

Princeton Public Schools - ISD 477
Tuesday, May 20, 2014 at 8:05 PM
Regular School Board Meeting
District Office Board Room

OUR VISION
NO BOUNDARIES TO LEARNING

OUR MISSION
TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC & EXTRA-CURRICULAR PROGRAMS

PROCEDURAL ITEMS

Call to Order and Pledge of Allegiance

Roll Call

Citizen Comments

REPORTS

1. Board Members Committee Reports
2. Student Council Report
3. Superintendent Report

APPROVE AGENDA

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES 3

CONSENT AGENDA

The consent agenda consists of non-controversial items that the Board adopts routinely without debate. Any single member may remove an item from consent agenda by requesting removal at the time the consent agenda is moved for adoption. The full text of items approved by consent may be found at the conclusion of the agenda.

1. Personnel 8
2. Bills 9
3. Wire Transfers 19
4. Treasurer's Report 20
5. Gifts 21

INFORMATION

1. Referendum Update

2ND POLICY READINGS

1. #413 Harassment and Violence Prohibition 22
2. #425 Staff Development 44
3. #515 Protection and Privacy of Pupil Records 60

4. #607 Organization of Grade Levels 100

ACTION

1. Staffing 2014-15 102

2. Joint Powers Agreement for Rum River Special Education Cooperative 103

FUTURE MEETINGS: Special Board Meeting - Canvassing the Election Votes
Thursday, May 22, 2014, 4:00 p.m. Location: District Office Board Room

ADDITIONS TO AGENDA

ADJOURN

Call to order and Pledge of Allegiance

The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 6th day of May, at 7:00 p.m. in the District Office Board Room.

Roll Call: Members Present: Craig Johnson, Chuck Nagle, Howard Vaillancourt, Deb Ulm, and Chad Young

Members Absent: Eric Minks, and Jeremy Miller

Others present: Superintendent Julia Espe
Director of Business Services Michelle Czech
Director of Human Resources Brenda Alexander

Citizen Comments: None

Student Council Rep: Melinda Meyer

PRESENTATION OF STUDENT ARTWORK - Presented by the Art Teachers

Early Childhood: Wyatt Pohl, Bella Stueber & Carson Pruet

North: (3rd gr) Jacob Patnode (4th gr) Tayah Falls (5th gr), Bryn McDaniel (5th Gr)

South: (1st gr) Sienna Zimmer

Middle School: (7th Graders): Aurora Schossow

High School: (12th Graders): Samantha Glauvitz and Oksanna Hoese

Winter Season Activities Commendations:

Activities Director, Darin Laabs, presented commendations to the following students: Bailey Carlberg, Gino Fobbe-Fraboni, Samantha Glauvitz, Megan Gourley, Nicholas Johnson, Ryan Kreft, Billy McClay, Tommy Milam, Jack Sinkel, Jake Pramann, Cole Warren.

REPORTS

Deb Ulm:

Chad Young:

Howard Vaillancourt:

Board committee meeting(s) each Board member attended

Facilities Project, Finance, and Agenda planning meeting.

Facilities Project, and the Curriculum meeting.

Facilities Project, and the Curriculum meeting

Student Council Report:

The student council conducted their election for officer roles in 2014-15. Melinda Meyer (11th grade) was selected as the 2014-15 school board student council member. The council is also interviewing for the 2014-15 council members. In addition, the council members are preparing for the Spring Fling which will be held on May 30.

Superintendent Report:

Superintendent Espe reported to the board that our FFA chapter is celebrating success at state as they ranked 11 out of 180

Chapters in the state. The ranking is based on community service, teaching and promoting agriculture, leadership education, and personal development of members. In addition, awards were received for the amount of service hours and agricultural literacy programs.

Superintendent Espe also announced that the first annual DAPE track and field day was a huge success.

Also, reported to the board was that we received our notation of citation of penalty from the MN Department of Labor and Industry, OSHA.

APPROVE AGENDA

Motion made by Craig Johnson, and seconded by Chad Young, to approve the agenda as presented. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES

Motion by Craig Johnson, and seconded by Chad Young, to approve the April 15, 2014 Regular School Board meeting minutes as they are presented. Motion passed unanimously.

CONSENT AGENDA

Motion made by Craig Johnson, and seconded Howard Vaillancourt, to approve the consent agenda items: Personnel, Fundraisers, Wire Transfers, Field Trip Requests, Gifts, and the Call for Milk Bids. Motion passed unanimously.

Policies First Reading: #413 Harassment and Violence, #425 Staff Development, #515 Protection and Privacy of Pupil Records, and #607 Organization of Grade Levels. All policies were approved for the first reading by the Board.

Policies Second Reading: Delete Cell Phone Policy. Move to the procedure manual. *Motion made by Craig Johnson, and seconded by Howard Vaillancourt, to move the Cell Phone Policy to the procedure manual. Motion passed unanimously.*

INFORMATION

Referendum Update

Superintendent Espe provided the board with election items the district's personnel has accomplished since the last board meeting. The complete list is on file in the Superintendent's office at the District Office located at 706 1st St., Princeton, MN.

Teachers On Call

Director of Human Resources Brenda Alexander provided the board with an overview of the Teachers on Call services. It is a service that the district can use for obtaining substitute teachers. The board asked for actual financials to consider, prior to a contract decision.

ACTION

Minnesota State High School League Resolution

Motion was made by Craig Johnson, and seconded by Chad Young, to approve the Minnesota State High School League Resolution. Upon roll call all board members voted in favor of the resolution. Motion

passed unanimously.

Award Food Service Bid

*Motion was made by Craig Johnson, and seconded by Chad Young, **to approve Upper Lakes Food bid.** Upon roll call all members said yes. Motion passed unanimously.*

MEETINGS TO BE SET –

Activities Committee Meeting: May 28, 8:00 a.m. Superintendent Office.

Policy Meeting: June 17, 5:30 p.m. Superintendent's Office.

ADDITIONS TO AGENDA – None

ADJOURN Meeting adjourned at 7:55 pm

Chair Deb Ulm

Recorder: Bridget Sorensen

Clerk Eric Minks

Call to order and Pledge of Allegiance The regular meeting of the School Board of District #477 was called to order by Chair Deb Ulm on the 6th day of May, at 7:00 p.m. in the District Office Board Room.

Members Present: Craig Johnson, Chuck Nagle, Howard Vaillancourt, Deb Ulm, and Chad Young.

Members Absent: Eric Minks, and Jeremy Miller.

Others present: Superintendent Julia Espe, Director of Business Services Michelle Czech, and Director of Human Resources Brenda Alexander.

Student Council Rep: Melinda Meyer

Citizen Comments: None

PRESENTATION OF STUDENT ARTWORK - Presented by the Art Teachers

Early Childhood: Wyatt Pohl, Bella Stueber & Carson Pruetz; North: (3rd gr). Jacob Patnode (4th gr). Tayah Falls (5th gr), Bryn McDaniel (5th Gr); South: (1st gr) Sienna Zimmer; Middle School: (7th Graders): Aurora Schossow; High School: (12th Graders): Samantha Glauvitz and Oksanna Hoese

Winter Season Activities Commendations: Activities Director, Darin Laabs, presented commendations to the following students: Bailey Carlberg, Gino Fobbe-Fraboni, Samantha Glauvitz, Megan Gourley, Nicholas Johnson, Ryan Kreft, Billy McClay, Tommy Milam, Jack Sinkel, Jake Pramann, Cole Warren.

Board committee meeting(s) each Board member attended Deb Ulm: Facilities Project, Finance, and Agenda planning meeting. Chad Young: Facilities Project, and the Curriculum meeting. Howard Vaillancourt: Facilities Project, and the Curriculum meeting

Student Council Report: The student council conducted their election for officer roles in 2014-15. Melinda Meyer (11th grade) was selected as the 2014-15 school board student council member. The council is also interviewing for the 2014-15 council members. In addition, the council members are preparing for the Spring Fling which will be held on May 30.

Superintendent Report: Superintendent Espe reported to the board that our FFA chapter is celebrating success at state as they ranked 11 out of 180 Chapters in the state. The ranking is based on community service, teaching and promoting agriculture, leadership education, and personal development of members. In addition, awards were received for the amount of service hours and agricultural literacy programs. Superintendent Espe also announced that the first annual DAPE track and field day was a huge success. Also, reported to the board was that we received our notation of citation of penalty from the MN Department of Labor and Industry, OSHA.

APPROVE AGENDA Motion made by Craig Johnson, and seconded by Chad Young, to approve the agenda as presented. Motion passed unanimously.

DISCUSS and ACT on PREVIOUS BOARD MEETING MINUTES Motion by Craig Johnson, and seconded by Chad Young, to approve the April 15, 2014 Regular School Board meeting minutes as they are presented. Motion passed unanimously.

CONSENT AGENDA Motion made by Craig Johnson, and seconded Howard Vaillancourt, to approve the consent agenda items: Personnel, Fundraisers, Wire Transfers, Field Trip Requests, Gifts, and the Call for Milk Bids. Motion passed unanimously.

Policies First Reading: #413 Harassment and Violence, #425 Staff Development, #515 Protection and Privacy of Pupil Records, and #607 Organization of Grade Levels. All policies were approved for the first reading by the Board.

Policies Second Reading: Delete Cell Phone Policy. Move to the procedure manual. *Motion made by Craig Johnson, and seconded by Howard Vaillancourt, to move the Cell Phone Policy to the procedure manual. Motion passed unanimously.*

Referendum Update: Superintendent Espe provided the board with election items the district's personnel has accomplished since the last board meeting. The complete list is on file in the Superintendent's office at the District Office located at 706 1st St., Princeton, MN.

Teachers On Call: Director of Human Resources Brenda Alexander provided the board with an overview of the Teachers on Call services. It is a service that the district can use for obtaining substitute teachers. The board asked for actual financials to consider, prior to a contract decision.

ACTION:

Minnesota State High School League Resolution: Motion was made by Craig Johnson, and seconded by Chad Young, to approve the Minnesota State High School League Resolution. Upon roll call all board members voted in favor of the resolution. Motion passed unanimously.

Award Food Service Bid: Motion was made by Craig Johnson, and seconded by Chad Young, to approve Upper Lakes Food bid. Upon roll call all members said yes. Motion passed unanimously.

MEETINGS TO BE SET: Activities Committee Meeting: May 28, 8:00 a.m. Superintendent Office.
Policy Meeting: June 17, 5:30 p.m. Superintendent's Office.

ADDITIONS TO AGENDA: None

ADJOURN: Meeting adjourned at 7:55 pm

Chair Deb Ulm

Recorder: Bridget Sorensen

Clerk Eric Minks

	A	B	C	D	E	F	G
1	May 20, 2014						
2	Name	Status	Job Title	Group	Replacing	Effective Date	Wage
3	Berthiaume, Alissa	New Hire	Speech Language Pathologist	PEA	New Position	8/25/2014	\$25,790.40 (.6 FTE) (MA, step 1)
4	Chapman, Craig	Resignation	Route Drive / Assistant Grounds	CUS	N/A	6/13/2014	N/A
5	Crain, Virginia	LOA	SPED Paraprofessional	ESA	N/A	5/14/14 - EOY	N/A
6	Evans, Linda	Retirement	PAC Manager	N/A	N/A	6/30/2014	N/A
7	Hermanson, Terri	LOA	Cooks Helper - SE	FSV	N/A	5/15/14 - 6/5/14	N/A
8	Hoskins, Kim	Temporary Assignment	Temporary Technology Secretary	N/A	N/A	7/1/14 - 8/15/14	\$17.95/hour
9	Kostanshek, Angelo	Shift Change from T-S to M-F	Custodian - MS	CUS	Kevin Bakker	5/6/2014	N/A
10	Peterson, Michelle	New Hire	ECSE Teacher	PEA	New Position	8/25/2014	\$41,895 (BA, step 12)
11	Ryan, Andrew	Building Change from NE to MS	Custodian - MS	CUS	Angelo Kostanchek	5/6/2014	N/A
12	Ryan, Andrew	Resignation	Custodian - MS	CUS	N/A	5/13/2014	N/A
13	Schmock, Calvin	New Hire	Soccer Coordinator - CE	CE	N/A	4/23/2014 (seasonal position)	per program
14	Sinkel, Mary Jane	New	CE Site Supervisor	CE	New Position	5/5/2014	\$12.02/hour (PEA scale class II, step 1-3)
15	Williams, Julie	New Hire	Director of Teaching and Learning	N/A	Mindy Jezierski	7/1/2014	\$87,000
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							

Princeton Public Schools #477 Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	58228	154842	Check	1	1677	1	CARSON-DELLOSA PUBLISHING	Yes	Yes	No	USD	04/11/2014	80.97
			58238	154843	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	Yes	No	USD	04/15/2014	4,520.39
			58236	154844	Check	1	13965		GURSTEL CHARGO PA	Yes	Yes	No	USD	04/15/2014	391.14
			58237	154845	Check	1	14012		MESSERLI & KRAMER	Yes	Yes	No	USD	04/15/2014	63.46
			58249	154846	Check	1	14198		BAUER LORRY	Yes	Yes	No	USD	04/17/2014	84.00
			58262	154847	Check	1	9606		BUTLER DON	Yes	No	No	USD	04/17/2014	65.00
			58240	154848	Check	1	10584		CARD SERVICES	Yes	Yes	No	USD	04/17/2014	1,632.81
			58251	154849	Check	1	1693		CASH	Yes	Yes	No	USD	04/17/2014	39.32
			58248	154850	Check	1	14197		GRASTO JEFF	Yes	Yes	No	USD	04/17/2014	80.00
			58243	154851	Check	1	11489		HAMANN DAN	Yes	Yes	No	USD	04/17/2014	80.00
			58245	154852	Check	1	12109		HEIFORT TOM	Yes	No	No	USD	04/17/2014	80.00
			58263	154853	Check	1	9654		JARVIS JIM	Yes	Yes	No	USD	04/17/2014	80.00
			58250	154854	Check	1	14199		KOITZCH KENDA	Yes	Yes	No	USD	04/17/2014	125.00
			58241	154855	Check	1	10824		MEDICS TRAINING INCORPORATED	Yes	Yes	No	USD	04/17/2014	550.00
			58246	154856	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	Yes	No	USD	04/17/2014	1,358.47
			58253	154857	Check	1	4404		MINNESOTA TWINS	Yes	Yes	No	USD	04/17/2014	2,120.00
			58252	154858	Check	1	4358	2	MN F.F.A.	Yes	No	No	USD	04/17/2014	165.00
			58254	154859	Check	1	4517		MUSIC THEATRE INTERNATIONAL	Yes	Yes	No	USD	04/17/2014	910.00
			58261	154860	Check	1	7479		OSTROOT RICHARD	Yes	Yes	No	USD	04/17/2014	150.00
			58247	154861	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	Yes	No	USD	04/17/2014	80,227.66
			58256	154862	Check	1	5194		PRINCETON PUBLIC UTILITIES	Yes	Yes	No	USD	04/17/2014	55,893.43
			58255	154863	Check	1	5147		PRINCETON ROTARY CLUB	Yes	No	No	USD	04/17/2014	125.00
			58242	154864	Check	1	10862		PUTNAM MAUREEN	Yes	Yes	No	USD	04/17/2014	130.00
			58257	154865	Check	1	5273	1	REGION 4 FFA	Yes	Yes	No	USD	04/17/2014	42.00
			58260	154866	Check	1	6317		RESERVE ACCOUNT	Yes	Yes	No	USD	04/17/2014	4,000.00
			58239	154868	Check	1	10336		SIMPSON JOHN T	Yes	Yes	No	USD	04/17/2014	65.00
			58244	154869	Check	1	12060		SKEIM MICHELE JO	Yes	No	No	USD	04/17/2014	130.00
			58259	154870	Check	1	6123		THORSBAKKEN JACKIE	Yes	Yes	No	USD	04/17/2014	25.00
			58264	154871	Check	1	1457		BLUE CROSS & BLUE SHIELD /	Yes	Yes	No	USD	04/17/2014	232,131.00
			58265	154872	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	Yes	No	USD	04/17/2014	300.00
			58266	154873	Check	1	5146		PRINCETON POST OFFICE	Yes	Yes	No	USD	04/21/2014	1,967.71
			58267	154874	Check	1	5224	1	RADISSON HOTEL	Yes	Yes	No	USD	04/25/2014	1,744.38
			58269	154875	Check	1	13956		BRYAN MAX	Yes	No	No	USD	04/25/2014	179.20
			58268	154876	Check	1	13955		PASHBY DONALD	Yes	No	No	USD	04/25/2014	179.20
			58274	154877	Check	1	14203		BEST WESTERN BRIDGEVIEW MOTEL	Yes	No	No	USD	04/25/2014	126.56
			58277	154878	Check	1	14206		BRONSON HENRY	Yes	No	No	USD	04/25/2014	80.00
			58270	154879	Check	1	10632	2	CABELA'S	Yes	Yes	No	USD	04/25/2014	377.95
			58278	154880	Check	1	1636		CAMBRIDGE HIGH SCHOOL	Yes	No	No	USD	04/25/2014	355.00
			58282	154881	Check	1	4290		CENTERPOINT ENERGY	Yes	Yes	No	USD	04/25/2014	46,978.33
			58279	154882	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	04/25/2014	100.00
			58280	154883	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	04/25/2014	100.00

