



TESFA INTERNATIONAL SCHOOL

Global Minds with Minnesota Hearts

TESFA INTERNATIONAL SCHOOL BOARD PACKET

6:00 p.m. January 6, 2015

Meeting Location: Global Academy, 4065 Old Central Ave, Columbia Heights, MN 55421

1. Call to order
2. Approve Agenda*
3. Board Membership
4. Review Draft of Minutes from December 2, 2014*
5. Financial Report
 - A. December 2014 monthly financial report*
 - B. Personnel Recommendation*
 - I. Hiring Procedure
 - II. Assistant Director
 - III. Job Descriptions
6. Director Update *
7. VOA authorizer input/update
8. Approval of New Policies *
 - A. PROTECTION AND PRIVACY OF PUPIL RECORDS (515)**
 - B. STUDENT MEDICATION (516)**
 - C. STUDENT DISABILITY NONDISCRIMINATION (521)**
 - D. STUDENT SEX NONDISCRIMINATION (522)**
 - E. INTERNET ACCEPTABLE USE AND SAFETY POLICY (524)**
9. Public Comments
10. Adjournment

*Indicates additional written materials to be distributed at the board meeting.

Mission

Tesfa International School is committed to providing an equitable and empowering education for all. Our scholars will engage in a transdisciplinary curriculum supported by conceptual and inquiry based learning. Side-by-side with dedicated educators, scholars will develop the knowledge, skills, and characteristics necessary for active citizenship throughout the world.

BOARD MEETING MINUTES-Draft

December 2, 2014: 6:00 PM

Location of Meeting: Global Academy

Call to order: The Board Chair, Tanya Heifort, called to order the meeting at 6:02 PM on December 2, 2014

Board Members/Director Present or Absent:

Name, Position & Role	Present/Absent
Tanya Heifort (Board Chair)	Present
Becky Magnuson (Director & ExOfficio)	Present
Helen Fisk (Board Treasurer)	Present
Julian Stanke (Board Secretary)	Present
Emily Schmidt	Present
Midi Hansen	Present
Emily Snodgrass	Absent

Guests and Community Members Present:

Name, Position & Role	Name Position/Role
Lauren Ryan (Charter School Specialist)	Present
Dylan Donnelley (Community Member)	Present

Tesfa International School

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Vision: Our students will be prepared for a successful transition to the most rigorous and challenging middle school programs. Through their experience at Tesfa, students will be held to the highest of standards both academically and socially, to prepare the students for college and careers, as well as with the leadership skills required of active and productive citizens in the 21st century. Through access and equity, students will follow a pathway to success for them and their communities.

AGENDA and MINUTES

Subject	December 2, 2014 Agenda						
Motion	Motion to approve the agenda for 12/2/14.						
Made by	Helen			Seconded	Emily Schmidt		
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	November 4, 2014 Minutes						
Motion	Motion to approve the minutes from the 11/4/2014.						
Made by	Helen Fisk			Seconded		Emily Schmidt	
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously						

FINANCIAL REPORT

Subject	Financial Report						
Motion	Motion to accept the financial report as presented.						
Made by	Midi Hansen			Seconded		Julian Stanke	
Discussion	\$1,802.78 has been spent thus far on marketing and start up costs for Tesfa International School.						
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously						

PERSONEL RECOMMENDATIONS

Subject	Rebecca Magnuson as School Director						
Motion	Motion to approve the hiring of Rebecca Magnuson as the director of Tesfa International School.						
Made by	Helen Fisk			Seconded		Emily Schmidt	
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	School Director Ex-Oficio Board Member – Agenda Item						
Motion	Motion to amend agenda to make the school director an ExOfficio member of the Tesfa school board.						
Made by	Helen Fisk			Seconded		Midi Hansen	
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Assistant Director Job Description Position						
Motion	Motion to approve the position as presented with the amendment of the Assistant Director reporting to the Director.						
Made by	Midi Hansen		Seconded		Julian Stanke		
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Hiring of Assistant Director						
Motion	Motion for the board to authorize Becky Magnuson (director) to hire the Assistant Director.						
Made by	Helen Fisk			Seconded		Julian Stanke	
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously						

AUTHORIZER INPUT

Subject	None
Discussion	No authorizer representative present

POLICY UPDATES

Subject	Policies 501,502, 504, 506, 514, and 591						
Motion	Motion to approve policies 501, 502, 504, 506, 514, 591 with amendment of replacing the word “principal” and “superintendent” with “school director”.						
Made by	Helen Fisk		Seconded		Julian Stanke		
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously						

OLD BUSINESS

Subject	Insurance Update – Becky Magnuson
Discussion	Becky is in the process of exploring insurance on behalf of Tesfa International School.

