct of Hearing

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

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

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

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

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

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder.
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to section 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act.

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the district education service center.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. Ch. 14 (Administrative Procedures Act)
- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
- Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
- Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
- Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
- Minn. Stat. § 363A.42 (Public Records; Accessibility)

Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (No Child Left Behind)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References:

Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 417 (Chemical Use and Abuse)
Policy 506 (Student Discipline)
Policy 519 (Interviews of Students by Outside Agencies)
Policy 520 (Student Surveys)
Policy 711 (Video Recording on School Buses)
Policy 906 (Community Notification of Predatory Offenders)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

PUBLIC NOTICE

Independent School District No. 281 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and

student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act [and data regarding a student's history of violent behavior,] and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance
Office U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

- g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and
 - h. That copies of the school district's policy regarding the protection and privacy of school records are located at the Education Service Center and on the District 281 website.
2. Independent School District No. 281 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
- a. It classifies records as public, private, or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. 281 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding “directory information.”

“Directory information” includes the following information relating to a student: the student’s name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. “Directory information” also includes the name, address, and telephone number of the student’s parent(s). “Directory information” does not include a student’s social security number or a student’s identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student’s religion, race, color, social position, or nationality.

[Note: The definition of directory information is found on page 515-1 of the school district’s policy. This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to include some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student’s religion, race, color, social position, or nationality. A school district also may specify in this section that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

- a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.
- b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT’S OR ELIGIBLE STUDENT’S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.
- c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE

“PRIVATE” (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (4) PARENT’S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT’S OR ELIGIBLE STUDENT’S PRIOR WRITTEN CONSENT.

5. Pursuant to applicable law, Independent School District No. 281 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post- secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, [DESIGNATE TITLE OF INDIVIDUAL, I.E., BUILDING PRINCIPAL], BY [INSERT DATE] EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
- (2) HOME ADDRESS;**
- (3) STUDENT’S GRADE LEVEL;**
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;**

- (5) PARENT’S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;**
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.**

Notice: Refusal to release the above information to military recruiting officers and post- secondary educational institutions alone does not affect the school district’s release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child’s or eligible student’s directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

INDEPENDENT SCHOOL DISTRICT NO. 281
NEW HOPE, MINNESOTA

Chair

Date

[Note: The use of this form requesting information about specific activities or behavior is mandated by statute. In addition, the school district is required to maintain such requests and a record of any release in the student's file.]

**JUVENILE JUSTICE SYSTEM
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

DATE/TIME OF REQUEST: _____

TO: _____
(Superintendent of school district or Superintendent Designee of school)

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

_____ Juvenile delinquency investigation/prosecution

_____ Child protection assessment/investigation

_____ Investigation/filing of CHIPS or delinquency petition

REASON FOR REQUEST: (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

RESPONSE TO REQUEST: The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

INFORMATION REQUESTED: (mark all that apply) **RESPONSE PROVIDED:** (yes / no)

Indicate whether you have data that document the student's:

- _____ Use of a controlled substance, alcohol, or tobacco
- _____ Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8
- _____ Possession or use of weapons or look-alike weapons
- _____ Theft
- _____ Vandalism and damage to property

CERTIFICATION: The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

Signature

Title

[Note: A principal or chief administrative officer of a school who receives such a request to disclose information about a student to the juvenile justice system shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student's parent or guardian notifies the principal or chief administrative officer within ten (10) days of receiving the certified notice that the parent or guardian objects to the disclosure, the principal or chief administrative officer must not disclose the information. The principal or chief administrative officer must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the principal or chief administrative officer must respond to the data request.]

Approved: June 18, 2012

515 PROTECTION AND PRIVACY OF STUDENT RECORDS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Biometric Record

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

B. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

C. Directory Information

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student’s name, address, telephone number, school, dates of attendance (enrollment), grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph / video image, birth date / age, degrees, honors and awards received. Directory information does

not include a student's social security number or a student's identification number ("ID") if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include personally identifiable data which references religion, race, color, social position, or nationality. Data collected from nonpublic school students, other than those who receive shared time educational services, shall not be designated as directory information unless written consent is given by the student's parent or guardian.

D. Education Records

1. What constitutes "education records." Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, "education records," does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

E. Eligible Student

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

F. Juvenile Justice System

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

G. Legitimate Educational Interest

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

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

H. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

I. Personally Identifiable

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

J. Record

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

K. Responsible Authority

“Responsible authority” means Executive Director of Technology or designee.

L. Student

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

M. School Official

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

N. Summary Data

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

O. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

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

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person’s approval of the information contained in the electronic consent.

5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;

- b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
- 3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
- 4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
- 5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
- 6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or

- b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy or return to the school district all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that

the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. § 2331. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

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

individuals in the public educational agency or institution in which the investigation is being conducted;

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

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

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if

the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

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

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be

protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.

C. Nonpublic School Students

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

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

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

C. Present Students and Parents

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

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:

- a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
 3. A parent or eligible student may not opt out of the directory information disclosures to prevent the school district from disclosing or requiring the student to disclose the student's name, identifier, or school district e-mail address in a class in which the student is enrolled.
 4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the school principal or the district student records department and shall include the following:

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

C. Investigative Data

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

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation

may subsequently become active if the school district or its attorney decides to renew the civil legal action;

- b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
- c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

- 5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

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

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

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

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

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

- B. Data released to military recruiting officers under this provision:

- 1. may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military; and
- 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the the

school office or the district student records department in writing by September 30 each year. The written request must include the following information:

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

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the

understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:

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

C. Classification of Disclosed Data

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

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

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

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

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

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and

- c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

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

B. Right to a Hearing

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

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

- b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

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

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

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

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the district education service center.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (No Child Left Behind)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

Cross References: Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
Policy 417 (Chemical Use and Abuse)
Policy 506 (Student Discipline)
Policy 519 (Interviews of Students by Outside Agencies)
Policy 520 (Student Surveys)
Policy 711 (Video Recording on School Buses)
Policy 906 (Community Notification of Predatory Offenders)

MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 515

Orig. 1995

Revised: _____

Rev. 2013

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

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

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who

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

D. Directory Information

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

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

[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of

those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, “education records,” does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual’s capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, these provisions shall not apply to records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

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

G. Juvenile Justice System

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

H. Legitimate Educational Interest

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

- 1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
- 2. Perform a supervisory or instructional task directly related to the student's

education; or

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

I. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

J. Personally Identifiable

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

K. Record

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

L. Responsible Authority

“Responsible authority” means *[designate title and actual name of individual]*.

M. Student

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

from the school district.

N. School Official

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

[Note: School districts may wish to reference police liaison officers in the definition of a “school official.” Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered “school officials” only when performing duties as a police liaison officer. Consultation with the school district’s legal counsel is recommended.]

O. Summary Data

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

P. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

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

C. Disabled Students

The school district shall follow 34 C.F.R. §§ 300.610-300.617 with regard to the confidentiality of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the

student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is

authorizing to be disclosed;

- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

- 1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and

- c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.

- 3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

- 4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

- 5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

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

- 6. To state and local officials or authorities to whom such information is

specifically allowed to be reported or disclosed pursuant to state statute adopted:

- a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the

school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student’s education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a

school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

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

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may

also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in ~~section 450b of Title 25 U.S.C. § 5304~~), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization

to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

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

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

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

C. Present Students and Parents

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

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

[Note: Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. which specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be

accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

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

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the

school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;

- b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
- c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

- 5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

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

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

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

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

A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

- 1. may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military; and
- 2. cannot be further disseminated to any other person except personnel of the

recruiting services of the armed forces.

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

XII. LIMITS ON REDISCLOSURE

- A. Redisclosure

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

B. Redisclosure Not Prohibited

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

[Note: 42 U.S.C. § 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

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

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information

under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

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

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

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

D. Review of Written Plan for Securing Student Records

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

attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has

ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

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

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

amend those records.

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

B. Right to a Hearing

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

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

thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

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

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minn. Stat. Ch. 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

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

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

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

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing

education records to other school officials whom the school district has determined to have legitimate educational interests; and

6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)

18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d
309 (2002)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect
or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside
Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 906 (Community Notification of Predatory
Offenders)
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School
Records – Privacy – Access to Data)

PUBLIC NOTICE

Independent School District No. _____ gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with

whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a “legitimate educational interest” if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 20 U.S.C. § 7917, part of the federal ~~No Child Left Behind~~ Every Student Succeeds Act *[insert the following bracketed phrase if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* [and data regarding a student’s history of violent behavior,] and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

[optional]

- g. That the parent or eligible student has a right to obtain a copy of the school district’s policy regarding the protection and privacy of pupil records; and

[optional]

- h. That copies of the school district’s policy regarding the protection and privacy of school records are located at _____ *[insert location]*.

[optional]

2. Independent School District No. _____ has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
 - a. It classifies records as public, private, or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. _____ gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

[Note: The definition of directory information is found on page 515-2 of the school district's policy. This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to include some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. A school district also may specify in this section that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

- a. **THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**

- b. **SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**

- c. **IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**
 - (1) **NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
 - (2) **HOME ADDRESS;**
 - (3) **SCHOOL PRESENTLY ATTENDED BY STUDENT;**

- (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.

5. Pursuant to applicable law, Independent School District No. _____ hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, [DESIGNATE TITLE OF INDIVIDUAL, I.E., BUILDING PRINCIPAL], BY [INSERT DATE] EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) STUDENT'S GRADE LEVEL;
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY

RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;

- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.**

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

INDEPENDENT SCHOOL DISTRICT NO. _____
_____, MINNESOTA

Dated: _____

Chair

[Note: The use of this form requesting information about specific activities or behavior is mandated by statute. In addition, the school district is required to maintain such requests and a record of any release in the student's file.]

**JUVENILE JUSTICE SYSTEM
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

DATE/TIME OF REQUEST: _____

TO: _____
(Superintendent of school district or chief administrative officer of school)

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

- _____ Juvenile delinquency investigation/prosecution
- _____ Child protection assessment/investigation
- _____ Investigation/filing of CHIPS or delinquency petition

REASON FOR REQUEST: (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

RESPONSE TO REQUEST:

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

INFORMATION REQUESTED: (*mark all that apply*) **RESPONSE PROVIDED:** (*yes / no*)

Indicate whether you have data that document the student's:

_____	Use of a controlled substance, alcohol, or tobacco	_____
_____	Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8	_____
_____	Possession or use of weapons or look-alike weapons	_____
_____	Theft	_____
_____	Vandalism and damage to property	_____

CERTIFICATION: The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

Signature/Title

[Note: A principal or chief administrative officer of a school who receives such a request to disclose information about a student to the juvenile justice system shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student's parent or guardian notifies the principal or chief administrative officer within ten (10) days of receiving the certified notice that the parent or guardian objects to the disclosure, the principal or chief administrative officer must not disclose the information. The principal or chief administrative officer must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the principal or chief administrative officer must respond to the data request.]

Individual focus. Infinite potential.

School Board of Robbinsdale Area Schools

Regular Meeting – August 17, 2020

AGENDA SECTION: Operations
ITEM: 5D. First Reading of Policy 532: Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds
COMMENTS BY: Marti Voight, Executive Director of Student Services

The School Board will hear the second reading of Policy 532: Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds and will be requested to move approval. The following support documents are included in the agenda packet for review:

1. Current Policy 532
2. MSBA/MASA Model Policy 532, red-line version
3. Proposed revised Policy 532, clean copy

Recommended Action: Approve the proposed Policy 532.

Approval of Policy 532: Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds – August 17, 2020

	Yes	No	Abstention
Helen Bassett _____	_____	_____	_____
David Boone _____	_____	_____	_____
Mike Herring _____	_____	_____	_____
Pam Lindberg _____	_____	_____	_____
Sam Sant _____	_____	_____	_____
Sherry Tyrrell _____	_____	_____	_____
John Vento _____	_____	_____	_____

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Abstentions: _____

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. It is the administrator's responsibility to implement positive behavior supports and follow the Student Responsibility Handbook.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual.
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.

- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Intervention by Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health and/or safety of the other students, staff members, the school building’s crisis team may be summoned. The crisis team will attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal by Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers the health and/or safety of the student, other students, staff members, or the building administrator, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds twice in a 30-day period, the student’s IEP team must meet to determine if the student’s IEP is adequate or if additional evaluation is needed.

If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district’s policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
6. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee will make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, ~~IEP~~, or behavior intervention

plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the building administration and crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of prone restraints and seclusion. By July 15 each year, districts must report summary data. The summary data must include information about the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding of a child with a disability.

Legal References

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References

MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

Approved: July 9, 2012

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

I. PURPOSE

The purpose of this policy is to describe the removal of a student with an individualized education program (IEP) from school grounds by a peace officer or crisis team.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. The school district's policy regarding discipline of students emphasizes prevention of dismissals and instruction in positive behaviors. Students with IEPs are generally subject to the district-wide discipline policy except where modified by the IEP team or pursuant to law.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. School district personnel have the responsibility to discipline a student or to work with them to modify behavior when the student's behavior violates the school district's discipline policy.

In emergency situations, restrictive procedures may be employed by school personnel with a student with an IEP. Restrictive procedures by school personnel are not addressed in this policy. However, there may be circumstances where school personnel must seek the assistance of peace officers or county crisis teams to remove a student with an IEP from school property. This policy addresses those situations.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has

the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- C. “Police liaison officer” or “School Resource Officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team refers to crisis services that may be available pursuant to an agreement regarding procedures to coordinate crisis services with the local county (Hennepin) board responsible for implementing the Children’s Mental Health Act, Minn. Stat. §245.487-245.4889. It does not include school employees.
- E. The phrase “remove the student from school grounds” may include the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located. This definition applies only to removal by peace officers or crisis teams and does not apply to removal by school employees. The use of restrictive procedures by school staff including securing the person of a student with an IEP is governed by the school district’s restrictive procedures plan and by applicable state law.
- F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury or to prevent serious property damage.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If a student with an IEP engages in behavior that endangers or may endanger the health, safety, or property of the student, other students, school personnel, or school property, a county crisis team, if available, may be summoned. The crisis team may refer to the student’s IEP or behavior intervention plan if available or may use other lawful means to de-escalate the student’s behavior.

If a student with an IEP is removed from a classroom, school building, or school grounds by a county crisis team at the request of a school administrator or school personnel during the school day twice in a 30-day period, the student’s IEP team must meet to determine if the student’s IEP is adequate or if additional evaluation is needed.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, building administrator, or school personnel may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school personnel during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

C. Reporting a Crime

School district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

D. Prohibited Actions

In removing a student with an IEP from school grounds, peace_officers or crisis team members are prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;

6. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

E. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds by an officer or crisis team as soon as possible following the removal.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

The use of restrictive procedures defined as restraint and seclusion of students by school employees may only be used in an emergency and the use of restrictive procedures is governed by the school district's plan pursuant to Minn. Stat. § 125A.094.

This policy does not prevent peace officers or crisis teams from exercising their lawful authority to remove students from school grounds.

Legal References: Minn. Stat. § 13.01, *et seq.* (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Approved: July 9, 2012

Adopted: _____

MSBA/MASA Model Policy 532

Orig. 2003

Revised: _____

Rev. ~~2015~~ 2019

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

[Note: School districts are required by statute to have a policy addressing these issues.]

[Note: Minnesota Laws 2009, Chapter 96, made a number of changes to the laws and rules governing the use of “conditional procedures” with respect to special education students. Specifically, Chapter 96 repealed, EFFECTIVE AUGUST 1, 2011, Minn. Stat. §§ 121A.66, 121A.67, Subd. 1, as well as Minn. Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp. 5. These laws and rules were replaced, effective August 1, 2011, with a restrictive procedures law which generally addresses the restraint of special education students. Also note that the restrictive procedures law contains a significant staff training component, found at Minn. Stat. § 125A.0942, Subds. 1, 2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use these procedures.]

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district’s discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student’s behavior will be taken by staff when a student’s behavior violates the school district’s discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. “Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. “Peace officer” means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the

crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

[Note: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force

when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
6. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of ~~prone restraints~~ seclusion. By ~~June 30~~ January 15, April 15, July 15, and October 15 of each year, districts must report ~~summary data on the use of restrictive procedures to the MDE~~, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information ~~about~~ on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
 - Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
 - Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
 - Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
 - Minn. Stat. § 609.06 (Authorized Use of Force)
 - Minn. Stat. § 609.379 (Permitted Actions)
 - 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
 - 20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
 - 34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
Records)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

School Board of Robbinsdale Area Schools

Regular Meeting – August 17, 2020

AGENDA SECTION: Operations
ITEM: 5E. Approval of Resolution Accepting Donations
COMMENTS BY: Virginia Verbrugge, Assistant Director of Finance

The School Board will be asked to move approval of the Resolution Accepting Donations. The Board and Superintendent are grateful for the generous contributions supporting our students in Robbinsdale Area Schools.

Recommended Action: Approve the Resolution Accepting Donations.

Approval of Resolution Accepting Donations - August 17, 2020

	Yes	No	Abstention
Helen Bassett	_____	_____	_____
David Boone	_____	_____	_____
Mike Herring	_____	_____	_____
Pam Lindberg	_____	_____	-
Sam Sant	_____	_____	-
Sherry Tyrrell	_____	_____	_____
John Vento	_____	_____	_____

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Abstentions: _____

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Robbinsdale School District, ISD 281, gratefully accepts the following donations as identified below:

August 17, 2020

School	Donor	Amount	Purpose
LAKEVIEW	CONVENANT GENESIS CHURCH	\$3,166.09	PAY DOWN MEAL BALANCES
MEADOW LAKE	YOURCAUSE, LLC – WELLS FARGO	20.00	MISCELLANEOUS
MEADOW LAKE	YOURCAUSE, LLC – WELLS FARGO	70.00	JANET BEACOM CLASSROOM
NEILL	YOURCAUSE, LLC – WELLS FARGO	35.00	MISCELLANEOUS
ROBBINSDALE MIDDLE SCHOOL	YOURCAUSE, LLC - WELLS FARGO	56.00	MISCELLANEOUS
ROBBINSDLE MIDDLE SCHOOL	HYVEE REUSABLE BAG PROGRAM	85.00	MISCELLANEOUS
ROBBINSDALE MIDDLE SCHOOL	FRONTSTREAM	130.00	MISCELLANEOUS
ROBBINSDALE SPANISH IMMERSION	YOURCAUSE, LLC – GENERAL MILLS	124.98	CULTURAL

ROBBINSDALE SPANISH IMMERSION	YOURCAUSE, LLC – WELLS FARGO	140.00	CULTURAL
ROBBINSDALE TRANSITION CENTER	MN INDEPENDENT INSURANCE AGENTS AND BROKERS ASSOC.	CHAIRS, TABLES, PODIUM	FURNITURE
ZACHARY LANE	YOURCAUSE, LLC – MEDTRONIC	360.00	MISCELLANEOUS

TOTAL: \$4,187.07

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: _____
School Board Clerk

School Board of Robbinsdale Area Schools

Regular Meeting – August 17, 2020

AGENDA SECTION: Operations
ITEM: 5F. Designation of Identified Official with Authority (IOwA) for the MDE External User Access Recertification System
COMMENTS BY: Dr. Stephanie Burrage, Interim Superintendent

The Minnesota Department of Education (MDE) requires school districts to annually designate an Identified Official with Authority (IOwA) to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will assign job duties and authorize external user’s access to MDE secure systems for their local education agency (LEA).

The Interim Superintendent recommends the Board authorize Marti Voight, Interim Assistant Superintendent, to act as the Identified Official with Authority for the Robbinsdale Public School District 0281-01.

Recommended Action: Approve the designation of Marti Voight as District 281 IOwA.

Approval of Designation of IOwA – August 17, 2020

	Yes	No	Abstention
Helen Bassett	_____	_____	_____
David Boone	_____	_____	_____
Mike Herring	_____	_____	_____
Pam Lindberg	_____	_____	_____
Sam Sant	_____	_____	_____
Sherry Tyrrell	_____	_____	_____
John Vento	_____	_____	_____

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Abstentions: _____

School Board of Robbinsdale Area Schools

Regular Meeting – August 17, 2020

AGENDA SECTION: Operations
ITEM: 5G. Appointing Deputy Treasurer
COMMENTS BY: Dr. Stephanie Burrage, Interim Superintendent

The position of Deputy Treasurer was first authorized at the 1980 organizational meeting. There are times when delay, especially in investing excess cash funds, is costly to the District. When the Board Treasurer is unavailable to sign the required documents needed to carry on the everyday business of the District, the Deputy Treasurer will be vested with the authority and responsibility to:

- Deposit, upon receipt, all district funds in depositories designated and approved by the School Board.
- Sign all orders upon the treasurer approved by the School Board, thereby converting the orders to checks.
- Sign all agreements and all other reports that require the signature of the Treasurer.
- Sign contracts for leases and purchases of goods and services within the budget as approved by the School Board.
- Make certain that all records pertaining to the receipt and disbursement of district funds are properly maintained.
- Receive, hold in custody and expend all funds as directed by the School Board.
- Perform all other duties imposed by Minnesota statutes and other such duties as may be assigned by the School Board or the Superintendent of schools.

Recommended Action: Approve Greg Hein, Executive Director of Finance, and Virginia Verbrugge, Assistant Director of Finance, to the position of Deputy Treasurer.

Appointing Deputy Treasurer – August 17, 2020

	Yes	No	Abstention
Helen Bassett _____	_____	_____	_____
David Boone _____	_____	_____	_____
Mike Herring _____	_____	_____	_____
Pam Lindberg _____	_____	_____	_____
Sam Sant _____	_____	_____	_____
Sherry Tyrrell _____	_____	_____	_____
John Vento _____	_____	154	_____

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Abstentions: _____

School Board of Robbinsdale Area Schools

Regular Meeting – August 17, 2020

AGENDA SECTION: Operations
ITEM: 5H. Approval of Next Steps towards Changing School Start Times for School Year 2021-2022
COMMENTS BY: Dr. Stephanie Burrage, Interim Superintendent

Board members expressed their interest in exploring the benefits of school start time change and charged the Superintendent with engaging the community (students, parents and staff). The community had an opportunity to provide feedback through World Cafes and surveys starting in January 2019. An advisory subcommittee was borne out of the World Cafes (included parents and staff) which helped refine the harvested data. The Board had opportunities at work sessions to review and discuss the feedback, survey data and review bell time studies provided by First Student. During the August 3, 2020 Work Session, Board members discussed having an opportunity to move approval of taking the next steps towards changing school start times for the 2021-2022 school year.

Recommended Action: Approve the next steps towards changing school start times for school year 2021-2022.

Approval of Next Steps towards Changing School Start Times – August 17, 2020

	Yes	No	Abstention
Helen Bassett	_____	_____	_____
David Boone	_____	_____	_____
Mike Herring	_____	_____	_____
Pam Lindberg	_____	_____	_____
Sam Sant	_____	_____	_____
Sherry Tyrrell	_____	_____	_____
John Vento	_____	_____	_____

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Abstentions: _____

School Board of Robbinsdale Area Schools

Regular Meeting – August 17, 2020

AGENDA SECTION: Operations
ITEM: 5I. Approval of Finance Advisory Council Member Appointments
COMMENTS BY: Sherry Tyrrell, Treasurer

The Robbinsdale Area Schools Board of Education received applications for the two open seats on the Finance Advisory Committee (FAC). We deeply thank the community members who came forth and expressed an interest in serving on the committee. The application review committee was comprised of three school board members, including the Treasurer.