6

Princeton Public Schools #477 Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	58271	154884	Check	1	13695		FESTIVAL OF NATIONS	Yes	No	No	USD	04/25/2014	811.00
			58281	154885	Check	1	2669		GAME WORLD	Yes	No	No	USD	04/25/2014	895.00
			58272	154886	Check	1	13880	1	MIDWEST LEADERSHIP COUNCIL, IN	Yes	Yes	No	USD	04/25/2014	7,450.00
			58288	154887	Check	1	8884		MILACA GOLF	Yes	No	No	USD	04/25/2014	120.00
			58283	154888	Check	1	4897		PARK SQUARE THEATRE	Yes	Yes	No	USD	04/25/2014	28.00
			58287	154889	Check	1	7592		PEDERSEN MERIDELL	Yes	No	No	USD	04/25/2014	25.00
			58275	154890	Check	1	14204		ROGERS VARSITY GOLF	Yes	No	No	USD	04/25/2014	120.00
			58284	154891	Check	1	5525	3	SCHOLASTIC BOOK FAIRS	Yes	Yes	No	USD	04/25/2014	4,089.62
			58285	154892	Check	1	5604		SCIENCE MUSEUM OF MINNESOTA	Yes	No	No	USD	04/25/2014	3,120.00
			58276	154893	Check	1	14205		STAPLES MOTLEY GOLF	Yes	No	No	USD	04/25/2014	180.00
			58286	154894	Check	1	6054	3	TARGET BANK	Yes	Yes	No	USD	04/25/2014	518.22
			58273	154895	Check	1	13908		VERIZON WIRELESS	Yes	Yes	No	USD	04/25/2014	176.36
			58289	154896	Check	1	5133		PRINCETON GOLF ASSOCIATION	Yes	Yes	No	USD	04/25/2014	3,600.00
			58305	154897	Check	1	4593		EDUCATION MINNESOTA	Yes	No	No	USD	04/30/2014	572.70
			58301	154898	Check	1	14191		EDUCATION MINNESOTA - CUSTODI	Yes	No	No	USD	04/30/2014	1,030.26
			58310	154899	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	04/30/2014	4,520.39
			58299	154900	Check	1	13965		GURSTEL CHARGO PA	Yes	No	No	USD	04/30/2014	378.15
			58302	154901	Check	1	3177		HORACE MANN LIFE INS. CO.	Yes	No	No	USD	04/30/2014	67.14
			58297	154902	Check	1	11788		MADISON NATIONAL LIFE	Yes	No	No	USD	04/30/2014	7,817.78
			58300	154903	Check	1	14012		MESSERLI & KRAMER	Yes	Yes	No	USD	04/30/2014	123.42
			58298	154904	Check	1	13771		METLIFE	Yes	No	No	USD	04/30/2014	9,761.97
			58303	154905	Check	1	4332		MN BENEFIT ASSN	Yes	No	No	USD	04/30/2014	119.43
			58304	154906	Check	1	4584		MN NCPERS LIFE INSURANCE	Yes	No	No	USD	04/30/2014	112.00
			58306	154907	Check	1	4936		PEA DUES ACCT.	Yes	No	No	USD	04/30/2014	16,915.50
			58307	154908	Check	1	5121		PRINCETON CUSTODIANS	Yes	No	No	USD	04/30/2014	84.00
			58308	154909	Check	1	5126		PRINCETON PARAPROFESSIONALS	Yes	No	No	USD	04/30/2014	2,590.92
			58309	154910	Check	1	5587		SEIU LOCAL 284	Yes	No	No	USD	04/30/2014	816.37
			58315	154911	Check	1	11427	1	AT&T MOBILITY	Yes	No	No	USD	05/01/2014	363.40
			58323	154912	Check	1	4545		AUTO VALUE PRINCETON	Yes	No	No	USD	05/01/2014	928.14
			58312	154913	Check	1	10915		BERGGREN VICTOR	Yes	No	No	USD	05/01/2014	200.00
			58332	154914	Check	1	8979		GTI CAMBRIDGE THEATRE	Yes	No	No	USD	05/01/2014	552.00
			58318	154915	Check	1	13080		K-12 OUTFITTERS	Yes	No	No	USD	05/01/2014	288.00
			58317	154916	Check	1	12285		KACHEL ALAN	Yes	No	No	USD	05/01/2014	150.00
			58321	154917	Check	1	4028		MARV'S TRUE VALUE	Yes	No	No	USD	05/01/2014	968.59
			58316	154918	Check	1	11761		MEYER BRENDA	Yes	No	No	USD	05/01/2014	20.00
			58313	154919	Check	1	10928		MINSKE PAULA	Yes	No	No	USD	05/01/2014	100.00
			58322	154920	Check	1	4354	1	MN DEPARTMENT OF PUBLIC SAFET	Yes	No	No	USD	05/01/2014	5.00
			58314	154921	Check	1	10961		NORTHERN LIGHTS BALLROOM	Yes	No	No	USD	05/01/2014	13,402.50
			58329	154922	Check	1	7479		OSTROOT RICHARD	Yes	No	No	USD	05/01/2014	150.00
			58330	154923	Check	1	7495		OSTROOT TIM	Yes	No	No	USD	05/01/2014	40.00
			58320	154924	Check	1	13355	1	PALMER BUS SERVICE, INC.	Yes	No	No	USD	05/01/2014	132,868.10

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	58333	154925	Check	1	9965		PARAMOUNT	Yes	No	No	USD	05/01/2014	720.00
			58319	154926	Check	1	13170		PARTY BOOTHS	Yes	No	No	USD	05/01/2014	645.00
			58325	154927	Check	1	5135		PRINCETON ACE HARDWARE INC.	Yes	No	No	USD	05/01/2014	419.69
			58324	154928	Check	1	5133		PRINCETON GOLF ASSOCIATION	Yes	No	No	USD	05/01/2014	500.00
			58326	154929	Check	1	5472	4	SAM'S CLUB	Yes	No	No	USD	05/01/2014	1,293.73
			58327	154930	Check	1	5720		SKATIN PLACE	Yes	No	No	USD	05/01/2014	724.50
			58331	154931	Check	1	7954		SONSTEBY MARCUS	Yes	No	No	USD	05/01/2014	80.00
			58328	154932	Check	1	6109		THERAPY SHOPPE	Yes	No	No	USD	05/01/2014	158.83
			58334	154933	Check	1	4362	1	MN HISTORICAL SOCIETY	Yes	No	No	USD	05/01/2014	294.00
			58335	154934	Check	1	4362	1	MN HISTORICAL SOCIETY	Yes	No	No	USD	05/01/2014	450.00
			58336	154935	Check	1	4469	2	M.S.C.A.	Yes	No	No	USD	05/02/2014	50.00
			58337	154936	Check	1	4761		OAK GALLERY	Yes	No	No	USD	05/05/2014	361.34
			58338	154937	Check	1	12002		SEA LIFE MINNESOTA INC	Yes	No	No	USD	05/05/2014	658.00
			58339	154938	Check	1	12002		SEA LIFE MINNESOTA INC	Yes	No	No	USD	05/05/2014	934.00
			58340	154939	Check	1	12002		SEA LIFE MINNESOTA INC	Yes	No	No	USD	05/05/2014	890.00
			58341	154940	Check	1	13599		DARRYL WALETZKO LLC	Yes	No	No	USD	05/05/2014	5,345.00
			58346	154941	Check	1	5146		PRINCETON POST OFFICE	Yes	No	No	USD	05/07/2014	55.35
			58347	154942	Check	1	5146		PRINCETON POST OFFICE	Yes	No	No	USD	05/07/2014	58.99
			58348	154943	Check	1	1693		CASH	Yes	No	No	USD	05/09/2014	100.00
			58350	154944	Check	1	10795		ACE SOLID WASTE, INC	Yes	No	No	USD	05/09/2014	2,490.54
			58371	154945	Check	1	7706	3	AMAZON.COM	Yes	No	No	USD	05/09/2014	2,603.31
			58353	154946	Check	1	1372		BELLEVILLE WHOLESALE HOBBY	Yes	No	No	USD	05/09/2014	4,704.28
			58370	154947	Check	1	7342		BIG LAKE HIGH SCHOOL	Yes	No	No	USD	05/09/2014	115.00
			58355	154948	Check	1	1836	9	C.M.A.S.S.P.	Yes	No	No	USD	05/09/2014	100.00
			58352	154949	Check	1	13412		CRAWFORD'S EQUIPMENT	Yes	No	No	USD	05/09/2014	51.03
			58356	154950	Check	1	2189		DOMINO'S PIZZA	Yes	No	No	USD	05/09/2014	63.04
			58354	154951	Check	1	14210		DONAT JULIE	Yes	No	No	USD	05/09/2014	27.60
			58351	154952	Check	1	13173		GAGSTETTER MARK	Yes	No	No	USD	05/09/2014	150.00
			58357	154953	Check	1	3140		HOFMAN OIL CO. INC.	Yes	No	No	USD	05/09/2014	670.31
			58372	154954	Check	1	8595		INVINCIBLE COSTUME & THEATRICAL	Yes	No	No	USD	05/09/2014	616.00
			58358	154955	Check	1	4048		M.A.S.S.P.	Yes	No	No	USD	05/09/2014	260.00
			58359	154956	Check	1	4349	3	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	05/09/2014	35.00
			58360	154957	Check	1	4362		MN HISTORICAL SOCIETY	Yes	No	No	USD	05/09/2014	1,938.00
			58361	154958	Check	1	4362	1	MN HISTORICAL SOCIETY	Yes	No	No	USD	05/09/2014	600.00
			58362	154959	Check	1	5118		PRINCETON CHAMBER OF COMMERCE	Yes	No	No	USD	05/09/2014	45.00
			58363	154960	Check	1	5139		PRINCETON LANES	Yes	No	No	USD	05/09/2014	558.00
			58364	154961	Check	1	5273	1	REGION 4 FFA	Yes	No	No	USD	05/09/2014	19.00
			58366	154962	Check	1	6317		RESERVE ACCOUNT	Yes	No	No	USD	05/09/2014	2,000.00
			58365	154963	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	05/09/2014	1,104.00
			58349	154964	Check	1	10336		SIMPSON JOHN T	Yes	No	No	USD	05/09/2014	65.00
			58373	154965	Check	1	9494	1	SNA	Yes	No	No	USD	05/09/2014	93.50

11

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	58369	154966	Check	1	7222		TALBERG CRAIG	Yes	No	No	USD	05/09/2014	100.00
			58367	154967	Check	1	6331		VALLEYFAIR	Yes	No	No	USD	05/09/2014	5,805.00
			58368	154968	Check	1	6331		VALLEYFAIR	Yes	No	No	USD	05/09/2014	279.50
			58374	154969	Check	1	9646		ZAK JIM	Yes	No	No	USD	05/09/2014	65.00
			58376	154971	Check	1	2122	6	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	05/12/2014	735.00
			58377	154972	Check	1	2122	6	MN DEPT. OF LABOR & INDUSTRY	Yes	No	No	USD	05/12/2014	735.00
			58387	154973	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	05/15/2014	4,520.39
			58385	154974	Check	1	13965		GURSTEL CHARGO PA	Yes	No	No	USD	05/15/2014	370.95
			58386	154975	Check	1	14012		MESSERLI & KRAMER	Yes	No	No	USD	05/15/2014	123.40
			58388	154976	Check	1	1457		BLUE CROSS & BLUE SHIELD /	Yes	No	No	USD	05/16/2014	231,289.00
			58436	154977	Check	1	10929		ADAMS DENNIS	Yes	No	No	USD	05/14/2014	65.00
			58435	154978	Check	1	10584		CARD SERVICES	Yes	No	No	USD	05/14/2014	1,651.19
			58447	154979	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	05/14/2014	100.00
			58448	154980	Check	1	1799		CITY OF PRINCETON	Yes	No	No	USD	05/14/2014	50.00
			58438	154981	Check	1	12109		HEIFORT TOM	Yes	No	No	USD	05/14/2014	80.00
			58452	154982	Check	1	9654		JARVIS JIM	Yes	No	No	USD	05/14/2014	80.00
			58440	154983	Check	1	12957	1	MIDCONTINENT COMMUNICATIONS	Yes	No	No	USD	05/14/2014	1,290.75
			58442	154984	Check	1	14211		MONSON MARK	Yes	No	No	USD	05/14/2014	80.00
			58437	154985	Check	1	11515		NICKELODEON UNIVERSE	Yes	No	No	USD	05/14/2014	675.00
			58441	154986	Check	1	14094		NORTHSTAR SCOREBOARDS, INC.	Yes	No	No	USD	05/14/2014	1,650.00
			58445	154987	Check	1	14233		PETERSON LOIS	Yes	No	No	USD	05/14/2014	22.75
			58443	154988	Check	1	14214		RASMUSSEN TROY EDWIN	Yes	No	No	USD	05/14/2014	80.00
			58439	154989	Check	1	12138		RINGER ALLEN	Yes	No	No	USD	05/14/2014	65.00
			58449	154990	Check	1	5553	5	SCHOLASTIC INC	Yes	No	No	USD	05/14/2014	36.00
			58434	154991	Check	1	10336		SIMPSON JOHN T	Yes	No	No	USD	05/14/2014	65.00
			58446	154992	Check	1	14234		WATCH D.O.G.S.	Yes	No	No	USD	05/14/2014	186.00
			58451	154993	Check	1	9647		WENDORF GARY	Yes	No	No	USD	05/14/2014	145.00
			58444	154994	Check	1	14232		WEST BRANCH GUN CLUB	Yes	No	No	USD	05/14/2014	2,018.25
			58450	154995	Check	1	9646		ZAK JIM	Yes	No	No	USD	05/14/2014	120.00
			58497	154996	Check	1	13461		ACCURATE HOME CARE, LLC	Yes	No	No	USD	05/20/2014	7,228.67
			58456	154997	Check	1	1028	1	ACCURATE LABEL DESIGNS	Yes	No	No	USD	05/20/2014	147.95
			58468	154998	Check	1	11511	1	ACME TOOLS	Yes	No	No	USD	05/20/2014	205.96
			58512	154999	Check	1	14005		AGC NETWORKS INC	Yes	No	No	USD	05/20/2014	435.00
			58530	155000	Check	1	14224		ALLEN BRIAN	Yes	No	No	USD	05/20/2014	159.40
			58510	155001	Check	1	13909		ALMHJELD KARLA	Yes	No	No	USD	05/20/2014	200.40
			58465	155002	Check	1	1133		AMERICAN LEGION BASEBALL FUNCI	Yes	No	No	USD	05/20/2014	4,000.00
			58466	155003	Check	1	1137		AMERIPRIDE LINEN & APPAREL	Yes	No	No	USD	05/20/2014	551.50
			58472	155004	Check	1	1168		ANDERSON'S	Yes	No	No	USD	05/20/2014	613.30
			58469	155005	Check	1	11590	1	APPERSON	Yes	No	No	USD	05/20/2014	165.55
			58477	155006	Check	1	1213		APPERT'S FOODSERVICE	Yes	No	No	USD	05/20/2014	82,896.86
			58620	155007	Check	1	8363	1	APPLE, INC.	Yes	No	No	USD	05/20/2014	1,847.00

