

Required Policy Name	Statute / Contract Reference Requirements	Review Timeline
Public Data Access Policy	MN §13.025 Subd. 2 / MN §124E.03 Subd. 5 / Annual CS Assurances "The responsible authority shall prepare a written data access policy and update it no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data."	N/A
Data Subject Rights and Access Policy	MN §13.025 Subd. 3 / MN §124E.03 Subd. 5 / Annual CS Assurances "The responsible authority shall prepare a written policy of the rights of data subjects under section 13.04 and the specific procedures used by the government entity for access by the data subject to public or private data on individuals. The written policy must be updated no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data."	August 1
Sexual, Religious, and Racial Harassment and Violence Policy	MN §121A.03 Subd. 2 / MN §124E.03 Subd. 2(a) "A school board must adopt a written sexual, religious, and racial harassment and sexual, religious, and racial violence policy that conforms with chapter 363A. The policy shall apply to pupils, teachers, administrators, and other school personnel, include reporting procedures, and set forth disciplinary actions that will be taken for violation of the policy."	N/A
Malicious & Sadistic Conduct Policy	MN §121A.0312 "A school board of a district or charter school must adopt a written policy to address malicious and sadistic conduct and sexual exploitation by a district or school staff member, independent contractor, or student enrolled in a public school against a staff member, independent contractor, or student that occurs as described in section 121A.031, subdivision 1, paragraph (a)."	N/A
Crisis Management Policy	MN §121A.035, Subd. 2 "A school board and a charter school must adopt a crisis management policy to address potential violent crisis situations in the district or charter	N/A

	school. [...] The policy must include at least five school lock-down drills, five school fire drills consistent with section 299F.30, and one tornado drill."	
Pledge of Allegiance Policy (Required if the school waives the requirement to recite the pledge)	MN §121A.11 Subd. 3(d) / MN §124E.03 Subd. 2(e) "A local school board or a charter school board of directors that waives the requirement to recite the Pledge of Allegiance under paragraph (a) may adopt a district or school policy regarding the reciting of the Pledge of Allegiance."	Annually
Wellness Policy (Required if participating in the National School Lunch Program)	MN §121A.215 / MN §124E.03 Subd. 2(a) "When available, a school district must post its current local school wellness policy on its Web site."	N/A
Discipline Policies and Procedures	MN §121A.55 / MN §124E.03 Subd. 2(j) / OW Contract Sect. 8.1(e) "Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56."	N/A
Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds	MN §121A.55 / MN §124E.03 Subd. 2(j) "Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have an individualized education program from school grounds."	N/A
Employee and Service Provider Background Check Policy	MN §123B.03 Subd. 1(e) "At the beginning of each school year or when a student enrolls, a school hiring authority must notify parents and guardians about the school hiring authority's policy requiring a criminal history background check on employees and other individuals who provide services to the school, and identify those positions subject to a background check and the extent of the hiring authority's discretion in requiring a background check."	Annually
Student Fees Policy (Required if the school charges fees for textbooks, workbooks, and library books)	MN §123B.37 / MN §124E.03 Subd. 2(c) "...a board may charge fees for textbooks, workbooks, and library books, lost or destroyed by students. The board must annually notify parents or guardians and students about its policy to charge a fee under this paragraph."	Annually

School Meals Policies	MN §124D.111 Subd. 1(a) "Each Minnesota participant in the national school lunch program must adopt and post to its website, or the website of the organization where the meal is served, a school meals policy."	N/A
Concussion Procedures (Required if the school provides school-sponsored youth athletic activities)	MN §124E.03 Subd. 7(c) "A charter school that provides school-sponsored youth athletic activities must comply with section 121A.38 governing policies on concussions."	N/A
Teacher Evaluation Process	MN §124E.03 Subd. 2(h) "A charter school must develop and implement a teacher evaluation and peer review process..."	N/A
WBWF Policy	MN §124E.03 Subd. 2(h)i "A charter school must adopt a policy, plan, budget, and process, consistent with section 120B.11, to review curriculum, instruction, and student achievement and strive for the world's best workforce."	N/A
Bullying Policy	MN §121A.031 Subd. 3(a) / MN §124E.03 Subd. 4(c) "Districts and schools, in consultation with students, parents, and community organizations, to the extent practicable, shall adopt, implement, and, on a cycle consistent with other district policies, review, and revise where appropriate, a written policy to prevent and prohibit student bullying consistent with this section."	N/A
Nepotism Policy	MN §124E.07 Subd. 6 "The board shall adopt a nepotism policy."	N/A
Evaluation policies and practices	MN §124E.07 Subd. 6 "The board shall adopt personnel evaluation policies and practices that, at a minimum...[see statute]."	N/A
Lottery Policy	MN §124E.11(b) "The charter school must develop and publish, including on its website, a lottery policy and process that it must use when accepting pupils by lot."	N/A
Early K/1 Admission Policy (if applicable)	MN §124E.11(d)	N/A

