

**John Bergs**  
Activities Director  
**Margot Hansen**  
Director of Teaching & Learning  
**Jeff Heine**  
Buildings & Grounds Director



**Chuck Keller**  
Business Director  
**Angie Kahle**  
Student Support Services Director  
**Dorothy Koller**  
Community Education Director

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**REGULAR MEETING**  
**District Office, 130 South Willow Street, Belle Plaine, MN 56011**  
**6:00 PM Monday, November 26, 2012**

***Our mission is to pursue excellence in academics, programming, and the social and emotional development of our students. Fostering a culture of kindness, inclusion, and pride in ourselves, our school, and our community.***

**1. Call to Order:**

**2. Acknowledgment of Visitors and Special Presentations:**

<b>1. Recognize State Meet Participant:</b>	Coaches Schroeder and Pederson
<b>2. Recognize State Tournament Participants:</b>	Coach Wolpern
<b>3. Fall Drama Program:</b>	Director Jacobson
<b>4. FFA National Convention Report:</b>	Bruce Mathiowetz and FFA Students
<b>5. Presentation on Vision Card E - Management of Resources - Human, Financial &amp; Physical:</b>	Supt. Smith & Bus. Mgr. Keller <b>3</b>

**3. Other Items as Brought Before the Board & Consideration of Agenda:**

**4. Consensus Items:**

**1. Previous Board Meeting Minutes: 12**

**2. Personnel:**

**3. Donations:**

**5. Discussion Items:**

**1. Superintendent Update:**

**2. Board Member Reports:**

**3. Building Administrator Reports: 17**

**6. Action Items:**

**1. Approve Monthly Expenditures: 21**

**2. Approve Baseball Spring Trip to Florida: Dr. Smith 32**

**3. 2013-14 School Calendar Discussion: Dr. Smith 34**

**4. Policy Review: Dr. Smith 35**

**7. Upcoming Meetings:**

**8. Adjourn:**

\_\_\_\_\_  
Board Clerk

\_\_\_\_\_  
Date



**DISTRICT VISION CARD  
MANAGEMENT OF RESOURCES- HUMAN,  
FINANCIAL & PHYSICAL**

**Belle Plaine Public Schools  
November 26, 2012**

**Strategic Area: Management of Resources – Human, Financial & Physical**

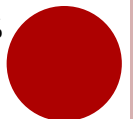
**District Vision Card E: Maximize the district's resources of time, talent, finances and facilities.**

MEASURES	WT	LEVEL 1 INTERVENTION 1.0 – 1.9	LEVEL 2 HIGH CONCERN 2.0 – 2.9	LEVEL 3 BASELINE 3.0 – 3.9	LEVEL 4 PROGRESSING 4.0 - 4.9	LEVEL 5 VISION 5.0 +	SCORE	TREND LINE
<b>General Fund Balance</b>	<b>20%</b>	< 4% of General Fund Balance	4-5% of General Fund Balance	6-7% of General Fund Balance	8-9% of General Fund Balance	10% or more of General Fund Balance		
<b>Revenue per Pupil Unit</b>	<b>15%</b>	Lower third of all districts in Minnesota	Lower half of all districts in Minnesota	Top half of all districts in Minnesota	Top third of all districts in Minnesota	Top quartile of all districts in Minnesota		
<b>Operating Levy in Comparison to Districts to Similar Districts</b>	<b>15%</b>	District is at or below 40% of comparable Districts state-wide	District is in 41-59% of comparable Districts state-wide	District is in 60-84% of comparable Districts state-wide	District is in 85-94% of comparable Districts state-wide	District is at or above 95% of comparable Districts state-wide		
<b>Annual Variation from Established Budgets District Wide</b>	<b>15%</b>	+/- 1.5% or greater variation from established budgets: all schools and departments	+/- 1.25% variation from established budgets: all schools and departments	1.0% variation from established budgets: all schools and departments	+/- .75% variation from established budgets: all schools and departments	+/- .5% variation from established budgets: all schools and departments		
<b>Budget Alignment</b>	<b>15%</b>	< 50% of funds aligned to student learning	50-59% of funds aligned to student learning	60-64% of funds aligned to student learning.	65-70% of funds aligned to student learning	> 70% of funds aligned to student learning		
<b>Ratio of Student to Technology Device (Not Including Labs)</b>	<b>10%</b>	10:1 or greater ratio across all schools	9-8:1 ratio across all schools	7-5:1 ratio across all schools	4-2:1 ratio across all schools	1:1 ratio across all schools		
<b>Reduction in Paper Consumption District Wide</b>	<b>10%</b>	Consumption of Paper Increases 10% annually	Consumption of Paper increases 5% annually	Consumption of Paper remains constant district wide	Consumption of Paper decreases by 5% annually	Consumption of Paper decreases by 10% annually		
<b>Weighted Score</b>								



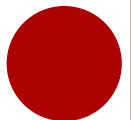
# GENERAL FUND BALANCE

	<u>Beg Fund Bal</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>End Fund Bal</u>	<u>% of Exp</u>
<b>General Unreserved Fund Total:</b>	<b>2,026,953</b>	<b>12,693,147</b>	<b>12,415,505</b>	<b>2,304,595</b>	<b>18.56%</b>
<b><u>Reserve Revenue/Expenses:</u></b>					
Staff Development	89,802	-	-	89,802	
Deferred Maintenance	-	63,938	63,938	-	
Health and Safety	(33,035)	78,019	92,273	(47,290)	
Operating Capital	778,758	288,825	363,168	704,416	
Learning and Development	-	367,189	367,189	-	
Gifted and Talented	-	21,920	21,920	-	
Basic Skills	-	243,078	243,078	-	
Career and Tech	-	31,595	31,595	-	
Safe Schools	-	53,054	53,054	-	
<b>Total Reserved/Restricted Funds</b>	<b>835,525</b>	<b>1,147,618</b>	<b>1,236,215</b>	<b>746,928</b>	
<b>General Fund Totals</b>	<b>2,862,478</b>	<b>13,840,765</b>	<b>13,651,720</b>	<b>3,051,523</b>	<b>22.35%</b>



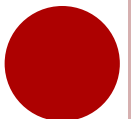
# REVENUE PER PUPIL UNIT

- Uses Average Marginal Cost Per Pupil Unit (AMCPU) for fiscal 2012
- Compares all Districts that receive State Aid
  - Includes all State Aid received (i.e. Basic, Compensatory, Operating Capital etc.)
  - Does not include State or Federal Grants
  - Referendum \$'s are included
- Belle Plaine ranks 317 out of 337 Districts
  - Belle Plaine received \$6,059 per AMCPU
  - State average is \$7,076 per AMCPU



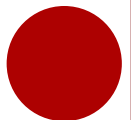
# OPERATING LEVY COMPARISON

- Compares operating referendum \$'s of comparable size districts
  - Residential Marginal Cost Per Pupil Unit (RMCPU) between 1000-2000.
  - 78 districts fall into this category
- FY13 Belle Plaine ranks 62 out of 78 districts
  - \$321.76 per RMCPU
  - State average is \$821.53 per RMCPU
  - Belle Plaine ranks last in the conference



# BUDGET ALIGNMENT

	Actual 2009-10	Actual 2010-11	Actual 2011-12	Budget 2012-13
DISTRICT ADMINISTRATION	228,151	231,385	213,296	226,083
SITE ADMINISTRATION	485,000	547,953	602,619	613,653
SUPPORT SERVICES	230,789	235,149	267,252	302,898
INSTRUCTIONAL SUPPORT	594,229	684,233	805,467	713,928
PUPIL SUPPORT SERVICES	1,283,010	1,221,710	1,253,443	1,351,627
FACILITIES	1,273,112	1,384,015	1,386,504	1,361,157
OTHER FINANCING USES	37,331	39,696	49,150	82,605
REGULAR INSTRUCTION	6,023,036	5,974,539	6,249,217	6,272,911
EXTRA-CURRICULAR ACTIVITIES	429,741	438,853	475,011	489,221
VOCATIONAL INSTRUCTION	199,625	199,072	205,712	218,842
SPECIAL ED INSTRUCTION	2,256,108	2,162,329	2,144,050	2,240,555
<b>Indirect Student Learning Expenditures</b>	4,131,621	4,344,142	4,577,731	4,651,951
<b>Direct Student Learning Expenditures</b>	8,908,511	8,774,793	9,073,989	9,221,529
<b>% of Funds Aligned to Direct Student Learning</b>	68.3%	66.9%	66.5%	66.5%
<b>GENERAL FUND TOTAL</b>	13,040,132	13,118,935	13,651,720	13,873,480



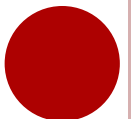
# RATIO OF STUDENT TO TECHNOLOGY DEVICE

- District has 305 technology devices
  - Does not include devices in a lab structure
- District has 1,610 students
- $1,610/305 = 5.3$  students per device



# REDUCTION IN PAPER CONSUMPTION

- FY 2010-11
  - Consumed 575 reams of paper
- FY 2011-12
  - Consumed 597 reams of paper
- FY 2012-13
  - Estimated to consume 600 reams of paper



**Strategic Area: Management of Resources – Human, Financial & Physical**

**District Vision Card E: *Maximize the district's resources of time, talent, finances and facilities.***

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<b>Weighted Score</b>								

# Preliminary Minutes of Regular Board Meeting

***MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING***

## The School Board of Belle Plaine Public Schools

A Regular Board Meeting of the School Board of Belle Plaine Public Schools was held Monday, October 22, 2012, beginning at 6:00 PM in the District Service Center.