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	58459	155008	Check	1	10658		ASHWORTH APPLIANCE & ELECTRIC	Yes	No	No	USD	05/20/2014	254.94
			58481	155009	Check	1	1255	1	ATLAS PEN & PENCIL CORP	Yes	No	No	USD	05/20/2014	259.35
			58617	155010	Check	1	7520		B W T&F ENTERPRISES LLP	Yes	No	No	USD	05/20/2014	97.95
			58496	155011	Check	1	13417		BECKY'S TECH SUPPORT	Yes	No	No	USD	05/20/2014	410.00
			58464	155012	Check	1	11185		BEEDLE CATHY	Yes	No	No	USD	05/20/2014	240.00
			58511	155013	Check	1	1392		BENTON TROPHY & AWARD	Yes	No	No	USD	05/20/2014	485.94
			58514	155014	Check	1	1409		BERNICK'S PEPSI-COLA	Yes	No	No	USD	05/20/2014	219.06
			58513	155015	Check	1	14021		BEYOND SPORT MARTIAL ARTS & FI	Yes	No	No	USD	05/20/2014	419.20
			58461	155016	Check	1	10865	1	BFG SUPPLY COMPANY	Yes	No	No	USD	05/20/2014	717.36
			58520	155017	Check	1	14162		BIXWORLD.ORG	Yes	No	No	USD	05/20/2014	717.50
			58624	155018	Check	1	8701		BLACKWELDER SUSAN	Yes	No	No	USD	05/20/2014	159.40
			58531	155019	Check	1	14225		BOROS SARA	Yes	No	No	USD	05/20/2014	287.78
			58540	155020	Check	1	1731		C.F.I. SYSTEMS	Yes	No	No	USD	05/20/2014	259.60
			58541	155021	Check	1	1840		C.M.E.R.D.C.	Yes	No	No	USD	05/20/2014	6,642.91
			58538	155022	Check	1	1621	1	CALCULATORS INC.	Yes	No	No	USD	05/20/2014	602.60
			58483	155023	Check	1	12622		CARTRIDGE WORLD	Yes	No	No	USD	05/20/2014	2,680.78
			58486	155024	Check	1	13063	1	CDW	Yes	No	No	USD	05/20/2014	78.40
			58571	155025	Check	1	3954	4	CDW-G INC	Yes	No	No	USD	05/20/2014	9,006.61
			58539	155026	Check	1	1721		CENTRAL MCGOWAN INC.	Yes	No	No	USD	05/20/2014	2,535.23
			58532	155027	Check	1	14226		CHRISTENSEN DAVE	Yes	No	No	USD	05/20/2014	78.32
			58630	155028	Check	1	9534		COMMERCIAL KITCHEN SERVICES	Yes	No	No	USD	05/20/2014	292.50
			58526	155029	Check	1	14213		CONTINENTAL RESEARCH CORP	Yes	No	No	USD	05/20/2014	108.00
			58623	155030	Check	1	8491		COUNTRY SIDE PEST CONTROL, INC	Yes	No	No	USD	05/20/2014	365.00
			58542	155031	Check	1	1977	1	CREATIVE TEACHING PRESS	Yes	No	No	USD	05/20/2014	87.78
			58515	155032	Check	1	14103		CULLIGAN BOTTLED WATER	Yes	No	No	USD	05/20/2014	20.91
			58543	155033	Check	1	2025		CYNMAR CORPORATION	Yes	No	No	USD	05/20/2014	346.86
			58547	155034	Check	1	2128		D.ERVASTI SALES CO.	Yes	No	No	USD	05/20/2014	2,106.38
			58453	155035	Check	1	10069		DALCO	Yes	No	No	USD	05/20/2014	10,297.21
			58499	155036	Check	1	13599		DARRYL WALETZKO LLC	Yes	No	No	USD	05/20/2014	8,575.00
			58479	155037	Check	1	12344		DAUBNER JENNIFER	Yes	No	No	USD	05/20/2014	398.50
			58544	155038	Check	1	2085		DEEP PORTAGE CONSERVATION	Yes	No	No	USD	05/20/2014	11,776.00
			58545	155039	Check	1	2109	4	DELTA EDUCATION INC.	Yes	No	No	USD	05/20/2014	571.20
			58546	155040	Check	1	2115	1	DEMCO INC	Yes	No	No	USD	05/20/2014	2,229.89
			58498	155041	Check	1	13516		DESTINY PARTS	Yes	No	No	USD	05/20/2014	1,051.20
			58548	155042	Check	1	2164		DISNEY EDUCATIONAL PRODUCTIOI	Yes	No	No	USD	05/20/2014	94.94
			58478	155043	Check	1	12267		DR. DONS BUTTONS	Yes	No	No	USD	05/20/2014	402.97
			58455	155044	Check	1	10256		DUNCAN JON	Yes	No	No	USD	05/20/2014	300.00
			58549	155045	Check	1	2265		ECKROTH MUSIC CO.	Yes	No	No	USD	05/20/2014	176.50
			58550	155046	Check	1	2270		ECM PUBLISHERS INC.	Yes	No	No	USD	05/20/2014	8,906.73
			58557	155047	Check	1	2685	5	ECOLAB EQUIPMENT CARE - GCS SI	Yes	No	No	USD	05/20/2014	221.23
			58551	155048	Check	1	2278		ECOWATER SYSTEMS	Yes	No	No	USD	05/20/2014	42.00

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	58552	155049	Check	1	2307		EDUCATIONAL INNOVATIONS	Yes	No	No	USD	05/20/2014	164.23
			58627	155050	Check	1	9068		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	05/20/2014	315.44
			58553	155051	Check	1	2331		EGAN COMPANY	Yes	No	No	USD	05/20/2014	345.00
			58554	155052	Check	1	2353		ELECTRIC MOTOR SERVICE INC	Yes	No	No	USD	05/20/2014	388.41
			58482	155053	Check	1	12619	1	ERIC ARMIN INC	Yes	No	No	USD	05/20/2014	608.52
			58533	155054	Check	1	14227		ERICKSON-HOYEZ TAMRA	Yes	No	No	USD	05/20/2014	143.23
			58555	155055	Check	1	2460		EVERBIND/MARCO BOOK COMPAN	Yes	No	No	USD	05/20/2014	568.89
			58556	155056	Check	1	2494	1	FARBER SOUND, LLC	Yes	No	No	USD	05/20/2014	2,931.40
			58629	155057	Check	1	9499		FARGO PUBLIC SCHOOLS	Yes	No	No	USD	05/20/2014	479.99
			58518	155058	Check	1	14159	1	FOLLETT SCHOOL SOLUTIONS, INC.	Yes	No	No	USD	05/20/2014	4,793.50
			58508	155059	Check	1	13776	2	FOOD SERVICES OF AMERICA	Yes	No	No	USD	05/20/2014	341.53
			58523	155060	Check	1	14194		FORESTRY SUPPLIERS	Yes	No	No	USD	05/20/2014	94.78
			58501	155061	Check	1	13649		GOLF TEAM PRODUCTS	Yes	No	No	USD	05/20/2014	717.00
			58558	155062	Check	1	2775		GOPHER	Yes	No	No	USD	05/20/2014	442.79
			58559	155063	Check	1	2778		GOPHER STATE ONE-CALL INC	Yes	No	No	USD	05/20/2014	23.20
			58611	155064	Check	1	6645		GRAINGER	Yes	No	No	USD	05/20/2014	1,281.56
			58509	155065	Check	1	13869		GRANT ASSIST CONSULTING	Yes	No	No	USD	05/20/2014	715.00
			58560	155066	Check	1	2864		GROTH MUSIC	Yes	No	No	USD	05/20/2014	645.28
			58561	155067	Check	1	2955		HANDYMAN'S INC.	Yes	No	No	USD	05/20/2014	813.10
			58522	155068	Check	1	14193		HARRY K. WONG PUBLICATIONS, IN	Yes	No	No	USD	05/20/2014	92.80
			58562	155069	Check	1	3058	3	HEINEMANN	Yes	No	No	USD	05/20/2014	7,623.75
			58619	155070	Check	1	7899		HERBST LUMBER COMPANY	Yes	No	No	USD	05/20/2014	630.00
			58563	155071	Check	1	3116		HILLBERG SHANNON	Yes	No	No	USD	05/20/2014	79.70
			58491	155072	Check	1	13217		HOLT-PETERSON CHARTER BUS	Yes	No	No	USD	05/20/2014	1,700.00
			58474	155073	Check	1	11928		HORAK DEANNA	Yes	No	No	USD	05/20/2014	239.10
			58564	155074	Check	1	3183	2	HOUGHTON - MIFFLIN CO.	Yes	No	No	USD	05/20/2014	11,227.19
			58463	155075	Check	1	11134		I.S.D. #6079	Yes	No	No	USD	05/20/2014	14,743.00
			58462	155076	Check	1	10909	1	INNOVATIVE OFFICE SOLUTIONS	Yes	No	No	USD	05/20/2014	550.35
			58454	155077	Check	1	10237		INTEGRATED SYSTEMS CORPORATI	Yes	No	No	USD	05/20/2014	416.67
			58565	155078	Check	1	3511	2	J.W. PEPPER & SON INC.	Yes	No	No	USD	05/20/2014	383.68
			58504	155079	Check	1	13675		JRH ENTERPRISES INC.	Yes	No	No	USD	05/20/2014	415.00
			58470	155080	Check	1	11648	1	JSB SURVEILLANCE	Yes	No	No	USD	05/20/2014	750.00
			58487	155081	Check	1	13082		KOCH'S HARDWARE	Yes	No	No	USD	05/20/2014	71.50
			58566	155082	Check	1	3623		KOEHLER & DRAMM INC.	Yes	No	No	USD	05/20/2014	1,982.50
			58457	155083	Check	1	10305		KOLHOFF JODI	Yes	No	No	USD	05/20/2014	235.00
			58567	155084	Check	1	3701		LAKESHORE	Yes	No	No	USD	05/20/2014	511.25
			58489	155085	Check	1	13150	1	LASERBITS	Yes	No	No	USD	05/20/2014	453.55
			58628	155086	Check	1	9435	2	LIDS TEAM SPORTS	Yes	No	No	USD	05/20/2014	2,087.62
			58568	155087	Check	1	3822		LIFELINE AMPLIFICATION SYS	Yes	No	No	USD	05/20/2014	4,820.00
			58569	155088	Check	1	3825	2	LIFETOUCH NSS	Yes	No	No	USD	05/20/2014	2,921.47
			58529	155089	Check	1	14223		LINDELL MIKAELA	Yes	No	No	USD	05/20/2014	100.00