NEW BUSINESS

Subject	Signing of the Building Lease						
Motion	Motion to approve school director to sign the lease regarding 1745 University Avenue.						
Made by	Midi Hansen		Seconded		Helen Fisk		
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously						

Subject	Charter School Partners as Tesfa Fiscal Agents						
Motion	Motion to amend the agenda to authorize Charter School Partners as the fiscal agent for Tesfa International School for the sole purpose of accepting contributions.						
Made by	Helen Fisk			Seconded		Julian Stanke	
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously						

CHARTER SCHOOL SPECIALIST UPDATE

Subject	Charter School Specialist Update – Lauren Ryan and Becky Magnuson					
Discussion	<ul style="list-style-type: none">Tesfa was present at Ethiopian general assembly, and had very positive feedback and communication with the community.Becky and Laurn are currently researching food vendors, curriculum, meeting with potential donors, and working on handbooks (staff, student, parent/family, etc.).Next steps for Tesfa include the active recruitment of teachers and students.					

PUBLIC COMMENTS

Subject	
Discussion	

ADJOURNMENT

Motion	Motion to adjourn the meeting at 7:02pm.						
Made by	Emily Schmidt			Seconded		Midi Hansen	
Discussion							
Vote		Yea	5	Nay	0	Abstain	0
Decision	Motion passed unanimously						



TESFA INTERNATIONAL SCHOOL
Global Minds with Minnesota Hearts

CODE	SCHOOL SUPPORT SERVICES	Budget	Balance 12/1/14	Monthly Deductions 11-14	Remaining Balance
300	Contracted	9,000	7,938.36	0	7,938.36
	Accounting	6,000			
	Copy Services	2,000			
	Filing Fees	1,000			
320	Communication Services	3,000	2,842.84	0	2,842.84
	Website/phone	3,000			
329	Postage	1,000	836.09	0	836.09
401	Non Instructional Supplies	11,000	10,629.92	0	10,629.92
	Office Supplies	9,000			
	Paper	2,000			
401	Equipment	4,000	3,950.01	0	3,950.01
	Fire Kings	3,000			
	Furniture	1,000			
300	Technology	2,000	2,000.00	0	2,000.00
	Printer	2,000			
	REGULAR INSTRUCTION				
305	Contracted	3,000	3,000.00	0	3,000.00
	ENVoY	3,000			
530	Equipment	35,000	35,000.00	0	35,000.00
	Classroom furniture	35,000			
555	Technology	90,000	90,000.00	0	90,000.00
	Interactive White Boards	40,000			
	Student Computers	35,000			
	Teacher Computers	15,000			
	SITE AND BUILDING				
530	Equipment	10,000	10,000.00	0	10,000.00
	Kitchen	10,000			
	PAYROLL				
110	Salaries/Benefits	82,000	82,000.00	0	82,000.00
	Total	250,000	248,197.22	0	248,197.22

TESFA INTERNATIONAL SCHOOL HIRING PROCESS PROCEDURE

I. PURPOSE

The purpose of this policy is to provide a fair and open hiring policy to ensure equal employment opportunity for all applicants for Tesfa International School employment.

II. GENERAL STATEMENT OF PROCEDURE

- A. Tesfa International School is an Equal Opportunity Employer and does not discriminate among applicants on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability, or veteran status.
- B. All Tesfa International School employees with comply with the Equal Employment Opportunity Policy (401).
- C. Any person having any questions regarding this procedure should discuss it with the school director.