1.	<p><u>Call to Order:</u>  <i>The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Lenz on Monday, October 22, 2012 at 6:02 pm at the District Center Board Meeting Room with the following members present: Nagel, Steinhagen, Daly, Ludvik, Lenz and Supt. Smith. The following members were absent: Bigaouette.</i></p>
2.	<p><u>Acknowledgment of Visitors and Special Presentations:</u>          Chairperson Lenz asked if any visitors wished to be placed on the Agenda. No one stepped forward.</p>
	<p>2. 1. <u>CSEC/MRVSEC Updates:</u>          Darren Kermes, Executive Director for the CSEC and MRVSEC, presented information about the current programs offered through the cooperatives, the current financial status of the cooperatives and the pending merger of the cooperatives set to occur July 1, 2013.          Presenter: Mr. Darren</p>
	<p>2. 2. <u>MN Dept. of Education Special Education Monitoring Update:</u>          Tricia Denzer, Special Services Director for the district, introduced herself to the board and reported on the recent monitoring process performed by the MN Dept. of Education and provide any other updates from the special services department.          Presenter: Ms. Tricia Denzer, Special Services Director</p>
3.	<p><u>Other Items as Brought Before the Board &amp; Consideration of Agenda:</u>          Chairperson will ask if there are any items that need to be brought before the board and for consideration of the Agenda.  <i>Motion by Ludvik and second by Daly to approve the agenda as presented. Motion carried unanimously.</i></p>
4.	<p><u>Consensus Items:</u>          If any board member has concerns about the adoption of the following consensus items, please acknowledge the chairperson prior to the final vote. If there are no concerns, these items will be voted on as a group.</p>
	<p>4. 1. <u>Previous Board Meeting Minutes:</u>          Enclosed are the September 24, 2012 Regular Board Meeting minutes for your review and adoption.</p>
	<p>4. 2. <u>Personnel:</u>          Approve the hire of Jennifer Perusse as a long term substitute teacher at Chatfield from December 21, 2012 through March 15, 2013 to cover Stephanie Moore's maternity leave.          Approve the hire of Samantha Stark as a long term substitute teacher at Oak Crest from October 25, 2012 through February 28, 2013 to cover Angela Kalal's maternity leave.          Approve the hire of Melissa Spicer as a long term substitute counselor in the High School from October 22, 2012 through January 14, 2013 to cover Heather O'Connor's maternity leave.          Approve the maternity leave for Laura Nelson, Chatfield Teacher, beginning</p>

approximately February 6, 2013 through March 22, 2013.  
Approve with regrets the resignation of Carolyn Bandel, Chatfield Paraprofessional, effective October 31, 2012.

4. 3. Donations:

Accepted with sincere thanks and gratitude a donation from Kopp Family Foundation in the amount of \$500.00.

Accepted with sincere thanks and gratitude a donation from Kemps Nickels for Schools in the amount of \$347.65 to benefit both Chatfield Elementary and Oak Crest Elementary.

Accepted with appreciation a donation of \$20.00 from Mary Stier, Inc. to be used towards the purchase of a new scoreboard.

4. 4. Contracts:

Approval is recommended to continue our contract for student teaching with Gustavus Adolphus College. The documents require board action and are recommended for approval.

*Motion by Daly and second by Ludvik to approve all of the above consensus items.  
Motion carried unanimously.*

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Smith provided updates on wrap up of fall activities, school musical scheduled for November 15-18, parent-teacher conferences, etc. Our current levy proposal is down to a .44% increase over last year. Congratulations to Jerold Stauffacher, John Wellner and Joe Ploetz who were awarded lifesaver awards at the City Council meeting last Monday evening for their efforts in saving the life of Ken Wick, fellow employee on 9/11. Community Services is scheduling two planning sessions for November 20<sup>th</sup> and 28<sup>th</sup> to discuss our recreations programs and where we want to see the programs go into the future.

5. 2. Board Member Reports:

Board member Nagel reported on the most recent CSEC/MRVSEC meeting that included continued discussion about naming of the new merged co-op, review of finances and discussion of the CSEC Foundation Gala event scheduled for 10/26 at Hazeltine.

Dr. Nagel and Mike Ludvik also reported on the first meeting of the Curriculum Advisory Council. There was a good representation of parents, a good discussion on MMR scores as well as the role of the committee, and finally a specific schedule of meetings and topics for the remainder of the school year. Thanks to Carol Lagergren for her work on this committee.

Chair Lenz reported on the superintendent evaluation process recently completed for Dr. Smith. Overall, the evaluation was very positive with strengths of Dr. Smith being recognized as finance, participation with educational organizations at regional and state levels and community involvement. The board directed Dr. Smith to continue to work on improving the reporting of progress toward district and building established goals, facilitating a school board evaluation process and refining/communicating administrator evaluations processes.

5. 3. Building Administrator Reports:

Building administrators have been asked to submit monthly updates to the school board regarding current happenings and issues within their buildings/areas. Reports are attached to the board agenda documents.

6. Action Items:

6. 1. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of October were reviewed. Administration recommends approval of the October, 2012 disbursements totaling

\$838,030.58. This includes hand payables of \$164,563.28 and electronic payments of \$459,948.56.

*Motion by Nagel and second by Ludvik to approve the October bills. Motion carried unanimously.*

6. 2. Request for Additional .5 FTE ELL Teaching Position:

After a decline in our ELL population each of the last four years, this fall the trend reversed as we have experienced a significant influx on English Language Learners entering our schools this fall. At the end of last year, our caseload in this area was approximately 10-12 students. While some of those students have exited the program, 16 additional students were added this year and we now have a total caseload of 25 students. The languages spoken in the homes of these children include: Arabic, Korean, Spanish, Hmong, Mandarin, Russian, Samoan, and Lao.

Our current ELL teacher, Caren Grotberg, has only 1 1/2 hours per day in her schedule to provide service. After discussion with our administrative team, I am recommending that Ms. Grotberg focus her time with the high school students on the caseload and that we hire an additional .5 FTE teacher to provide required services to the students at Chatfield and Oak Crest Elementary Schools. The estimated prorated cost for the part time position is \$19,650. We will also receive some additional funding based on the number of new students eligible for these services, but I do not have an estimate on that revenue amount at this time.

Presenter: Dr. Smith

*Motion by Nagel and second by Daly to approve an additional .5 FTE ELL Teacher.*

*Motion carried unanimously.*

6. 3. Approve Contracts for Principal Group and Community Services Director:

6. 3. 1. Approve Principal Group Contract for 2012-13 & 2013-14:

After a two-year freeze on the principal group salary schedule, it is recommended to approve an increase on the schedule of 1.0% in year 1 and 1.75% in year 2. In addition, a stipend of \$2,000 will be added to the contract for those principals who have attained a Doctorate and the 403b district match will be raised from \$2,000 to \$2,400 for all members of the group. Our principals are all fairly new to the district and have not reached the top of the salary schedule so there is movement from step to step that is also part of this settlement. Total two-year percentage increase for the group is 6.77% as calculated by MSBA.

Presenter: Dr. Smith

*Motion by Ludvik and second by Daly to approve the Principal Group Contract for 2012-13 and 2013-14 school years. Motion carried unanimously.*

6. 3. 2. Approve Contract for Community Services Director for 2012-13 through 2014-15:

This position has also had a salary freeze for the past two years. Recommendation is for salaries of \$52,240 for 2012-13; \$54,620 for 2013-14; and \$56,805 for 2014-15. No other changes are recommended in the contract. Health insurance is determined by the current district contribution set forth in the teachers contract. Total package increase for the first two years of the contract is 4.73%.

Presenter: Dr. Smith

*Motion by Daly and second by Ludvik to approve the contract for the Community Services Director for 2012-13 through 2014-15. Motion carried unanimously.*

6. 4. Approve Partnership with GiveMN.org:

Administration is recommending a partnership with GiveMN.org to provide another option for possible charitable giving to the school district. With acceptance of this agreement with GiveMN.org our district will have a dedicated link on their website for potential donors to use when considering a donation. There is no annual membership fee for this organization, but GiveMN.org does retain 2.9% of each donation as an

administration fee.

The GiveMN.org website and organization have been in existence for a number of years, but this is the first year that public schools are able to utilize the website. It is recommended that our district enter into an agreement to have a presence on the GiveMN.org website.

Presenter: Dr. Smith

*Motion by Daly and second by Ludvik to approve the partnership with GiveMN.org as a resource for receiving charitable donations. Motion carried unanimously.*

6. 5. MN State High School League Related Actions:

6. 5. 1. MSHSL Foundation Grant Request:

The MSHSL Foundation has made possible a sum of money for member districts to use to help support the payment of activity fees for all students in an effort to remove financial obligations from consideration when students are interested in participating in co-curricular activities. Administration recommends approval of this resolution requesting these funds from the MSHSL Foundation for the Belle Plaine Schools.

Presenter: Dr. Smith

*Motion by Ludvik and second by Nagel to approve the requesting of MSHSL Foundation funds to help support the payment of activity fees for all students in an effort to remove financial obligations from consideration when students are interested in participating in co-curricular activities. Motion approved by a majority (5-0) roll call vote.*

6. 5. 2. Consideration of Robotics as a School Sponsored Activity:

At our last work session, Ms Sparby and I brought forward a recommendation to sponsor a Robotics Team through MN FISRT and the MSHSL. I believe that this program will provide an opportunity for a segment of our student population who may not be participating in the athletic or fine arts activities that we currently offer. Mrs. Mollenhauer has provided some instruction in Lego Robotics at Oak Crest Elementary, but when those students arrive at the JH-SH there is not an outlet for them to continue to grow their talents. I believe the Robotics program will do that.

I am still learning about the Robotics world and the costs associated with the program, but we do know that we will have support from MN FIRST with the materials costs for the first year of two of the program. These materials typically cost between \$5,000 and \$6,500. In addition to those costs, I am estimating that the cost of an advisor, some necessary additional materials, and travel to competition should be under \$7,500. We are proposing to have the advisor pay for this activity be equal to the current Science Fair advisor salary which has a range of \$2,246 to \$2,623. We will post for this position once it is approved.

As in any co-curricular activity, there will be an activity fee associated with the activity. I propose that the initial fee be established at \$60 (current High Potential fee) and be evaluated after two years of the program.

Presenter: Dr. Smith

*Motion by Nagel and second by Ludvik to approve the addition of Robotics as a school sponsored activity at the JH-SH level. Motion carried unanimously.*

6. 6. Approve Assurance of Compliance Submission:

Each school year, all districts are asked to verify that they have a series of policies in place and they are in compliance with following federal regulations. Administration recommends that this Assurance of Compliance resolution be approved.

Presenter: Dr. Smith

*Motion by Daly and second by Steinhagen to approve the Assurance of Compliance*

*resolution. Motion approved by a majority (5-0) roll call vote.*

6. 7. Policy Review:

As part of our policy review, I have attached copies of the recommended MSBA Board policies #412, 413, 417, 418 and 419 for approval as revisions along with the Inclusive Education Plan (policy #625). In addition, approval of the 2nd reading of the BYOD policy is recommended and a first reading approval is recommended for the Food Service Account policy. Copies of each of the policies are attached for your review.