14

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	58484	155090	Check	1	12647		LOFFLER	Yes	No	No	USD	05/20/2014	2,018.58
			58570	155091	Check	1	3934		LYNCH MIKE	Yes	No	No	USD	05/20/2014	150.00
			58631	155092	Check	1	9786		M. GROEBNER CONSTRUCTION, INC	Yes	No	No	USD	05/20/2014	1,450.00
			58615	155093	Check	1	7284		MACKIN EDUCATIONAL RESOURCES	Yes	No	No	USD	05/20/2014	171.02
			58572	155094	Check	1	3971		MAIN STREET MUSIC	Yes	No	No	USD	05/20/2014	33.85
			58573	155095	Check	1	4136		MENARDS	Yes	No	No	USD	05/20/2014	1,227.83
			58574	155096	Check	1	4136	2	MENARDS	Yes	No	No	USD	05/20/2014	185.81
			58485	155097	Check	1	12687	1	METRO SOUND & LIGHTING	Yes	No	No	USD	05/20/2014	1,498.32
			58578	155098	Check	1	4325	2	METROPOLITAN MECHANICAL CO	Yes	No	No	USD	05/20/2014	613.00
			58576	155099	Check	1	4246	1	MILLE LACS CO. PUBLIC HEALTH	Yes	No	No	USD	05/20/2014	108.00
			58575	155100	Check	1	4241		MILLE LACS COUNTY FSWD	Yes	No	No	USD	05/20/2014	19,259.86
			58473	155101	Check	1	11694		MILLER AMY	Yes	No	No	USD	05/20/2014	318.80
			58458	155102	Check	1	10432		MINNESOTA ELEVATOR, INC	Yes	No	No	USD	05/20/2014	328.64
			58502	155103	Check	1	13673		MINNESOTA GRADUATE SERVICES	Yes	No	No	USD	05/20/2014	1,555.45
			58528	155104	Check	1	14222		MINNESOTA SPORTSMEN'S CLUB	Yes	No	No	USD	05/20/2014	120.00
			58471	155105	Check	1	11665	1	MINNESOTA SWORD PLAY	Yes	No	No	USD	05/20/2014	480.00
			58577	155106	Check	1	4282		MINVALCO INC.	Yes	No	No	USD	05/20/2014	105.88
			58618	155107	Check	1	7890	2	MN AFEE	Yes	No	No	USD	05/20/2014	1,275.00
			58579	155108	Check	1	4349	2	MN DEPARTMENT OF HEALTH	Yes	No	No	USD	05/20/2014	45.00
			58534	155109	Check	1	14228		MOHR CRYSTAL	Yes	No	No	USD	05/20/2014	77.77
			58524	155110	Check	1	14200		MONDO PUBLISHING	Yes	No	No	USD	05/20/2014	11,340.00
			58580	155111	Check	1	4535		NAPA OF PRINCETON	Yes	No	No	USD	05/20/2014	267.19
			58581	155112	Check	1	4537		NASCO	Yes	No	No	USD	05/20/2014	199.15
			58613	155113	Check	1	6775		NATIONAL BUSINESS FURNITURE	Yes	No	No	USD	05/20/2014	385.00
			58582	155114	Check	1	4555		NATIONAL FFA ORGANIZATION	Yes	No	No	USD	05/20/2014	280.50
			58488	155115	Check	1	13117	1	NEW DOMINION SCHOOL	Yes	No	No	USD	05/20/2014	13,812.92
			58517	155116	Check	1	14136		NICASHOOTING.COM	Yes	No	No	USD	05/20/2014	1,116.00
			58507	155117	Check	1	13774		NORTH CENTRAL TRANSPORTATION	Yes	No	No	USD	05/20/2014	700.00
			58493	155118	Check	1	13236		NORTHEAST METRO DISTRICT #916	Yes	No	No	USD	05/20/2014	2,323.00
			58583	155119	Check	1	4776	3	OFFICEMAX INC.	Yes	No	No	USD	05/20/2014	402.93
			58584	155120	Check	1	4827	3	ORIENTAL TRADING CO. INC.	Yes	No	No	USD	05/20/2014	461.32
			58585	155121	Check	1	4868	1	PAN-O-GOLD BAKING CO.	Yes	No	No	USD	05/20/2014	1,601.30
			58586	155122	Check	1	4926	2	PAXTON/PATTERSON	Yes	No	No	USD	05/20/2014	74.64
			58476	155123	Check	1	12116		PEAP - AWARDS PROGRAM	Yes	No	No	USD	05/20/2014	186.00
			58535	155124	Check	1	14229		PETERSON DAVID	Yes	No	No	USD	05/20/2014	239.10
			58587	155125	Check	1	5038	1	PITNEY BOWES	Yes	No	No	USD	05/20/2014	290.00
			58633	155126	Check	1	9866	1	PREMIUM WATERS INC	Yes	No	No	USD	05/20/2014	68.85
			58589	155127	Check	1	5135		PRINCETON ACE HARDWARE INC.	Yes	No	No	USD	05/20/2014	329.61
			58588	155128	Check	1	5127		PRINCETON ELECTRIC	Yes	No	No	USD	05/20/2014	652.39
			58614	155129	Check	1	7015		PRINCETON HEALTH & FITNESS	Yes	No	No	USD	05/20/2014	150.00
			58590	155130	Check	1	5214	1	QUILL CORPORATION	Yes	No	No	USD	05/20/2014	557.59

15

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	58467	155131	Check	1	11452		RATWIK, ROSZAK & MALONEY, PA	Yes	No	No	USD	05/20/2014	246.00
			58591	155132	Check	1	5254		REALLY GOOD STUFF	Yes	No	No	USD	05/20/2014	632.94
			58480	155133	Check	1	12345		REDDING CINDY	Yes	No	No	USD	05/20/2014	159.40
			58592	155134	Check	1	5305		RESOURCE TRAINING & SOLUTIONS	Yes	No	No	USD	05/20/2014	2,274.30
			58593	155135	Check	1	5319	2	RHODE ISLAND NOVELTY	Yes	No	No	USD	05/20/2014	85.70
			58500	155136	Check	1	13608		RJ COOPER & ASSOCIATES	Yes	No	No	USD	05/20/2014	74.00
			58494	155137	Check	1	13311		SANDSTROM'S	Yes	No	No	USD	05/20/2014	233.79
			58594	155138	Check	1	5521		SCANTRON CORPORATION	Yes	No	No	USD	05/20/2014	41.96
			58537	155139	Check	1	14231		SCHAFBUCH JOEL	Yes	No	No	USD	05/20/2014	159.40
			58595	155140	Check	1	5579		SCHOOL NURSE SUPPLY INC	Yes	No	No	USD	05/20/2014	332.37
			58596	155141	Check	1	5593	5	SCHOOL SPECIALTY INC.	Yes	No	No	USD	05/20/2014	4,256.07
			58632	155142	Check	1	9813		SCIENCE EXPLORERS	Yes	No	No	USD	05/20/2014	279.00
			58597	155143	Check	1	5682		SHERWIN WILLIAMS CO.	Yes	No	No	USD	05/20/2014	56.69
			58598	155144	Check	1	5702		SILVER BELL TROPHIES & AWARDS	Yes	No	No	USD	05/20/2014	1,486.00
			58516	155145	Check	1	14107		SKYLINE PRINT, BOOK BINDING MAC	Yes	No	No	USD	05/20/2014	197.66
			58519	155146	Check	1	14160	1	STAR AUTISM SUPPORT	Yes	No	No	USD	05/20/2014	897.00
			58625	155147	Check	1	8795		TAG UP	Yes	No	No	USD	05/20/2014	75.25
			58599	155148	Check	1	6071		TEACHER CREATED RESOURCES	Yes	No	No	USD	05/20/2014	130.92
			58626	155149	Check	1	8880		TEACHER DIRECT	Yes	No	No	USD	05/20/2014	237.62
			58600	155150	Check	1	6072	1	TEACHER'S DISCOVERY	Yes	No	No	USD	05/20/2014	573.37
			58506	155151	Check	1	13767		TEACHERS PAY TEACHERS	Yes	No	No	USD	05/20/2014	81.50
			58601	155152	Check	1	6079		TEAM SPORTING GOODS INC	Yes	No	No	USD	05/20/2014	909.10
			58495	155153	Check	1	13389	1	THE MCDOWELL AGENCY, INC.	Yes	No	No	USD	05/20/2014	520.00
			58503	155154	Check	1	13674		THE PRINT AND WEB SHOP	Yes	No	No	USD	05/20/2014	550.00
			58490	155155	Check	1	13158	1	THE SCOPE SHOPPE INC	Yes	No	No	USD	05/20/2014	500.00
			58602	155156	Check	1	6109		THERAPY SHOPPE	Yes	No	No	USD	05/20/2014	65.76
			58521	155157	Check	1	14183		THINKFUN.COM	Yes	No	No	USD	05/20/2014	53.25
			58525	155158	Check	1	14201	1	THINKING MOVES LLC	Yes	No	No	USD	05/20/2014	66.90
			58616	155159	Check	1	7383		THOMPSON MARY E	Yes	No	No	USD	05/20/2014	159.40
			58475	155160	Check	1	11961		TIMBER TRAILS PUBLIC TRANSIT	Yes	No	No	USD	05/20/2014	105.00
			58603	155161	Check	1	6202		TRANS-MISSISSIPPI BIOLOGICAL	Yes	No	No	USD	05/20/2014	383.50
			58621	155162	Check	1	8412	1	TREND	Yes	No	No	USD	05/20/2014	133.33
			58604	155163	Check	1	6226	1	TRIARCO ARTS & CRAFTS	Yes	No	No	USD	05/20/2014	3,795.93
			58536	155164	Check	1	14230		TRINKAUS CHARITY	Yes	No	No	USD	05/20/2014	159.40
			58605	155165	Check	1	6231		TRIO SUPPLY COMPANY	Yes	No	No	USD	05/20/2014	2,516.80
			58622	155166	Check	1	8428		TWIN CITY HARDWARE	Yes	No	No	USD	05/20/2014	451.04
			58606	155167	Check	1	6312	3	US GAMES	Yes	No	No	USD	05/20/2014	329.33
			58505	155168	Check	1	13685		VELOCITY STREETWEAR	Yes	No	No	USD	05/20/2014	2,356.00
			58607	155169	Check	1	6455	1	WARD'S NATURAL SCIENCE EST LLC	Yes	No	No	USD	05/20/2014	506.54
			58608	155170	Check	1	6505		WEST MUSIC COMPANY	Yes	No	No	USD	05/20/2014	519.24
			58609	155171	Check	1	6537		WHOLESALE TOOL CO INC	Yes	No	No	USD	05/20/2014	120.60

Princeton Public Schools #477

Check Register by Bank and Check Number

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0477		001	58610	155172	Check	1	6575		WILLIAM V. MACGILL & CO.	Yes	No	No	USD	05/20/2014	329.47
			58460	155173	Check	1	10705		WILSON SPORTS	Yes	No	No	USD	05/20/2014	161.40
			58492	155174	Check	1	13230		WOODWIND AND BRASSWIND	Yes	No	No	USD	05/20/2014	478.64
			58527	155175	Check	1	14221		WYGANOWSKI FRAMES	Yes	No	No	USD	05/20/2014	25.00
			58612	155176	Check	1	6679	1	ZAPS LEARNING COMPANY	Yes	No	No	USD	05/20/2014	1,065.00
Bank Total: 001														\$1,274,496.33	
Report Total:														\$1,274,496.33	

Princeton Public Schools #477
Detail Payment Register By Check No.
Fund Summary

Fund	Description	Total
01	General Fund	\$1,058,071.17
02	Food Service	\$105,723.77
04	Community Service	\$34,318.12
10	Student Activities	\$76,383.27
Report Total		\$1,274,496.33

Princeton Public Schools - ISD #477

Wire Transfer Report

May 20, 2014

<u>Date:</u>	<u>Amount:</u>	<u>Description:</u>
4/15/2014	\$ 505,770.72	ACH File Transfer
4/15/2014	\$ 173,832.64	Federal Tax Wire Transfer
4/15/2014	\$ 27,638.44	State Tax Wire Transfer
4/15/2014	\$ 7,952.52	Select Account H S A
4/15/2014	\$ 74,696.52	TRA File Transfer
4/15/2014	\$ 31,010.98	PERA File Transfer
4/15/2014	\$ 378.50	MN Child Support File Transfer
4/15/2014	\$ 25,196.53	TSA File Transfer
4/24/2014	\$ 6,159.53	Minnesota UI Fund
4/30/2014	\$ 486,431.80	ACH File Transfer
4/30/2014	\$ 166,236.83	Federal Tax Wire Transfer
4/30/2014	\$ 26,676.58	State Tax Wire Transfer
4/30/2014	\$ 7,672.52	Select Account H S A
4/30/2014	\$ 73,561.54	TRA File Transfer
4/30/2014	\$ 28,970.51	PERA File Transfer
4/30/2014	\$ 391.50	MN Child Support File Transfer
4/30/2014	25,479.91	TSA File Transfer
4/30/2014	\$ 185.79	Federal Tax Wire Transfer
4/30/2014	\$ 27.14	State Tax Wire Transfer
4/30/2014	\$ 1,339.99	Federal Tax Wire Transfer
4/30/2014	\$ 247.34	State Tax Wire Transfer
5/4/2014	\$ 9,214.22	BMO Harris Bank - (Pcards)
5/7/2014	\$ 522.00	MN Revenue - (Sales tax)
TOTAL	\$ 1,679,594.05	

**PRINCETON PUBLIC SCHOOLS
TREASURER'S REPORT
MONTHLY CASH FLOW REPORT FOR APRIL 2014**

FUND	BEGINNING BALANCE	MONTHLY RECEIPTS	MONTHLY DISBURSEMENTS	JOURNAL ENTRIES	ENDING BALANCE
01 General	13,422,719.31	2,885,314.22	2,586,327.04	(851.62)	13,721,706.49
02 Food Service	378,490.64	158,054.20	173,394.62	1,394.18	363,150.22
04 Community Service	320,328.73	63,269.33	86,052.85	(522.60)	297,545.21
06 Building Fund	0.00	0.00	0.00	0.00	0.00
07 Debt Service	492,664.07	3,262.57	0.00	20.42	495,926.64
10 Activities	190,243.39	52,446.18	42,155.32	(1,934.20)	200,534.25
TOTAL	14,804,446.14	3,162,346.50	2,887,929.83		15,078,862.81

Bank Accounts

AP/PR Account (Bremer)	366,773.02
MSDLAF+	5,634,074.13
Investments (Fd01)	<u>9,219,309.49</u>
	15,220,156.64
O/S Accts Pay Checks	(73,804.23)
O/S Payroll Checks	(8,682.33)
O/S Wires	(62,020.77)
NSF Checks	<u>3,213.50</u>
TOTAL	15,078,862.81

Gifts to Princeton Schools

(May 20, 2014)

School/Program	Amount/Item	Donor	Purpose
PHS Link	\$250.00	Shopko	Food/Drink for the Link Crew program.
South Elementary End of Year Activity	Wacky Hair	Anonymous	Supplies for end of year carnival.

Awards

Summer Drama Camp Program	\$250.00	Shopko Foundation	To assist with scholarships.
------------------------------	----------	-------------------	------------------------------

Harassment and Violence Prohibition

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written

permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon

another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates the Human Resources Director as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the

superintendent.¹

- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- 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, the school district 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, the school district 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 harassment or violence prohibited by this policy.