III. PROCEDURE

Tesfa International School will thoroughly document the recruitment process to comply with hiring guidelines and employment laws and ensure a bias-free selection.

A. Goals

The goals in recruitment for employment at Tesfa International School are to:

- Identify the talent needed to perform the job
- Attract the best qualified candidates for the position
- Meet Tesfa International School's equal employment opportunity policy

B. Process

- School board approves job description
- Job is posted on multiple platforms, such as:
 - EdPost
 - Newspapers
 - MACS
 - TFA alumni websites/publications
- Job is posted for at least two weeks
- Applicants screened based on requirements
- Interviews are conducted by School Director and **committee, as needed**
- Selected candidate(s) recommended to school board for approval
- Background check conducted
- Salary and benefit package determined

C. Compliance

Federal law requires all employers to maintain records of the following information:

- The position description
- A list of all the candidates interviewed for a position
- The reason for the decision to hire or not hire each applicant



Tesfa International School
Hiring and Posting Documentation

Position Posted _____ Duration of Posting _____

Date Position Posted _____ Posted by _____

Location of Posting _____

Date Position Closed _____ Number of Applicants _____

Number of Applicants Meeting Requirements and Qualifications _____

Number Interviewed _____

Date(s) of Interviews _____

Candidate(s) Selected _____

Date Reference Checks Completed _____

Date Offered Position _____

Offer Accepted Yes No

Date Recommended to School Board _____



**TESFA INTERNATIONAL SCHOOL
 JOB CANDIDATE CHECKLIST**

Classroom Teacher Applicants	Requirements							Preferred Experiences			
Candidate	MN K-6 or 1-6 License	Degrees Held	Experience	Exhibits a growth mindset	Excellent written and verbal communication skills	Familiarity with educational technology	Ability to work with diverse populations	IB Experience	Second language	ESL Experience	2 years in high need school with results

Office Manager Applicants	Requirements							Preferred		
Candidate	Excellent communications and interpersonal skills	High school diploma or GED	Ability to use excellent judgment in decision making	Commitment to the potential of ALL learners, oneself, and the school	Flexible, detail oriented, desire to work in entrepreneurial setting	Computer skills: Microsoft Office products, emails, Internet	1-2 years office experience, preferably in urban school setting	Fluent in at least one other language (Somali, Spanish, Arabic)	Experience developing systems to increase effectiveness and efficiency of a growing organization	



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Personnel Recommendation

January 6, 2015

The following personnel items are recommended for approval at the January 6, 2015 school board meeting:

Licensed Staff Employment

Lauren Ryan- 1.0 F.T.E. Assistant Director @ \$18,000 plus benefits effective January 26, 2015 through June 30, 2015.

Request for Positions

1.0 F.T.E. Classroom Teachers Kindergarten through Grade 6 effective August 3, 2015 through June 30, 2016

1.0 F.T.E. Office Manager effective July 1, 2015 through June 30, 2016

About Tesfa International School: Tesfa International School is designed to close the achievement gap between low-income students and their middle-class and affluent peers through establishing a high standards K-6 charter school in St. Paul, Minnesota. Tesfa plans to open in August 2015 and initially serve 220 students in grades K-6, expanding to a full enrollment of close to 300 students in grades K-6 by 2018. Tesfa International School will serve the Midway area of St. Paul, a community in which a majority of low-income children are currently performing well below grade level proficiency. Tesfa International School will engage in a new model of charter school start-up by working in partnership with Global Academy, a high-performing, high-poverty charter school in Columbia Heights from start-up through operational years; Tesfa's academic program and school culture systems are modeled after the highly successful ones in place at Global Academy.

Mission: Tesfa International School is committed to providing an equitable and empowering education for all. Our scholars will engage in a transdisciplinary curriculum supported by conceptual and inquiry based learning. Side-by-side with dedicated educators, scholars will develop the knowledge, skills, and characteristics necessary for active citizenship throughout the world.

Vision: Our students will be prepared for a successful transition to the most rigorous and challenging middle school programs. Through their experience at Tesfa, students will be held to the highest of standards both academically and socially, to prepare the students for college and careers, as well as with the leadership skills required of active and productive citizens in the 21st century. Through access and equity, students will follow a pathway to success for themselves and their communities.