All appointments are effective retroactive to July 1, 2020.

Recommended Action: Approve the FAC member appointments as reported out by the Board Treasurer.

Approval of FAC member appointments – August 17, 2020

	Yes	No	Abstention
Helen Bassett _____	_____	_____	_____
David Boone _____	_____	_____	_____
Mike Herring _____	_____	_____	_____
Pam Lindberg _____	_____	_____	_____
Sam Sant _____	_____	_____	_____
Sherry Tyrrell _____	_____	_____	_____
John Vento _____	_____	_____	_____

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Abstentions: _____

School Board of Robbinsdale Area Schools

Regular Meeting – August 17, 2020

AGENDA SECTION: Consent Agenda
ITEM: 6. Consent Agenda
COMMENTS BY: David Boone, Board Chair

Consent Agenda items are considered routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which the item will be removed as a Consent Agenda item and addressed. Consent Agenda items are as follows:

- A. Administrative – draft minutes from August 3 and August 10
- B. Personnel Matters – approval tentative agreements; plus licensed and non-licensed personnel updates
- C. Financial Matters – monthly disbursements and contracts

Recommended Action: Approve the Consent Agenda items.

Approve Consent Agenda – August 17, 2020

	Yes	No	Abstention
Helen Bassett	_____	_____	_____
David Boone	_____	_____	_____
Mike Herring	_____	_____	_____
Pam Lindberg	_____	_____	_____
Sam Sant	_____	_____	_____
Sherry Tyrrell	_____	_____	_____
John Vento	_____	_____	_____

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Abstentions: _____

***Approved xxxx*

A Special Meeting of the School Board of Robbinsdale Area Schools was held Monday, August 10, 2020, beginning at 6:00 p.m. by teleconference, pursuant to Minn. Statute 13D.021. A recording of the meeting can be found at <https://rdaleorg.finalsite.com/discover/school-board>, School Board Meeting Webcasts tab.

Call to Order and Roll Call

Chair Boone called the meeting to order at 6:02 p.m. and appointed Director Vento. Directors present: David Boone, Helen Bassett, Mike Herring, Sam Sant, Sherry Tyrrell and John Vento; and Dr. Stephanie Burrage, Interim Superintendent. Director(s) absent: Pam Lindberg. There was a quorum; meeting was called to order.

Acceptance of the Agenda

MOTION: Director Vento moved approval and Director Sant seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors David Boone, Helen Bassett, Mike Herring, Sherry Tyrrell, Sam Sant, and John Vento. And the following voted against the same: none. Motion passed.

Operations

Approval of Resolution Adopting Base Learning Model for the 2020-2021 school Year and Other COVID-19 Related Matters

MOTION: After viewing the presentation by Dr. Stephanie Burrage, Interim Superintendent, and discussion, Director Bassett moved approval of the resolution adopting the base learning model of distance learning plus with student support centers. Director Tyrrell seconded the motion. Chair Boone read the resolution. Upon vote being taken thereon, the following voted in favor thereof: Directors David Boone, Helen Bassett, Mike Herring, Sherry Tyrrell, Sam Sant, and John Vento. And the following voted against the same: none. Motion passed

Adjournment

MOTION: Director Herring moved approval and Director Tyrrell seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors John Vento, Mike Herring, David Boone, Helen Bassett, Sherry Tyrrell, and Sam Sant. And the following voted against the same: none. Meeting was adjourned.

Prepared and submitted by:

Nichol Sutton

Assistant Clerk, Robbinsdale Area Schools

Executive Assistant to the Superintendent and School Board

Signed: _____
School Board Clerk

Date: _____

***Approved xxxx*

A Business Meeting of the School Board of Robbinsdale Area Schools was held Monday, August 3, 2020, beginning at 6:00 p.m. by teleconference, pursuant to Minn. Statute 13D.021. A recording of the meeting can be found at <https://rdaleorg.finalsite.com/discover/school-board>, School Board Meeting Webcasts tab.

Call to Order and Roll Call

Chair Boone called the meeting to order at 6:02 p.m. Directors present: David Boone, Helen Bassett, Mike Herring, Pam Lindberg, Sam Sant, Sherry Tyrrell and John Vento; and Dr. Stephanie Burrage, Interim Superintendent. Director(s) absent: none. There was a quorum; meeting was called to order.

Acceptance of the Agenda

MOTION: Director Bassett moved approval and Director Lindberg seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors David Boone, Helen Bassett, Mike Herring, Sherry Tyrrell, Sam Sant, Pam Lindberg, and John Vento. And the following voted against the same: none. Motion passed.

Operations

First Reading of Policy 503: Student Attendance

The School Board heard the first reading of Policy 503 (with administrative procedure included). Marti Voight, Executive Director of Student Services, presented.

First Reading of Policy 515: Protection and Privacy of Student Records

The School Board heard the first reading of Policy 515 (including the public notice and fillable juvenile justice system request for information form). Marti Voight, Executive Director of Student Services, presented.

First Reading of Policy 532: Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds

The School Board heard the first reading of Policy 532. Marti Voight, Executive Director of Student Services, presented.

Approval of Cooper High School /Rivertree Swim Co-op

MOTION: Director Tyrrell moved approval and Director Bassett seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors John Vento, Mike Herring, David Boone, Helen Bassett, Sherry Tyrrell, Sam Sant, and Pam Lindberg. And the following voted against the same: none. Motion passed.

Approval of Calling Election on November 3, 2020

MOTION: Director Lindberg waived the reading of the resolution and moved approval. Director Bassett seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors John Vento, Mike Herring, David Boone, Helen Bassett, Sherry Tyrrell, Sam Sant, and Pam Lindberg. And the following voted against the same: none. Motion passed.

Approval of addition of Special Meeting on Monday, August 10, 2020, 6 p.m.

MOTION: Director Tyrrell moved approval after asking for clarification on the reason for the Special Meeting. Director Bassett seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors John Vento, Mike Herring, David Boone, Helen Bassett, Sherry Tyrrell, and Sam Sant. And the following voted against the same: Pam Lindberg. Motion passed.

Consent Agenda

Consent Agenda items include administrative, personnel matters and financial matters.

MOTION: Director Lindberg moved approval and Director Herring seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors John Vento, Mike Herring, David Boone, Helen Bassett, Sherry Tyrrell, Sam Sant, and Pam Lindberg. And the following voted against the same: none. Motion passed

Announcements

[August 3, 2020 Announcements](#)

Adjournment

MOTION: Director Herring moved approval and Director Vento seconded the motion. Upon vote being taken thereon, the following voted in favor thereof: Directors John Vento, Mike Herring, David Boone, Helen Bassett, Sherry Tyrrell, Sam Sant, and Pam Lindberg. And the following voted against the same: none. Meeting was adjourned.

Prepared and submitted by:

Nichol Sutton

Assistant Clerk, Robbinsdale Area Schools

Executive Assistant to the Superintendent and School Board

Signed: _____
School Board Clerk

Date: _____

****Reviewed xxxx**

A Work Session of the School Board of Robbinsdale Area Schools was held Monday, August 3, 2020, beginning at 6:45 PM by teleconference, pursuant to Minn. Statute 13D.021. *Complete agendas, reports, and presentations are available at the office and on our website. **Work session summary minutes are not approved by the School Board.***

Director(s) present: David Boone, Helen Bassett, Mike Herring, Pam Lindberg, Sam Sant, Sherry Tyrrell and John Vento; and Dr. Stephanie Burrage, Interim Superintendent. Director(s) absent: none.

Financial Advisory Council (FAC) Report

The School Board had an opportunity to hear and discuss a presentation from the FAC. Members of the FAC present included Gregg Fishbein, Howard Schwartz, Tom Klick, and Lennie Kaufmann. [Click here](#) to view the annual report presentation and annual report document.

School Start Time Summary

The School Board had an opportunity to hear a summary on school start time and discuss the next steps.

District Updates

The School Board heard updates on current planning for the re-opening of schools this fall.

Other

No additional items are addressed.

Prepared and submitted by:

Nichol Sutton
Assistant Clerk, Robbinsdale Area Schools
Executive Assistant to the Superintendent and School Board

MEMO

Date: August 17, 2020

To: Members of the School Board
Dr. Stephanie Burrage, Interim Superintendent

From: Mike Herring, Sam Sant, John Vento
Contract Subcommittee

Re: Tentative Agreement with the Interim Superintendent 2020-2021

The Board Contract Superintendent recommends board approval of the contract with the Interim Superintendent. Dr. Stephanie Burrage was appointed Interim Superintendent July 20, 2020 and assumed the position August 4, 2020.

MEMO

Date: August 17, 2020

To: Members of the School Board
Dr. Stephanie Burrage, Interim Superintendent

From: Stephanie Crosby, Executive Director of Human Resources
Virginia Verbrugge, Assistant Finance Director

Re: Tentative Agreement with the Principal's Association 2019-2021

District Administration recommends board approval of the tentative agreement with the Principals' Association. Key terms of the agreement are as follows:

Financials

1% increase on the Salary Schedule in year 1 of the contract.

2.5% increase on the Salary Schedule in year 2 of the contract for the top step and 1% increase on the Salary Schedule in year 2 for the remaining steps.

\$20 increase per month additional contribution towards health insurance in year 2 of the contract beginning January 1, 2021.

8B2. Licensed Personnel

8B2a. Change of Assignment

	Name	Building	Title	Eff Date
8B2a1.	Sonjae Blanks	ENE	Program Asst. to Teacher	08/31/20
8B2a2.	Jhoanna Evans	RSI	Education Asst. to Teacher	08/31/20
8B2a3.	Hope Lehan	LVE	Education Asst. to Teacher	08/31/20
8B2a4.	Lana Lindeman	ENE	Teacher to Asst. Principal	08/24/20
8B2a5.	Jeffrey Rogers	AHS	Education Asst. to Teacher	08/31/20
8B2a6.	Martha Voight	ESC	Executive Director to Interim Asst. Superintendent	08/18/20

8B2b. New Hires

	Name	Building	FTE/Title	Lane	Step	Eff Date
8B2b1.	Benjamin Balika	CHS	1.0/Science	BA	3	08/31/20
8B2b2.	Estevan Carrillo	RMS	1.0/Math	BA	3	08/31/20
8B2b3.	Ann Christenson	PMS	1.0/ Psychologist	PhD	10	08/31/20
8B2b4.	Michele Conners	SMS	.8/Math	BA45	9	08/31/20
8B2b5.	Lisa Dalager	AHS	1.0/Physical Therapist	PhD	9	08/31/20
8B2b6.	Tayeischa DeZurik	PMS	1.0/Counselor	MA	7	08/24/20
8B2b7.	Elisabet Felty	CHS	1.0/FACS	BA	6	08/31/20
8B2b8.	Andre Godin	CHS	1.0/Sp Ed	MA60	10	08/31/20
8B2b9.	Sarah Graun	ENE	1.0/Speech/Language	MA15	10	08/31/20
8B2b10.	Douglas Haas	PMS	1.0/Phy Ed	MA	10	08/31/20
8B2b11.	Jacob Hagstrom	CHS	1.0/Science	BA	4	08/31/20
8B2b12.	Nicholas Heid	RSI	1.0/Gr 2	MA	2	08/31/20
8B2b13.	Gloria Irakoze	NHLC	1.0/Early Childhood Sp Ed	BA	2	08/31/20
8B2b14.	Jessie Ireland	NPE	1.0/Kindergarten	BA	2	08/31/20
8B2b15.	Brady James	CHS	1.0/Math	BA	2	08/31/20
8B2b16.	Lerida Jerez Sanchez	NPE	1.0/Gr 1	BA	5	08/31/20
8B2b17.	Amabelle Johnson	FAIR Crystal	.9/Art	BA	2	08/31/20
8B2b18.	Heidi Jones	PMS	1.0/Reading	PhD	10	08/31/20
8B2b19.	Lizabeth Kilibarda	MLE	1.0/Media Specialist	MA	9	08/31/20
8B2b20.	Justin Koenen	RMS	1.0/Sp Ed	BA	3	08/31/20
8B2b21.	Jasmine Lane	CHS	1.0/English	MA	3	08/31/20
8B2b22.	Nicholas Larson	FAIR Crystal	.4/Math	BA	4	08/31/20
8B2b23.	Zachary Lee	RMS	1.0/English Learner	MA	2	08/31/20
8B2b24.	Rheanne Lewis	NHLC	1.0/Speech/Language	MA15	10	07/01/20
8B2b25.	MicKayla Lizama	PMS	1.0/Art	MA	2	08/31/20
8B2b26.	Allison Merrill	SMS/FAIR	.8/English	BA	6	08/31/20
8B2b27.	Tricia Miller	AHS/CHS	.8/Spanish	MA60	10	08/31/20
8B2b28.	Hamad Rashid	AHS	1.0/Math	MA	3	08/31/20
8B2b29.	David Robins	AHS	.6/Science	MA45	10	08/31/20
8B2b30.	Rhea Robinson	MLE	1.0/Social Worker	MA15	7	08/31/20
8B2b31.	Anthony Sicora	RSI/SEA	1.0/Phy Ed	MA15	5	08/31/20
8B2b32.	Connor Stark-Haws	RMS/MLE	1.0/Speech/Language	MA	2	08/31/20
8B2b33.	Sara Staudt	NPE	1.0/Gr 1	MA	2	08/31/20
8B2b34.	Elizabeth Stencel	FOE	1.0/Sp Ed	BA	2	08/31/20
8B2b35.	Gregory Studelska	FAIR Crystal	1.0/School Psychologist	PhD	10	08/31/20
8B2b36.	Caroline Sutliff	CHS	1.0/Chemistry	MA	6	08/31/20