Presenter: Dr. Smith

*Motion by Daly and second by Steinhagen to approve recommended MSBA Board policies #412, 413, 417, 418 and 419 and Policy 625 – Inclusive Education Plan. Motion carried unanimously.*

*Motion by Nagel and second by Ludvik to approve the 2<sup>nd</sup> reading of the BYOD policy. Motion carried unanimously.*

*Motion by Daly and second by Ludvik to approve the 1<sup>st</sup> reading of the Food Service Account policy. Motion carried unanimously.*

7. Upcoming Meetings:

Monday, November 12, 6:00 p.m. Board Work Session

Monday, November 26, 5:30 p.m. Finance Committee

6:00 p.m. School Board Regular Meeting

8. Adjourn:

*Motion by Nagel and second by Ludvik to adjourn at 7:24 pm. Motion carried unanimously.*

**Dave Krefit**  
*Jr High/Sr High Principal*  
**Liann Hanson Ph.D.**  
*Oak Crest Elementary Principal*  
**Kim DeWitte**  
*Chatfield Elementary Principal*  
**Chuck Keller**  
*Business Manager*  
**Ken Wick**  
*IT Director*



**Kelly D. Smith, Ed.D., Superintendent**

**Tricia Denzer**  
*Special Services Director*  
**Jeff Heine**  
*Buildings & Grounds Director*  
**Nelson Ladd**  
*Community Services Director*  
**Mindy Sparby**  
*Activities Director/Dean of Students*  
**Carol Lagergren**  
*Director of Curriculum & Assessment*

## Board Reports

11/19/12

Mindy Sparby

JH Dean / Activities Director

## Appreciation:

- We had an exciting end to our fall sports seasons! Janessa Muelners finished 14<sup>th</sup> at the state CC meet. Our girls VB team finished 4<sup>th</sup> at state! Our Winter sports are now all off and running!
- Thanks to our staff for their efforts with conferences last Monday and Tuesday night. They made many important connections with our parents and kids.
- We had 78 students receive an Academic Letter last Monday night. They received an academic letter for being on the A-honor roll all 4 quarters last year!
- The High School Musical, "The Music Man" gave 4 outstanding performances to the public in November. Almost 850 people came out to watch the show! Congratulations to the cast, crew and directors for an awesome production!

## Acceleration:

- Our Tiger Target Team will be volunteering their time and efforts in December helping young kids shop at the Holiday Express Dec.1 as well as participating in the Rotary Toy Drive.
- Ms. Jill Moreim has taken over as Senior Class Advisor and Mr. Matt Hennen has taken over as Pep Club Advisor.
- Jeff Heine has been working with our Robotics team and taken them to 2 different informational work sessions.

## Anticipation:

- Our 7-12 Choir will have a holiday concert on Monday, December 17<sup>th</sup> at 7pm in the North gym. They will also be performing at the Mall of America on December 21<sup>st</sup>. The choir will also be working with the professional singing group, "Home Free" during classes on December 11<sup>th</sup>. Home Free will be doing a concert for the public that night at 7pm in the South gym.
- Our 7-12 Band will have a holiday concert on Monday, December 10<sup>th</sup> starting at 7pm in the North gym.
- The new scoreboards will be up by the first home contest of the winter, December 4<sup>th</sup> girls basketball game vs. GSL.

**Belle Plaine High School  
School Board Report  
Submitted by Dave Kreft  
November 26, 2012 Board Meeting**

**Appreciation:**

- The CPR/AED training was a smashing success! The 50 adults in the building provided an unmatched educational experience by sharing their passion and expertise. The Ridgeview staff and other local volunteers commented on the attentiveness and focus of our students. Here are some comments our staff shared:
  - “It was incredible!!! VERY well done and very valuable. Loved it.”
  - “Our kids did awesome!! What an outstanding opportunity for an educational institution to take part in when we have the human resources we do on a day-to-day basis. In two hours! I had never seen how an AED device worked.”
  - “I think it went great. The kids took it seriously in the 11-12 grade group and were very respectful. The comments I have heard from students have all been positive and they had a good experience.”
  - “Excellent orchestrated. What terrific PR and a great opportunity for our school. One more step in our attempt to direct our kids to be competent, responsible, and accountable adults who are active community members.”
- Ken Wick did a fantastic job of leading his session at the CPR/AED training. He told his story and provided some educational experiences for our students.
- Our junior English teachers are leading an ongoing project that matches our students with elderly at Kingsway. I have heard from Kingsway representatives about the impact it has had on the adults there. I have seen students excited about the opportunity to connect with the adult they are paired with. The focus thus far has been conversations on different generational experiences.

**Acceleration:**

- We are analyzing how we can improve the attendance and focus of high school conferences. This year we tried adding more activities and meetings to get families in the building. The numbers of adults in the building the first night was certainly higher. Staff is being surveyed on how we can improve.
- Staff is also being surveyed on the idea of shifting graduation back one week in 2014. The very preliminary data shows an appreciation for keeping mixed grade classes together as long as possible. More information will be made available as data is gathered.
- Robotics seems to have enough interest to continue planning for a program. There were 2 trainings in November that provided some moments that made this challenge seem manageable, while other task will certainly require significant effort and education.

**Anticipation:**

- Teachers continue to work on Power Standards on workshop days, with the goal of having this complete by next year.
- PLC teams have arrived at their goals, some topics include:
  - Analyzing our elective course offerings in non-core classes
  - Developing a consistent reading strategy for social studies topics
  - Focusing on the middle tier of math students on MCA tests
  - Discussing a consistent 9<sup>th</sup>-10<sup>th</sup> approach to late work
  - Articulating a clear scope and sequence for English Power Standards

Board Report  
November 25, 2012  
Chatfield Elementary  
Kimberly DeWitte

**Appreciation:**

- PEAK for Kindergarten students and families was a success. There were 20 students signed up for the morning class and 34 students signed up for the evening class. This year we had several couples (mom and dad) and several more dads in attendance. The students were involved in fun activities while the parents learned about literacy. Janelle L, Melanie, F., and Jill W., did an excellent job organizing this program for students and families.

**Acceleration:**

- PLC: K-Giving Pre-assessments to make groups smaller and they are tweaking existing assessments to fit the needs of their students. 1<sup>st</sup>-Giving pre-assessments to all of their students and grouping students according to those assessments. 2<sup>nd</sup>-Continuing to work on math common formative assessments and will be finishing them in the near future. Sped-Learning how to administer a new assessment to their students and also working on individual assessments. Specialists-continuing to work on scope and sequence.
- The Early Childhood PLC members visited the 3 year old and 4 year old preschool programs at Sibley East to observe the MN Reading Core program. Several questions were answered and now they are moving on to filling out the application to have MN Reading Core in our preschool programs.
- Each month, one PLC meeting in each grade level is designated as a data meeting. The staff members in the grade level along with the RtI teachers are looking at the data and talking about students, interventions, questions, concerns, and CELEBRATIONS. This meeting has allowed the staff to be more aware of students and their specific academic needs.

**Anticipation:**

- The 2<sup>nd</sup> and 3<sup>rd</sup> grade teams met to talk about transitioning students from 2<sup>nd</sup> to 3<sup>rd</sup> grade. We are planning a few activities for the students and also a parent informational night. We feel that this will help students, parents, and families feel more confident in the transition to a new grade and school.
- Chatfield is an Early Childhood through grade 2 building. The preschool and elementary students have traditionally been on a different start/end time and attendance schedule. Tiger Kids and ECFE have also been separate entities. Recently, the preschool and ECFE staff have met to create a more unified program and we are also looking at the possibility of a more unified start/end time as well as attendance schedule.
- The grade level PLC teams are starting to review the Common Core Reading Standards. Grade levels at Chatfield and Oak Crest will be involved with vertical teaming in February to further analyze the Common Core and create Power Benchmarks.
- The Chatfield School Advisory Team has been talking about the proposed changes to the calendar for the elementary schools. The comments have been very positive and in support of the changes.

Board Report  
November 26<sup>th</sup>, 2012  
Oak Crest Elementary  
Liann Hanson

**Appreciation:**

- GiveMN was a success! We had over \$200 donated by community members!
- Our first BOP-2-OC was a success! We had over 30 parents and community members attend and help out in the classroom and join us for our All School Meeting.
- Thanks to 2<sup>nd</sup> grade for hosting our 1<sup>st</sup> of the year movie night! It went well and we had good attendance!
- Welcome to Laura Wilson as our .5 ELL teacher for Chatfield and Oak Crest.

**Acceleration:**

- Oak Crest has started an all school 'book study' with the book Wonder by R.J. Palacio. Each classroom teacher received a copy of the book and will do a read aloud to their homeroom class throughout the year. The book is about a disfigured 5<sup>th</sup> grade student who after being homeschooled is being transitioned back into a general education setting. The goal is to have the whole school really look at a piece of reading and be able to talk about it in multiple settings. The book has a nice message around differences, anti-bullying, and acceptance of others.
- PLC: The teams continue to work on math, but are starting to focus more and more on the Common Core reading standards. The goal by January is to have the power benchmarks of the reading solidified at each grade level and to share and align it vertically K-6.
- We continue the process of becoming a School of Excellence. We have sent out the survey to staff and will soon send it out to parents. We are excited to start looking at the data and moving forward with this process.

**Anticipation:**

- Formal and informal observations are continuing.
- The November 5<sup>th</sup> workshop day was a time for staff to work in their classrooms, work on their gradebook, and get report cards started.
- The end of the trimester is on Friday, November 30<sup>th</sup>. Report cards will be sent home with students on Friday, December 7<sup>th</sup>.
- Ms. Fahey, Ms. Brandt, Ms. Poshkoff, and Ms. Endres attended a Social Studies workshop in Mankato on Monday, November 19<sup>th</sup>. The goal is to align the new Social Studies standards with the new Common Core standards!
- The Geography Bee is being held on Tuesday, December 4<sup>th</sup> at 1:45 PM!
- The Limo Ride for students at Chatfield and Oak Crest (who met a target for fundraising) is on Friday, December 14<sup>th</sup>.
- Oak Crest's Holiday Concert is on Thursday, December 20<sup>th</sup>.