Job Responsibilities:

- Articulate the mission and vision of Tesfa International School to students, parents, and the greater community
- Create a classroom environment in which every child can succeed and which establishes high academic and behavior standards
- Demonstrate high proficiency and expertise in content areas
- Create effective lesson plans and instructional materials
- Differentiate instruction to meet the needs of all students
- Teach all approved curricula
- Implement and support the School Wide Positive Behavior System established by the school
- Assess the progress of each student
- Use standardized test data to make instructional decisions
- Prepare and maintain appropriate records and progress reports
- Communicate with parents during the school day and outside the normal classroom hours as required
- Identify student needs and make appropriate referrals for students services
- Help to promote and maintain a professional environment
- Direct paraprofessionals and volunteers as necessary
- Demonstrate the attributes of a life long learner
- Participate successfully in the faculty professional development and evaluation system
- Perform other duties as may be reasonably assigned by the administration

Required Experience Prerequisites:

- Must be licensed (or eligible to be licensed) to teach by the State of Minnesota: K-6 or 1-6 license preferred
- Excellent verbal and written communication skills
- Familiarity with educational technology
- Ability to work with diverse student populations
- Exhibit a growth mindset

Preferred Experience:

- A minimum of 2 years teaching in a high-need school with demonstrated record of achieving results
- Experience working with ESL population and students with special needs.
- Knowledge of or experience with the International Baccalaureate Primary Years Program

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

Compensation:

Tesfa International School offers competitive salaries and benefits for its teaching faculty.

To Apply:

Interested candidates should submit the following:

- Cover letter
- Resume
- 3 letters of recommendation
- College transcripts
- Copy of teaching license
- 20 minute video showing the candidate teaching

Submit to: becky.magnuson@tesfainternationalschool.org

or

Mail to Tesfa International School:

Becky Magnuson, Director

4065 Central Ave. NE

Columbia Heights, MN 55421

Applications due: Position open until filled

Position begins: August 3, 2015

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Job Responsibilities:

- Articulate the mission and vision of Tesfa International School to students, parents, and the greater community
- Create a welcoming, calm, supportive, helpful atmosphere for parents, visitors, vendors, students and staff
- Maintain building security
- Maintain student record files
- Immunization records
- Field Trip Arrangements
- Implement emergency procedures as necessary
- Coordinate and facilitate communication to the school community
- Coordinate vendor services
- Work with school custodians to maintain cleaning supplies
- Provide basic first aid
- Admissions database
- Maintain copies of enrollment packets
- Generate daily student attendance report
- Attendance phone calls
- Uniforms
- Manage students who come to the office
- Housekeeping of main office and lobby
- Maintain copies of office documents – maps, fax forms etc.

- Assist with bus system
- Communicate with custodians regarding cleaning issues
- Comply with school wide behavior systems/ENVoY for students
- Provide secretarial support to the director and assistant director as needed
- Other duties as the director or assistant director may assign

Required Experience Prerequisites:

- Excellent communication and interpersonal skills
- Flexible yet detail-oriented with a desire to work in an entrepreneurial setting
- Demonstrated ability to exercise excellent judgment in decision making
- Unyielding commitment to and passion for the potential, learning and development of ALL learners, oneself, and the organization
- High school diploma or GED
- Computer skills: Microsoft Office products, email, Internet
- 1-2 years previous office experience, preferably in an urban school setting
- Exhibit a growth mindset

Preferred Experience:

- Fluent in at least one other language (specifically Somali, Spanish or Arabic)
- Experience developing systems and processes to increase the effectiveness and efficiency of a growing organization/work setting
- Experience working with the International Baccalaureate Primary Years Program
- Experience working with ESL population and students with special needs.

Physical Requirements

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Compensation

Tesfa International School offers competitive salaries and benefits for its full time staff members.