8B2b37.	Adrienne Taylor	LVE	1.0/School Psychologist	MA 2	08/31/20
8B2b38.	Sabrina Thurstin	MLE	1.0/Sp Ed	MA 4	08/31/20
8B2b39.	Sarah Totall	LVE	1.0/Phy Ed	MA15 10	08/31/20
8B2b40.	Caroline Uttecht	SMS	1.0/Sp Ed	BA 2	08/31/20
8B2b41.	Melissa Vanderbush	RMS	1.0/Sp Ed	MA 4	08/31/20
8B2b42.	Carrie Warren	PMS	1.0/Sp Ed	MA 8	08/31/20
8B2b43.	Claire Wegener	AHS	1.0/School Psychologist	MA 4	08/31/20
8B2b44.	Dion Wiggins	SMS	1.0/Sp Ed	MA15 10	08/31/20
8B2b45.	Julie Wood	LVE	1.0/Sp Ed	MA15 3	08/31/20
8B2b46.	Sean Yang	CHS	1.0/Sp Ed	BA 2	08/31/20

8B2c. Rehire

	Name	Building	Title	Eff Date
8B2c1.	Michele D. Baker	District wide	1.0/Sp Ed	08/31/20
8B2c2.	Yvonne Dripps	AHS	.6/FACS	08/31/20
8B2c3.	Garrett Bruce	CHS	1.0/Math	08/31/20
8B2c4.	Matthew Schneider	SOE	1.0/Media Specialist	08/31/20
8B2c5.	Kristin Stoebig	District wide	.5/Sp Ed Float	08/31/20
8B2c6.	Alicia Waters	NPE	1.0/EL	

Resignation/Retirement

	Name	Building	Title	Eff Date
8B2c7.	Karl Kohnen	NOE	Gr 4	08/05/20
8B2c8.	Jessica Morales	PMS	Social Worker	07/27/20
8B2c9.	Rachel Porter	LVE	Media Specialist	06/04/20
8B2c10.	Melanie Trnka	On leave	Gr 1	06/04/20

Non-Licensed Personnel

8B1a. Change of Assignment

Name	Building	Title	Eff Date
8B1a1. Amy O’Hern	ENE	Principal to Executive Director of Human Resources	08/31/20
8B1a2. Larry Tate	AHS	Program Assistant to Program Director	08/18/20
8B1a3. Tim Wood	CHS	Custodian to Head Night Custodian	07/07/20

8B1b. End of Assignment

Name	Building	Title	Eff Date
8B1b1. Miranda Price	ESC	Program Assistant	08/14/20

8B1c. New Hire

Name	Building	FTE/Title	Lane	Step	Eff Date
8b1c1. Tylor Sjoblom	ZLE	Program Assistant	LV7	1	08/03/20

8B1d. Rehire

Name	Building	Title	Eff Date
8B1d1. Kelsey Brommel	ESC	Program Director	07/14/20

8B1e. Resignation/Retirement

Name	Building	Title	Eff Date
8B1e1. Erica Landers	NPE	Program Assistant	06/04/20
8B1e2. Kathleen Larson (27 yrs.)	MLE	Monitor EA	06/03/20
8B1e3. Dr. Richard Gregory	ESC	Executive Director	09/02/20

8B1f. Termination

Name	Building	Title	Eff Date
8B1f1. Shanell Jefferson	RMS	Monitor EA	06/03/20

**Robbinsdale Area Schools
Board Disbursement Report
July 1, 2020 - July 31, 2020**

Check Number	Check Type	Check Date	Vendor	Amount
719694	V	7/14/2020	EVERYTHING TOGETHER	(\$160.00)
811493	R	7/6/2020	SCHOOL SERVICE EMPLOYEES	\$2,603.34
811511	R	7/6/2020	FRATTALLONE'S HARDWARE STORES	\$1,563.51
811519	R	7/6/2020	UPPER LAKES FOODS, INC.	\$46,482.00
811520	R	7/8/2020	ACE ELECTRICAL CONTRACTORS, INC	\$57,703.00
811521	R	7/8/2020	CENTRAL ROOFING INC.	\$107,269.30
811522	R	7/8/2020	EBERT CONSTRUCTION	\$6,863.46
811523	R	7/8/2020	GUNNAR ELECTRIC, INC	\$350,787.50
811524	R	7/8/2020	MAERTENS-BRENNY CONSTRUCTION CO.	\$6,726.00
811525	R	7/8/2020	UNITED STATES MECHANICAL INCORPORATED	\$56,273.25
811526	R	7/8/2020	ADAMS PEST CONTROL - MAIN	\$40.00
811527	R	7/8/2020	AJ'S TILE SERVICES, LLC	\$7,000.00
811528	R	7/8/2020	ATMOSHPERE COMMERCIAL INTERIORS, LLC	\$22,117.50
811529	R	7/8/2020	BUSINESS IMPACT GROUP	\$34.63
811530	R	7/8/2020	COOL AIR MECHANICAL, INC.	\$5,181.47
811531	R	7/8/2020	CULLIGAN BOTTLED WATER	\$38.00
811533	R	7/8/2020	DAIKIN APPLIED	\$8,166.00
811534	R	7/8/2020	EARTHWALK	\$35,625.00
811535	R	7/8/2020	ECM PUBLISHERS, INC.	\$126.72
811536	R	7/8/2020	FOLLETT SCHOOL SOLUTIONS, INC	\$1,413.14
811537	R	7/8/2020	FORKLIFTS OF MINNESOTA INC	\$106.00
811538	R	7/8/2020	GOODIN COMPANY	\$261.99
811539	R	7/8/2020	GRAINGER	\$50.94
811540	R	7/8/2020	H&B SPECIALIZED PRODUCTS INC	\$2,875.00
811541	R	7/8/2020	HEINEMANN	\$1,290.85
811542	R	7/8/2020	HENRY SCHEIN, INC	\$200.40
811543	R	7/8/2020	HI-TECH REFRIGERATION	\$2,336.37
811552	R	7/8/2020	HILLYARD INC - MINNEAPOLIS	\$49,827.57
811553	R	7/8/2020	HOME DEPOT CREDIT SERVICES	\$1,796.25
811554	R	7/8/2020	HORIZON COMMERCIAL POOL SUPPLY	\$1,912.56
811555	R	7/8/2020	INNOVATIVE GRAPHICS	\$504.00
811556	R	7/8/2020	INSPEC INC	\$1,500.00
811557	R	7/8/2020	LOFFLER COMPANIES - 131511	\$97.23
811558	R	7/8/2020	LVC COMPANIES INC	\$31,504.80
811559	R	7/8/2020	MACKIN EDUCATIONAL RESOURCES	\$7,436.58
811560	R	7/8/2020	MARS SUPPLY	\$928.70
811561	R	7/8/2020	MATRIX COMMUNICATIONS INC.	\$5,440.00
811562	R	7/8/2020	MAVO SYSTEMS	\$23,488.00
811563	R	7/8/2020	MAXIMUM IMPACT, INC.	\$977.00
811564	R	7/8/2020	MENARDS	\$53.76
811565	R	7/8/2020	MENARDS	\$119.43
811566	R	7/8/2020	NEO ELECTRICAL SOLUTIONS, LLC	\$723.69
811569	V	7/8/2020	NORTHLAND MECHANICAL CONTRACTORS, INC.	(\$34,247.86)
811569	R	7/8/2020	NORTHLAND MECHANICAL CONTRACTORS, INC.	\$34,247.86

**Robbinsdale Area Schools
Board Disbursement Report
July 1, 2020 - July 31, 2020**

811570	R	7/8/2020	PHASOR ELECTRIC COMPANY	\$216.00
811571	R	7/8/2020	PHILIPS HEALTHCARE	\$549.25
811572	R	7/8/2020	PLANET SOCCER	\$1,529.00
811573	R	7/8/2020	PREMIUM WATER, INC.	\$30.00
811574	R	7/8/2020	PRIMEX WIRELESS, INC	\$244.84
811575	R	7/8/2020	QUADIENT LEASING USA, INC	\$652.17
811576	R	7/8/2020	QUICKSILVER EXPRESS COURIER	\$115.82
811577	R	7/8/2020	REPUBLIC SERVICES #899	\$12,549.99
811584	R	7/8/2020	RICOH USA INC	\$15,160.01
811586	R	7/8/2020	RICOH USA, INC	\$104.65
811587	R	7/8/2020	SAVVAS LEARNING COMPANY LLC	\$1,244.28
811588	R	7/8/2020	SCHOOL HEALTH CORPORATION	\$25.35
811589	R	7/8/2020	SCHOOL SPECIALTY INC	\$1,775.17
811590	R	7/8/2020	SCHUMACHER ELEVATOR COMPANY	\$3,982.00
811591	R	7/8/2020	SHRED-IT USA	\$687.98
811592	R	7/8/2020	SIGNATURE MECHANICAL, INC	\$582.66
811593	R	7/8/2020	STAPLES ADVANTAGE	\$65.82
811594	R	7/8/2020	TIERNEY BROTHERS INC	\$1,597.03
811595	R	7/8/2020	TOLL GAS & WELDING SUPPLY	\$34.95
811597	R	7/8/2020	TRANE US INC	\$11,542.75
811598	R	7/8/2020	TRUSTWORTHY GLASS	\$52.00
811599	R	7/8/2020	TWIN CITY HARDWARE CO., INC.	\$400.36
811600	R	7/8/2020	TWIN CITIES BOILER REPAIR	\$8,320.00
811602	R	7/8/2020	UHL COMPANY	\$1,504.00
811603	V	7/9/2020	UNIVERSAL ATHLETIC SERVICE, INC.	(\$3,335.99)
811603	R	7/8/2020	UNIVERSAL ATHLETIC SERVICE, INC.	\$3,335.99
811604	R	7/8/2020	YALE MECHANICAL INC	\$281.00
811605	R	7/8/2020	ALLSTREAM	\$3,808.32
811606	R	7/8/2020	CAMPBELL, GARY F.	\$1,350.00
811608	R	7/8/2020	CENTERPOINT ENERGY	\$121.83
811609	R	7/8/2020	CITY OF GOLDEN VALLEY	\$2,730.38
811610	R	7/8/2020	CITY OF NEW HOPE	\$450.00
811612	R	7/8/2020	CITY OF NEW HOPE	\$5,930.67
811613	V	7/9/2020	CITY OF PLYMOUTH	(\$75.00)
811613	R	7/8/2020	CITY OF PLYMOUTH	\$75.00
811615	R	7/8/2020	CITY OF PLYMOUTH	\$7,357.70
811616	R	7/8/2020	CRESTLINE SPECIALTIES CO INC	\$495.00
811617	R	7/8/2020	DIVERSIFIED SNACK DISTRIBUTION	\$577.31
811618	R	7/8/2020	GBR INTERPRETING AND TRANSLATION SERVICES	\$100.00
811619	R	7/8/2020	GLOBAL LANGUAGE CONNECTIONS	\$101.16
811620	R	7/8/2020	GREEN, PATRICIA W.	\$80.00
811621	R	7/8/2020	GRUMDAHL, CONSTANCE	\$1,083.30
811622	R	7/8/2020	HENNEPIN CTY TREASURER-MAIL CODE 129	\$43,186.19
811623	R	7/8/2020	HENNEPIN TECHNICAL COLLEGE	\$423.00
811624	R	7/8/2020	INGINA LLC	\$536.00