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. 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.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy 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 harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. 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.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety
Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital
Status Nondiscrimination)

Adopted: June 8, 2004
Revised: November 24, 2009
Revised: November 8, 2011
Revised: April 15, 2014

To be deleted

PRINCETON PUBLIC SCHOOLS

HARASSMENT AND VIOLENCE PROHIBITION

~~The purpose of this model policy is to provide a template for school districts' individual policies to help maintain a positive, safe learning and working environment for students and staff that is free from harassment and violence based upon their actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age. [protected class].~~

~~In accordance with Minnesota Statutes, section 121A.03, Subdivision 1, the Minnesota Department of Education is making this model harassment and violence prohibition policy available for school districts and charter schools to assist them in adopting a written policy governing the prohibition of harassment and violence.~~

~~In accordance with Title VI of the 1964 Civil Rights Act (Title VI), schools that receive federal funding from the U.S. Department of Education are prohibited from discriminating on the basis of race, color, or national origin. This also includes discrimination or harassment based upon a student's culture (e.g., anti-Semitic or anti-Muslim harassment or discrimination).~~

~~In accordance with Title IX, Education Amendments of 1972 (Title IX), schools that receive federal funding from the U.S. Department of Education are prohibited from discriminating on the basis of sex, which includes sexual and gender based harassment.~~

~~In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II), schools that receive federal funding from the U.S. Department of Education, are prohibited from discriminating on the basis of disability, which includes disability based harassment.~~

~~In accordance with Title VII of the Civil Rights Act of 1964 (Title VII), the Department of Justice may intervene in cases involving discrimination or harassment based upon a student's actual or perceived religion.~~

~~As set forth in a U.S. Department of Education, Office of Civil Rights (OCR), Dear Colleague Letter dated October 26, 2010, school districts may violate the discrimination laws when peer harassment based on race, color, national, origin, sex, or disability is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed, or ignored by school employees. OCR (2010). As set forth in the OCR letter, states and/or local laws may impose additional obligations on schools, such as adding religion and sexual orientation to classes covered by antidiscrimination laws.~~

~~In accordance with the Minnesota Human Rights Act set forth in Minnesota Statutes, Chapter 363A, discrimination directed toward students or employees based upon their actual or perceived protected status in the education and employment setting is illegal.~~

~~Minnesota Statutes, section 363A.13, prohibits discrimination in education based on sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.~~

~~The Minnesota Human Rights Act sets forth the state public policy that the areas of education and employment be free from discrimination. As set forth in Minnesota Statutes, section 363A.02, Subdivision 1(b):~~

~~(b) Such discrimination threatens the rights and privileges of the inhabitants of this state and menaces the institutions and foundations of democracy. It is also the public policy of this state to protect all persons from wholly unfounded charges of discrimination. Nothing in this chapter will be interpreted as restricting the implementation of positive action programs to combat discrimination.~~

~~As set forth in Minnesota Statutes, section 363A.02, Subd. 2: Civil right.~~

~~The opportunity to obtain employment, housing, and other real estate, and full and equal utilization of public accommodations, public services, and educational institutions without such discrimination as is prohibited by this chapter is hereby recognized as and declared to be a civil right.~~

~~The model policy begins below:~~

~~I.—PURPOSE~~

~~A. It will be a violation of this policy for any student or district employee to harass a student or district employee through conduct (e.g., physical, verbal, graphic or written) that is based upon that student or employee's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age [protected class] as defined by this policy. For purposes of this policy, a district employee includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district. For purposes of this policy, school district includes charter schools.~~

~~B. It will be a violation of this policy for any student or district employee to inflict, threaten to inflict, or attempt to inflict violence based upon a student or district employee's actual or perceived protected class as defined by this policy.~~

~~C. The school district will investigate all complaints, formal or informal, verbal or written, of harassment and/or violence based upon a student or employee's perceived or actual protected class and to discipline or take appropriate action against any student or school district employee who is found to have violated this policy.~~

~~II.—DEFINITIONS~~

The following definitions, which have been modified for purposes of this policy, are found in the Minnesota Human Rights Act. Please note that there is not a definition for every protected class.

A. ~~Disability. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who (1) has a physical, sensory, or mental impairment which materially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.~~¹

B. ~~Discriminate. "The term "discriminate" includes segregate or separate and, for purposes of discrimination based on sex, it includes sexual harassment."~~

C. ~~Educational institution. "Educational institution" means a public or private institution and includes an academy, college, elementary or secondary school, extension course, kindergarten, nursery, school system and a business, nursing, professional, secretarial, technical, vocational school, and includes an agent of an educational institution."~~

D. ~~National origin. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors."~~²

E. ~~Sexual harassment. "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:~~

(1) ~~submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, ...[or] education...;~~

(2) ~~submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, ...[or] education...; or~~

(3) ~~that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, ...[or] education..., or creating an intimidating, hostile, or offensive employment, ...[or] educational... environment."~~

F. ~~Sexual orientation. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self image or identity not traditionally associated with one's biological maleness or femaleness.~~

III. ~~HARASSMENT AND VIOLENCE GENERAL APPLICABILITY~~

¹ This includes students with an IFSP, IEP, and students who qualify for special education and related aids and services under Section 504 of the Rehabilitation Act.

² This includes harassment of students born in the United States who have relatives that are from other countries.

- ~~A. The antidiscrimination laws apply to all of the academic and nonacademic (e.g. athletic, and extracurricular) programs of the school district, whether conducted in school district facilities or elsewhere.~~
- ~~B. For purposes of this policy, any student who is harassed or discriminated against, including subject to violence, by peers or school district employees based upon that student's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age [protected class] may file a complaint as described more fully in section IV below.~~
- ~~C. For purposes of this policy, any school district employee who is harassed or discriminated against, including violence, by students or other school district employees based upon that employee's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age may file a complaint as described more fully in section IV below.~~
- ~~D. The alleged harassment/violence consists of harassing conduct (e.g. physical, verbal, graphic, or written verbal or physical) based upon that student's actual or perceived protected class that interferes or limits the ability of that student to participate in, enjoy, or benefit from the education program, including athletics and extracurricular activities.~~
- ~~E. The alleged harassment/violence may not be directed at a particular person, but may instead consist of harassing conduct (e.g. physical, verbal, graphic, or written) that creates a hostile environment for students based upon actual or perceived protected class that interferes with or limits the student's ability to participate in, enjoy, or benefit from the academic and nonacademic programs, including athletics and extracurricular activities.~~

~~IV. DESCRIPTION OF HARASSMENT BASED UPON A PERSON'S PERCEIVED OR ACTUAL PROTECTED CLASS~~

~~Note: The MDE Model Policies Web page provides links to the Minnesota Department of Human Rights Web page and the federal Dear Colleague letters which provide specific examples of harassment and violence based upon a person's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age.~~

- ~~A. Harassment is unwelcome conduct that is based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.
 - ~~(1) Harassing conduct may take many forms, including verbal acts and name calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.~~
 - ~~(2) It is unwelcome if the student or employee did not request or invite it and considered the conduct to be undesirable or offensive.~~~~

- ~~(3) The conduct is considered harassment if it creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.~~

~~B. Sexual harassment based upon sex/gender and/or sexual orientation~~

- ~~(1) Sexual conduct that is unwelcome.~~

~~a. It is unwelcome if the student or employee did not request or invite it and considered the conduct undesirable or offensive.~~

~~b. A student's submission or failure to complain does not mean that the conduct was welcome—look at circumstances.~~

~~C. Sexual violence: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.~~

~~(1) Sexual violence includes rape, sexual assault, and dating violence. This includes coerced sexual intercourse or other sexual acts. The physical act is considered nonconsensual if a person is incapable of giving consent due to alcohol or drug use or due to an intellectual or other disability.~~

~~(2) Sexual violence includes touching, patting, grabbing, or pinching another student's or employee's intimate parts of the clothing covering the intimate parts.~~

~~(3) Sexual violence includes coercing or forcing or attempting to coerce or force a student or employee to touch anyone's intimate parts.~~

~~(4) A police report does not relieve the school of its responsibilities under Title IX.~~

~~D. Assault: Assault, as defined in state statute is:~~

~~(1) an act done with intent to cause fear in another of immediate bodily harm or death; or~~

~~(2) the intentional infliction of or attempt to inflict bodily harm upon another.~~

~~E. Racial, color, creed or national origin harassment/violence~~

~~(1) Intimidation or abusive behavior toward a student, based on perceived or actual race, color, creed or national origin, that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.~~

~~(2) Racial violence: Racial violence is a physical act of aggression or force, or the threat thereof, which is directed toward a student or employee based upon their perceived or actual race, color, creed, or national origin.~~

~~F. Religious harassment/violence~~

- ~~(1) Intimidation or abusive behavior toward a student based on perceived or actual religious beliefs that create a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.~~
- ~~(2) Religious violence is the threat of or an actual physical act of aggression or force which is directed toward a student or employee based upon their perceived or actual religion.~~

~~G. Disability harassment~~

- ~~(1) Intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.~~
- ~~(2) Disability harassment also may deny a student with a disability a free and appropriate public education (FAPE). Harassment of a student based on disability may decrease the student's ability to benefit from his or her education and amount to a denial of FAPE.~~

~~V. REPORTING PROCEDURES~~

- ~~A. The adoption and implementation of a proper reporting system can help the school district comply with the Minnesota Human Rights Act by allowing the school district to promptly address allegations of harassment and violence.~~
- ~~B. Pursuant to Title IX, each school district must designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the regulations, including Title IX complaint investigation (Title IX Coordinator). 34 CFR, section 106.8(a). Each school district must also publish grievance procedures providing for prompt and equitable resolution of sex discrimination complaints, including complaints of sexual harassment. In addition, under Section 504 and Title II, school districts are also required to have grievance procedures to address disability harassment.~~
- ~~C. Minnesota Statutes, section 121A.03 requires that school districts have reporting procedures for sexual, religious, and racial harassment and/or violence complaints.~~
 - ~~(1) For purposes of meeting the state reporting requirements, the following reporting procedure will be made available for students and staff who wish to report an incident or incidents that may involve harassment or violence based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.~~
 - ~~(2) Designated school district person to receive oral or written complaints/reports of actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.~~

~~D. Human Rights Officer Designation~~

- ~~(1) The school board hereby designates Brenda Alexander as the school district human rights officer(s) to receive reports or complaints of harassment or violence based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age. If the complaint involves one of the designated human rights officers, the complaint will be filed directly with the superintendent: Richard Lahn.~~
- ~~(2) In the event the superintendent is the designated human rights officer, the complaint should be filed directly with the school board.~~

~~E. The school district will conspicuously post the name of the human rights officer(s), superintendent, and school board: including mailing addresses and telephone numbers.~~

- ~~(1) The Human Rights Officer is Brenda Alexander. Mailing address: 706 —1st Street, Princeton, MN — 55371. Telephone number: 763-389-6181. Email address: brenda.alexander@isd477.org.~~
- ~~(2) The superintendent is Richard Lahn. Mailing address: 706 —1st Street, Princeton, MN 55371. Telephone number: 763-389-6190. Email address: rick.lahn@#isd477.org.~~
- ~~(3) The school board contact information is: Karen Metcalf, Chair. Mailing address: 706 —1st Street, Princeton, MN 55371. Telephone number: 763-389-2422. Email address: karen.metcalf@isd477.org.~~

~~F. These reporting procedures are not intended to prevent a person from reporting harassment or violence incident(s) to another school official.~~

- ~~(1) The school official must immediately notify the principal, who is then responsible to submit the oral or written complaint/report to the human rights officer without screening or investigating the credibility of the report. If the school principal is not available on the date of the report, then the school official must forward the oral or written report/complaint directly to the human rights officer.~~
- ~~(2) If the report was given verbally, the principal will personally reduce it to written form within 24 hours and forward it to the human rights officer.
 - ~~a. If the school principal fails to forward any harassment or violence report or complaint (written or verbal) to the human rights officer within 24 hours, the principal will be subject to disciplinary action.~~~~
- ~~(3) If the complaint involves the building principal, the complaint will be made or filed directly with the superintendent or the school district human rights officer by the school official or reporting party or complainant.~~

~~G. The human rights officer may request, but not insist, upon a written complaint. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.~~

~~Alternative means of filing a complaint, such as through a personal interview or by tape recording, will be made available upon request for qualified persons with a disability.~~

~~H. The complaint (verbal or written) should be reported to a school official immediately, or within 30 calendar days whenever possible, of the alleged violation. The school district will accept reports of alleged incidents that are older than 30 calendar days; however, delays between the date of the alleged incident and the reporting date may make investigations more difficult.~~

~~VI. INVESTIGATION~~

~~A. The human rights officer, upon receipt of a complaint alleging discrimination or harassment toward an employee or student, will promptly undertake an investigation if deemed appropriate. The Title IX coordinator may conduct the investigation complaints of sexual harassment, the 504 coordinator for complaints of disability harassment, or the human rights officer for other types of alleged harassment and violence covered by this policy. The Title IX coordinator/504 coordinator or human rights officer may designate a neutral third party to conduct the investigation. The investigation will be completed within 30 calendar days from receipt of the complaint, unless impracticable.~~

~~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, the school district will consider the facts and the surrounding circumstances, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.~~

~~D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination or harassment of an employee or student.~~

~~(1) Upon completion of the investigation, the school district or neutral third party designated investigator will make a written report to the human rights officer. If the complaint involves the human rights officer, the report must be filed directly with the superintendent. If the complaint involves the superintendent, the report must be filed directly with the school board. The report will include the facts, a determination of whether the allegations have been substantiated and whether a violation of this policy has occurred, as well as a description of any proposed resolution which may include alternate dispute resolution.~~

~~(2) Upon completion of the investigation, the human rights officer will inform the complainant/reporter of his or her right to review the written report at the school building where the complainant/reporter is employed or enrolled, in accordance with state and federal law regarding data or records privacy.~~

~~(3) If the complainant/reporter is a student, the human rights officer will inform the parent/guardian of his or her right to review the written report at the school building where the student reporter is enrolled, in accordance with state and federal law regarding data or records privacy.~~

~~(4) The school district must comply with federal and state law pertaining to retention of records.~~

~~VII.—APPEAL~~

~~If the grievance has not been resolved to the satisfaction of the complainant/reporter, s/he may appeal to the human rights officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator will conduct a review of the appeal and, within ten (10) school days of receipt of the appeal, will affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final, and action will occur as addressed in VIII below.~~

~~VIII.—SCHOOL DISTRICT ACTION~~

~~A. Upon conclusion of the investigation and receipt of the findings, the school district will take appropriate and effective action. If the investigator determined that a violation of this policy has occurred, such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Actions may also include alternative dispute resolution, including restorative justice programs, school or district wide training, counseling, and class transfer. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and school district policies.~~

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

~~IX.—REPRISAL~~

~~A. The school district will take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful harassment toward an employee or student or any person who testifies, assists, participates in an investigation or hearing related to alleged unlawful harassment covered by this policy. Reprisal also includes retaliation against a student or district employee who associates with a person or group or persons who are disabled or who are of different race, color, creed, religion, sexual orientation, or national origin. Retaliation includes, but is not limited to, any form of intimidation or harassment. Reprisal is also prohibited based upon a request for a religious or disability accommodation.~~

~~X.—CONFLICT OF INTEREST~~

~~A. If there is a conflict of interest with respect to any party affected by this policy, appropriate accommodations will be made, such as, but not limited to, appointing or~~

~~contracting with a neutral third party investigator to conduct the investigation, or recusal from the process by the person for whom a conflict or potential conflict of interest exists.~~

~~XI. HARASSMENT OR VIOLENCE AS ABUSE~~

- ~~A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, section 626.556 may be applicable.~~
- ~~B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.~~

~~XII. DISSEMINATION OF POLICY AND TRAINING~~

- ~~A. This policy must be conspicuously posted throughout each school building in areas accessible to students and staff members.~~
- ~~B. This policy must be given to each school district employee and independent contractor at the time of entering into the person's employment contract.~~
- ~~C. This policy must be included in each school's student handbook on school policies.~~
- ~~D. The school district has developed the following process for discussing the school's harassment and violence policy with students and school district employees: Annual review by Principal or designee.~~
- ~~E. The school board will review this policy annually for compliance with state and federal law.~~
- ~~F. The school district will post this policy on its website and ensure that it is easily accessible to view and download.~~

~~XIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES~~

- ~~A. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the agencies below, filing a report with a law enforcement agency, or initiating action in state or federal court. For claims of unlawful discrimination/harassment:~~

Minnesota Department of Human Rights
Freeman Building
625 Robert Street North
St. Paul, MN 55155
toll free: 800.657.3704
tty: 651.296.1283
fax: 651.296.9042
www.humanrights.state.mn.us

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street Suite 1475
Chicago IL 60661
Tel: 312.730.1560
TDD: 312.730.1609

Employment Discrimination/Harassment

Equal Employment Opportunity Commission (EEOC)
330 South 2nd Ave., Room 430
Minneapolis, MN 55401
(612) 335-4040
1-800-669-4000
Fax: (612) 335-4044
TTY: (612) 335-4045
www.eeoc.gov/minneapolis/index.html

Legal References and Resources

MDE's Crisis Management Web page (http://education.state.mn.us/MDE/Accountability_Programs/Compliance_and_Assistance/Crisis_Management/index.html) provides links to the Minnesota Department of Human Rights Web page for examples of harassment/discrimination, and to the federal Dear Colleague letters for specific examples of harassment and violence based upon a person's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age.

Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Minn. Stat. §609.224 (Assault in the Fifth Degree)

Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)

42 U.S.C. § 2000e *et seq.* (Title VI of the Civil Rights Act) (Title VI)

20 USC § 1681, *et seq.* Title IX of the Education Amendments of 1972 (Title IX)

29 USC §794 Section 504 of the Rehabilitation Act of 1973 (Section 504)

42 U.S.C § 12131 *et seq.* Title II of the American with Disabilities Act of 1990 (Title II)

Resources for Definitions and Examples of Discrimination or Harassment

Federal Resources

Department of Justice: Dear Colleague Letter: Enrollment practices addressing actual or perceived citizenship (2011) (US Department of Justice)

Office of Civil Rights (OCR)

Dear Colleague Letter dated April 4, 2011: Sexual Harassment and Sexual Violence (2011)

Dear Colleague Letter: Bullying and Harassment (2010)

Dear Colleague Letter: Sexual Harassment Issues (2006)

Dear Colleague Letter: Religious Discrimination (2004)

Dear Colleague Letter: First Amendment (2003)

Dear Colleague Letter: Prohibited Disability Harassment (2000)

The OCR Dear Colleague Letters can be viewed on the U.S. Department of Education website:
<http://www2.ed.gov/about/offices/list/ocr/publications.html>.

Sexual Harassment: It's Not academic (Revised 2008)

Sexual Harassment Guidance (revised 2001)

Racial Incidents and harassment against Students (1994)

State Resource:

MDH website for more information about the Minnesota Human Rights Act:
<http://www.humanrights.state.mn.us/>.

Technical Assistance and Training

U.S Department of Education, Office of School Support and Technology Programs, Equity Assistance Centers Program (<http://www2.ed.gov/programs/equitycenters/index.html>). As set forth on the website, Centers work with schools in the areas of harassment, bullying, and prejudice reduction. Centers also develop materials, strategies, and professional development activities to assist schools and communities in preventing and countering harassment based on ethnicity or gender. More recently, they provide resources and training in the areas of hate crimes, racial prejudice, and bullying.

Minnesota is in Region V, Programs for Educational Opportunity, University of Michigan, Programs for Educational Opportunity (PEO)

1005 School of Education

Ann Arbor, MI, 48109

Dr. Percy Bates, Director (2008-2011)

Tel: 734.763.9910

Fax: 734.763.2137

Center on Positive Behavioral Interventions and Supports, established by the Office of Special Education Programs, U.S. Department of Education, <http://pbis.org>

State Resources

MDE website on PBIS grants:

http://education.state.mn.us/MDE/Learning_Support/Special_Education/Evaluation_Program_Planning_Supports/Positive_Behavioral_Interventions_Supports/index.html

Cross References:

Princeton Policy 102 (Equal Educational Opportunity)

Princeton Policy 401 (Equal Employment Opportunity)

Princeton Policy 402 (Disability Nondiscrimination Policy)

Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

Princeton Policy 406 (Public and Private Personnel Data)

~~Princeton Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)~~

~~Princeton Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)~~

~~Princeton Policy 506 (Student Discipline)~~

~~Princeton Policy 515 (Protection and Privacy of Pupil Records)~~

~~Princeton Policy 521 (Student Disability Nondiscrimination)~~

~~Princeton Policy 522 (Student Sex Nondiscrimination)~~

~~Princeton Policy 524 (Internet Acceptable Use and Safety Policy)~~

~~Princeton Policy 525 (Violence Prevention)~~

~~Princeton Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)~~

~~Adopted: June 8, 2004~~

~~Revised: November 24, 2009~~

~~Revised: November 8, 2011~~

~~Revised: April 15, 2014~~

STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE

A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
2. The committee shall follow regulations per Minnesota Statute 122A.60 regarding effective staff development activities, contents of staff development plan, staff development outcomes and staff development report.

III. STAFF DEVELOPMENT FUNDING & REPORTING

A. The School District will reserve an amount equal to at least two percent of its basic revenue for per Minnesota Statute 122A.61: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts.

B. By October 15 of each year, the Staff Development Advisory Committee shall write and submit a report of staff development activities and expenditures for the previous year in the form and manner determined by the commissioner.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction) Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Adopted: April 12, 1988
Revised: June 27, 1989
Revised: March 26, 1996
Revised: August 28, 2001
Revised: January 27, 2004
Revised: November 10, 2008
Revised: December 21, 2010
Revised: April 15, 2014

PRINCETON PUBLIC SCHOOLS

HARASSMENT AND VIOLENCE PROHIBITION

The purpose of this model policy is to provide a template for school districts' individual policies to help maintain a positive, safe learning and working environment for students and staff that is free from harassment and violence based upon their actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age. [protected class].

In accordance with Minnesota Statutes, section 121A.03, Subdivision 1, the Minnesota Department of Education is making this model harassment and violence prohibition policy available for school districts and charter schools to assist them in adopting a written policy governing the prohibition of harassment and violence.

In accordance with Title VI of the 1964 Civil Rights Act (Title VI), schools that receive federal funding from the U.S. Department of Education are prohibited from discriminating on the basis of race, color, or national origin. This also includes discrimination or harassment based upon a student's culture (e.g., anti-Semitic or anti-Muslim harassment or discrimination).

In accordance with Title IX, Education Amendments of 1972 (Title IX), schools that receive federal funding from the U.S. Department of Education are prohibited from discriminating on the basis of sex, which includes sexual and gender-based harassment.

In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II), schools that receive federal funding from the U.S. Department of Education, are prohibited from discriminating on the basis of disability, which includes disability based harassment.

In accordance with Title VII of the Civil Rights Act of 1964 (Title VII), the Department of Justice may intervene in cases involving discrimination or harassment based upon a student's actual or perceived religion.

As set forth in a U.S. Department of Education, Office of Civil Rights (OCR), Dear Colleague Letter dated October 26, 2010, school districts may violate the discrimination laws when peer harassment based on race, color, national, origin, sex, or disability is sufficiently serious that it creates a hostile environment and such harassment is encouraged, tolerated, not adequately addressed, or ignored by school employees. OCR (2010). As set forth in the OCR letter, states and/or local laws may impose additional obligations on schools, such as adding religion and sexual orientation to classes covered by antidiscrimination laws.

In accordance with the Minnesota Human Rights Act set forth in Minnesota Statutes, Chapter 363A, discrimination directed toward students or employees based upon their actual or perceived protected status in the education and employment setting is illegal.

Minnesota Statutes, section 363A.13, prohibits discrimination in education based on sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.

The Minnesota Human Rights Act sets forth the state public policy that the areas of education and employment be free from discrimination. As set forth in Minnesota Statutes, section 363A.02, Subdivision 1(b):

(b) Such discrimination threatens the rights and privileges of the inhabitants of this state and menaces the institutions and foundations of democracy. It is also the public policy of this state to protect all persons from wholly unfounded charges of discrimination. Nothing in this chapter will be interpreted as restricting the implementation of positive action programs to combat discrimination.

As set forth in Minnesota Statutes, section 363A.02, Subd. 2: Civil right.

The opportunity to obtain employment, housing, and other real estate, and full and equal utilization of public accommodations, public services, and educational institutions without such discrimination as is prohibited by this chapter is hereby recognized as and declared to be a civil right.

The model policy begins below:

I. PURPOSE

- A. It will be a violation of this policy for any student or district employee to harass a student or district employee through conduct (e.g., physical, verbal, graphic or written) that is based upon that student or employee's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age [protected class] as defined by this policy. For purposes of this policy, a district employee includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district. For purposes of this policy, school district includes charter schools.
- B. It will be a violation of this policy for any student or district employee to inflict, threaten to inflict, or attempt to inflict violence based upon a student or district employee's actual or perceived protected class as defined by this policy.
- C. The school district will investigate all complaints, formal or informal, verbal or written, of harassment and/or violence based upon a student or employee's perceived or actual protected class and to discipline or take appropriate action against any student or school district employee who is found to have violated this policy.

II. DEFINITIONS

The following definitions, which have been modified for purposes of this policy, are found in the Minnesota Human Rights Act. Please note that there is not a definition for every protected class.

- A. Disability. ““Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who (1) has a physical, sensory, or mental impairment which materially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.”¹
- B. Discriminate. “The term "discriminate" includes segregate or separate and, for purposes of discrimination based on sex, it includes sexual harassment.”
- C. Educational institution. “Educational institution" means a public or private institution and includes an academy, college, elementary or secondary school, extension course, kindergarten, nursery, school system and a business, nursing, professional, secretarial, technical, vocational school, and includes an agent of an educational institution.”
- D. National origin. ““National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.”²
- E. Sexual harassment. “Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:
 - (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment, ...[or] education...;
 - (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, ...[or] education...; or
 - (3) that conduct or communication has the purpose or effect of substantially interfering with an individual's employment, ...[or] education..., or creating an intimidating, hostile, or offensive employment, ...[or] educational... environment.”
- F. Sexual orientation. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness.

III. HARASSMENT AND VIOLENCE GENERAL APPLICABILITY

- A. The antidiscrimination laws apply to all of the academic and nonacademic (e.g. athletic, and extracurricular) programs of the school district, whether conducted in school district facilities or elsewhere.
- B. For purposes of this policy, any student who is harassed or discriminated against, including subject to violence, by peers or school district employees based upon that

¹ This includes students with an IFSP, IEP, and students who qualify for special education and related aids and services under Section 504 of the Rehabilitation Act.

² This includes harassment of students born in the United States who have relatives that are from other countries.

student's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age [protected class] may file a complaint as described more fully in section IV below.

- C. For purposes of this policy, any school district employee who is harassed or discriminated against, including violence, by students or other school district employees based upon that employee's actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age may file a complaint as described more fully in section IV below.
- D. The alleged harassment/violence consists of harassing conduct (e.g. physical, verbal, graphic, or written verbal or physical) based upon that student's actual or perceived protected class that interferes or limits the ability of that student to participate in, enjoy, or benefit from the education program, including athletics and extracurricular activities.
- E. The alleged harassment/violence may not be directed at a particular person, but may instead consist of harassing conduct (e.g. physical, verbal, graphic, or written) that creates a hostile environment for students based upon actual or perceived protected class that interferes with or limits the student's ability to participate in, enjoy, or benefit from the academic and nonacademic programs, including athletics and extracurricular activities.

IV. DESCRIPTION OF HARASSMENT BASED UPON A PERSON'S PERCEIVED OR ACTUAL PROTECTED CLASS

Note: The MDE Model Policies Web page provides links to the Minnesota Department of Human Rights Web page and the federal Dear Colleague letters which provide specific examples of harassment and violence based upon a person's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age.

- A. Harassment is unwelcome conduct that is based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.
 - (1) Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.
 - (2) It is unwelcome if the student or employee did not request or invite it and considered the conduct to be undesirable or offensive.
 - (3) The conduct is considered harassment if it creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.
- B. Sexual harassment based upon sex/gender and/or sexual orientation
 - (1) Sexual conduct that is unwelcome.

- a. It is unwelcome if the student or employee did not request or invite it and considered the conduct undesirable or offensive.
 - b. A student's submission or failure to complain does not mean that the conduct was welcome – look at circumstances.
- C. Sexual violence: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
- (1) Sexual violence includes rape, sexual assault, and dating violence. This includes coerced sexual intercourse or other sexual acts. The physical act is considered nonconsensual if a person is incapable of giving consent due to alcohol or drug use or due to an intellectual or other disability.
 - (2) Sexual violence includes touching, patting, grabbing, or pinching another student's or employee's intimate parts of the clothing covering the intimate parts.
 - (3) Sexual violence includes coercing or forcing or attempting to coerce or force a student or employee to touch anyone's intimate parts.
 - (4) A police report does not relieve the school of its responsibilities under Title IX.
- D. Assault: Assault, as defined in state statute is:
- (1) an act done with intent to cause fear in another of immediate bodily harm or death; or
 - (2) the intentional infliction of or attempt to inflict bodily harm upon another.
- E. Racial, color, creed or national origin harassment/violence
- (1) Intimidation or abusive behavior toward a student, based on perceived or actual race, color, creed or national origin, that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.
 - (2) Racial violence: Racial violence is a physical act of aggression or force, or the threat thereof, which is directed toward a student or employee based upon their perceived or actual race, color, creed, or national origin.
- F. Religious harassment/violence
- (1) Intimidation or abusive behavior toward a student based on perceived or actual religious beliefs that create a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.

- (2) Religious violence is the threat of or an actual physical act of aggression or force which is directed toward a student or employee based upon their perceived or actual religion.

G. Disability harassment

- (1) Intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school district's programs.
- (2) Disability harassment also may deny a student with a disability a free and appropriate public education (FAPE). Harassment of a student based on disability may decrease the student's ability to benefit from his or her education and amount to a denial of FAPE.

V. REPORTING PROCEDURES

- A. The adoption and implementation of a proper reporting system can help the school district comply with the Minnesota Human Rights Act by allowing the school district to promptly address allegations of harassment and violence.
- B. Pursuant to Title IX, each school district must designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the regulations, including Title IX complaint investigation (Title IX Coordinator). 34 CFR, section 106.8(a). Each school district must also publish grievance procedures providing for prompt and equitable resolution of sex discrimination complaints, including complaints of sexual harassment. In addition, under Section 504 and Title II, school districts are also required to have grievance procedures to address disability harassment.
- C. Minnesota Statutes, section 121A.03 requires that school districts have reporting procedures for sexual, religious, and racial harassment and/or violence complaints.
 - (1) For purposes of meeting the state reporting requirements, the following reporting procedure will be made available for students and staff who wish to report an incident or incidents that may involve harassment or violence based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.
 - (2) Designated school district person to receive oral or written complaints/reports of actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age.
- D. Human Rights Officer Designation
 - (1) The school board hereby designates Brenda Alexander as the school district human rights officer(s) to receive reports or complaints of harassment or violence based upon actual or perceived sex/gender, sexual orientation, race, color, creed, national origin, religion, disability, receipt of public assistance, or marital status and age If the

- complaint involves one of the designated human rights officers, the complaint will be filed directly with the superintendent: Richard Lahn.
- (2) In the event the superintendent is the designated human rights officer, the complaint should be filed directly with the school board.
- E. The school district will conspicuously post the name of the human rights officer(s), superintendent, and school board: including mailing addresses and telephone numbers.
- (1) The Human Rights Officer is Brenda Alexander. Mailing address: 706 – 1st Street, Princeton, MN 55371. Telephone number: 763-389-6181. Email address: brenda.alexander@isd477.org.
- (2) The superintendent is Richard Lahn. Mailing address: 706 – 1st Street, Princeton, MN 55371. Telephone number: 763-389-6190. Email address: rick.lahn@isd477.org.
- (3) The school board contact information is: Karen Metcalf, Chair. Mailing address: 706 – 1st Street, Princeton, MN 55371. Telephone number: 763-389-2422. Email address: karen.metcalf@isd477.org.
- F. These reporting procedures are not intended to prevent a person from reporting harassment or violence incident(s) to another school official.
- (1) The school official must immediately notify the principal, who is then responsible to submit the oral or written complaint/report to the human rights officer without screening or investigating the credibility of the report. If the school principal is not available on the date of the report, then the school official must forward the oral or written report/complaint directly to the human rights officer.
- (2) If the report was given verbally, the principal will personally reduce it to written form within 24 hours and forward it to the human rights officer.
- a. If the school principal fails to forward any harassment or violence report or complaint (written or verbal) to the human rights officer within 24 hours, the principal will be subject to disciplinary action.
- (3) If the complaint involves the building principal, the complaint will be made or filed directly with the superintendent or the school district human rights officer by the school official or reporting party or complainant.
- G. The human rights officer may request, but not insist, upon a written complaint. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office. Alternative means of filing a complaint, such as through a personal interview or by tape recording, will be made available upon request for qualified persons with a disability.
- H. The complaint (verbal or written) should be reported to a school official immediately, or within 30 calendar days whenever possible, of the alleged violation. The school district will accept reports of alleged incidents that are older than 30 calendar days; however,

delays between the date of the alleged incident and the reporting date may make investigations more difficult.