To Apply:

Interested candidates should submit the following:

- Cover letter
- Resume
- 3 letters of recommendation
- College transcripts (if applicable)

Submit to: becky.magnuson@tesfainternationalschool.org

or

Mail to Tesfa International School:

Becky Magnuson, Director
4065 Central Ave. NE
Columbia Heights, MN, 55421

Applications due: Position open until filled

Position begins: July 6, 2015

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Job Responsibilities:

- Articulate the mission and vision of Tesfa International School to students, parents, and the greater community.
- Create a classroom environment in which every child can succeed and which established high academic and behavior standards
- Teach spoken and written in (_____)
- Follow Minnesota school law as it pertains to teaching
- Motivate each student to develop his/her full potential
- Create a positive rapport with students and parents
- Demonstrate high proficiency and expertise in content areas
- Create effective lesson plans and instructional materials
- Differentiate instruction to meet the needs of all students
- Provide individualized and small group instruction as needed
- Teach all approved curricula
- Translate lesson plans into developmentally appropriate learning experiences
- Maintain a safe classroom environment
- Implement and support the School Wide Positive Behavior System established by the school
- Assess the progress of each student
- Prepare and maintain appropriate records and progress reports
- Communicate with parents during the school day and outside the normal classroom days as required

- Identify student needs and make appropriate referrals for students services
- Collaborate with the Family Support Team to write IEPs
- Help to promote and maintain a professional environment
- Supervise and direct paraprofessionals and volunteers as necessary
- Be supportive and collaborative with colleagues and administrators
- Demonstrate the attributes of a life long learner
- Stay current with best teaching practices
- Successfully participate in the faculty professional development and evaluation system
- Perform other duties as may be reasonably assigned by the administration

Required Experience Prerequisites:

- Licensed (or eligible to be licensed) to teach by the State of Minnesota
- Excellent verbal and written communication skills in (_____)
- Proficient in educational technology
- Ability to work with diverse student populations
- Exhibit a growth mindset

Preferred Experience:

- Native (____) speaker
- Elementary teaching experience
- Experience working with the International Baccalaureate Primary Years Program
- Experience working with ESL population and students with special needs.

Physical Requirements

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To Apply:

Interested candidates should submit the following:

- Cover letter
- Resume
- College transcripts
- Licensed teachers who apply should also send a copy of their license.
- 3 letters of recommendation

Submit to: becky.magnuson@tesfainternationalschool.org

or

Mail to Tesfa International School:

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Director Update- January 6, 2015

- I. CSP Grant Award
 - a. Tesfa International School has been awarded a CSP grant of \$225,000 pending negotiations submitted by January 9, 2015 as requested by MDE
 - b. Becky Magnuson, Director will be named Program Coordinator for the grant
- II. School Handbooks
 - a. Social Curriculum handbook for teacher recruitment- see attachment
- III. Finances
 - a. Accounting Services by Mohamed Egeh with BMO, Inc from January 2015-June30, 2015 for \$1000.00 per month for a total of 6 months= \$6,000.00
 - b. Workers Comp Insurance effective January 1, 2015 through Bearence Management Group
 - c. Health Insurance Coverage search in process
- IV. Charter Number Assignment
 - a. All needed documents have been revised and received by MDE. We are awaiting number assignment by MDE

TESFA INTERNATIONAL SCHOOL
PROTECTION AND PRIVACY OF PUPIL RECORDS (515)

I. PURPOSE

Tesfa International School 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 Tesfa International School, 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 Tesfa International School, 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 Tesfa International School, 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 Tesfa International School.

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.

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 Tesfa International School or by a party acting for Tesfa International School.
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 Tesfa International School, provided education records maintained by Tesfa International School 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 Tesfa International School 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 Tesfa International School 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 Tesfa International School.
- e. Records that only contain information about an individual after he or she is no longer a student at Tesfa International School 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. Tesfa International School 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 Tesfa International School 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 the school’s director.

M. Student

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

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.