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811625	R	7/8/2020	ISD#0966 WRIGHT TECHNICAL CENTER	\$1,642.92
811626	R	7/8/2020	ISD#272 - EDEN PRAIRIE SCHOOLS	\$1,020.00
811627	R	7/8/2020	ISD#916 NE METRO INTER SCH D	\$22,010.94
811628	R	7/8/2020	JESTUS, SHARON	\$99.40
811629	R	7/8/2020	JOSTENS	\$2,118.00
811630	R	7/8/2020	LEARNING RESOURCES NETWORK	\$395.00
811631	R	7/8/2020	LEWIS, CHERYL M.	\$382.50
811632	R	7/8/2020	LUMPKINS, THERESA	\$15.05
811633	R	7/8/2020	MASA	\$329.00
811634	R	7/8/2020	MASBO	\$110.00
811635	R	7/8/2020	MERRY, VANESSA A.	\$100.00
811636	R	7/8/2020	METROPOLITAN COURIER CORP.	\$47.10
811637	R	7/8/2020	MIDWEST EDUCATIONAL CON	\$230.00
811640	R	7/8/2020	MN DEPARTMENT OF HEALTH	\$640.00
811641	R	7/8/2020	NAVITOR, INC	\$578.02
811642	R	7/8/2020	NORTH HENNEPIN COMM. COLLEGE	\$5,400.00
811643	R	7/8/2020	NRICH EDUCATIONAL CONSULTING, INC	\$9,250.00
811644	R	7/8/2020	RUPP, ANDERSON, SQUIRES & WALDSPURGER, P.A.	\$775.50
811645	R	7/8/2020	SHARKEY, ROSEMARY	\$50.00
811646	R	7/8/2020	SPIEL ASSOCIATES INC	\$270.94
811647	R	7/8/2020	ST PAUL BEVERAGE SOLUTIONS, LLC	\$58.56
811648	R	7/8/2020	SUNDBERG, SARA	\$50.00
811650	R	7/8/2020	SYMMETRY ENERGY SOLUTIONS, LLC	\$16,009.44
811651	R	7/8/2020	THE ANTON GROUP, LLC	\$371.25
811652	R	7/8/2020	THE BAND GROUP	\$7,500.00
811653	R	7/8/2020	TUNHEIM	\$3,587.50
811654	R	7/8/2020	VOYAGER SOPRIS LEARNING, INC	\$20,000.00
811655	R	7/8/2020	WESTMARK PRODUCTIONS	\$1,124.75
811656	R	7/8/2020	WOODWARD ACADEMY	\$2,260.08
811659	R	7/8/2020	NORTHLAND MECHANICAL CONTRACTORS, INC.	\$34,248.66
811660	R	7/8/2020	CALIFORNIA STATE DISBURSEMENT UNIT	\$69.23
811661	R	7/8/2020	FLORIDA STATE DISBURSEMENT UNIT	\$364.32
811662	R	7/8/2020	GREGORY A. BURRELL	\$280.62
811663	R	7/8/2020	MISSISSIPPI DEPART OF HUMAN SERVICES	\$254.79
811664	R	7/8/2020	MN CHILD SUPPORT PAYMENT CTR	\$1,099.00
811665	R	7/8/2020	SCHOOL SERVICE EMPLOYEES	\$17.00
811666	R	7/8/2020	TRUST POINT INC.	\$5,315.19
811667	R	7/8/2020	WAKPAMNI LAKE COMMUNITY CORP	\$217.17
811668	R	7/9/2020	CITY OF PLYMOUTH	\$75.00
811669	R	7/9/2020	UNIVERSAL ATHLETIC SERVICE, INC.	\$3,335.99
811670	R	7/9/2020	BITUMINOUS ROADWAYS INC	\$69,650.00
811671	R	7/9/2020	BKBM ENGINEERS	\$3,936.25
811674	R	7/9/2020	INSPEC INC	\$10,545.00
811676	R	7/9/2020	JOHNSON CONTROLS FIRE PROTECTION LP	\$15,557.64
811677	R	7/9/2020	JULIUS B. NELSON & SON, INC.	\$14,010.00

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811678	R	7/9/2020	KARGES-FAULCONBRIDGE, INC.	\$14,236.33
811680	R	7/9/2020	KRAUS-ANDERSON CONSTRUCTION COMPANY	\$145,460.13
811683	R	7/9/2020	LAWAL SCOTT ERICKSON ARCHITECTS, INC.	\$93,504.82
811684	R	7/9/2020	NORTHWEST ASPHALT, INC.	\$110,390.00
811685	R	7/9/2020	ROOF SPEC INC	\$16,766.70
811689	R	7/9/2020	SHERWIN WILLIAMS	\$2,124.57
811690	R	7/9/2020	DIVERSIFIED SNACK DISTRIBUTION	\$417.84
811691	R	7/9/2020	KELLER, AMY	\$39.00
811692	R	7/9/2020	MADSON, SHERRY	\$57.55
811693	R	7/9/2020	ST PAUL BEVERAGE SOLUTIONS, LLC	\$106.60
811694	R	7/9/2020	LAKES COUNTRY SERVICE COOP	\$825.00
811695	R	7/9/2020	AMPLIFIED IT, LLC	\$1,850.00
811696	R	7/9/2020	BRAINPOP LLC	\$35,005.12
811697	R	7/9/2020	CAPSTONE	\$14,840.10
811698	R	7/9/2020	CDW GOVERNMENT	\$2,861.31
811699	R	7/9/2020	CLEVER PROTOTYPES, LLC	\$1,099.89
811700	R	7/9/2020	EBSCO INFORMATION SERVICES/PAYMENT PROCESSING	\$718.41
811701	R	7/9/2020	EDCLUB INC	\$5,225.00
811702	R	7/9/2020	FINKEN WATER SOLUTIONS	\$30.00
811703	R	7/9/2020	GOPHER SPORT	\$1,504.60
811704	R	7/9/2020	GRANICUS, LLC	\$771.47
811705	R	7/9/2020	INSIGHT PUBLIC SECTOR, INC	\$14,421.14
811706	R	7/9/2020	IXL LEARNING	\$2,500.00
811707	R	7/9/2020	KAMI	\$3,250.00
811708	R	7/9/2020	SPRINGSHARE, LLC	\$3,494.00
811709	R	7/9/2020	SYSCLOUD INC.	\$12,500.04
811710	R	7/9/2020	TEACHINGBOOKS.NET LLC	\$1,175.00
811711	R	7/9/2020	TIERNEY BROTHERS INC	\$8,037.00
811712	R	7/9/2020	TRIARCO ARTS & CRAFTS LLC	\$230.77
811713	R	7/9/2020	UNIVERSAL ATHLETIC SERVICE, INC.	\$99.23
811714	R	7/9/2020	WEVIDEO INC.	\$4,884.00
811715	R	7/9/2020	EDUCATORS BENEFIT CONSULTANTS, LLC.	\$577.04
811716	R	7/9/2020	K12 INSIGHT LLC	\$23,554.00
811717	R	7/9/2020	LIBERTY MUTUAL GROUP INC	\$123,726.78
811718	R	7/9/2020	RSCHOOLTODAY	\$488.00
811719	R	7/9/2020	VISUAL IMPACT LLC	\$484.00
811720	R	7/9/2020	WORKS INTERNATIONAL	\$26,120.00
811721	R	7/13/2020	PROCTOR, JASON	\$51.06
811722	R	7/13/2020	PROCTOR, TODD	\$51.06
811723	R	7/14/2020	EVERYTHING TOGETHER	\$160.00
811724	R	7/14/2020	BLUE RIBBON BUILDERS LLC	\$106,754.25
811725	R	7/15/2020	SCHOOL SERVICE EMPLOYEES	\$2,566.18
811726	R	7/15/2020	OLD NATIONAL BANK	\$78,471.30
811727	R	7/20/2020	COREMARK METALS	\$293.38
811728	R	7/20/2020	SAGE PUBLICATIONS	\$104.75

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811729	R	7/20/2020	DELL MARKETING L.P.	\$16,223.00
811730	R	7/20/2020	FIREFLY COMPUTERS, LLC	\$8,360.00
811731	R	7/20/2020	GOODWAY TECHNOLOGIES CORP.	\$2,007.00
811732	R	7/20/2020	H&B SPECIALIZED PRODUCTS INC	\$2,835.00
811734	R	7/20/2020	JEFF'S S.O.S. DRAIN & SEWER	\$1,375.00
811735	R	7/20/2020	LENOVO (UNITED STATES) INC.	\$800.00
811738	R	7/20/2020	LVC COMPANIES INC	\$2,415.00
811739	R	7/20/2020	MARS SUPPLY	\$568.57
811740	R	7/20/2020	MIDWEST IMAGING SOLUTIONS	\$555.00
811742	R	7/20/2020	NORTHLAND MECHANICAL CONTRACTORS, INC.	\$19,447.50
811743	R	7/20/2020	RICOH USA, INC	\$38.46
811744	R	7/20/2020	TOLL GAS & WELDING SUPPLY	\$26.36
811746	R	7/20/2020	UHL COMPANY	\$6,412.18
811747	R	7/20/2020	ZAHL EQUIPMENT CO	\$5,366.00
811748	R	7/20/2020	ZONEONE LOCATING/HANCE UTILITY SERVICES	\$565.55
811749	R	7/20/2020	ADAMS PEST CONTROL - MAIN	\$40.00
811750	R	7/20/2020	ALPHA VIDEO AND AUDIO, INC	\$350.00
811751	R	7/20/2020	ARVIG	\$6,210.90
811752	R	7/20/2020	BORDER STATES ELECTRIC SUPPLY	\$240.50
811753	R	7/20/2020	ECM PUBLISHERS, INC.	\$132.00
811754	R	7/20/2020	FINANCIAL CRIMES SERVICES	\$5,100.00
811755	R	7/20/2020	HENNEPIN COUNTY - MAIL CODE 131	\$390.83
811756	R	7/20/2020	HORIZON COMMERCIAL POOL SUPPLY	\$869.00
811757	R	7/20/2020	JOHNSON CONTROLS INC	\$1,288.75
811758	R	7/20/2020	METRO HARDWOODS	\$522.00
811759	R	7/20/2020	NOODLETOOLS INC	\$1,168.00
811760	R	7/20/2020	PRIMEX WIRELESS, INC	\$244.84
811761	R	7/20/2020	RICOH USA, INC	\$219.74
811762	R	7/20/2020	SEESAW LEARNING INC	\$9,111.00
811763	R	7/20/2020	SHRED-IT USA	\$250.93
811764	R	7/20/2020	SKYWARD, INC.	\$72,744.00
811765	R	7/20/2020	STAPLES ADVANTAGE	\$66.28
811766	R	7/20/2020	T-MOBILE	\$1,522.29
811767	R	7/20/2020	CEL PUBLIC RELATIONS INC	\$4,950.00
811768	R	7/20/2020	CENTERPOINT ENERGY	\$966.47
811769	R	7/20/2020	CITY OF NEW HOPE	\$200.00
811770	R	7/20/2020	COMPUTER EXPLORERS	\$1,156.00
811771	R	7/20/2020	GBR INTERPRETING AND TRANSLATION SERVICES	\$100.00
811774	R	7/20/2020	H. BROOKS & CO.	\$8,059.96
811775	R	7/20/2020	HERRERA, ANGELINE L.	\$49.00
811776	R	7/20/2020	ISD#270 - HOPKINS SCHOOL DISTRICT	\$935.00
811777	R	7/20/2020	ISD 287	\$214.50
811778	R	7/20/2020	MINNESOTA SAFETY COUNCIL	\$275.00
811779	R	7/20/2020	NOKOMIS YOGA LLC	\$205.40
811780	R	7/20/2020	OLSON MADAUS, KIRSTEN G.	\$32.00