VI. INVESTIGATION

- A. The human rights officer, upon receipt of a complaint alleging discrimination or harassment toward an employee or student, will promptly undertake an investigation if deemed appropriate. The Title IX coordinator may conduct the investigation complaints of sexual harassment, the 504 coordinator for complaints of disability harassment, or the human rights officer for other types of alleged harassment and violence covered by this policy. The Title IX coordinator/504 coordinator or human rights officer may designate a neutral third party to conduct the investigation. The investigation will be completed within 30 calendar days from receipt of the complaint, unless impracticable.
- 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, the school district will consider the facts and the surrounding circumstances, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination or harassment of an employee or student.
 - (1) Upon completion of the investigation, the school district or neutral third party designated investigator will make a written report to the human rights officer. If the complaint involves the human rights officer, the report must be filed directly with the superintendent. If the complaint involves the superintendent, the report must be filed directly with the school board. The report will include the facts, a determination of whether the allegations have been substantiated and whether a violation of this policy has occurred, as well as a description of any proposed resolution which may include alternate dispute resolution.
 - (2) Upon completion of the investigation, the human rights officer will inform the complainant/reporter of his or her right to review the written report at the school building where the complainant/reporter is employed or enrolled, in accordance with state and federal law regarding data or records privacy.
 - (3) If the complainant/reporter is a student, the human rights officer will inform the parent/guardian of his or her right to review the written report at the school building where the student reporter is enrolled, in accordance with state and federal law regarding data or records privacy.

- (4) The school district must comply with federal and state law pertaining to retention of records.

VII. APPEAL

If the grievance has not been resolved to the satisfaction of the complainant/reporter, s/he may appeal to the human rights officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator will conduct a review of the appeal and, within ten (10) school days of receipt of the appeal, will affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final, and action will occur as addressed in VIII below.

VIII. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of the findings, the school district will take appropriate and effective action. If the investigator determined that a violation of this policy has occurred, such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Actions may also include alternative dispute resolution, including restorative justice programs, school or district wide training, counseling, and class transfer. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

IX. REPRISAL

- A. The school district will take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful harassment toward an employee or student or any person who testifies, assists, participates in an investigation or hearing related to alleged unlawful harassment covered by this policy. Reprisal also includes retaliation against a student or district employee who associates with a person or group or persons who are disabled or who are of different race, color, creed, religion, sexual orientation, or national origin. Retaliation includes, but is not limited to, any form of intimidation or harassment. Reprisal is also prohibited based upon a request for a religious or disability accommodation.

X. CONFLICT OF INTEREST

- A. If there is a conflict of interest with respect to any party affected by this policy, appropriate accommodations will be made, such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation, or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

XI. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, section 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

XII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy must be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy must be given to each school district employee and independent contractor at the time of entering into the person’s employment contract.
- C. This policy must be included in each school’s student handbook on school policies.
- D. The school district has developed the following process for discussing the school’s harassment and violence policy with students and school district employees: Annual review by Principal or designee.
- E. The school board will review this policy annually for compliance with state and federal law.
- F. The school district will post this policy on its website and ensure that it is easily accessible to view and download.

XIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

- A. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the agencies below, filing a report with a law enforcement agency, or initiating action in state or federal court. For claims of unlawful discrimination/harassment:

Minnesota Department of Human Rights
 Freeman Building
 625 Robert Street North
 St. Paul, MN 55155
 toll free: 800.657.3704
 tty: 651.296.1283
 fax: 651.296.9042
www.humanrights.state.mn.us

U.S. Department of Education
 Office for Civil rights, Region V
 500 W. Madison Street- Suite 1475
 Chicago IL 60661
 Tel: 312.730.1560
 TDD: 312.730.1609

Employment Discrimination/Harassment

Equal Employment Opportunity Commission (EEOC)
330 South 2nd Ave., Room 430
Minneapolis, MN 55401
(612) 335-4040
1-800-669-4000
Fax: (612) 335-4044
TTY: (612) 335-4045
www.eeoc.gov/minneapolis/index.html

Legal References and Resources

MDE's Crisis Management Web page (http://education.state.mn.us/MDE/Accountability_Programs/Compliance_and_Assistance/Crisis_Management/index.html) provides links to the Minnesota Department of Human Rights Web page for examples of harassment/discrimination, and to the federal Dear Colleague letters for specific examples of harassment and violence based upon a person's actual or perceived race, color, creed, national origin, religion, sex/gender, sexual orientation, disability, public assistance, or marital status or age.

Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Minn. Stat. §609.224 (Assault in the Fifth Degree)

Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)

42 U.S.C. § 2000e *et seq.* (Title VI of the Civil Rights Act) (Title VI)

20 USC § 1681, *et. seq.* Title IX of the Education Amendments of 1972 (Title IX)

29 USC §794 Section 504 of the Rehabilitation Act of 1973 (Section 504)

42 U.S.C § 12131 *et. seq.* Title II of the American with Disabilities Act of 1990 (Title II)

Resources for Definitions and Examples of Discrimination or Harassment

Federal Resources

Department of Justice: Dear Colleague Letter: Enrollment practices addressing actual or perceived citizenship (2011) (US Department of Justice)

Office of Civil Rights (OCR)

Dear Colleague Letter dated April 4, 2011: Sexual Harassment and Sexual Violence (2011)

Dear Colleague Letter: Bullying and Harassment (2010)

Dear Colleague Letter: Sexual Harassment Issues (2006)

Dear Colleague Letter: Religious Discrimination (2004)

Dear Colleague Letter: First Amendment (2003)

Dear Colleague Letter: Prohibited Disability Harassment (2000)

The OCR Dear Colleague Letters can be viewed on the U.S. Department of Education website:
<http://www2.ed.gov/about/offices/list/ocr/publications.html>.

Sexual Harassment: It's Not academic (Revised 2008)

Sexual Harassment Guidance (revised 2001)

Racial Incidents and harassment against Students (1994)

State Resource:

MDH website for more information about the Minnesota Human Rights Act:
<http://www.humanrights.state.mn.us/>.

Technical Assistance and Training

U.S Department of Education, Office of School Support and Technology Programs, Equity Assistance Centers Program (<http://www2.ed.gov/programs/equitycenters/index.html>). As set forth on the website, Centers work with schools in the areas of harassment, bullying, and prejudice reduction. Centers also develop materials, strategies, and professional development activities to assist schools and communities in preventing and countering harassment based on ethnicity or gender. More recently, they provide resources and training in the areas of hate crimes, racial prejudice, and bullying.

Minnesota is in Region V, Programs for Educational Opportunity, University of Michigan, Programs for Educational Opportunity (PEO)

1005 School of Education

Ann Arbor, MI, 48109

Dr. Percy Bates, Director (2008-2011)

Tel: 734.763.9910

Fax: 734.763.2137

Center on Positive Behavioral Interventions and Supports, established by the Office of Special Education Programs, U.S. Department of Education, <http://pbis.org>

State Resources

MDE website on PBIS grants:

http://education.state.mn.us/MDE/Learning_Support/Special_Education/Evaluation_Program_Planning_Supports/Positive_Behavioral_Interventions_Supports/index.html

Cross References:

Princeton Policy 102 (Equal Educational Opportunity)

Princeton Policy 401 (Equal Employment Opportunity)

Princeton Policy 402 (Disability Nondiscrimination Policy)

Princeton Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

Princeton Policy 406 (Public and Private Personnel Data)

Princeton Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

Princeton Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Princeton Policy 506 (Student Discipline)

Princeton Policy 515 (Protection and Privacy of Pupil Records)

Princeton Policy 521 (Student Disability Nondiscrimination)

Princeton Policy 522 (Student Sex Nondiscrimination)

Princeton Policy 524 (Internet Acceptable Use and Safety Policy)

Princeton Policy 525 (Violence Prevention)

Princeton Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: June 8, 2004

Revised: November 24, 2009

Revised: November 8, 2011

PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

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

C. Dates of Attendance

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

D. Directory Information

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

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

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, “education records,” does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and

- (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
- b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
- (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
- (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

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

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
- (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

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

F. Eligible Student

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

G. Juvenile Justice System

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

H. Legitimate Educational Interest

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

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

I. Parent

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

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other direct identifiers, such as the student's date of birth,

place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

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

L. Responsible Authority

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

M. Student

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

N. School Official

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

O. Summary Data

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

P. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first

obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

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

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

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

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

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 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, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;

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

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

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies

and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, “organizations,” includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student’s education records that are relevant for the school district to defend itself;

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

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

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

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

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

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

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring,

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

22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

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

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

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

C. Present Students and Parents

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

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent’s or eligible student’s prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student’s name, ID, or school district e-mail address

in a class in which the student is enrolled; or

- b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

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

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

C. Private Records Not Accessible to Student

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

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

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.

4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

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

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

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

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

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

data pursuant to Paragraph C. below.

- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to

the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

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

B. Redisclosure Not Prohibited

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

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

C. Classification of Disclosed Data

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

D. Notification

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

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to

review the record of requests for disclosure.

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

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the

student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

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

C. Right to Inspect and Review

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

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

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of

only the specific information which pertains to that student.

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

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

B. Right to a Hearing

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

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.

3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

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

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

- B. Data practices compliance official means *[designate title and actual name of individual]*.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

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

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations

promulgated thereunder authorize disclosure without consent;

4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)

Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (No Child Left Behind)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

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

Adopted: April 23, 1996
Revised: January 14, 1997
Revised: August 10, 2004
Revised: April 13, 2010
Revised: April 15, 2014

PUBLIC NOTICE

Independent School District No. 477 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

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

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

- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and data regarding a student’s history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

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

- g. That the parent or eligible student has a right to obtain a copy of the school district’s policy regarding the protection and privacy of pupil records; and
 - h. That copies of the school district’s policy regarding the protection and privacy of school records are located on the District’s website.
2. Independent School District No. 477 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- a. It classifies records as public, private, or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
 4. Pursuant to applicable law, Independent School District No. 477 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

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

[Note: The definition of directory information is found on page 515-1 of the school district's policy. This definition includes all of the types of information specifically referenced by state and federal law as directory information. A

school district may choose not to include some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. This is an important policy decision for the local school board which must balance student privacy rights against public disclosure.]

- a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.
 - b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.
 - c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:
 - (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
 - (2) HOME ADDRESS;
 - (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;
 - (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
 - (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.
5. Pursuant to applicable law, Independent School District No. 477 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names,

addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

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

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL BY OCTOBER 1 OF EACH SCHOOL YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- (2) HOME ADDRESS;
- (3) STUDENT'S GRADE LEVEL;
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.

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

officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

INDEPENDENT SCHOOL DISTRICT NO. 477
PRINCETON, MINNESOTA

Dated: _____

Chair

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

**JUVENILE JUSTICE SYSTEM
REQUEST FOR INFORMATION**

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

DATE/TIME OF REQUEST: _____

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

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

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

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

RESPONSE TO REQUEST:

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

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

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

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

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

Signature/Title

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

Adopted: August 10, 2010
Revised: April 15, 2014

ORGANIZATION OF GRADE LEVELS

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

Early Childhood Program:	Birth through age 5
Elementary School:	Grades K through 5
Middle School:	Grades 6 through 8
High School:	Grades 9 through 12

B. The superintendent may seek school board approval to administer certain programs on a non-graded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

III. DEFINITIONS

A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.

B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year. Children who are five years of age on September 2 through October 31 of the calendar school year may enroll in Kindergarten only if they meet the district’s early admission to Kindergarten criteria, established in Policy.

C. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter Kindergarten the following school year.

Legal References: Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (Public Schools)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Revised: April 15, 2014

REQUESTED STAFFING CHANGES FOR 2015			
	2014 FTE'S	2015 FTE'S	CHANGE
HIGH SCHOOL TEACHERS	51.33	48.30	-3.03
MIDDLE SCHOOL TEACHERS	37	35	-2
SPECIAL EDUCATION	35.2	37.9	2.7
SPECIAL EDUCATION PARA'S	64.5	62.83	-1.67
TOTAL			-4.00
ESTIMATED SAVINGS			\$300,000.00

Joint Powers Agreement for Rum River Special Education Cooperative

This Agreement entered into this first day of July 2014 by and between Independent School Districts:

Braham I.S.D. #314
Cambridge-Isanti I.S.D. #911
Isle I.S.D. #473
Milaca I.S.D. #912
Mora I.S.D. #332
Ogilvie I.S.D. #333
Princeton I.S.D. #477

hereinafter referred to as Member Districts witness:

WHEREAS, each Member District has determined that required special education services can best be delivered through cooperative efforts; the undersigned school districts hereby agree:

1. ESTABLISHMENT OF JOINT POWERS COOPERATIVE. That hereby there is established a Joint Powers Special Education Cooperative to be known as the Rum River Special Education Cooperative as approved by majority vote of each school board of the participating districts.
2. PURPOSE OF AGREEMENT. The purpose of this Agreement shall be to provide by cooperative effort, comprehensive education programs as can be efficiently and effectively operated by this group of districts. This Agreement amends and supersedes the previous Agreement between "members" is effective starting July 1, 2014.
3. ACCOMPLISHMENT OF PURPOSE. The purpose of this Agreement shall be the creation of a Joint Powers Governing Board (herein referred to as the "Governing Board") and the Joint Powers Executive Council (herein referred to as the "Executive Council"), who shall, on behalf of the Member Districts, apply for, receive and administer educational funding, including state special education reimbursements and money received through federal and other sources. The Governing Board and Executive Council shall administer these funds and exercise its authority in such a way as to accomplish the purpose of this Agreement as set forth in Paragraph 2. The establishment of the Rum River Special Education Cooperative shall facilitate the delivery of services provided by State and Federal law and regulations, the Commissioner of Education and the Member Districts. The care, management and control of the Rum River Special Education Cooperative shall be vested in the Cooperative's Joint Powers Board.