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 Tesfa International School 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 Tesfa International School, 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 Tesfa International School 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

Tesfa International School 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. Tesfa International School 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, Tesfa International School 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, Tesfa International School 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 Tesfa International School 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

Tesfa International School 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 Tesfa International School whom Tesfa International School determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom Tesfa International School has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which Tesfa International School would otherwise use employees;
 - b. is under the direct control of Tesfa International School 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 7165 of the federal No Child Left Behind 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, Tesfa International School 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 Tesfa International School 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, Tesfa International School 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 Tesfa International School 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 Tesfa International School to whom information is disclosed violates this provision, Tesfa International School 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 Tesfa International School 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 Tesfa International School 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 Tesfa International School to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against Tesfa International School, Tesfa International School may disclose to the court, without a court order or subpoena, the student’s education records that are relevant for Tesfa International School 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, Tesfa International School 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 Tesfa International School 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 Tesfa International School 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 School Director 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 School Director 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 the School Director under Minn. Stat. § 260B.171, Subd. 3. The School Director must notify the counselor immediately and must place the disposition order in the student's permanent education record. The School Director also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the School Director 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 Director may also notify other Tesfa International School employees, substitutes, and volunteers who are in direct contact with the student if the School Director 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 School Director 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 School Director where the student attends if it is information from a peace officer's record of children received by a School Director under Minn. Stat. § 260B.171, Subd. 5. The School Director must place the information in the student's

education record. The School Director also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the School Director 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 Director may also notify other Tesfa International School employees, substitutes, and volunteers who are in direct contact with the student if the School Director 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 School Director 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 School Director 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 School Director 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), 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

Tesfa International School 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, Tesfa International School 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,” Tesfa International School may release records that only contain information about an individual obtained after he or she is no longer a student at Tesfa International School and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus Tesfa International School).

C. Present Students and Parents

Tesfa International School 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 Tesfa International School 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 Tesfa International School has designated as directory information;

- b. the parent's or eligible student's right to refuse to let Tesfa International School 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 Tesfa International School 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 Tesfa International School 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 Tesfa International School from disclosing or requiring the student to disclose the student's name, ID, Tesfa International School e-mail address in a class in which the student is enrolled; or
 - b. prevent Tesfa International School 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 Tesfa International School as directory information.
- 4. Tesfa International School 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. Tesfa International School 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. Tesfa International School 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 Tesfa International School 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 Tesfa International School. 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 Tesfa International School 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. Tesfa International School may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if Tesfa International School 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 Tesfa International School
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 Tesfa International School students, Tesfa International

School 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 Tesfa International School, or by the chief attorney for Tesfa International School, not to pursue the civil legal action. However, such investigation may subsequently become active if Tesfa International School 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 Tesfa International School 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 Tesfa International School records pertaining to the student, including any tests or reports upon which the action proposed by Tesfa International School may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 121A.40, *et seq.*

XI. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, Tesfa International School 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 Tesfa International School 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 Tesfa International School provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. Tesfa International School 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, Tesfa International School 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 Tesfa International School.

D. Notification

Tesfa International School 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 Tesfa International School improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, Tesfa International School may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XII. 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 School Director 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 School Director 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 Tesfa International School. 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 School Director 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 Tesfa International School 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 Tesfa International School;
 - 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 Tesfa International School disclosed information from an education record. Tesfa International School 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 Tesfa International School.
5. Tesfa International School 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 Tesfa International School disclosed the information.

6. The record of requests and disclosures shall be maintained with the education records of the student as long as Tesfa International School maintains the student's education records.

XIII. 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

Tesfa International School 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 Tesfa International School 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

Tesfa International School 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 Tesfa International School 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, Tesfa International School 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 Tesfa International School 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, Tesfa International School 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

Tesfa International School may presume that either parent of the student has authority to inspect or review the education records of a student unless Tesfa International School 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. Tesfa International School 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, Tesfa International School 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 Tesfa International School 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.

XIV. 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 Tesfa International School 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 Tesfa International School to make. The request shall be signed and dated by the requestor.
2. Tesfa International School 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 Tesfa International School 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 Tesfa International School refuses to amend the education records of a student, Tesfa International School, 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, Tesfa International School 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, Tesfa International School 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 Tesfa International School, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by Tesfa International School as part of the education records of the student so long as the record or contested portion thereof is

maintained by Tesfa International School; and

- b. if the education records of the student or the contested portion thereof is disclosed by Tesfa International School 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 Tesfa International School 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 Tesfa International School 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. Tesfa International School 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.

XV. 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 Tesfa International School's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVI. 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.