	"...a charter school may establish and publish on its website a policy for admission of selected pupils at an earlier age [than required by statute]..."	
Personnel Policies (Employee / Staff Handbook)	MN §124E.12 Subd. 1 / OW Contract Exhibit P, Operations Evaluation Performance Framework Indicator Area 5.3 "When offering employment to a prospective employee, a charter school must give that employee a written description of the terms and conditions of employment and the school's <u>personnel policies</u> ."	N/A
Group Health Insurance Coverage Policy (Required if the school provides group health insurance coverage)	MN §124E.12 Subd. 5(b) "A charter school board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its website the policy for purchasing group health insurance coverage. A charter school board policy must include a sealed proposal process, which requires all proposals to be opened at the same time."	N/A
Admission Policies and Procedures	MN §124E.10 Subd. 1(a)4 / OW Contract Section 7.4 "The contract must include at least the following: ... a statement of admission policies and procedures;"	N/A
Records Retention Schedule	MN §138.17 Subd. 7 "Public officials shall prepare an inclusive inventory of records in their custody, to which shall be attached a schedule, approved by the head of the governmental unit or agency having custody of the records, establishing a time period for the retention or disposal of each series of records."	N/A
Bylaws	MN §317A.181 / MN §124E.07 Subd. 1 "Board bylaws shall outline the process and procedures for changing the board's governance structure, consistent with chapter 317A."	N/A
Electronic Funds Transfer Policy	MN §471.38 Subd. 3(a) / MN §124E.16 Subd. 1 "The authorization in subdivision 3 extends only to a local government that has enacted all of the following policy controls: (a) the governing body shall annually delegate the authority to make electronic funds transfers to a designated business administrator or chief financial officer or the officer's designee;	Annually

	<p>(b) the disbursing bank shall keep on file a certified copy of the delegation of authority;</p> <p>(c) the initiator of the electronic transfer shall be identified;</p> <p>(d) the initiator shall document the request and obtain an approval from the designated business administrator, or chief financial officer or the officer's designee, before initiating the transfer as required by internal control policies;</p> <p>(e) a written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used in lieu of a check, order check or warrant required to support the transaction;</p> <p>(f) a list of all transactions made by electronic funds transfer shall be submitted to the governing body at its next regular meeting after the transaction."</p>	
Conflict of Interest Policy	<p>Required appendix to IRS Form 1023 (Application for Recognition of Exemption, i.e. 501(c)3 application)</p> <p>Also required for Federal Charter Schools Program (CSP) Grant: "The school's board of directors is responsible for compliance with state and federal (2 CFR 200.112) conflict of interest provisions and must ensure that conflicts of interest, actual, potential or perceived, are avoided at all times."</p>	N/A
Religious Accommodation Policy	<p>Annual Charter School Assurances require a "board-adopted religious accommodation policy that accords equal treatment of and access to all religions."</p>	N/A
Equal Access Policy (Required if the charter school allows religious or other activities on school property during non-instructional time)	<p>Annual Charter School Assurances require a "board-adopted policy allowing equal access to all groups and that such access otherwise complies with MN §124E.06, Subd. 3(c)."</p>	N/A
Dress Code Policy	<p>Annual Charter School Assurances require "a neutral dress code and / or uniform policy that does not promote a particular religion or particular religious customs and that the school does not, through its enforcement of dress code and / or uniform policy, restrict opportunity to participate in school activities."</p>	N/A