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2649	N	AARP	V30501	36668	12078	92.00	0.00	92.00	11/13/2012	11/13/2012	11/13/2012
							Check Amount:		\$92.00			
1	4835	N	ARCTIC ICE	V30501	36812	15234	191.25	0.00	191.25	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$191.25			
1	4589	N	BANC OF AMERICA LEASING	V30501	36751	42	8,256.74	0.00	8,256.74	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$8,256.74			
1	1125	N	BELLE PLAINE HERALD	V30501	36675	11899	51.00	0.00	51.00	11/13/2012	11/13/2012	11/13/2012
							Check Amount:		\$51.00			
1	1197	N	BRUCE MATHIOWETZ	V30501	36710	10142012	65.00	0.00	65.00	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$65.00			
1	2539	N	BUSINESS FORMS & ACCTING	V30501	36742	46512	287.37	0.00	287.37	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$287.37			
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30501	36739	10558	12,842.04	0.00	12,842.04	11/14/2012	11/14/2012	11/14/2012
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30501	36719	10570	13,756.68	0.00	13,756.68	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$26,598.72			
1	3876	N	CENTERPOINT ENERGY SERVICE	V30501	36715	2501102	1,796.14	0.00	1,796.14	11/14/2012	11/14/2012	11/14/2012
1	3876	N	CENTERPOINT ENERGY SERVICE	V30501	36714	2501132	1,451.29	0.00	1,451.29	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$3,247.43			
1	1280	N	COMPUTER EASY	V30501	36838	2873	1,669.60	0.00	1,669.60	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$1,669.60			
1	5760	N	COMPUTER INFORMATION CONCEV	30501	36797	PSI17417	2,400.00	0.00	2,400.00	11/16/2012	11/16/2012	11/16/2012
							Check Amount:		\$2,400.00			
1	1321	N	DANIEL SCHMIDT LIGHTING	V30501	36824	4739	2,918.10	0.00	2,918.10	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$2,918.10			
1	4565	N	DE LAGE LANDEN	V30501	36834	15880513	418.00	0.00	418.00	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$418.00			
1	3393	N	DEPT OF HEALTH	V30501	36669	368552	45.00	0.00	45.00	11/13/2012	11/13/2012	11/13/2012
							Check Amount:		\$45.00			
1	3278	N	DIRECT DIGITAL CONTROLS INC	V30501	36825	121574	4,470.00	0.00	4,470.00	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$4,470.00			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	1376	N	DISCOUNT STEEL	V30501	36708	01830609	1,612.70	0.00	1,612.70	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$1,612.70			
1	3662	N	DISTRIBUTED WEBSITE CORP	V30501	36711	13794	1,952.00	0.00	1,952.00	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$1,952.00			
1	2759	N	DLR GROUP INC	V30501	36746	0093202	728.58	0.00	728.58	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$728.58			
1	4260	N	EASTVIEW HIGH SCHOOL	V30501	36818	01192013	240.00	0.00	240.00	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$240.00			
1	5579	N	EDUCATORS BENEFIT CONSULTA	V30501	36749	15863	200.00	0.00	200.00	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$200.00			
1	1472	N	FOLLET EDUC SERV	V30501	36713	1357351A	697.64	0.00	697.64	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$697.64			
1	4112	N	HANOVER INSURANCE GROUP	V30501	36833	UHX 3470621 04	332.50	0.00	332.50	11/19/2012	11/19/2012	11/19/2012
1	4112	N	HANOVER INSURANCE GROUP	V30501	36831	WHX 3203632 04	9,551.25	0.00	9,551.25	11/19/2012	11/19/2012	11/19/2012
1	4112	N	HANOVER INSURANCE GROUP	V30501	36718	WHX 3203632 04	763.00	0.00	763.00	11/14/2012	11/14/2012	11/14/2012
1	4112	N	HANOVER INSURANCE GROUP	V30501	36832	ZBX 3470516 04	9,476.05	0.00	9,476.05	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$20,122.80			
1	1579	N	HOUGHTON MIFFLIN	V30501	36835	948815496	4,575.88	0.00	4,575.88	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$4,575.88			
1	2339	N	J W PEPPER & SON INC	V30501	36720	11806511	16.96	0.00	16.96	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$16.96			
1	5117	N	KLERITEC	V30501	36816	142614	930.32	0.00	930.32	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$930.32			
1	1697	N	LAKE CRYSTAL COACHES	V30501	36673	14226	675.00	0.00	675.00	11/13/2012	11/13/2012	11/13/2012
							Check Amount:		\$675.00			
1	1707	N	LANGE'S PLUMBING & HEATING	V30501	36822	121555	344.00	0.00	344.00	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$344.00			
1	1725	N	LESUEUR COMM ED	V30501	36671	12088	60.00	0.00	60.00	11/13/2012	11/13/2012	11/13/2012
							Check Amount:		\$60.00			
1	3859	N	MASE	V30501	36738	10302012	249.00	0.00	249.00	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$249.00			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	4535	N	MATHESON TRI-GAS, INC	V30501	36709	04920166-00	706.40	0.00	706.40	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$706.40			
1	5578	N	MAYO CLINIC HEALTH SYSTEMS	V30501	36811	10292012	2,493.34	0.00	2,493.34	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$2,493.34			
1	5341	N	MCDOWELL AGENCY INC	V30501	36830	38099	162.80	0.00	162.80	11/19/2012	11/19/2012	11/19/2012
1	5341	N	MCDOWELL AGENCY INC	V30501	36748	37159	166.70	0.00	166.70	11/14/2012	11/14/2012	11/14/2012
1	5341	N	MCDOWELL AGENCY INC	V30501	36744	37674	116.95	0.00	116.95	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$446.45			
1	1799	N	MCGRAW HILL	V30501	36836	68943526001	10,131.26	0.00	10,131.26	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$10,131.26			
1	3418	N	MECA SPORTSWEAR	V30501	36815	SIP41541	591.00	0.00	591.00	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$591.00			
1	3275	N	MEDFORD WRESTLING BOOSTER	V30501	36813	12082012	65.00	0.00	65.00	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$65.00			
1	4145	N	MEDICAREBLUE RX	V30501	36829	26679093	501.00	0.00	501.00	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$501.00			
1	2762	N	MN DEPT LABOR & INDUSTRY	V30501	36717	ABR0057713I	30.00	0.00	30.00	11/14/2012	11/14/2012	11/14/2012
1	2762	N	MN DEPT LABOR & INDUSTRY	V30501	36716	ABR0057685I	50.00	0.00	50.00	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$80.00			
1	3626	N	MN WRESTLING EVENTS LLC	V30501	36817	12142012	250.00	0.00	250.00	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$250.00			
1	3979	N	MRCI MANKATO	V30501	36747	F57180	60.00	0.00	60.00	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$60.00			
1	2670	N	NAPA	V30501	36820	349398	22.57	0.00	22.57	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$22.57			
1	5850	N	PLAINVIEW-ELGIN-MILLVILLE HIGH	V30501	36810	01122013	150.00	0.00	150.00	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$150.00			
1	5587	N	PRAIRIE RIVER HOME CARE, INC	V30501	36795	OCT AND NOV	1,586.00	0.00	1,586.00	11/16/2012	11/16/2012	11/16/2012
1	5587	N	PRAIRIE RIVER HOME CARE, INC	V30501	36750	OCTOBER	3,094.00	0.00	3,094.00	11/14/2012	11/14/2012	11/14/2012
1	5587	N	PRAIRIE RIVER HOME CARE, INC	V30501	36837	NOVEMBER	897.00	0.00	897.00	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$5,577.00			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2029	N	REGION 4 A	V30501	36814	11052012	50.00	0.00	50.00	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$50.00			
1	2426	N	ROBINSON COACH INC	V30501	36730	603414	5,850.00	0.00	5,850.00	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$5,850.00			
1	3942	N	RUMBLE ON THE RED	V30501	36819	12282012	450.00	0.00	450.00	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$450.00			
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36729	124390046	246.31	0.00	246.31	11/14/2012	11/14/2012	11/14/2012
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36728	124417255	44.00	0.00	44.00	11/14/2012	11/14/2012	11/14/2012
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36727	124417539	45.43	0.00	45.43	11/14/2012	11/14/2012	11/14/2012
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36726	124417965	29.59	0.00	29.59	11/14/2012	11/14/2012	11/14/2012
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36725	124452583	6.76	0.00	6.76	11/14/2012	11/14/2012	11/14/2012
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36724	124452504	176.55	0.00	176.55	11/14/2012	11/14/2012	11/14/2012
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36723	124452536	132.55	0.00	132.55	11/14/2012	11/14/2012	11/14/2012
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36722	124445185	94.60	0.00	94.60	11/14/2012	11/14/2012	11/14/2012
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36721	124452290	165.00	0.00	165.00	11/14/2012	11/14/2012	11/14/2012
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36737	124439369	212.56	0.00	212.56	11/14/2012	11/14/2012	11/14/2012
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36736	124417967	6.50	0.00	6.50	11/14/2012	11/14/2012	11/14/2012
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36826	124378452	17.51	0.00	17.51	11/19/2012	11/19/2012	11/19/2012
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36735	124416918	86.46	0.00	86.46	11/14/2012	11/14/2012	11/14/2012
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36734	124382453	19.08	0.00	19.08	11/14/2012	11/14/2012	11/14/2012
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36733	124410140	128.34	0.00	128.34	11/14/2012	11/14/2012	11/14/2012
1	2067	N	SCHMITT MUSIC COMPANY	V30501	36732	124388122	22.00	0.00	22.00	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$1,433.24			
1	2068	N	SCHOLASTIC	V30501	36745	M4827887	471.90	0.00	471.90	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$471.90			
1	2112	N	SHELLY JUAIRE	V30501	36670	12085	900.00	0.00	900.00	11/13/2012	11/13/2012	11/13/2012
							Check Amount:		\$900.00			
1	4278	N	SPRINGSTED INC	V30501	36712	1	6,280.00	0.00	6,280.00	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$6,280.00			
1	2153	N	STASNEY ELECTRIC	V30501	36823	25262	941.40	0.00	941.40	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$941.40			
1	2157	N	STEFFEN HARDWARE	V30501	36821	OCTOBER	239.17	0.00	239.17	11/19/2012	11/19/2012	11/19/2012
							Check Amount:		\$239.17			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2164	N	STIER BUS CO	V30501	36674	33087	480.75	0.00	480.75	11/13/2012	11/13/2012	11/13/2012
							Check Amount:		\$480.75			
1	4582	N	TAHER - BELLE PLAINE SCHOOLS	V30501	36741	2	1,500.00	0.00	1,500.00	11/14/2012	11/14/2012	11/14/2012
1	4582	N	TAHER - BELLE PLAINE SCHOOLS	V30501	36740	1	800.00	0.00	800.00	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$2,300.00			
1	2188	N	TAHER INC	V30501	36796	0035852-IN	74,518.56	0.00	74,518.56	11/16/2012	11/16/2012	11/16/2012
							Check Amount:		\$74,518.56			
1	5820	N	Tri-City United Community Ed	V30501	36672	12087	128.00	0.00	128.00	11/13/2012	11/13/2012	11/13/2012
							Check Amount:		\$128.00			
1	3006	N	WAYZATA SCHOOL DISTRICT	V30501	36743	12-101	1,062.16	0.00	1,062.16	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$1,062.16			
1	2318	N	WOLF RIDGE	V30501	36731	1781	32,493.96	0.00	32,493.96	11/14/2012	11/14/2012	11/14/2012
							Check Amount:		\$32,493.96			
							Report Total:		\$231,788.25			