WHEREAS, methods to accomplish improved educational opportunities for the member districts shall include:

ARTICLE I

Governance

A. Rum River Special Education Cooperative Joint Powers Governing Board of Directors

1. The Governing Board shall consist of one appointed school board member from each member school district. The Director of Special Education of the Rum River Special Education Cooperative and the superintendents of all member districts shall serve as ex officio, non voting members of the Governing Board.
2. Each Representative shall be appointed for a two year term, may be reappointed and shall continue to serve until their successors are appointed. Each Member District shall be entitled to only one vote, which must be made in person and not in proxy.
3. A Board vacancy shall be filled for the unexpired term by appointment of the governing body of the Member District whose seat is vacant, within 30 days of the vacancy.
4. Each member District staff appoints an alternate delegate to represent that Member District when its delegate is unavailable.
5. The elected officers of the Governing Board shall be a Chairperson, a Vice-Chairperson and a Clerk. The Secretary of the Governing Board shall be the Director of Special Education and, as such, shall serve in the capacity of an Executive Secretary. The Executive Secretary shall have no vote and no authority as a Board member.
6. The election of the Governing Board officers is by majority vote of the members of the Governing Board at its first meeting of each fiscal year. A term of an officer is for one year and such term shall expire at the meeting at which the new officer is elected.
7. At any meeting at which a quorum is not present, the delegates in attendance have the power to set the time and place for the next meeting. A quorum shall consist of a majority of all the voting members of the Governing Board.

B. Board Officer Responsibilities

The Governing Board, in addition to the authority found elsewhere in the Agreement, is empowered generally to act in the interest of the Member Districts. Board officers shall have the parliamentary duties usually ascribed to such offices as well as those specifically assigned:

1. The Chairperson conducts the meetings, executes undertakings offered as directed by the Board and is the official representative of the Board in all matters relating to the Special Education Cooperative.

2. The Vice-Chairperson acts in the absence of the Chairperson and has all the powers of the Chairperson during the latter's absence.
3. The Clerk shall be responsible for ordering and signing of all contracts, at the direction of the Board.

C. Governing Board Responsibilities

The responsibilities of the Governing Board shall be to:

1. Provide a thorough and continuing system of reporting to and communication with the Board of Education of each Member District.
2. Employ a Director of Special Education who shall be responsible to the Governing Board for the administration of the Special Education Cooperative's services.
3. Provide or procure necessary facilities, equipment and property to purchase, lease, grant or through other lawful means, for its use with the scope of this Agreement and to dispose of same in accordance with law and this Agreement when the need for it has ended or when the Agreement is terminated.
4. Enter into contracts, as it deems appropriate, by law, regulation, or order for the manner of use and for the supervision and disposition of property assigned to, held by or managed by it.
5. Employ professional and other skilled or unskilled personnel as and when the need arises either on the basis of permanent employment through contractual agreements or the purchase of services through a member district, or in a temporary or consultative capacity, but only to the extent that funds have been made available to it for that purpose.
6. Govern the affairs of the Joint Powers Cooperative under the policies, guidelines and directives of the Governing Board within the law.
7. Prior to July 1 of each year, the Governing Board will approve and adopt its revenue and expenditure budget for the next fiscal year. Budget revisions shall be presented to the Governing Board for approval during the current year if adjustments become necessary. Proposed budget, adjustments shall be recommended by the Executive Board prior to consideration by the Governing Board.
8. Annually review the Joint Powers Agreement and report to Member District Boards and the Commissioner of Education about the activities of the Joint Powers Cooperative.
9. Establish and maintain a schedule of time and place of its meetings and give notice of regular and special meetings as required under the Minnesota Open Meeting law as amended (Minnesota Statutes, Chapter 13D). The Board shall also comply with state law requirements applicable to school boards.

10. Establish, review regularly and amend as necessary, by-laws specifying the duties and powers of its officers and the meeting dates of the Board, as well as such other provisions as may be usual and necessary for the efficient conduct of the business of the Governing Board.
11. Establish special educational programs for Member Districts.
12. Adopt fiscal, personnel and other policies to govern the administration and operation of its services as well as those services and staff shared by member Districts and/or other agencies.
13. Do what is reasonably necessary to achieve the purpose of this Agreement to the extent that such action is within the intent and purpose of this Agreement and complies with all state and federal statutory provisions, which are applicable to the Member Districts.
14. Contract with a Member District to act as the fiscal host to the Joint Powers Cooperative to provide the functions essential and necessary for the management of fiscal affairs related to the operations of the Cooperative programs, acting in the name of the Cooperative's Governing Board, with the Cooperative Governing Board approval to include payroll, bills, receipt of funds, maintenance of fiscal records, and disbursement of funds.

ARTICLE II

Administration

A. Rum River Special Education Cooperative Joint Powers Executive Council

1. Executive Council Meetings

The superintendents of the member school districts shall constitute the Executive Board to Rum River Special Education Cooperative.

- a. The Executive Council shall meet at least eight times per year at times and places determined by the Executive Council. The Council will establish and maintain a schedule of time and place of its meetings and give notice of regular and special meetings as required under the Minnesota Open Meeting Law.
- b. A majority of the members shall constitute a quorum for the purpose of conducting business. A quorum once established at a meeting shall not thereafter be lost at that meeting by the withdrawal of members. At any meeting at which a quorum is not present, the members in attendance shall have the power to set the time and place for the next meeting.

2. Executive Council Responsibilities

The Executive Council shall:

- a. Act as the administering council of Rum River Special Education Cooperative and in addition to such other authority as may be granted to it in this agreement, shall be generally empowered to:
 - 1) Administer the affairs of Rum River Special Education Cooperative under direction of the Governing Board;
 - 2) Review, revise and recommend an annual budget to the Governing Board prior to June 30 of each year and approve all disbursements of funds;
 - 3) Make recommendations to the Governing Board in the matter of policy, programs and such other matters as would enhance the function of Rum River Special Education Cooperative.
- b. Have all the functions essential and necessary to the administration of Rum River Special Education Cooperative; including the recruitment, supervision, assignment of all personnel, and the recommendation to the Governing Board for employment and termination of licensed personnel.
- c. Be responsible for the management of the fiscal affairs related to the operation of Rum River Special Education Cooperative and in such capacity shall authorize the payment of all bills and payroll checks and receive all monies for Rum River Special Education Cooperative.
- d. Make application for, receive and administer Federal and State aids, grants and reimbursements for programs carried out by the Cooperative and for which the Cooperative is entitled.
- e. Bill each of the member districts regularly for its proportionate share of the costs of operations of the Rum River Special Education Cooperative.

B. Joint Powers Director of Special Education

The Director of Special Education shall be employed and supervised by the Executive Council. The Director of Special Education shall be the chief administrative officer of the Rum River Special Education Cooperative.

1. Duties

- a. The Director is responsible to recruit, interview and recommend the employment of prospective employees to the Joint Powers Cooperative.
- b. The Director may indicate a recommendation for employment to the candidate, but shall also inform the candidate that an approval of the employment may come only from the Governing Board.

- c. The Director is responsible for the assignment, supervision and evaluation of all personnel employed by the Joint Powers Cooperative.
- d. The Director shall submit to the Executive Council for review proposed policies for the Joint Powers Cooperative and guidelines for the operation of each program or service offered by the Joint Powers Cooperative. The Executive Council shall recommend for approval by the Governing Board policies and program guidelines for the Joint Powers Cooperative.
- e. The Director shall prepare an annual budget, which shall be presented to the Executive Council in March of the year preceding the school year in which the budget is to take effect.
- f. The Director shall make all necessary reports and file all claims for reimbursement and aids to which the Joint Powers Cooperative is entitled.
- g. The Director shall prepare advisory reports to the Superintendents and/or the Boards of Education.

ARTICLE III

Finance

The costs of the operation of the Rum River Special Education Cooperative, including such things as salaries, travel, supplies and equipment, shall be borne by the districts served by the Cooperative. Service costs shall be shared on a per capita basis. Costs for programs paid with local and state funds shall be shared based on the school districts' general populations. Federal programs expenditures shall be based on the December child count (number of students with disabilities) from the prior year. Member districts will be billed monthly for their proportionate share of the costs of the operation of the Joint Powers Cooperative. Final billing to each member district will take place at the end of the fiscal year. A certified audit and financial report shall be prepared at the close of each fiscal year by a certified public accountant that has been approved by the Joint Governing Board.

Each member district will be responsible for their own costs incurred in due process options, including, but not limited to, complaints, hearings and mediation.

- A. **FINANCIAL OPERATIONS OF THE JOINT POWERS COOPERATIVE:** The Joint Powers Cooperative will contract for financial services with a Member District for the management of the fiscal affairs related to the operation of the Cooperative. Contracted services will include:
 - 1. Maintenance of records, disbursement of funds, and acceptance of receipts in accordance with the budget as approved by the Joint Powers Board.
 - 2. Make application for, receive and administer Federal and State aids, grants and reimbursements for programs carried out by the Cooperative.

3. Make payments to and require payment from Member Districts as necessary and appropriate under the law and as described by the By-Laws of the Joint Powers Cooperative.
4. Pay all bills, issue all payroll checks and receive all funds and bill Member Districts for the proportionate share of the costs of operations of the Cooperative.
5. Make necessary reports to State and other agencies and file all claims for reimbursement and State and Federal aids for which the Cooperative is entitled.
6. Establish and maintain financial records from which an annual audit report may be derived.
7. If requested, provide an annual audit report to each of the Member Districts.

B. SEPARATE BENEFITS FOR MEMBER DISTRICTS.

Nothing herein shall prevent any Member District from applying separately for any benefits to which it may itself be entitled.

ARTICLE IV

Programs and Services

The Joint Powers Cooperative is vested with providing effective and efficient programs and services for all of its member districts.

- A. Programs for students with disabilities will be coordinated and staff utilized as agreed by Member Districts.
- B. Low incidence services will be coordinated and staff utilized as agreed by Member Districts.
- C. Research, evaluation, planning and program and/or staff development will be carried out as agreed by Member Districts.
- D. Summer Extended School Year (ESY) programs will be carried out as agreed by Member Districts.
- E. Assistive technology for educational programs will be managed and implemented as agreed by Member Districts.
- F. Three separate site educational programs for students with emotional/behavioral disorders will be managed and implemented as agreed by Member Districts.
- G. A separate site program for students with challenging behaviors and communication disorders will be managed and implemented as agreed by Member Districts.

- H. Assistance with improvement initiatives such as Response to Intervention (RtI) and Positive Behavioral Interventions and Supports (PBIS) will be provided as agreed by Member Districts.
- I. Improved learning will be an ongoing goal and function of the Joint Powers Cooperative.
- J. Special Education practices and procedures will be developed and administered in a manner that is in compliance with current law.
- K. Comprehensive planning will be an ongoing function and goal of the Joint Powers Cooperative.
- L. The Joint Powers Cooperative will monitor compliance with State and Federal Laws.

ARTICLE V

Membership

- A. **Addition of Member Districts:**

Any school district, whether or not an original signatory, may become a member upon application to the Cooperative Joint Powers Board, with majority consent of the current Member Districts and subscription to this Agreement. Such applicants shall also agree to apply to the Cooperative, a prorata cost for the real and personal property owned by the Cooperative. This amount shall be determined by the Cooperative's Joint Powers Board from the records it has maintained. Before any district is accepted to the Rum River Special Education Cooperative, the cost and fiscal responsibility shall be presented in writing to the district requesting membership. Membership shall become effective on the date of subscription to the Agreement.
- B. **Withdrawal of Member Districts:**
 1. All members of this Cooperative shall be bound by the terms of this Agreement during any fiscal year in which it is a member. Any Member District may withdraw from the Cooperative by giving to the other Member Districts before July 1, written notice of its intention to withdraw. Such withdrawal, however, shall become effective only on June 30 of the following fiscal period. The withdrawing member is encouraged to submit comment as to why they are withdrawing.
 2. In the event a Member District consolidates with another Member District and thereby creates another new school district, the new district continues as a member and assumes responsibility for the debt and assets of the 2 consolidated districts.
 3. Upon termination of membership in this Agreement, the terminating Member District shall be refunded their proportionate share of current depreciated value of any real or personal property they helped purchase. The amount refunded shall not exceed the proportionate share originally paid by the terminating district for said property.

4. The withdrawal shall affect employment matters of a Member District as described under Minn. Stat. 123A33, as amended, when the withdrawal has occurred in order for the withdrawing district to provide the same educational services or programs by other means.

ARTICLE VI

Dissolution of the Joint Powers Cooperative

A. Dissolution

1. This Agreement may be terminated by a two-thirds vote of the Cooperative Joint Powers Board. Such determination, however, shall become effective only on June 30 of the following fiscal period in which the vote occurred.
2. Upon termination of the Cooperative, all funds remaining after payment of all outstanding debt and obligations and all property owned by it shall be distributed to Member Districts in the same proportion as those Member Districts contributed to the Cooperative when they joined.

B. Liability Limitations

In keeping with Minnesota Statutes, and specifically Minn. Stat. 136D.83 as amended, no participating school district shall have individual liability for the debts and obligations of the Joint Powers Board, except as described herein; nor shall any individual serving as a member of the Board have such liability.

ARTICLE VII

Review and Amendment

- A. The Joint Powers Board shall review this Agreement annually. Necessary amendments shall be identified and proposed to each of the school boards of the Member Districts. The amendments must be adopted by majority vote of the full membership of each Member District School Board. No Amendment shall become effective until after it is so approved by all Member District School Boards. Should any provisions be found unlawful, the Agreement shall be amended so that the Agreement is lawful.

IN WITNESS WHEREOF, this Agreement is entered into by the action of the governing body of each original signatory, and in attestation thereof this instrument is signed in their respective names; by direction of their Boards of Education by their respective clerks in Independent School District #314 of Braham, Independent School District #911 of Cambridge-Isanti, Independent School District #473 of Isle, Independent School District #912 of Milaca, Independent School District #332 of Mora, Independent School District #333 of Ogilvie, Independent School District #477 of Princeton.

INDEPENDENT SCHOOL DISTRICT #314
BRAHAM, MINNESOTA

INDEPENDENT SCHOOL DISTRICT #332
MORA, MINNESOTA

Clerk

Clerk

Date

Date

INDEPENDENT SCHOOL DISTRICT #911
CAMBRIDGE, MINNESOTA

INDEPENDENT SCHOOL DISTRICT #333
OGILVIE, MINNESOTA

Clerk

Clerk

Date

Date

INDEPENDENT SCHOOL DISTRICT #473
ISLE, MINNESOTA

INDEPENDENT SCHOOL DISTRICT #477
PRINCETON, MINNESOTA

Clerk

Clerk

Date

Date

INDEPENDENT SCHOOL DISTRICT #912
MILACA, MINNESOTA

Clerk

Date