Whistleblower Policy	Annual Charter School Assurances require the school follows state data practices law, "including regarding staff ability to report unethical or fraudulent actions of a charter where they work" (i.e. whistleblower).	N/A
Contracting / Purchasing Policy (i.e. Procurement Policy)	Required for Federal Charter Schools Program (CSP) Grant / OW Contract Exhibit P, Financial Evaluation Performance Framework Indicator Area 1.2 "Grantees must follow procurement guidelines when using federal funds to purchase materials, products or services under the CSP: <ol style="list-style-type: none"> 1. Follow a free and open competitive process; 2. Document purchasing activities and decisions; 3. Maintain all records related to procurements; and 4. Follow rules for particular kinds of purchases as noted in the school's procurement policy."	N/A
Credit Card Policy	Federal Charter Schools Program (CSP) Grant / OW Contract Exhibit P, Financial Evaluation Performance Framework Indicator Area 1.2 "If the school plans to use a purchasing card (i.e., credit and/or debit card) to make CSP purchases, the school must provide a copy of its board-approved credit and/or debit card use policy, or combined purchasing card policy. The use of a third party or vendor acting a "pass-through" creditor is unallowable."	N/A
Fair and Open Hiring Practices Policy	Federal Charter Schools Program (CSP) Grant "The grantee must demonstrate that a fair and open hiring process was followed before being reimbursed for staff time charged to the grant."	N/A
Contributions and Fundraising	OW Contract Section 6.13 "The School may solicit and receive contributions and donations as permitted by law. The school shall have an approved policy regarding the acceptance and administration of such gifts."	N/A
Fund Balance Policy	OW Contract Exhibit P, Financial Evaluation Performance Framework Indicator Area 1.2	N/A

Note: These lists were developed from applicable laws, charter assurances, audit requirements, MDE requirements, requirements for participation in federal programs such as the School Nutrition Program and CSP, and the school’s contract with Osprey Wilds. The lists are not exhaustive. Consult with your school’s legal counsel when developing policies.

Required Plan / Report Name	Statute / Contract Reference Requirements	Review Timeline
WBWF Plan	MN §124E.03 Subd. 2(h)i “A charter school must adopt a policy, plan, budget, and process, consistent with section 120B.11, to review curriculum, instruction, and student achievement and strive for the world's best workforce.”	N/A
WBWF Report Summary	MN §120B.11 Subd. 5 / MN §124E.03 Subd. 2(h)i “The school board must transmit an electronic summary of its report to the commissioner in the form and manner the commissioner determines.”	December 15
Annual Report	MN §124E.16 Subd. 2(a) / OW Contract Section 6.14 “A charter school must publish an annual report approved by the board of directors.”	November 1
Local Literacy Plan (Required for schools that serve students in Grades K-3)	MN §120B.12, Subd. 4a “Consistent with this section, a school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals.”	June 15
Assessment Calendar and Testing Rationale	MN §120B.301(c) “A district or charter school must publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.”	At least one week prior to any eligible assessments being administered but no later than October 1
Restrictive Procedures Plan (Required if the school uses restrictive procedures)	MN §125A.0942 Subd. 1 “Schools that intend to use restrictive procedures shall maintain and make publicly accessible in an electronic format on a school or district website or	Annually

	make a paper copy available upon request describing a restrictive procedures plan for children with disabilities.”	
E-Learning Day Plan (Required if the school plans to offer online instruction due to inclement weather)	MN §120A.414 “A school board, including the board of a charter school, may adopt an e-learning day plan after meeting and negotiating with the exclusive representative of the teachers. If a charter school's teachers are not represented by an exclusive representative, the charter school may adopt an e-learning day plan after consulting with its teachers.”	Annually
TSES Manual	OW Contract Exhibit P, Operations Evaluation Performance Framework Indicator Area 1.4	N/A
English Learner Plan of Service	OW Contract Exhibit P, Operations Evaluation Performance Framework Indicator Area 1.5	N/A
Nursing Services and Plan for Dispensing Pharmaceuticals	OW Contract Exhibit P, Operations Evaluation Performance Framework Indicator Area 3.2	N/A
Safe Learning Plan	Required to accept federal ESSER III funds	Annually

Recommended Policies

- Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- Nondiscrimination (student and staff re: all protected classes)
- Whole Grade Acceleration
- Adoption of School Budget and Expenditure Authority (i.e. spending limit without board approval)
- Out-of-State Travel by Board Members
- Expense Reimbursement
- Development, Adoption, and Implementation of Policies (Policy policy)
- Roles & Responsibilities of Board of Directors
- Selection, Recruitment, Obligations, Expectations of Board Members
- Board and Volunteer Background Checks
- Family and Medical Leave and Long-term Leave
- Employee Right to Know – Exposure to Hazardous Substances
- Safe and Acceptable Use of Technology/Internet

- Chemical Use and Abuse
- Drug-Free Workplace/Drug-Free School
- Tobacco-Free Environment
- School Weapons Policy
- Search of Student Lockers, Desks, Personal Possessions, and Student's Person
- Speech and Distribution of Materials
- Transportation