\*Does not meet minimum amount  
\*\*Exceeds maximum amount



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# Hand Pays

Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
1	1123	BELLE PLAINE ED ASSOC	Y	N	10/19/2012	N	USD	4,129.99
1	1134	BELLE PLAINE SCHOOL	Y	N	10/19/2012	N	USD	3,624.83
1	1178	BPESPA	Y	N	10/19/2012	N	USD	944.82
1	4394	LAW OFFICE OF JOE PEZZUTO,LLC	Y	N	10/19/2012	N	USD	167.82
1	5419	UNITED STATES TREASURY	Y	N	10/19/2012	N	USD	124.45
1	1126	BELLE PLAINE HS ACT FND	Y	N	10/23/2012	N	USD	123.07
1	3465	HOUGHTON MIFFLIN HARCOURT	Y	N	10/23/2012	N	USD	4,072.04
1	3465	HOUGHTON MIFFLIN HARCOURT	Y	N	10/23/2012	N	USD	503.84
1	2811	PAM BAILEY	Y	N	10/23/2012	N	USD	295.68
1	2847	PSAT/NMSQT	Y	N	10/23/2012	N	USD	294.00
1	1021	AIM ELECTRONICS	Y	N	10/29/2012	N	USD	6,300.00
1	4551	ANNE LEWIS	Y	N	10/29/2012	N	USD	75.00
1	1084	APPLE VALLEY HIGH SCHOOL	Y	N	10/29/2012	N	USD	160.00
1	5826	BELLE PLAINE FFA	Y	N	10/29/2012	N	USD	2,595.00
1	1460	FARMINGTON HIGH SCHOOL	Y	N	10/29/2012	N	USD	315.00
1	4549	FRIDLEY HIGH SCHOOL DANCE TEAM	Y	N	10/29/2012	N	USD	220.00
1	4194	HUTCHINSON HIGH SCHOOL	Y	N	10/29/2012	N	USD	200.00
1	2768	KELLY SMITH	Y	N	10/29/2012	N	USD	140.00
1	2716	KRISTEN LAJEUNESSE	Y	N	10/29/2012	N	USD	50.19
1	3572	LYNN WILMES	Y	N	10/29/2012	N	USD	75.00
1	2786	MSHSBCA	Y	N	10/29/2012	N	USD	120.00
1	2027	REGION 2 A	Y	N	10/29/2012	N	USD	860.00
1	2053	RUCKS MEAT	Y	N	10/29/2012	N	USD	154.91
1	5188	AMY JOHNSTON	Y	N	11/1/2012	CN	USD	25.00
1	4921	BRAD SCHULTZ	Y	N	11/1/2012	CN	USD	120.00
1	1184	BRENDA GARDNER	Y	N	11/1/2012	CN	USD	150.00
1	1219	CAROL KLEIN	Y	N	11/1/2012	CN	USD	125.00
1	1262	CITY OF BELLE PLAINE	Y	N	11/1/2012	CN	USD	145.40
1	1346	DEBBIE FOGARTY	Y	N	11/1/2012	CN	USD	155.00
1	4600	DICK STEINHOFF	Y	N	11/1/2012	CN	USD	25.00
1	1493	GARY TROST	Y	N	11/1/2012	CN	USD	120.00
1	2455	GARY WITT	Y	N	11/1/2012	CN	USD	120.00
1	5795	JENNIFER CARIVEAU	Y	N	11/1/2012	CN	USD	81.29
1	5439	JOHN EDBERG	Y	N	11/1/2012	CN	USD	310.00



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1	5830	KEVIN STUDNICKA	Y	N	11/1/2012	C N	USD	120.00
1	5396	Kristin Voss	Y	N	11/1/2012	C N	USD	370.00
1	1781	MARY HEITKAMP	Y	N	11/1/2012	C N	USD	125.00
1	4918	MARY JANE O'BRIEN	Y	N	11/1/2012	C N	USD	155.00
1	5397	Megan Voss	Y	N	11/1/2012	C N	USD	370.00
1	4773	ORVILLE HEITKAMP	Y	N	11/1/2012	C N	USD	240.00
1	5762	SHANNON STEINHOFF	Y	N	11/1/2012	C N	USD	50.00
1	4923	STEVE EISCHENS	Y	N	11/1/2012	C N	USD	120.00
1	2287	WACONIA HIGH SCHOOL	Y	N	11/1/2012	C N	USD	270.00
1	1123	BELLE PLAINE ED ASSOC	Y	N	11/5/2012	C N	USD	4,129.99
1	1134	BELLE PLAINE SCHOOL	Y	N	11/5/2012	C N	USD	3,624.83
1	1178	BPESPA	Y	N	11/5/2012	C N	USD	876.28
1	1555	HEALTH PARTNERS	Y	N	11/5/2012	C N	USD	10,619.40
1	4394	LAW OFFICE OF JOE PEZZUTO,LLC	Y	N	11/5/2012	C N	USD	213.98
1	1753	MADISON NATIONAL LIFE	Y	N	11/5/2012	C N	USD	390.00
1	1753	MADISON NATIONAL LIFE	Y	N	11/5/2012	C N	USD	1,326.00
1	4924	MESSERLI & KRAMER	Y	N	11/5/2012	C N	USD	29.66
1	1836	NCPERS MINNESOTA	Y	N	11/5/2012	C N	USD	16.00
1	5360	Reliance Standard Life	Y	N	11/5/2012	C N	USD	1,086.08
1	5419	UNITED STATES TREASURY	Y	N	11/5/2012	C N	USD	65.59
1	5824	SARA UTENDORFER	Y	N	11/5/2012	C N	USD	150.00
1	5823	SHEILA KNACKE	Y	N	11/5/2012	C N	USD	150.00
1	4112	HANOVER INSURANCE GROUP	Y	N	11/8/2012	C N	USD	763.00
1	5844	KARI LAUE	Y	N	11/8/2012	C N	USD	25.00
1	5831	KYLE TIETZ	Y	N	11/8/2012	C N	USD	250.00
1	1812	MESPA	Y	N	11/8/2012	C N	USD	425.00
1	1992	PRAIRIE TRANSPORTATION	Y	N	11/8/2012	C N	USD	44,822.41
1	2164	STIER BUS CO	Y	N	11/8/2012	C N	USD	80,580.21
1	4582	TAHER - BELLE PLAINE SCHOOLS	Y	N	11/8/2012	C N	USD	900.00
1	5030	TEATRO DEL PUEBLO	Y	N	11/8/2012	C N	USD	2,025.00
1	1746	LYNN MOLLENHAUER	Y	N	11/14/2012	N	USD	89.25
1	3223	METRO ECSU	Y	N	11/14/2012	N	USD	35.00
1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	11/16/2012	N	USD	354.00
1	4119	KRIS DAVIS	Y	N	11/16/2012	N	USD	111.63



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Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
1	1123	BELLE PLAINE ED ASSOC	Y	N	11/20/2012	N	USD	4,129.99
1	1134	BELLE PLAINE SCHOOL	Y	N	11/20/2012	N	USD	3,624.83
1	1178	BPESPA	Y	N	11/20/2012	N	USD	822.28
1	4394	LAW OFFICE OF JOE PEZZUTO,LLC	Y	N	11/20/2012	N	USD	167.80
1	4924	MESSERLI & KRAMER	Y	N	11/20/2012	N	USD	28.01
1	5419	UNITED STATES TREASURY	Y	N	11/20/2012	N	USD	124.46
1	2582	MSHSL	Y	N	11/19/2012	N	USD	1,990.00
<b>Total</b>								<b>\$ 192,688.01</b>



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## Wires

Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount			
1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	10/19/2012	N	USD	33,138.24			
1	1977	PERA	N	N	10/19/2012	N	USD	10,155.08			
1	2330	FEDERAL	N	N	10/19/2012	N	USD	23,896.22			
1	2330	FEDERAL	N	N	10/19/2012	N	USD	8,870.96			
P304p2	0716	28804 SBC WX	1	2330	FEDERAL	N	N	10/19/2012	N	USD	31,813.08
P304p2	0716	28805 SBC WX	1	2331	STATE OF MINNESOTA	N	N	10/19/2012	N	USD	11,115.38
P304p2	0716	28806 SBC WX	1	2581	MN CHILD SUPPORT CENTER	N	N	10/19/2012	N	USD	545.00
P304p2	0716	28807 SBC WX	1	2735	MII LIFE - VEBA/HSA	N	N	10/19/2012	N	USD	1,364.51
P304p2	0716	28808 SBC WX	1	5277	Preferred One	N	N	10/19/2012	N	USD	95,774.74
P304p2	0716	28808 SBC WX	1	5277	Preferred One	N	N	10/19/2012	N	USD	-815.00
P304p2	0716	28808 SBC WX	1	5277	Preferred One	N	N	10/19/2012	N	USD	24,217.85
P304p2	0716	28808 SBC WX	1	5277	Preferred One	N	N	10/19/2012	N	USD	7,425.63
P304p2	0716	28809 SBC WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/19/2012	N	USD	1,004.30
P304p2	0716	28809 SBC WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/19/2012	N	USD	100.00
P304p2	0716	28809 SBC WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/19/2012	N	USD	1,358.36
P304p2	0716	28809 SBC WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/19/2012	N	USD	100.00
P304p2	0716	28809 SBC WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/19/2012	N	USD	1,615.00
P304p2	0716	28809 SBC WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/19/2012	N	USD	5,028.54
P304p2	0716	28809 SBC WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/19/2012	N	USD	511.12
P304p2	0716	28809 SBC WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/19/2012	N	USD	1,818.18
P304p2	0716	28817 SBC WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	10/22/2012	N	USD	90.62
P304p2	0716	28818 SBC WX	1	2330	FEDERAL	N	N	10/22/2012	N	USD	20.20
P304p2	0716	28818 SBC WX	1	2330	FEDERAL	N	N	10/22/2012	N	USD	72.50
P305p1	0716	28926 SBC WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	11/5/2012	C N	USD	37,366.22
P305p1	0716	28927 SBC WX	1	1977	PERA	N	N	11/5/2012	C N	USD	11,103.48
P305p1	0716	28928 SBC WX	1	2330	FEDERAL	N	N	11/5/2012	C N	USD	28,051.43
P305p1	0716	28928 SBC WX	1	2330	FEDERAL	N	N	11/5/2012	C N	USD	10,171.10
P305p1	0716	28928 SBC WX	1	2330	FEDERAL	N	N	11/5/2012	C N	USD	36,017.39
P305p1	0716	28929 SBC WX	1	2331	STATE OF MINNESOTA	N	N	11/5/2012	C N	USD	12,951.63
P305p1	0716	28930 SBC WX	1	2581	MN CHILD SUPPORT CENTER	N	N	11/5/2012	C N	USD	545.00
P305p1	0716	28931 SBC WX	1	2735	MII LIFE - VEBA/HSA	N	N	11/5/2012	C N	USD	1,364.51
P305p1	0716	28932 SBC WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/5/2012	C N	USD	1,054.28
P305p1	0716	28932 SBC WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/5/2012	C N	USD	100.00
P305p1	0716	28932 SBC WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/5/2012	C N	USD	1,408.34
P305p1	0716	28932 SBC WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/5/2012	C N	USD	100.00
P305p1	0716	28932 SBC WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/5/2012	C N	USD	1,615.00



