

**Minnesota State Academies
Policy Table of Contents
07-08-2022**

100	SCHOOL DISTRICT	
102	Equal Education Opportunity	02-24-2021
104	Vision, Mission, and Guiding Beliefs	09-16-2020
110	Educational Excellence and Equity	02-24-2021
120	MSA Website and Social Media Accessibility	12-16-2020
121	Communication, Language, and Accessibility	10-27-2021
200	MINNESOTA STATE ACADEMIES BOARD	
202	MSA Board Officers and Meetings	09-29-2021
208	Development, Adoption, and Implementation of Policies	06-02-2021
209	MSA Board Code of Conduct	09-29-2021
209A	(Appendix) Oath of Office	09-29-2021
209B	(Appendix) MSA Board Code of Conduct (form)	09-29-2021
210	MSA Board Conflict of Interest	09-29-2021
211	Criminal or Civil Action against MSA...	02-24-2021
212	Board Member Development	09-16-2020
213	MSA Board Committees	12-16-2020
214	Out-of-State Travel by MSA Board Members	06-02-2021
300	ADMINISTRATION	
302	Role of the Academies Administrator (Superintendent)	09-16-2020
303	Academies Administrator (Superintendent) Selection	04-26-2022
304	Academies Administrator (Supt.) Appointment, Duties, and Evaluation	02-23-2022
400	PERSONNEL	
401	Equal Employment Opportunity	06-02-2021
402	Disability Non-Discrimination	09-29-2021
404	Employment Background Checks	04-21-2021
404A	(Appendix) Criminal History Background Check (form)	04-21-2021
406	Data Protection Policy for Human Resources Systems	09-29-2021
409	Employee Publications, Instructional Materials, Inventions & Creations	01-20-2021
410	Family and Medical Leave (FMLA)	06-15-2022
412	Expense Reimbursement	04-21-2021
413	Harassment and Violence	06-15-2022
413A	(Appendix) Reporting Form	06-15-2022
413.1	Sexual Harassment Prohibition	08-18-2021
413.1A	(Appendix) MMB Sexual Harassment Policy	08-18-2021
414	Mandated Reporting of Child Neglect or Physical or Sexual Abuse	06-15-2022
415	Mandated Reporting of Maltreatment of Vulnerable Adults	06-15-2022
417	Chemical Use and Abuse	02-23-2022
418	Drug-Free Workplace/Drug-Free School	08-18-2021
418.1	Alcohol and Other Drug Use by State Employees	09-29-2021
418.1A	(Appendix) MMB Alcohol and Drug Use Policy	09-29-2021

419	Tobacco-Free Environment	02-24-2021
423	Employee-Student Relationships	10-18-2017
423A (Appendix)	MSA Plan to Address Familial Relationships	10-18-2017
423B (Appendix)	General Standards and Boundaries	10-18-2017
425	Staff Development	10-27-2021
426	Nepotism in Employment	10-18-2017
426A (Appendix)	Plan to Address Supervisory Responsibility	10-18-2017
427	Workload Limits for Special Education/Special Teachers	09-29-2021
440	Reasonable Accommodations	06-02-2021
441	On-Call Coverage	04-26-2022
441A (Appendix)	On Call Criteria	04-26-2022
442	Braille and Blind Awareness	01-24-2019
442A (Appendix)	Braille and Blind Awareness Requirements	01-24-2019
443	Staff American Sign Language (ASL) Proficiency	06-12-2018
443A (Appendix)	SLPI Description	06-12-2018
443B (Appendix)	Staff SLPI Information and Tips	06-12-2018
443C (Appendix)	SLPI Rating Scale	06-12-2018
443D (Appendix)	Staff Rating by Position	06-12-2018
444	Driver's License and Record Checks	06-02-2021
444A (Appendix)	Driver's License Review Authorization	06-02-2021
445	Respectful Workplace	08-21-2021
446	Payroll and Leave & Overtime Requests	10-27-2021
450	School Volunteers	02-24-2021
450A (Appendix)	Volunteer Application Form	02-24-2021
450B (Appendix)	Volunteer Confidentiality Agreement	02-24-2021
450C (Appendix)	Volunteer Background Check Form	02-24-2021
451	Appropriate Use of Social Media	06-02-2021
455	Employee Code of Conduct	06-02-2021
455A (Appendix)	COC Certification for Agency Heads/Managers	06-02-2021
455B (Appendix)	COC certification for managers, supervisors, employees	06-02-2021
456	Temporary Teleworking	08-15-2019
456A (Appendix)	Temporary Teleworking Agreement (form)	08-15-2019
500	STUDENTS	
501	School Weapons	04-21-2021
502	Search of Student Lockers, etc.	04-21-2021
505	Distribution of NonSchool-Sponsored Materials on School Premises...	01-20-2021
506	Student Discipline	06-15-2022
512	School-Sponsored Student Publications and Activities	09-29-2021
514	Bullying Prohibition	06-15-2022
515	Protection and Privacy of Pupil Records	04-21-2021
516	Student Medication	04-26-2022

