

Evaluating Compliance with MNSAA Legal Standards

2.01 CURRICULUM STANDARDS: ^{LR*} The school has written curriculum standards that are vertically aligned to ensure every student successfully completes a rigorous academic program. Subject areas include: language arts, mathematics, science, social studies, fine arts, health, and physical education and other content areas appropriate to the school such as religion, technology, media literacy, and world language. Subject areas may be integrated or separate subjects. (***MN Statute 120A.22 – Compulsory Instruction**)

- *K-12 Compulsory Instruction Law* – Key areas to consider are curriculum, student records, teacher qualifications, and assessment of learning. All essential components of this statute are examined in more depth in other MNSAA standards.

(*MN Statute 120A.22 – Compulsory Instruction)

<https://www.revisor.mn.gov/statutes/cite/120A.22>

2.10 TECHNOLOGY: The school provides safe internet access and uses technology to prepare students to be proficient users of technology and support the teaching and learning process.

- *Internet Access for Students* – The team will seek to find evidence that policies and procedures are in place that protect students using the internet in school. There are further requirements if your school is E-Rate funded.

(*MN Statute 125B.15 – Internet Access for Students; as defined by Federal Communications Commission)

<https://www.revisor.mn.gov/statutes/cite/125B.15>

3.01 STUDENT BEHAVIOR EXPECTATIONS: ^{LR*} The school communicates expectations for student behavior and enforces a student discipline code that is supportive of the school's mission and philosophy, is conducive to learning, and has bullying and harassment policies and/or procedures. (***MN Statute 121A.031 – Intimidation and Bullying**)

- *Bullying and Harassment* – A review of the statute will guide schools. The team will seek to find related policies and procedures articulated and implemented.

(*MN Statute 121A.031 – Intimidation and Bullying)

<https://www.revisor.mn.gov/statutes/cite/121A.031>

3.04 ATTENDANCE/TARDINESS: ^{LR*} The school has attendance and tardiness policies and procedures that are written, published, communicated and enforced; in addition, the school completes annual enrollment reports as is required by the local public-school district and the state, and maintains copies of such reports. (***MN Statute 120A.22 – Compulsory Instruction**)

- *Attendance and Tardiness* – In Minnesota, a child under the age of 12 is considered truant if they miss a total of 7 unexcused days in a school year. Legal action can and usually does result in a court order directing the parents to take appropriate action to ensure regular school attendance.

(*MN Statute 120A.22 – Compulsory Instruction)

<https://www.revisor.mn.gov/statutes/cite/120A.22>

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3.06 ENSURING THE SAFETY AND SECURITY OF STUDENTS AND STAFF: The school has written policies and procedures that meet local, state and federal safety requirements.

- **Crisis Management Plan** ^{LR*} – Schools need to adopt a crisis management policy to address potential violent crisis situations.
(*MN Statute 121A.035 – Crisis Management Policy)
<https://www.revisor.mn.gov/statutes/cite/121A.035>
- **School Safety Drills** ^{LR*} – The statute defined minimum is 5 fire drills, 5 lockdown drills and 1 tornado drill annually. Records of their occurrence need to be maintained and available for review by the onsite team.
(*MN Statute 121A.037 – School Safety Drills)
<https://www.revisor.mn.gov/statutes/cite/121A.037>
- **Emergency Preparedness and Response Training** – The team will seek to learn of the school readiness for responding to an emergency situation that may include evacuation of the building.
(*MN DPS: Homeland Security and Emergency Management Division – School Safety Division)
<https://dps.mn.gov/divisions/hsem/mn-school-safety-center>
- **Fire Regulations** ^{LR*} – The MN Uniform Fire Code is very detailed. Contact your local fire marshall/chief to determine if your school is meeting all essential codes to support safety. The team will look evidence of this communication.
(*As defined by MN Uniform Fire Codes)
<https://dps.mn.gov/divisions/sfm/fire-code/Pages/Fire-Code-Homepage.aspx>
- **School Bus Safety (if applicable)** ^{LR*} – The team will seek evidence that bus safety is held annually if your students are transported by bus.
(*MN Statute 123B.90 – School Bus Safety Training)
<https://www.revisor.mn.gov/statutes/cite=123B.90>

3.07 SUPPORTING HEALTH REQUIREMENTS: The school has written policies and/or procedures that meet local, state and federal health requirements.