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1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/5/2012	C N	USD	5,028.54				
1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/5/2012	C N	USD	511.12				
1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/5/2012	C N	USD	1,818.18				
1	1262	CITY OF BELLE PLAINE	N	N	11/5/2012	C N	USD	3.00				
P30502	0716	28945 SBC	WX	1	1262	CITY OF BELLE PLAINE	N	N	11/5/2012	C N	USD	29.16
P30502	0716	28945 SBC	WX	1	1262	CITY OF BELLE PLAINE	N	N	11/5/2012	C N	USD	107.97
P30502	0716	28945 SBC	WX	1	1262	CITY OF BELLE PLAINE	N	N	11/5/2012	C N	USD	260.42
P30502	0716	28945 SBC	WX	1	1262	CITY OF BELLE PLAINE	N	N	11/5/2012	C N	USD	528.80
P30502	0716	28945 SBC	WX	1	1262	CITY OF BELLE PLAINE	N	N	11/5/2012	C N	USD	902.44
P30502	0716	28946 SBC	WX	1	1486	FRONTIER	N	N	11/5/2012	C N	USD	89.77
P30502	0716	28946 SBC	WX	1	1486	FRONTIER	N	N	11/5/2012	C N	USD	95.87
P30502	0716	28946 SBC	WX	1	1486	FRONTIER	N	N	11/5/2012	C N	USD	173.36
P30502	0716	28946 SBC	WX	1	1486	FRONTIER	N	N	11/5/2012	C N	USD	1,754.34
P30502	0716	28947 SBC	WX	1	2336	XCEL ENERGY	N	N	11/5/2012	C N	USD	521.51
P305p2	0716	28979 SBC	WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	11/20/2012	N	USD	33,520.78
P305p2	0716	28980 SBC	WX	1	1977	PERA	N	N	11/20/2012	N	USD	10,324.15
P305p2	0716	28981 SBC	WX	1	2330	FEDERAL	N	N	11/20/2012	N	USD	24,312.72
P305p2	0716	28981 SBC	WX	1	2330	FEDERAL	N	N	11/20/2012	N	USD	9,089.36
P305p2	0716	28981 SBC	WX	1	2330	FEDERAL	N	N	11/20/2012	N	USD	32,002.10
P305p2	0716	28982 SBC	WX	1	2331	STATE OF MINNESOTA	N	N	11/20/2012	N	USD	11,330.17
P305p2	0716	28983 SBC	WX	1	2581	MN CHILD SUPPORT CENTER	N	N	11/20/2012	N	USD	545.00
P305p2	0716	28984 SBC	WX	1	2735	MII LIFE - VEBA/HSA	N	N	11/20/2012	N	USD	1,364.51
P305p2	0716	28985 SBC	WX	1	5277	Preferred One	N	N	11/20/2012	N	USD	95,962.11
P305p2	0716	28985 SBC	WX	1	5277	Preferred One	N	N	11/20/2012	N	USD	-360.82
P305p2	0716	28985 SBC	WX	1	5277	Preferred One	N	N	11/20/2012	N	USD	22,703.03
P305p2	0716	28986 SBC	WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2012	N	USD	1,054.28
P305p2	0716	28986 SBC	WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2012	N	USD	100.00
P305p2	0716	28986 SBC	WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2012	N	USD	1,408.34
P305p2	0716	28986 SBC	WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2012	N	USD	100.00
P305p2	0716	28986 SBC	WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2012	N	USD	1,615.00
P305p2	0716	28986 SBC	WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2012	N	USD	4,728.54
P305p2	0716	28986 SBC	WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2012	N	USD	511.12
P305p2	0716	28986 SBC	WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2012	N	USD	1,818.18
P305p2	0716	28993 SBC	WX	1	5277	Preferred One	N	N	11/20/2012	N	USD	7,046.86
P30502	0716	28994 SBC	WX	1	3319	DEPARTMENT OF EMPLOYMENT AND	N	N	11/12/2012	N	USD	5,791.24
P30502	0716	28995 SBC	WX	1	2336	XCEL ENERGY	N	N	11/19/2012	N	USD	7,094.77



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1	2336	XCEL ENERGY	N	N	11/19/2012	N	USD	4,385.61				
1	2336	XCEL ENERGY	N	N	11/19/2012	N	USD	4,247.88				
1	2336	XCEL ENERGY	N	N	11/19/2012	N	USD	737.40				
1	3414	CENTERPOINT ENERGY	N	N	11/19/2012	N	USD	295.09				
P30502	0716	28996 SBC	WX	1	3414	CENTERPOINT ENERGY	N	N	11/19/2012	N	USD	173.56
P30502	0716	28996 SBC	WX	1	3414	CENTERPOINT ENERGY	N	N	11/19/2012	N	USD	156.33
P30502	0716	28996 SBC	WX	1	3414	CENTERPOINT ENERGY	N	N	11/19/2012	N	USD	143.66
p30502	0716	28998 SBC	WX	1	2336	XCEL ENERGY	N	N	11/20/2012	N	USD	843.84
								50,020.41				
PCARD								50,020.41				
Payroll 10/20/2012								220,421.78				
Payroll 11/05/2012								252,928.08				
Payroll 11/20/2012								225,675.65				
								\$ 1,444,984.10				
<b>Total</b>								<b>\$ 1,444,984.10</b>				

## **Belle Plaine High School Baseball Florida Spring Training Trip**

When: March 24-28 - over spring break

Cost: between \$950-\$1000. Price includes flights, bags, hotel, all meals, baseball scrimmages and practice, rental cars, etc.

Students have been raising money for trip since 7th grade. They will have at least 11 different fund raising opportunities to raise money for the trip.

Who: 15 players, 1 student manager and 3 coaches are planning on going. Several parents and families are planning on going with us as well.

Why: The trip will allow the students to get a head start on the season with a chance to get lots of scrimmage and practice opportunities. It will allow the coaches extra chances to evaluate all the players on the team in scrimmage situations. It also provides a great team building opportunity for the team and coaches.

Scrimmage/Practice – We will participate in 4-5 scrimmages over 3 days(MSHSL Rule) and have 4-5 practices during our time in Florida.

Non Baseball Activities- Mini Golf, Bowling, Beach, MLB Spring Training Game, Euchre Tournament

## Florida Schedule (2011)

### Saturday March 26

- **Meet at 11:00 at High School**
- Leave at 11:45
- Arrive in Orlando at 7:15pm
- Get bags, pick up rental cars, Fast Food Supper, Drive to Cocoa
- 9:00-9:30 arrive at Best Western and check in

### Sunday March 27

- 8:30 - Breakfast @ Cocoa
- 10:00am - Practice Field #5
- 12:00 pm - Lunch @Cocoa
- 1:00pm Scrimmage vs. TBA - Stadium - **Maybe just a practice?**
- 6:00 pm Pizza Supper

### Monday March 28

- 7:00 am - Practice Field #5
- 8:30 am - Breakfast @ Cocoa
- 12:00pm - Lunch @Cocoa
- 1:00 pm - Scrimmage vs. Weyauwega-Fremont - Field #2
- 5:30 - Supper @Cocoa
- 7:00 - Scrimmage vs. McKeesport, PA - Stadium

### Tuesday March 29

- 7:00 am - Practice Field #3
- 8:30 am - Breakfast @Cocoa
- 10:00am - Head to Cocoa Beach for Day
- Lunch and Supper on their own
- 7:00pm - Mini Golf

### Wednesday March 30

- 8:30 am - Breakfast @Cocoa
- 10am - Practice Field #4
- 12:00 pm - Lunch at Cocoa
- 1:00 pm - Scrimmage vs. Niles North HS, IL - Stadium
- 4:00 pm - Practice Field #4
- 6:00pm - Pizza Supper
- 7:00 pm - Card Tourney

### Thursday March 31<sup>st</sup>

- 7:30 am Breakfast @Cocoa
- 8:00 am Depart Cocoa for Airport



**Independent School District No. 716**

http://www.belleplaine.k12.mn.us  
 District Calendar 2013-2014 Draft  
 Adopted --DRAFT--

District Contact Information

District Office: (952) 873-2400  
 Chatfield Elementary: (952) 873-2401  
 Oak Crest Elementary: (952) 873-

**Jul-13**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**Jan-14**

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- No School (Holiday)
- No School (Teacher Workshop Day)
- Inservice Early Dismissal - School ends at 12:15
- 22 Parent-Teacher Conferences
- 22 End of Quarter or Trimester

**Aug-13**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**Feb-14**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**August**  
 23, 26-29 8-23 New Teachers: 8/26-29 Workshop

**Sep-13**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

**Mar-14**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**September**  
 2 No School - Labor Day  
 3 School Begins 7-12  
 3,4 K-6 Conferences 12-8:00 pm  
 5 School Begins K-6

**Oct. 2013**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**Apr-14**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**October**  
 2 Students released at 12:15 pm - Teacher workshop  
 17,18 No School Education MN Conference

**Nov-13**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**May-14**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**November**  
 1 End 1st Quarter  
 4 No School - Teacher Workshop  
 15 Students released at 12:15 pm - Teacher workshop  
 18,19 7-12 Parent Teacher Conferences  
 20-22 No School - Thanksgiving Break  
 29 End 1st Trimester

**Dec-13**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**Jun-14**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

**December**  
 2,5 K-6 Parent Teacher Conferences  
 23-31 No School - Holiday Break

**January**  
 1 No School - Holiday Break  
 2 School Resumes  
 17 End 2nd Q/1st Semester  
 20 No School - Martin Luther King Jr. Day - Teacher Workshop

**February**  
 5 Students released at 12:15 pm - Teacher workshop  
 17 No School - President's Day  
 24,27 7-12 Parent Teacher Conferences

**March**  
 7 Students released at 12:15 pm - Teacher workshop  
 7 End 2nd trimester  
 17,20 K-6 Parent Teacher Conferences  
 21 End 3rd Quarter  
 24-28 No School - Spring Break

**April**  
 21 Teacher Workshop

**May**  
 26 No School - Memorial Day

**June**  
 3 Last student day, end of 4th Quarter/3rd trimester  
 4 Teacher workshop  
 8 Graduation

**Student Contact Day Summary**

Quarter Summary	Trimester Summary
1st Quarter 42	1st Trimester 58
2nd Quarter 43	2nd Trimester 60
3rd Quarter 43	3rd Trimester 56
4th Quarter 46	
<b>Total 174</b>	<b>Total 174</b>

8 teacher workshop days  
 2 days allotted for parent-teacher conferences

**Total teacher days: 184**

*1<sup>st</sup> Reading: 3/27/06*

*2<sup>nd</sup> Reading: 4/24/06*

*Approved: 5/22/06*

*Reviewed:*

## **501 SCHOOL WEAPONS POLICY**

### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### **II. GENERAL STATEMENT OF POLICY**

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **III. DEFINITIONS**

#### **A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- #### **B. "School Location"**
- "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or

departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

#### **IV. EXCEPTIONS**

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
  2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.