XVII. 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. Tesfa International School may not require such a waiver.

XVIII. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

Tesfa International School 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 Tesfa International School 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 Tesfa International School has determined to have legitimate educational interests; and
6. That Tesfa International School 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

Tesfa International School 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

Tesfa International School shall provide for the need to effectively notify parents or eligible students identified as disabled.

XIX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by Tesfa International School shall be controlled by state and federal law.

XX. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students on the school's website or at the school's office.

Adopted:

Revised:

TESFA INTERNATIONAL SCHOOL
STUDENT MEDICATION (516)

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

Tesfa International School acknowledges that some students may require prescribed drugs or medication during the school day. Tesfa International School's licensed school nurse, trained office staff, director or assistant director will administer prescribed medications in accordance with law and Tesfa International School procedures.

III. REQUIREMENTS

- A. The administration of prescription or non-prescription medication or drugs at school requires a written request by a doctor.
- B. The school's medication form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication or non-prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. School staff will not administer homeopathic or non-traditional medicines, including herbal remedies and dietary supplements. All medications administered by school staff must be FDA approved and listed in the Physicians' Desk Reference (PDR). (Parents may come to school and administer these supplements to their student).
- E. The school nurse, office manager or administration may request to receive further information about the prescription, if needed, prior to administration of the substance.

- F. Prescription medications are not to be carried by the student, but will be left with the appropriate Tesfa International School personnel in the main office. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between Tesfa International School and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the school's medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the administration and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by Tesfa International School under Minn. Stat. § 121A.21). Tesfa International School administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;

4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. Tesfa International School has received a written authorization from the pupil's doctor and parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student

The parent must submit written authorization from a doctor and parent for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If Tesfa International School employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or

- c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
-
- 7. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed nonsyringe injectors of epinephrine auto-injectors that enables the student to:
 - 1. possess nonsyringe injectors of epinephrine auto-injectors; or
 - 2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to nonsyringe injectors of epinephrine autoinjectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering nonsyringe injectors of epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's §504 plan.

- K. Tesfa International School may obtain and possess 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. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine. Tesfa International School may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fairmarket, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

Adopted:

Revised:

TESFA INTERNATIONAL SCHOOL
STUDENT DISABILITY NONDISCRIMINATION (521)

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students are protected from discrimination on the basis of a disability.
- B. It is the responsibility of Tesfa International School to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
 - 2. has a record of such impairment; or
 - 3. is regarded as having such impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions, comments, or complaints should contact the director of the school regarding grievances or hearing requests regarding disability issues. This person is Tesfa International School's ADA/504 Coordinator.

Adopted:

Reviewed:

TESFA INTERNATIONAL SCHOOL
STUDENT SEX NONDISCRIMINATION (522)

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. Tesfa International School provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by Tesfa International School on the basis of sex.
- B. It is the responsibility of every Tesfa International School employee to comply with this policy.
- C. The school board hereby designates the Director as its Title IX coordinator. This employee coordinates Tesfa International School's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the Director.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other Tesfa International School personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination

toward a student should report the alleged acts immediately to an appropriate Tesfa International School official designated by this policy or may file a grievance. Tesfa International School encourages the reporting party or complainant to use the report form available from the School Director of each building or available from the Tesfa International School office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to the Director.

- B. The Director is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult Tesfa International School personnel who receives a report of unlawful sex discrimination toward a student shall inform the Director immediately.
- C. If the report was given verbally, the Director shall personally reduce it to written form within 24 hours. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the Director. If the complaint involves the Director, the complaint shall be made or filed directly with the school board chair by the reporting party or complainant.
- D. The school board hereby designates the Director as the Tesfa International School human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the board chair.
- E. Tesfa International School shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Tesfa International School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Tesfa International School's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of Tesfa International School, the Director, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by Tesfa International School officials or by a third party designated by Tesfa International School.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, Tesfa International School should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, Tesfa International School may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The Director shall make a written report to the board chair upon completion of the investigation. If the complaint involves the Director, the report may be filed directly with the school board chair. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. Tesfa International School ACTION

- A. Upon conclusion of the investigation and receipt of a report, Tesfa International School will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Tesfa International School action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law

and Tesfa International School policies.