518	DNR-DNI Orders	04-21-2021
520	Participation in Research Projects and Student Surveys	04-21-2021
521	Student Disability Nondiscrimination	04-21-2021
521A (Appendix)	Student Disability Discrimination (form)	04-21-2021
522	Student Sex, Gender, Gender Identity Nondiscrimination	06-15-2022
522A (Appendix)	Reporting Form	06-15-2022
524	Appropriate Use of Electronic Communication and Technology	06-27-2019
524A (Appendix)	Use of Personal Devices (form)	06-27-2019
524B (Appendix)	Category Objects for Web Filtering	06-27-2019
524C (Appendix)	Equipment Sign Out (form)	06-27-2019
524D (Appendix)	Student Communication and Technology Agreement	06-27-2019
524E (Appendix)	Employee Communication and Technology Agreement	06-27-2019
526	Hazing Prohibition	06-02-2021
528	Student Parental, Family, & Marital Status Nondiscrimination	02-24-2021
531	Pledge of Allegiance	10-23-2020
532	Use of Peace Officer & Crisis Teams to Remove Students with IEPs...	06-02-2021
533	Wellness	12-08-2021
534P*	<i>Unpaid Meal Charges (Mandated Policy Not Applicable)</i>	10-18-2017
543	Crisis Prevention Intervention (CPI)	06-12-2018
600	EDUCATIONAL PROGRAMS	
601	School District Curriculum and Instruction Goals	09-29-2021
603	Curriculum Development	02-23-2022
606	Textbooks and Instructional Materials	02-23-2022
607	Organization of Grade Levels	06-27-2019
608	Instructional Services – Special Education	09-29-2021
614	State Mandated Tests	03-28-2019
616	School District System Accountability	06-15-2022
625	Inclement Weather	01-23-2020
646	Initial Admission, Placement, Enrollment, and Exit	01-23-2020
700	NON-INSTRUCTIONAL OPERATIONS	
709	Transportation	06-15-2022
740	Special Expense / Outstate Travel	02-23-2022
740A (Appendix)	Special Expense Form	02-23-2022
740B (Appendix)	International Travel Request Form	02-23-2022
741	Employee Activity Expenses	02-23-2022
742	Imprest Fund	02-23-2022
743	Petty Cash	04-26-2022
744	Fundraising	02-24-2021
745	Purchasing Card Use	06-29-2017
750	MN Resource Library Acquisition and Collection	09-29-2021
751	MSA Library Collections Management	06-02-2021
752	MSA Museums Collections Management	06-02-2021
800	BUILDINGS AND SITES	
806	Crisis Management	06-12-2018

807	Health and Safety	08-23-2018
827	Naming of Buildings, Sites and Common Areas	12-08-2021
828	Key/Keycards	08-15-2019
900	SCHOOL & COMMUNITY RELATIONS	
902	Use of Facility and Equipment	11-17-2016
902A (Appendix)	Facility Use Rental Fees	11-17-2016
902B (Appendix)	Equipment Rental Fees	11-17-2016
902C (Appendix)	Fees for Staff Services	11-17-2016
902D (Appendix)	Facility Use Agreement Template	11-17-2016
903	Visitors to MSA Buildings and Sites	12-08-2021
904	Distribution of Materials on MSA Property by NonSchool Persons	06-02-2021
906	Community Notification of Predatory Offenders	06-02-2021