5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

- A. The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
  2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion

While the school district takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

### **A. Employees**

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

### **B. Other Nonstudents**

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school

locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

***Legal References:*** Minn. Stat. § 97B.045 (Transportation of Firearms)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.* 611 N.W.2d 802 (Minn. 2000)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)

*1<sup>st</sup> Reading: 3/27/2006*  
*2<sup>nd</sup> Reading: 4/24/2006*  
*Approved: 5/22/2006*  
*Reviewed:*

## **502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON**

### **I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Lockers and Personal Possessions Within a Locker**

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

#### **B. Desks**

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

#### **C. Personal Possessions and Student's Person**

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

#### **D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.**

### **III. DEFINITIONS**

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Personal possessions” includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### **IV. PROCEDURES**

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

## **V. DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

## **VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

## **VII. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, § 10  
*New Jersey v. T.L.O.*, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)  
Minn. Stat. § 121A.72 (School Locker Policy)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 506 (Student Discipline)

*1<sup>st</sup> Reading: 3/27/2006*  
*2<sup>nd</sup> Reading: 4/24/2006*  
*Approved: 5/22/2006*  
*Reviewed:*

## **506 STUDENT DISCIPLINE**

### **I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### **III. AREAS OF RESPONSIBILITY**

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### **IV. STUDENT RIGHTS**

All students have the right to an education and the right to learn.

#### **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

## VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  2. The use of profanity or obscene language, or the possession of obscene materials;
  3. Gambling, including, but not limited to, playing a game of chance for stakes;
  4. Violation of the school district's Hazing Prohibition Policy;
  5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  6. Violation of the school district's Student Attendance Policy;
  7. Opposition to authority using physical force or violence;
  8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
  9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
  10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;

25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack

with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

#### **VIII. REMOVAL OF STUDENTS FROM CLASS**

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by

this discipline policy. “Removal from class” and “removal” mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student’s tenth removal from class and make reasonable attempts to convene a meeting with the student’s parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Removal of a Student From a Class.
  1. Each teacher has the discretion to remove a student for inappropriate behavior as determined by the teacher. Upon asking the student to leave the classroom and report to the office, the teacher will notify the main office of the name of the student removed;
  2. Disciplinary action may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others. The acts set forth in the disciplinary policy are unacceptable and subject to disciplinary action in school buildings, on the school buses, school grounds and at school sponsored activities.
- D. Responsibility for and Custody of a Student Removed From Class
  1. Each teacher has the discretion to determine how to deal with inappropriate behavior by a student. The teacher may instruct the student to the hallway or the high school office. If they are sent to the office, the teacher will notify the high

school office staff of the name of the student reporting to the office;

2. Administrators have broad discretion to determine the consequences based on the minimum and maximum consequences established in the student handbook. In unusual situations administrators may impose discipline less than the minimum. In the event the student has engaged in the same or similar behavior in the past or has engaged in persistent violation of school rules, the maximum penalties may be increased.
- E. Procedures for Return of a Student to a Class From Which the Student Was Removed - Administrators will take appropriate action for each student removed from class on a case-by-case basis. Such action may include, but is not limited to, warning, student conference, parent conference, detention, or suspension.
- F. Procedures for Notification - Disciplinary action may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others. The acts set forth in the disciplinary policy are unacceptable and subject to disciplinary action in school buildings, on the school buses, school grounds, and at school sponsored activities. The school district will take appropriate action, and comply with any legal disclosure obligations.
- G. Disabled Students; Special Provisions
1. Consideration of whether there is a need for further assessment will be determined by the Individual Education Plan (IEP) team members.
  2. Consideration of whether there is a need for a review of the adequacy of the current Individual Education Plan (IEP) of a disabled student who is removed from class or disciplined will be determined by the IEP team members.
- H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises
1. A chemical abuse pre-assessment team will be established pursuant to Minn. Stat. 121A.26;
  2. A school and community advisory team to address chemical abuse problems in the district will be established pursuant to Minn. Stat. 121A.27;
  3. Any teacher or school district employee who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled-substance while on school premises or involved in school, shall immediately notify the building principal.
- I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct - Nothing in this policy shall prohibit the School District from taking immediate action to protect individuals and property from harm. Nor shall this policy be construed to prohibit the School District from expelling students from

behavior not specifically set forth if such conduct:

1. Materially and substantially disrupts the rights of others to an education; or
2. Endangers the student, other students or individuals or property of the school.

All violations of the Code of Student Conduct will be handled on a case-by-case basis.

- J. Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior. School district personnel may respond to student misbehavior in a variety of ways in which to involve parents or guardians. They include, but are not limited to, communication of concerns, parent conferences, and mediation.
- K. Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems School district personnel may respond to behavioral problems in a variety of ways in attempts to modify the behavior. They include, but are not limited to, verbal warning, one-to-one interaction, written communication to parent, parent conference, detention, referral to administrator, and suspension.

## **IX. DISMISSAL**

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
1. Willful violation of any reasonable school board regulation, including those found in this policy;
  2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
  3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child’s IEP team, including at least one of the child’s teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to

progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-

cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

## **X. ADMISSION OR READMISSION PLAN**

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.225, Subd. 1, and require parental involvement in the

admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

#### **XI. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

#### **XII. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

#### **XIII. DISABLED STUDENTS**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

#### **XIV. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District

(Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

## **XV. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

## **XVI. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.27 (School and Community Advisory Team)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Reasonable Force)  
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)  
Minn. Stat. § 123A.05 (Area Learning Center Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)  
Minn. Stat. Ch.125A (Students With Disabilities)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Court Act)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

***Cross References:*** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons)

MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Student Hazing Prohibition)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)  
MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

*1<sup>st</sup> Reading: 3/27/2006*  
*2<sup>nd</sup> Reading 4/24/2006*  
*Approved:5/22/2006*  
*Revised: 08/24/2009*  
*Reviewed:*

## **514 BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
  - 1. The developmental and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:
  - 1. harming a student or a group of students;

2. damaging a student's or a group of students' property;
  3. placing a student or a group of students in reasonable fear of harm to person or property;
  4. creating a hostile educational environment for a student or a group of students; or
  5. Intimidating a student or a group of students.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. 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.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent of the school district human rights officer by the reporting party or complainant.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that

might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.

- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. 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 obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. 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. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

## **VI. REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who

retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

## **VII. TRAINING AND EDUCATION**

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. 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.

## **VIII. NOTICE**

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

***Legal References:*** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
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 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
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 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Videotaping on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

## **515 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) 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. 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).

#### **B. 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.

#### **C. 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 personally identifiable data which references religion, race, color, social position or nationality. Data collected from nonpublic school students, other than those who receive shared time educational services, shall not be designated as directory information unless written consent is given by the student's parent or guardian.

D. 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 educational 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.

E. Eligible Student

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

F. Juvenile Justice System

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

G. 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.

H. 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.

I. 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.

J. 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.

K. Responsible Authority

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

L. 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.

M. 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, as 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.

N. 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.

O. 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 secondary students’ names, addresses, and home telephone numbers to military recruiting officers;

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 educational records of such student without first obtaining the consent of the student. In addition, parents or 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 C.F.R. § 99.31(a).

**VI. DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written 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 the 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 and 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 or return to the school district all personally identifiable information when information is 515-11 no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be returned or 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) or an act of domestic or international terrorism as defined in 18 U.S.C. § 2331. 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 515-12 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 VII. 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; or

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 educational 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 educational 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 educational 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 of 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.

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 prevent the school district from disclosing or requiring the student to disclose the student's name, identifier, or school district e-mail address in a class in which the student is enrolled.
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, 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.

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 RECRUITMENT OFFICERS**

- A. The School District will release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data to military recruiters 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, the Superintendent, in writing by November 1 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.

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 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 educational 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 or other 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 the 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**

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 including 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 Practicers)  
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)

## PUBLIC NOTICE

Independent School District No. 716 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. 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 7165 of the federal No Child Left Behind Act [*INSERT THE FOLLOWING BRACKETED PHRASE IF THE SCHOOL DISTRICT HAS A POLICY REGARDING STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS:*] [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

[optional]

- 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

[optional]

- h. That copies of the school district’s policy regarding the protection and privacy of school records are located at \_\_\_\_\_ (*insert location*).

*[optional]*

2. Independent School District No. 716 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. 716 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 the 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.

- 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. 716 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 RESPONSIBLE AUTHORITY, [DESIGNATE TITLE OF INDIVIDUAL, I.E. BUILDING PRINCIPAL], BY [INSERT DATE] EACH 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 RECRUITERS 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.**

INDEPENDENT SCHOOL DISTRICT NO. 716  
BELLE PLAINE, MINNESOTA

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chair

**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(a)

**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

**RESPONSE TO REQUEST:**

The school must provide the following information on request:

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

- |       |  |       |
|-------|--|-------|
| _____ | Student's full name                                      | _____ |
| _____ | Home address   | _____ |
| _____ | Telephone number   | _____ |
| _____ | Date of birth  | _____ |
| _____ | Student's school schedule                                | _____ |
| _____ | Attendance record  | _____ |
| _____ | Photographs, if any; and                                 | _____ |
| _____ | Parents' names, home addresses, and<br>telephone numbers | _____ |

A record of the written request and of the release must be maintained in the student's file.

**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.

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Signature/Title

**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.

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Signature/Title

*1<sup>st</sup> Reading: 4/24/06*  
*2<sup>nd</sup> Reading: 5/22/06*  
*Approved: 6/24/2006*  
*Reviewed:*

## **516 STUDENT MEDICATION**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

### **III. REQUIREMENTS**

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
  2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
  5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
    - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
    - b. the inhaler is properly labeled for that student; and
    - c. the parent has not requested school personnel to administer the medication to the student.