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811781	R	7/20/2020	PAN-O-GOLD BAKING CO	\$844.00
811782	R	7/20/2020	PEOPLE INCORPORATED	\$6,849.99
811787	R	7/20/2020	ST PAUL BEVERAGE SOLUTIONS, LLC	\$7,269.30
811788	R	7/20/2020	TRIO SUPPLY CO	\$1,191.43
811792	R	7/20/2020	UPPER LAKES FOODS, INC.	\$30,688.38
811793	R	7/20/2020	VOLUNTEERS OF AMERICA MN AND WI	\$2,000.00
811794	R	7/20/2020	YOUTH ENRICHMENT LEAGUE	\$180.00
811795	R	7/20/2020	AMSD	\$11,909.00
811796	V	7/20/2020	HI-TECH REFRIGERATION	(\$696.16)
811796	R	7/20/2020	HI-TECH REFRIGERATION	\$696.16
811797	R	7/20/2020	IMAGE ONE CORPORATION	\$1,750.02
811798	R	7/20/2020	ISD#271 BLOOMINGTON PUBLIC SCHOOLS	\$310.00
811799	R	7/20/2020	MADSON, SHERRY	\$57.55
811800	R	7/20/2020	MN BOARD OF SOCIAL WORK	\$100.00
811801	R	7/20/2020	MN DEPT LABOR & INDUSTRY	\$30.00
811802	R	7/20/2020	PARR, ANNIE	\$8.00
811803	R	7/20/2020	PLUMMER, DIANN	\$59.00
811804	R	7/20/2020	SNA	\$5,650.00
811805	R	7/20/2020	SORENSEN, JULIE	\$34.15
811806	R	7/20/2020	WELLBEATS, INC	\$737.96
811807	R	7/20/2020	AHRNDT, MARIA G.	\$40.00
811809	R	7/20/2020	HI-TECH REFRIGERATION	\$696.16
811810	R	7/20/2020	CENTRAL ROOFING INC.	\$24,986.36
811811	R	7/20/2020	MAERTENS-BRENNY CONSTRUCTION CO.	\$7,416.55
811812	R	7/20/2020	ADVISORS MARKETING GROUP	\$2,821.02
811813	R	7/20/2020	JOSTENS	\$936.00
811814	R	7/20/2020	COMPUTER EXPLORERS	\$2,380.00
811815	R	7/20/2020	MERRY, VANESSA A.	\$50.00
811816	R	7/21/2020	CEL PUBLIC RELATIONS INC	\$6,600.00
811817	R	7/23/2020	MCINNIS, MAXWELL R.	\$1,000.00
811818	R	7/24/2020	BROADWAY AWARDS	\$36.00
811819	R	7/24/2020	CENTERPOINT ENERGY	\$3,421.27
811820	R	7/24/2020	COMMUNITY MEDIATION & RESTORATIVE SERVICES, I	\$13,500.00
811821	R	7/24/2020	DIVERSIFIED SNACK DISTRIBUTION	\$420.41
811822	R	7/24/2020	GROUP HEALTH PLAN, INC	\$5,099.39
811823	R	7/24/2020	LAKES COUNTRY SERVICE COOP	\$600.00
811824	R	7/24/2020	MARTIN LAW FIRM	\$1,342.00
811825	R	7/24/2020	SCHMITT MUSIC COMPANY	\$41.36
811826	R	7/24/2020	SCIENCE EXPLORERS	\$216.50
811827	R	7/24/2020	ST PAUL BEVERAGE SOLUTIONS, LLC	\$74.42
811828	R	7/24/2020	TRIMARK HOCKENBERGS	\$112.46
811829	R	7/24/2020	WOLVERT, TAMMY L.	\$260.00
811830	R	7/24/2020	COMMERCIAL KITCHEN SERVICES	\$2,385.00
811831	R	7/24/2020	EAST SIDE JERSEY DAIRY, INC	\$535.00
811832	R	7/24/2020	ECOLAB FOOD SAFETY SPECIALTIES	\$25.60

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811833	R	7/24/2020	ECOLAB INC.	\$1,275.48
811834	R	7/24/2020	GUIDEK12	\$5,000.00
811836	R	7/24/2020	H. BROOKS & CO.	\$2,540.45
811837	R	7/24/2020	HI-TECH REFRIGERATION	\$2,267.25
811838	R	7/24/2020	MERRY, VANESSA A.	\$50.00
811843	R	7/24/2020	MESPA - MN ELEMENTARY SCHOOL PRINCIPAL ASSOC	\$17,985.00
811846	R	7/24/2020	MN ASSOCIATION OF SECRETARIES TO THE PRINCIPA	\$10,378.00
811847	R	7/24/2020	NWEA	\$2,150.00
811848	R	7/24/2020	NYSTROM PUBLISHING COMPANY	\$1,944.31
811849	R	7/24/2020	PAN-O-GOLD BAKING CO	\$653.80
811850	R	7/24/2020	SCHNEIDER, MICHELLE L.	\$20.65
811851	R	7/24/2020	SCIENCE EXPLORERS	\$477.00
811852	R	7/24/2020	SNA	\$17.00
811854	R	7/24/2020	ST PAUL BEVERAGE SOLUTIONS, LLC	\$3,990.05
811855	R	7/24/2020	TRIO SUPPLY CO	\$1,610.90
811856	R	7/24/2020	UNITED STATES TREASURY	\$7,043.75
811859	R	7/24/2020	UPPER LAKES FOODS, INC.	\$22,132.65
811860	R	7/24/2020	T-MOBILE	\$3,235.75
811863	R	7/27/2020	INSPEC INC	\$11,685.00
811864	R	7/27/2020	JOHNSON FLOOR SANDING	\$39,150.00
811865	R	7/27/2020	BRAUN INTERTEC CORPORATION	\$15,581.00
811866	R	7/27/2020	BROADWAY RENTAL EQUIPMENT CO.	\$1,725.00
811867	R	7/27/2020	DK CONCRETE, LLC	\$5,000.00
811868	R	7/27/2020	ENERVATION INC	\$1,594.00
811869	R	7/27/2020	JOHNSON CONTROLS INC	\$3,707.00
811871	R	7/27/2020	KRAUS-ANDERSON CONSTRUCTION COMPANY	\$241,447.35
811872	R	7/27/2020	TIERNEY BROTHERS INC	\$4,893.00
811873	R	7/27/2020	A-1 OUTDOOR POWER	\$676.69
811874	R	7/27/2020	EMSL ANALYTICAL, INC	\$30.80
811875	R	7/27/2020	FOLLETT SCHOOL SOLUTIONS, INC	\$111.75
811876	R	7/27/2020	HEDBERG AGGREGATES INC	\$493.80
811877	R	7/27/2020	HILLYARD INC - MINNEAPOLIS	\$8,270.89
811878	R	7/27/2020	INNOVATIONAL WATER SOLUTIONS, INC	\$474.00
811879	R	7/27/2020	LVC COMPANIES INC	\$335.00
811880	R	7/27/2020	M&G TRAILER SALES, SERVICE, & RENTAL	\$2,410.00
811881	R	7/27/2020	MIDWEST PLAYSAPES INC	\$2,063.19
811882	R	7/27/2020	MTI DISTRIBUTING CO	\$1,082.71
811883	R	7/27/2020	O'REILLY AUTOMOTIVE, INC	\$43.99
811884	R	7/27/2020	PETERSON COMPANIES INC	\$642.24
811885	R	7/27/2020	PRAXAIR DISTRIBUTION, INC.	\$85.97
811886	R	7/27/2020	SANI-MASTERS, INC	\$180.00
811887	R	7/27/2020	SCHOOL SPECIALTY INC	\$1,006.55
811888	R	7/27/2020	STAPLES ADVANTAGE	\$10.29
811889	R	7/27/2020	TGK AUTOMOTIVE OF CRYSTAL INC.	\$1,064.36
811890	R	7/27/2020	TIERNEY BROTHERS INC	\$2,224.05

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811891	R	7/27/2020	TRANE US INC	\$529.40
811894	V	7/27/2020	ADAMS PEST CONTROL - MAIN	(\$505.00)
811894	R	7/27/2020	ADAMS PEST CONTROL - MAIN	\$505.00
811894	R	7/27/2020	ADAMS PEST CONTROL - MAIN	\$505.00
811895	V	7/27/2020	BRAUN INTERTEC CORPORATION	(\$4,357.50)
811895	R	7/27/2020	BRAUN INTERTEC CORPORATION	\$4,357.50
811895	R	7/27/2020	BRAUN INTERTEC CORPORATION	\$4,357.50
811898	V	7/27/2020	CDW GOVERNMENT	(\$225,946.23)
811898	R	7/27/2020	CDW GOVERNMENT	\$225,946.23
811898	R	7/27/2020	CDW GOVERNMENT	\$225,946.23
811899	V	7/27/2020	COLE PAPER	(\$246.80)
811899	R	7/27/2020	COLE PAPER	\$246.80
811899	R	7/27/2020	COLE PAPER	\$246.80
811900	V	7/27/2020	CORPORATE MECHANICAL	(\$773.19)
811900	R	7/27/2020	CORPORATE MECHANICAL	\$773.19
811900	R	7/27/2020	CORPORATE MECHANICAL	\$773.19
811901	V	7/27/2020	DELL MARKETING L.P.	(\$29,369.28)
811901	R	7/27/2020	DELL MARKETING L.P.	\$29,369.28
811901	R	7/27/2020	DELL MARKETING L.P.	\$29,369.28
811902	V	7/27/2020	ECM PUBLISHERS, INC.	(\$45.76)
811902	R	7/27/2020	ECM PUBLISHERS, INC.	\$45.76
811902	R	7/27/2020	ECM PUBLISHERS, INC.	\$45.76
811903	V	7/27/2020	FOLLETT SCHOOL SOLUTIONS, INC	(\$23,784.87)
811903	R	7/27/2020	FOLLETT SCHOOL SOLUTIONS, INC	\$23,784.87
811903	R	7/27/2020	FOLLETT SCHOOL SOLUTIONS, INC	\$23,784.87
811904	V	7/27/2020	GOODIN COMPANY	(\$280.23)
811904	R	7/27/2020	GOODIN COMPANY	\$280.23
811904	R	7/27/2020	GOODIN COMPANY	\$280.23
811905	V	7/27/2020	GRAINGER	(\$1,099.08)
811905	R	7/27/2020	GRAINGER	\$1,099.08
811905	R	7/27/2020	GRAINGER	\$1,099.08
811906	V	7/27/2020	HEDBERG AGGREGATES INC	(\$488.80)
811906	R	7/27/2020	HEDBERG AGGREGATES INC	\$488.80
811906	R	7/27/2020	HEDBERG AGGREGATES INC	\$488.80
811911	V	7/27/2020	HILLYARD INC - MINNEAPOLIS	(\$9,754.35)
811911	R	7/27/2020	HILLYARD INC - MINNEAPOLIS	\$9,754.35
811911	R	7/27/2020	HILLYARD INC - MINNEAPOLIS	\$9,754.35
811912	V	7/27/2020	HIRSHFIELD'S PAINT	(\$1,025.76)
811912	R	7/27/2020	HIRSHFIELD'S PAINT	\$1,025.76
811912	R	7/27/2020	HIRSHFIELD'S PAINT	\$1,025.76
811913	V	7/27/2020	HOLDAHL COMPANY	(\$989.50)
811913	R	7/27/2020	HOLDAHL COMPANY	\$989.50
811913	R	7/27/2020	HOLDAHL COMPANY	\$989.50
811914	V	7/27/2020	HOUGHTON MIFFLIN HARCOURT PUBLISHING	(\$2,045.47)
811914	R	7/27/2020	HOUGHTON MIFFLIN HARCOURT PUBLISHING	\$2,045.47