- **Administration of Medication** ^{LR*} – The team will seek to find policies in place and evidence of compliance on file. The goal of the Minnesota Guidelines for Medication Administration in Schools is to increase the safe and efficacious administration of medications to students in schools by providing crucial information.
(MDH Minnesota Guidelines for Medication Administration in Schools)
<https://www.health.state.mn.us/docs/people/childrenyouth/schoolhealth/medadmin.pdf>
- **First Aid, Head Trauma and CPR Training** ^{LR*} – (if applicable) The team will seek to find that appropriate school employees (physical education, preschool and special ed teachers) have received First Aid and CPR training.
(*MN Statute 245A.30)
<https://www.revisor.mn.gov/statutes/cite/245A.40>
- **Immunization Requirements** ^{LR*} – The team will seek to find policies in place and evidence of compliance on file.
(*MN Statute 121A.15 – Immunizations: School Children)
<https://www.revisor.mn.gov/statutes/?id=121A.15>

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- *Preventing and Responding to Allergies* ^{LR*} – The team will seek to find evidence that the school possesses epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector and policies and procedures are in place.
(*MN Statute 121A.2207 – Life-threatening Allergies in Schools)
<https://www.revisor.mn.gov/statutes/cite/121A.2207>
 - *Wellness and Food Preparation and Service (if applicable)* – The team will look for MDH inspections reports and the school’s responses. An audit is required every five years for schools participating in the federal free and reduced lunch programs.
(*As defined by the MN Department of Health – Food Safety Division)
<http://www.health.state.mn.us/foodsafety/>
- 5.06 CRIMINAL BACKGROUND CHECKS:** ^{LR*} The school requires criminal history background checks on individuals who are employed in the school. (***MN Statute 123B.03 and 122A.18 – Background Check**)
- *Criminal Background Check* – The team will seek to find background checks completed for each employee. If original copies are not maintained in the school, the team will need evidence from the school’s hiring authority that they have been completed and approved.
(*MN Statute 123B.03 – Background Check; MN Statute 122A.18)
<https://www.revisor.mn.gov/statutes/cite/123B.03>
<https://www.revisor.mn.gov/statutes/cite/122A.18>
- 5.12 PERSONNEL RECORDS:** ^{LR*} The school maintains accurate and confidential personnel records and credentials as required by law and as necessary for its effective operations.
- *Personnel Records* – The team will seek to find confidential personnel records that include W4, I-9 immigration forms, criminal background checks, written evaluation and performance appraisals, job description, signed code of ethics, and emergency contact information. These records may be held in different offices. Schools need to have policy in place permitting employees to review their records as outline in statute.
(*MN Statute 181.961 – Review of Personnel Record by Employee)
<https://www.revisor.mn.gov/statutes/cite/181.961>
- 6.09 EMPLOYEE RELATIONS:** The school has published current policies and procedures related to employment.
- *Employment Laws and Regulations* ^{LR*} – Employees are entitled to know their rights while at work. The laws and regulations are covered in a school’s mandatory workplace poster. The link below will lead you to a free poster.
(*As defined by MN Dept. of Employment & Economic Development and the MN Attorney General)
<https://www.dli.mn.gov/about-department/workplace-posters>
<https://www.ag.state.mn.us/Brochures/pubCommonEmploymentIssues.pdf>

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- *Reporting Maltreatment of Minors* ^{LR*} – By public policy, Minnesota protects children whose health or welfare may be jeopardized through physical abuse, neglect, or sexual abuse. Schools are required to report incidences related to child safety or ongoing abuse or neglect. MNSAA will seek to find related policies and practices.
(*MN Statute 626.566 – Reporting Maltreatment of Minors)
<https://www.revisor.mn.gov/statutes/cite/626.556>
- *Right to Know & Biohazard Training* ^{LR*} – The team will seek evidence this training is provided annually as required by employers.
(*MN Statute 182.6555; as defined by MN Occupational Safety & Health Act)
<https://www.revisor.mn.gov/statutes/cite/182.6555>

6.12 STUDENT RECORDS: ^{LR*} The school maintains student records necessary for the operation of a quality educational program and provides appropriate access to parents/guardians.

- *Access to Student Records* – School parents are entitled to review student records. See the link below for more information, particularly in Subpart B. The team will seek to find policies that advise parents of their rights.
(*As defined by Family Educational Rights & Privacy Act)
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Evidence of Compliance: ^{LR*} The school has documents that demonstrate what the school is doing to address legal, health and safety requirements that guide day-to-day practice and to show what the school is doing to address known health and safety issues and those that the school should be aware of or reasonably should know or should have known about.

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