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

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

6. Medications:
  - a. that are used off school grounds;
  - b. that are used in connection with athletics or extracurricular activities; or
  - c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as state in this paragraph, only prescription medications are governed by this policy.
8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed nonsyringe injectors of epinephrine that enables the student to:

- a. possess nonsyringe injectors of epinephrine; or
- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to nonsyringe injectors of epinephrine in close proximity to the student at all times during the instructional day.

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

K. "Parent" for students 18 years old or older is the student.

**Legal References:** Minn. Stat. § 13.32 (Student Health Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.2205 (Possession and Use of Nonsyringe Injectors of Epinephrine; Model Policy)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

**Cross References:** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

*1<sup>st</sup> Reading: 9/24/2012*

*2<sup>nd</sup> Reading: 10/22/12*

*Approved:*

### **### BRING YOUR OWN DEVICE (BYOD) POLICY**

#### **I. PURPOSE**

Belle Plaine Schools believes that 21st Century instruction is necessary for 21st Century learning. Providing students with an environment that fosters and encourages this belief is part of our core values. All members of our learning community hold the responsibility to value technology and achieve technological proficiency to prepare our students for future jobs, which currently may not exist. Schools must challenge students with rigorous, personalized academic experiences, foster innovation and creativity, and embrace emerging technologies. In a 21st Century learning environment, students actively engage in a cohesively integrated curriculum, access information and apply it in solving authentic problems. Our students are living in a world where they have immediate access to information anytime and anywhere. Many students have personally owned devices in their pockets that can be used to allow them to learn in their own style and at their own pace. With digital learning, every student can access high quality and rigorous instruction in every subject, thereby, maximizing their opportunity for success in school and beyond. A decade ago this was just a dream. Today, it can be a reality.

#### **II. ACCEPTABLE DEVICES**

For the purposes of Bring Your Own Device (BYOD), “Device” means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, e-Readers, cell and smart phones. No gaming devices are allowed (to include: Nintendo DS, PlayStation Portable PSP, etc.) If you are uncertain whether or not your device meets the criteria to be used for Bring Your Own Device (BYOD), please see your building technology administrator.

#### **III. ACCEPTABLE USES OF BYOD**

##### **1. INTERNET**

A student will be allowed to utilize the Internet on his or her own device per the District Acceptable Use Policy.

If a student does not have parental permission to use the Internet and/or online services, teachers will make a reasonable effort to provide an alternative assignment covering the same content standards contained in the Internet based instruction. In the event that equivalent instruction cannot be reasonably provided, an alternative assignment will be given to the student.

Staff is responsible for providing guidelines for Internet use by students.

Staff is responsible for supervising student access to the Internet and ensuring that access is being used for educational purposes and in accordance with Guidelines for Acceptable Use of District Information Systems. This is really no different than staff having been responsible that students were taking notes and not passing notes, or reading texts and not magazines, during class. The vehicle to the knowledge has simply changed.

2. EMAIL

Student users shall access or use only Belle Plaine Tiger Apps Gmail email accounts at school. All student email collaboration shall be done through district moderated accounts.

3. Synchronous and Asynchronous Online Communication and Social Networking Applications

Student users shall not access or use online synchronous or asynchronous communication applications such as email, chat, blogs, wikis or social networking Web site functions (i.e., discussion threads, document posting, RSS feeds, etc.) while at school. These restrictions apply unless: 1) this access and use takes place within a teacher moderated online environment; 2) the online activities are being used for legitimate instructional purposes; 3) the applications and/or functions are hosted on District servers behind the District firewall.

4. Communications and Access

Parents or guardians should instruct their student user(s) if there is material that they think would be inappropriate for them to access (in addition to material already blocked by the District firewall and content filter). The District fully expects that student users will follow these instructions. Students shall inform a teacher if they mistakenly access inappropriate information or content.

IV. BOYD FAQs – PARENTS/GUARDIANS

1. **My child does not have his/her own electronic communication device to bring to school. Will he/she be penalized or miss out on instruction?**

No, it is not mandatory for students to bring a device, even if they do own one. Use of personal electronic devices will be optional. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device!

2. **What if my child's device is stolen or damaged? What recourse can I take?**

Students bring electronic communication devices to school at their own risk, just like any other personal items. The school will not be held responsible if an electronic device or other item is lost, stolen or misplaced. Some devices have a device locator; it is recommended that you enable this feature if possible.

3. **Is it required that my child use the School wireless? Can they use their own 3G or 4G service?**  
Students with a personally owned device need to use the guest wireless network.
4. **My child is bringing a device to school for instructional purposes. Will they have access to things they normally do with district equipment?**  
Your child will have access to any of the web-based software the school currently uses (databases, library search tools, etc.) Software may run differently on different devices for varying reasons.
5. **As a parent am I required to add additional software (virus protection, filter, tracking device, etc.) to my child's device?**  
**Virus protection for PC's is required.** Device location software is not required but is always a good idea.
6. **How will my son's/daughter's device be used in the classroom?**  
Schools must challenge students with rigorous, personalized academic learning experiences that foster innovation and creativity. Students will engage in a cohesively integrated curriculum, access information, and apply it to solve authentic problems in a collaborative manner.

#### V. BYOD FAQs – STUDENTS

1. **I don't have my own electronic communication device to bring to school. Will I be penalized or miss out on instruction?**  
No, it is not mandatory for students to bring a device, even if they do own one. Use of personal electronic devices will be optional. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device!
2. **I have my device with me in class. How do I get on the Internet now?**  
Most devices will detect a wireless connection when you are near one. Most of the time devices will ask you if you would like to join the network when prompted, choose "ISD716guest" from the list. Once selected, you will be prompted to enter your email address and click "join."
3. **My device is not prompting me to choose a wireless network. Is there another way to connect?**  
In the settings menu of your device, there is usually an icon for a network, go to this icon and choose "ISD716guest" from the list of available wireless networks or prompt your device to look for wireless networks in range.
4. **I can't get my device to connect to the network. Can I get some help from someone?**  
Resources may be available to help you connect to the guest network in your school; however, you will need to consult with a network

administrator (building tech) for these resources. It is not the responsibility of your teacher or other staff to troubleshoot individual devices during the school day.

**5. I need to print the assignment I just completed, why is there no printer when I try this?**

Printers are networked differently in the school and will not be available when you log in to the ISD716guest network. Some network solutions include creating and sharing an online document (Google Doc), emailing the document to your teacher, saving the document to a flash drive or printing the document from home or another school computer. Keep in mind that using school printers in the classroom or other learning spaces is at the discretion of the teacher or other school administrator.

**6. My device was stolen when I brought it to school. Who should I contact about this?**

Belle Plaine Schools is not responsible for the theft of a device, nor are they responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a school administrator to make him/her aware of the offense. Bringing your own devices to school can be useful; however, some risks are involved as well. It is always a good idea to record the device's serial number to have in case of theft.

**7. Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own device?**

Internet filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device you use to access it while in a public school. You own your device, but the network you're using belongs to the school and Internet access will be filtered.

**8. Am I still held accountable for the Acceptable Use Policy (AUP) I signed at the beginning of the school year even though this is my personal device?**

Yes, students using a personally owned device must have both the Acceptable Use Policy and the Device User Agreement signed.

## **Belle Plaine Schools– BYOD Parent/Student User Agreement**

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### **PURPOSE:**

Many students' lives today are filled with media that gives them mobile access to information and resources 24/7. Outside school, students are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous. In an effort to put students at the center and empower them to take control of their own learning, Belle Plaine Schools will allow students to use personal technology devices. Students wishing to participate must follow the responsibilities stated in the Acceptable Use Policy as well as the following guidelines.

### **DEVICE TYPES:**

For the purpose of this program, the word “device” means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, cell and smart phones. No gaming devices are allowed (to include: Nintendo DS, PlayStation Portable PSP, etc.) If you are uncertain whether or not your device meets the criteria to be used for Bring Your Own Device (BYOD), please see your building technology administrator.

### **GUIDELINES:**

1. Any student who wishes to use a personally owned electronic device within Belle Plaine Schools must:
  - Read and sign with parent/guardian
  - Submit signed agreement to technology department
2. The student takes full responsibility for his or her device and keeps it with himself or herself at all times or locked securely in their locker. The school is not responsible for the security of the device.
3. The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated ISD716 School Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
5. Violations of any ISD716 School Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The student must comply with a staff request to shut down the device or put the screen to sleep.
7. The student will not be allowed to charge their device while at school.
8. The student may not use the device to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
9. During school hours the student should only use their device to access classroom

related activities. Accessing classroom related activities on a mobile device looks like:

- The device is used only for academic purposes
- The device is on the desk and visible to everyone in the classroom
- The device is only used when the teacher prompts students
- When accessing audio content, earbuds are used
- The device is NOT under the desk or hidden while in use

10. The student will use the “ISD716guest” wireless network while in school. Use of 3G & 4G wireless connections is not allowed.

As a student I understand and will abide by the above policy and guidelines. I further understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

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*Student Signature*

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*Device Serial Number*

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*Parent/Guardian Signature*

---

*Date*

1<sup>st</sup> Reading: 10/22/2012

2<sup>nd</sup> Reading:

Approved:

Revised:

## **726 FOOD SERVICE ACCOUNT POLICY**

### **I. PURPOSE**

The purpose of this policy is to set fiscal guidelines in food service that are fair to patrons and the School District.

### **II. GENERAL STATEMENT OF POLICY**

In order to purchase meals at Belle Plaine Schools, students and staff must ensure that funds are available in their meal accounts.

### **II. DEFINITION**

#### **A. K-6 (Chatfield Elementary and Oak Crest Elementary)**

1. If a family's account falls below \$20.00 a phone call is made or an e-mail is sent to the student's parents.
2. If the account falls below \$10.00, the inside of a student's wrist stamped to remind parents to replenish the account.
3. If a family's account falls to or below \$0, a family is allowed two more meals per student. If the account is still below \$0 after two meals, the student(s) will receive a cheese sandwich and milk until the account has a positive balance. In addition, the account will be referred to the District Office and **Section III b. of policy 727** may be implemented.

#### **B. 7-12 (Jr-Sr High School)**

1. If a family's account falls below \$20.00 a phone call is made or an e-mail is sent to the student's parents.
2. If the account is \$0, students may not charge ala carte items to their accounts.
3. Scanners will notify students daily when their accounts are depleted to or below \$20.
4. If a family's account falls to or below \$0, a family is allowed two more meals per student. If the account is still below \$0 after two meals, the student(s) will receive a cheese sandwich and milk until the account has a

positive balance. In addition, the account will be referred to the District Office and Section III b. of policy 727 may be implemented.