**Robbinsdale Area Schools
Board Disbursement Report
July 1, 2020 - July 31, 2020**

811914	R	7/27/2020	HOUGHTON MIFFLIN HARCOURT PUBLISHING	\$2,045.47
811915	V	7/27/2020	INSIGHT PUBLIC SECTOR, INC	(\$9,693.15)
811915	R	7/27/2020	INSIGHT PUBLIC SECTOR, INC	\$9,693.15
811915	R	7/27/2020	INSIGHT PUBLIC SECTOR, INC	\$9,693.15
811916	V	7/27/2020	INSPEC INC	(\$2,435.00)
811916	R	7/27/2020	INSPEC INC	\$2,435.00
811916	R	7/27/2020	INSPEC INC	\$2,435.00
811917	V	7/27/2020	INSTITUTE FOR ENVIRONMENTAL ASSESSMENT	(\$1,155.00)
811917	R	7/27/2020	INSTITUTE FOR ENVIRONMENTAL ASSESSMENT	\$1,155.00
811917	R	7/27/2020	INSTITUTE FOR ENVIRONMENTAL ASSESSMENT	\$1,155.00
811918	V	7/27/2020	JAMF SOFTWARE, LLC	(\$23,772.00)
811918	R	7/27/2020	JAMF SOFTWARE, LLC	\$23,772.00
811918	R	7/27/2020	JAMF SOFTWARE, LLC	\$23,772.00
811919	V	7/27/2020	JEFF'S S.O.S. DRAIN & SEWER	(\$1,672.50)
811919	R	7/27/2020	JEFF'S S.O.S. DRAIN & SEWER	\$1,672.50
811919	R	7/27/2020	JEFF'S S.O.S. DRAIN & SEWER	\$1,672.50
811920	V	7/27/2020	JOHNSON CONTROLS FIRE PROTECTION LP	(\$7,020.00)
811920	R	7/27/2020	JOHNSON CONTROLS FIRE PROTECTION LP	\$7,020.00
811920	R	7/27/2020	JOHNSON CONTROLS FIRE PROTECTION LP	\$7,020.00
811921	V	7/27/2020	KENDELL DOORS & HARDWARE, LLC	(\$100.00)
811921	R	7/27/2020	KENDELL DOORS & HARDWARE, LLC	\$100.00
811921	R	7/27/2020	KENDELL DOORS & HARDWARE, LLC	\$100.00
811922	V	7/27/2020	LIVEACTION, INC	(\$5,305.61)
811922	V	7/27/2020	LIVEACTION, INC	(\$5,305.61)
811922	R	7/27/2020	LIVEACTION, INC	\$5,305.61
811922	R	7/27/2020	LIVEACTION, INC	\$5,305.61
811923	V	7/27/2020	MACKIN EDUCATIONAL RESOURCES	(\$598.35)
811923	R	7/27/2020	MACKIN EDUCATIONAL RESOURCES	\$598.35
811923	R	7/27/2020	MACKIN EDUCATIONAL RESOURCES	\$598.35
811924	V	7/27/2020	MARS SUPPLY	(\$895.72)
811924	R	7/27/2020	MARS SUPPLY	\$895.72
811924	R	7/27/2020	MARS SUPPLY	\$895.72
811926	V	7/27/2020	MENARDS	(\$177.47)
811926	R	7/27/2020	MENARDS	\$177.47
811926	R	7/27/2020	MENARDS	\$177.47
811927	V	7/27/2020	MIDLAND NURSERY INC.	(\$989.85)
811927	R	7/27/2020	MIDLAND NURSERY INC.	\$989.85
811927	R	7/27/2020	MIDLAND NURSERY INC.	\$989.85
811928	V	7/27/2020	MINITEX	(\$12,164.00)
811928	R	7/27/2020	MINITEX	\$12,164.00
811928	R	7/27/2020	MINITEX	\$12,164.00
811930	V	7/27/2020	MTI DISTRIBUTING CO	(\$664.75)
811930	R	7/27/2020	MTI DISTRIBUTING CO	\$664.75
811930	R	7/27/2020	MTI DISTRIBUTING CO	\$664.75
811931	V	7/27/2020	NEO ELECTRICAL SOLUTIONS, LLC	(\$1,600.00)

**Robbinsdale Area Schools
Board Disbursement Report
July 1, 2020 - July 31, 2020**

811931	R	7/27/2020	NEO ELECTRICAL SOLUTIONS, LLC	\$1,600.00
811931	R	7/27/2020	NEO ELECTRICAL SOLUTIONS, LLC	\$1,600.00
811932	V	7/27/2020	O'REILLY AUTOMOTIVE, INC	(\$106.13)
811932	R	7/27/2020	O'REILLY AUTOMOTIVE, INC	\$106.13
811932	R	7/27/2020	O'REILLY AUTOMOTIVE, INC	\$106.13
811933	V	7/27/2020	PETERSON COMPANIES INC	(\$653.13)
811933	R	7/27/2020	PETERSON COMPANIES INC	\$653.13
811933	R	7/27/2020	PETERSON COMPANIES INC	\$653.13
811934	V	7/27/2020	POWERSCHOOL GROUP LLC	(\$25,604.19)
811934	V	7/27/2020	POWERSCHOOL GROUP LLC	(\$25,604.19)
811934	R	7/27/2020	POWERSCHOOL GROUP LLC	\$25,604.19
811934	R	7/27/2020	POWERSCHOOL GROUP LLC	\$25,604.19
811935	V	7/27/2020	PRAIRIE RESTORATIONS INC	(\$875.00)
811935	R	7/27/2020	PRAIRIE RESTORATIONS INC	\$875.00
811935	R	7/27/2020	PRAIRIE RESTORATIONS INC	\$875.00
811936	V	7/27/2020	QUICKSILVER EXPRESS COURIER	(\$57.94)
811936	R	7/27/2020	QUICKSILVER EXPRESS COURIER	\$57.94
811936	R	7/27/2020	QUICKSILVER EXPRESS COURIER	\$57.94
811937	V	7/27/2020	RICOH USA, INC	(\$295.68)
811937	R	7/27/2020	RICOH USA, INC	\$295.68
811937	R	7/27/2020	RICOH USA, INC	\$295.68
811938	V	7/27/2020	SCHOLASTIC LIBRARY PUBLISHING, INC	(\$3,012.00)
811938	R	7/27/2020	SCHOLASTIC LIBRARY PUBLISHING, INC	\$3,012.00
811938	R	7/27/2020	SCHOLASTIC LIBRARY PUBLISHING, INC	\$3,012.00
811941	V	7/27/2020	SCHOOL HEALTH CORPORATION	(\$1,793.72)
811941	R	7/27/2020	SCHOOL HEALTH CORPORATION	\$1,793.72
811941	R	7/27/2020	SCHOOL HEALTH CORPORATION	\$1,793.72
811942	V	7/27/2020	SCHUMACHER ELEVATOR COMPANY	(\$450.00)
811942	R	7/27/2020	SCHUMACHER ELEVATOR COMPANY	\$450.00
811942	R	7/27/2020	SCHUMACHER ELEVATOR COMPANY	\$450.00
811944	V	7/27/2020	SHERWIN WILLIAMS	(\$829.02)
811944	R	7/27/2020	SHERWIN WILLIAMS	\$829.02
811944	R	7/27/2020	SHERWIN WILLIAMS	\$829.02
811945	V	7/27/2020	STAPLES ADVANTAGE	(\$28.46)
811945	R	7/27/2020	STAPLES ADVANTAGE	\$28.46
811945	R	7/27/2020	STAPLES ADVANTAGE	\$28.46
811946	V	7/27/2020	T-MOBILE	(\$14.14)
811946	R	7/27/2020	T-MOBILE	\$14.14
811946	R	7/27/2020	T-MOBILE	\$14.14
811947	V	7/27/2020	TECHEXCEL, INC	(\$5,360.00)
811947	R	7/27/2020	TECHEXCEL, INC	\$5,360.00
811947	R	7/27/2020	TECHEXCEL, INC	\$5,360.00
811948	V	7/27/2020	TGK AUTOMOTIVE OF CRYSTAL INC.	(\$95.36)
811948	R	7/27/2020	TGK AUTOMOTIVE OF CRYSTAL INC.	\$95.36
811948	R	7/27/2020	TGK AUTOMOTIVE OF CRYSTAL INC.	\$95.36

**Robbinsdale Area Schools
Board Disbursement Report
July 1, 2020 - July 31, 2020**

811949	V	7/27/2020	THE RETROFIT COMPANIES, INC	(\$6,817.00)
811949	R	7/27/2020	THE RETROFIT COMPANIES, INC	\$6,817.00
811949	R	7/27/2020	THE RETROFIT COMPANIES, INC	\$6,817.00
811950	V	7/27/2020	TIERNEY BROTHERS INC	(\$12,901.20)
811950	R	7/27/2020	TIERNEY BROTHERS INC	\$12,901.20
811950	R	7/27/2020	TIERNEY BROTHERS INC	\$12,901.20
811951	V	7/27/2020	TRUGREEN PROCESSING CENTER	(\$17,879.00)
811951	R	7/27/2020	TRUGREEN PROCESSING CENTER	\$17,879.00
811951	R	7/27/2020	TRUGREEN PROCESSING CENTER	\$17,879.00
811952	V	7/27/2020	UHL COMPANY	(\$4,496.50)
811952	R	7/27/2020	UHL COMPANY	\$4,496.50
811952	R	7/27/2020	UHL COMPANY	\$4,496.50
811953	V	7/27/2020	ULINE	(\$425.40)
811953	V	7/27/2020	ULINE	(\$425.40)
811953	R	7/27/2020	ULINE	\$425.40
811953	R	7/27/2020	ULINE	\$425.40
811954	V	7/27/2020	UNITED PARCEL SERVICE	(\$124.00)
811954	R	7/27/2020	UNITED PARCEL SERVICE	\$124.00
811954	R	7/27/2020	UNITED PARCEL SERVICE	\$124.00
811955	V	7/27/2020	ZONEONE LOCATING/HANCE UTILITY SERVICES	(\$163.20)
811955	R	7/27/2020	ZONEONE LOCATING/HANCE UTILITY SERVICES	\$163.20
811955	R	7/27/2020	ZONEONE LOCATING/HANCE UTILITY SERVICES	\$163.20
811956	R	7/27/2020	BLUE RIBBON BUILDERS LLC	\$93,183.07
811957	R	7/27/2020	LIVEACTION, INC	\$4,990.00
811958	R	7/27/2020	POWERSCHOOL GROUP LLC	\$24,106.25
811959	R	7/27/2020	ULINE	\$395.63
811960	R	7/29/2020	CALIFORNIA STATE DISBURSEMENT UNIT	\$69.23
811961	R	7/29/2020	FLORIDA STATE DISBURSEMENT UNIT	\$329.93
811962	R	7/29/2020	GREGORY A. BURRELL	\$280.62
811963	R	7/29/2020	MISSISSIPPI DEPART OF HUMAN SERVICES	\$254.79
811964	R	7/29/2020	MN CHILD SUPPORT PAYMENT CTR	\$867.53
811965	R	7/29/2020	SCHOOL SERVICE EMPLOYEES	\$17.00
811966	R	7/29/2020	TRUST POINT INC.	\$4,881.86
811967	R	7/29/2020	WI SCTF	\$181.38
811968	R	7/29/2020	ELAM, TIMOTHY	\$2,695.34
811969	R	7/29/2020	WINNETKA PROPERTIES	\$22,784.73
192001251	V	7/16/2020	AHRNDT, MARIA G.	(\$40.00)
201900984	W	7/7/2020	HARRIS BANK	\$118,767.05
202000004	W	7/6/2020	ISD #281 ROBBINSDALE	\$46.68
202000005	W	7/16/2020	COMMISSIONER OF REVENUE REF #	\$36,706.16
202000006	W	7/13/2020	INTERNAL REVENUE SERVICE REF #	\$156,932.81
202000007	W	7/13/2020	MN DEPARTMENT OF REVENUE	\$192.21
202000008	W	7/22/2020	MN TEACHERS RETIREMENT ASSOC	\$39,789.88
202000009	W	7/22/2020	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	\$93,622.15
202000010	W	7/13/2020	EDUCATORS BENEFIT CONSULTANTS, LLC.	\$42,873.97

**Robbinsdale Area Schools
Board Disbursement Report
July 1, 2020 - July 31, 2020**

202000011	W	7/9/2020	ISD#281: FLEX BENEFITS	\$3,949.81
202000012	W	7/9/2020	AMERIFLEX	\$3,105.41
202000013	W	7/9/2020	I S D # 281 - PAYROLL ACCT	\$708,464.39
202000014	W	7/23/2020	COMMISSIONER OF REVENUE REF #	\$4,987.10
202000015	W	7/20/2020	INTERNAL REVENUE SERVICE REF #	\$26,022.67
202000016	W	7/30/2020	MN TEACHERS RETIREMENT ASSOC	\$6,207.61
202000017	W	7/30/2020	PUBLIC EMPLOYEES RETIREMENT ASSOCIATION	\$22,240.58
202000018	W	7/20/2020	EDUCATORS BENEFIT CONSULTANTS, LLC.	\$1,204.78
202000025	W	7/16/2020	I S D # 281 - PAYROLL ACCT	\$164,655.26
202000026	W	7/27/2020	ISD#281: FLEX BENEFITS	\$1,638,863.00
202000032	W	7/30/2020	ISD#281: FLEX BENEFITS	\$4,093.39
202000033	W	7/30/2020	AMERIFLEX	\$2,742.92
202000034	W	7/30/2020	I S D # 281 - PAYROLL ACCT	\$757,393.42
202000050	W	7/6/2020	DELTA DENTAL	\$35,758.93
202000051	W	7/10/2020	DELTA DENTAL	\$21,893.30
202000052	W	7/17/2020	DELTA DENTAL	\$25,824.65
202000053	W	7/24/2020	DELTA DENTAL	\$30,508.47
202000054	W	7/31/2020	DELTA DENTAL	\$32,213.65
202000055	W	7/20/2020	DELTA DENTAL	\$7,750.88
202000056	W	7/6/2020	PREFERRED ONE	\$303,976.23
202000057	W	7/9/2020	PREFERRED ONE	\$95,716.82
202000058	W	7/13/2020	PREFERRED ONE	\$199,138.09
202000059	W	7/20/2020	PREFERRED ONE	\$285,843.93
202000060	W	7/27/2020	PREFERRED ONE	\$495,715.10
202000061	W	7/20/2020	AMERIFLEX	\$16,489.18
202000062	W	7/9/2020	FEEPAY	\$1,750.00
202000062	W	7/20/2020	AMERIFLEX	\$16,482.52
202000063	W	7/8/2020	BANKCARD SERVICES WORLDWIDE	\$4,539.32
202000063	W	7/7/2020	AMERIFLEX	\$7,063.77
202000064	W	7/8/2020	BANKCARD SERVICES WORLDWIDE	\$1,133.94
202000064	W	7/13/2020	AVIDIA BANK	\$3,105.41
202000065	W	7/13/2020	WELLS FARGO BROKERAGE SERV LLC	\$2,310.30
202000066	W	7/15/2020	VANCO SERVICES	\$23.95
202000067	W	7/22/2020	SUPERIOR PRESS	\$337.80
202000068	W	7/28/2020	BOND TRUST SERVICES INC	\$107,475.00
202000069	W	7/28/2020	BOND TRUST SERVICES INC	\$94,650.00
202000070	W	7/28/2020	BOND TRUST SERVICES INC	\$12,950.00
202000071	W	7/28/2020	BOND TRUST SERVICES INC	\$199,875.00
202000072	W	7/28/2020	BOND TRUST SERVICES INC	\$119,750.00
202000073	W	7/28/2020	BOND TRUST SERVICES INC	\$295,250.00
202000074	W	7/28/2020	BOND TRUST SERVICES INC	\$157,809.38
202000075	W	7/28/2020	BOND TRUST SERVICES INC	\$112,500.00
202000076	W	7/28/2020	BOND TRUST SERVICES INC	\$566,025.00
202000077	W	7/28/2020	BOND TRUST SERVICES INC	\$200,850.00
202000078	W	7/28/2020	BOND TRUST SERVICES INC	\$255,025.00

**Robbinsdale Area Schools
Board Disbursement Report
July 1, 2020 - July 31, 2020**

202000079	W	7/28/2020	US BANK TRUST N.A.	\$151,400.00
202000080	W	7/28/2020	US BANK TRUST N.A.	\$64,250.00
202000081	W	7/28/2020	CAPITOL ONE PUBLIC FUNDING	\$70,320.25
202000082	W	7/28/2020	ZION BANK	\$158,096.25
202000083	W	7/28/2020	ZION BANK	\$358,680.56
202000084	W	7/28/2020	ZION BANK	\$389,949.17
202100001	A	7/21/2020	ROBB FEDERATION OF TEACHERS	\$1,044.10
202100002	A	7/21/2020	AFSCME COUNCIL 5	\$1,621.35
202100003	A	7/21/2020	METROPOLITAN LIFE INSURANCE COMPANY	\$48,792.20
202100004	A	7/21/2020	SUPERIOR VISION SERVICES, INC.	\$8,015.35
202100005	A	7/22/2020	ROBB FEDERATION OF TEACHERS	\$26.40
202100006	A	7/31/2020	MARSH & MCLENNAN AGENCY	\$105.00
202100007	A	7/31/2020	MN-CRYSTAL CENTER - HA, LLC	\$86,714.90
202100008	A	7/31/2020	WINKELMAN, LORENA M.	\$1.70
202100009	A	7/31/2020	AUL SPECIAL PAY TRUST/MIDAMERICA ADM & RETIRE	\$16,234.56
202100010	A	7/31/2020	AUL HEALTH BENEFIT TRUST/MIDAMERICA ADM & RET	\$8,500.80
				\$12,337,603.38



ROBBINSDALE

Area Schools

Individual focus. Infinite potential.

TO: Members of the School Board
 Dr. Stephanie Burrage, Interim Superintendent

FROM: Greg Hein, Executive Director of Finance
 Ukee Dozier, Fiscal Operations Director

DATE: August 17, 2020

RE: Consent Agenda: Approve monthly disbursements

RECOMMENDATION:

School Board approve the monthly disbursements for payroll, accounts payable, ACH and wire transfers.

The following is a summary of claims for the period between July 1 and 31, 2020. The detailed listing is available from the finance department.

	Fund	Disbursement Totals
01	General Fund	4,272,444.37
02	Food Service Fund	263,073.91
03	Transportation	243.80
04	Community Ed Fund	512,432.89
05	Capital fund	23,569.26
06	Building Fund	1,652,669.03
07	Debt Service Fund	3,393,326.91
08	Scholarship Fund	44,076.88
09	Technology Levy	628,498.50
20	Self Insurance Dental	153,949.88
22	Self Insurance Medical	1,393,271.27
47	OPEB Debt Service	-
50	Student Activity	46.68
	Total	12,337,603.38

QUESTIONS:

For questions please contact Ukee Dozier at 763-504-8023 or Ukee_Dozier@rdale.org

August 17, 2020

Contracts

<u>Item</u>	<u>Business</u>	<u>School/Program</u>	<u>Amount</u>	<u>Purpose</u>
1	Cambridge Educational Services	Districtwide	\$3,443	ACT test preparation
2	GuideK12, LLC	Marketing and Communication	5,000	School search website renewal July 1, 2020-June 30, 2021
3	Hennepin Technical College	Armstrong and Cooper	21,445	High school virtual summer camp July 14, 2020 - August 6, 2020
4	Hennepin Technical College	Achievement and Integration	16,035	Summer bridge program partnership July 7, 2020-July 30, 2020
5	Hennepin Technical College	Achievement and Integration	21,000	College for kids virtual summer camp June 22, 2020-June 26, 2020
6	K12 Insight, LLC	Marketing and Communication	23,554	Let's talk subscription for website July 10, 2020-July 9, 2021
7	Marsh & McLennan Agency	Human Resources	136,382	Health and Welfare insurance broker 7/1/20-6/30/22
8	Medina Entertainment Center	Armstrong	3,000	Prom venue May 22, 2021
9	Medina Entertainment Center	Cooper	2,000	Prom venue May 8, 2021
10	Minnesota Alliance with Youth	Plymouth, Sandburg, Robbinsdale and FAIR Crystal	8,700 per site	AmeriCorps Promise Fellows for the 2020-21 School year
11	Pediatric Home Care	SEA	\$75 per hr. RN and \$50 per hr. LPN	Provide 1 to 1 nursing services for student September 8, 2020-August 31, 2021
12	Pediatric Home Care	Neill	\$75 per hr. RN and \$50 per hr. LPN	Provide 1 to 1 nursing services for student September 8, 2020-August 31, 2021
13	PowerSchool Group, LLC	Curriculum	25,604	Implementation of PowerSchool software June 1, 2020-May 31, 2021
14	Stages Theatre	FAIR Crystal and FAIR Pilgrim Lane	188,570	Theatre arts programming September 1, 2020-August 31, 2021

Individual focus. Infinite potential.

School Board of Robbinsdale Area Schools

Regular Meeting – August 17, 2020

AGENDA SECTION: Board Reports

ITEM: 7. Board Reports

COMMENTS BY: David Boone, Chair

This section of the agenda provides an opportunity for Board members to update the community on school board-related work on committees or to make announcements of interest to the public.

Announcements | August 17, 2020

August 31 - September 4 Virtual Back-to-School Open Houses

Tuesday, September 8 First Day of School

Tuesday, September 8, 6 p.m. School Board Business Meeting & Work Session

Individual focus. Infinite potential.

School Board of Robbinsdale Area Schools

Regular Meeting – August 17, 2020

AGENDA SECTION: Adjournment
ITEM: 9. Adjournment
COMMENTS BY: David Boone, Board Chair

This agenda item will bring closure to the School Board Business meeting.

Recommended Action: Call the Regular meeting to a close.

Adjournment – August 17, 2020

	Yes	No	Abstention
Helen Bassett	_____	_____	_____
David Boone	_____	_____	_____
Mike Herring	_____	_____	_____
Pam Lindberg	_____	_____	_____
Sam Sant	_____	_____	_____
Sherry Tyrrell	_____	_____	_____
John Vento	_____	_____	_____

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Time of Adjournment: _____