- B. The result of Tesfa International School's investigation of each complaint filed under these procedures will be reported in writing to the complainant by Tesfa International School in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

Tesfa International School will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. Tesfa International School shall review this policy and Tesfa International School's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Adopted:

Reviewed:

TESFA INTERNATIONAL SCHOOL
INTERNET ACCEPTABLE USE AND SAFETY POLICY (524)

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to Tesfa International School computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to Tesfa International School computer system and the Internet, including electronic communications, Tesfa International School considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to Tesfa International School's computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Tesfa International School expects that faculty will blend thoughtful use of Tesfa International School's computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

Tesfa International School is providing students and employees with access to Tesfa International School's computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The Tesfa International School system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the Tesfa International School system to further educational and personal goals consistent with the mission of t Tesfa International School policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the Tesfa International School system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations,

unacceptable use of the Tesfa International School system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate Tesfa International School policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the Tesfa International School system and Internet resources or accounts are considered unacceptable:

1. Users will not use the Tesfa International School system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the Tesfa International School system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the Tesfa International School system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the Tesfa International School system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the Tesfa International School system software, hardware or wiring or take any action to violate Tesfa International School security's system, and will not use the Tesfa International School system in such a way as to disrupt the use of the system by other users.
5. Users will not use the Tesfa International School system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the Tesfa International School system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
7. Users must keep all account information and passwords on file with the designated Tesfa International School official. Users will not attempt to gain unauthorized access to the Tesfa International School system or any other system through the Tesfa International School system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the Tesfa International School system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the Tesfa International School system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the Tesfa International School system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school. Users will not use the Tesfa International School system to offer or provide goods or services or for product advertisement. Users will not use the Tesfa International School system to purchase goods or services for personal use without authorization from the appropriate Tesfa International School official.
- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate Tesfa International School official. In the case of a Tesfa International School employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a Tesfa International School employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, Tesfa International School will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor or other person authorized by the Director may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- D. Tesfa International School will educate students about appropriate online behavior, including interacting with other individuals on social networking website and cyber bullying.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the Tesfa International School computer system and use of the Internet shall be consistent with Tesfa International School policies and the mission of the school.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the Tesfa International School system, the school does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the Tesfa International School system.
- B. Routine maintenance and monitoring of the Tesfa International School system may lead to a discovery that a user has violated this policy, another Tesfa International School policy, or the law.

- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or Tesfa International School policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. Tesfa International School employees should be aware that the school retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, Tesfa International School employees should be aware that data and other materials in files maintained on the Tesfa International School system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. Tesfa International School will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with Tesfa International School policies conducted through the Tesfa International School system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of Tesfa International School.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user and/or the parent/guardian. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

X. LIMITATION ON TESFA INTERNATIONAL SCHOOL LIABILITY

Use of the Tesfa International School system is at the user's own risk. The system is provided on an "as is, as available" basis. Tesfa International School will not be responsible for any damage

users may suffer, including, but not limited to, loss, damage or unavailability of data stored on Tesfa International School diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. Tesfa International School is not responsible for the accuracy or quality of any advice or information obtained through or stored on the Tesfa International School system. Tesfa International School will not be responsible for financial obligations arising through unauthorized use of the Tesfa International School system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the Tesfa International School policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with Tesfa International School policies.
 - 2. Disclaimers limiting Tesfa International School's liability relative to:
 - a. Information stored on Tesfa International School diskettes, hard drives or servers.
 - b. Information retrieved through Tesfa International School computers, networks or online resources.
 - c. Personal property used to access Tesfa International School computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of Tesfa International School resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

4. Notification that, even though Tesfa International School may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate Tesfa International School's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the Tesfa International School system and of the Internet if the student is accessing the Tesfa International School system from home or a remote location.
- B. Parents will be notified that their students will be using Tesfa International School resources/accounts to access the Internet and that Tesfa International School will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.

2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that Tesfa International School's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. Tesfa International School administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. Tesfa International School Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Adopted:

Revised: