

**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 BOARD MEETING**  
District Office, 130 South Willow Street, Belle Plaine, MN 56011  
6:00 PM Monday, September 23, 2013

*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. <u>Presentation of Special Education Program Awards:</u></b>	Chad Williams	
<b>2. <u>Review of Vision Card A - Student Learning:</u></b>	Dr. Smith	<b><u>3</u></b>

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

**4. Consensus Items:**

<b>1. <u>Previous Board Meeting Minutes:</u></b>		<b><u>5</u></b>
<b>2. <u>Approve Monthly Expenditures:</u></b>		<b><u>12</u></b>
<b>3. <u>Personnel:</u></b>		<b><u>26</u></b>
<b>4. <u>Student Enrollment:</u></b>		
<b>5. <u>Donations:</u></b>		<b><u>27</u></b>

**5. Discussion Items:**

<b>1. <u>Superintendent Update:</u></b>	Dr. Smith	
<b>2. <u>Board Member Reports:</u></b>	Board Members	
<b>3. <u>Principal Reports:</u></b>		

**6. Action Items:**

- |   |                      |                  |
|---|----------------------|------------------|
| <b>1. <u>Approve Preliminary 13 Pay 14 Levy:</u></b>                        | Dr. Smith/Mr. Keller | <b><u>32</u></b> |
| <b>2. <u>Review of Replacement Plan for District Exterior Lighting:</u></b> | Mr. Heine            | <b><u>33</u></b> |
| <b>3. <u>Approve Policy Revisions:</u></b>                                  | Dr. Smith            | <b><u>34</u></b> |
| <b>4. <u>Negotiations Strategy Sessions:</u></b>                            | Dr. Smith            |                  |

**1. Motion to Close the Meeting Pursuant to M.S. 13D.03.**

**2. Motion to Reconvene Regular Meeting:**

**7. Upcoming Meetings:**

**8. Adjourn:**

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Board Clerk

\_\_\_\_\_  
Date

## Strategic Area: Student Learning & Career/College Readiness

District Vision Card A: *Maximize the achievement of all students by developing and implementing personalized learning for each student.*

MEASURES	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 +	2012-13 (Data from 2011-12) SCORE	2013-14 (Data from 2012-13) SCORE
<b>A1: Pre-School Screening Tools</b> <i>Language &amp; Literacy Development (Listening, Speaking, Emerging Reading, Emerging Writing)</i>	< 65% of all kindergarten students assessed in the fall are proficient	2012-13 2013-14 65-74% of all kindergarten students assessed in the fall are proficient	75-84% of all kindergarten students assessed in the fall are proficient	85-90% of all kindergarten students assessed in the fall are proficient	> 90% of all kindergarten students assessed in the fall are proficient	<b>Letter Naming 71%</b>	<b>Letter Naming 66%</b>
<b>A2: MAP Assessment Reading Kindergarten</b>	2013-14 < 65% of all kindergarten students assessed in the spring are proficient in reading and math	2012-13 65-74% of all kindergarten students assessed in the spring are proficient in reading and math	75-84% of all kindergarten students assessed in the spring are proficient in reading and math	85-90% of all kindergarten students assessed in the spring are proficient in reading and math	> 90% of all kindergarten students assessed in the spring are proficient in reading and math	<b>Reading 66.7% Math 71.4%</b>	<b>Reading 53% Math 74%</b>
<b>A3: MAP Assessment Math</b>	< 65% of all assessed students in grades 1-9 are above the 50% nationally	2012-13 65-74% of all assessed students in grades 1-9 are above the 50% nationally	2013-14 75-84% of all assessed students in grades 1-9 are above the 50% nationally	85-90% of all assessed students in grades 1-9 are above the 50% nationally	> 90% of all assessed students in grades 1-9 are above the 50% nationally	<b>69.80%</b>	<b>80.20%</b>
<b>A4: MCA – Math (Grades 3-8)</b>	2013-14 < 65% of all assessed students are proficient	2012-13 65-74% of all assessed students are proficient	75-84% of all addressed students are proficient	85-90% of all assessed students are proficient	> 90% of all assessed students are proficient	<b>65.10%</b>	<b>59.40%</b>
<b>A5: MAP Assessment Reading</b>	2012-13 < 65% of all assessed students in grades 1-9 are above the 50% nationally	65-74% of all assessed students in grades 1-9 are above the 50% nationally	2013-14 75-84% of all assessed students in grades 1-9 are above the 50% nationally	85-90% of all assessed students in grades 1-9 are above the 50% nationally	> 90% of all assessed students in grades 1-9 are above the 50% nationally	<b>60.90%</b>	<b>80.60%</b>
<b>A6: MCA – Reading (Grades Tested)</b>	2013-14 < 65% of all assessed students are proficient	65-74% of all assessed students are proficient	2012-13 75-84% of all addressed students are proficient	85-90% of all assessed students are proficient	> 90% of all assessed students are proficient	<b>76.80%</b>	<b>54.20%</b>
<b>A7: MCA – Science (Grades Tested)</b>	2012-13 2013-14 < 65% of all assessed students are proficient	65-74% of all assessed students are proficient	75-84% of all assessed students are proficient	85-90% of all assessed students are proficient	> 90% of all assessed students are proficient	<b>56.60%</b>	<b>56.50%</b>
<b>A8: Equity in MCA Proficiency</b>	2012-13 2013-14 < 50% of students in lowest performing student group are proficient in both Reading and Math	50-74% of students in lowest performing student group are proficient in both Reading and Math	75-84% of students in lowest performing student group are proficient in both Reading and Math	85-90% of students in lowest performing student group are proficient in both Reading and Math	> 90% of students in lowest performing student group are proficient in both Reading and Math	<b>SpEd: Math 48% Reading 49%</b>	<b>SpEd: Math 33% Reading 26%</b>

MEASURES	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 +	2012-13 (Data from 2011-12) SCORE	2013-14 (Data from 2012-13) SCORE
<b>A9: MAP Growth Reading</b>	2012-13 < 65% of all students assessed met their growth target from fall to spring	2013-14 65-74% of all students assessed met their growth target from fall to spring	75-84% of all students assessed met their growth target from fall to spring	85-90% of all students assessed met their growth target from fall to spring	> 90% of all students assessed met their growth target from fall to spring	<b>59.10%</b>	<b>67.30%</b>
<b>A10: MAP Growth Math</b>	< 65% of all students assessed met their growth target from fall to spring	2012-13 65-74% of all students assessed met their growth target from fall to spring	2013-14 75-84% of all students assessed met their growth target from fall to spring	85-90% of all students assessed met their growth target from fall to spring	> 90% of all students assessed met their growth target from fall to spring	<b>71.90%</b>	<b>78.00%</b>
<b>A11: Equity in MAP Growth Assessment across NCLB Groups and Enriched Students</b>	> 30 percentile points on national scale difference between highest and lowest student groups	21-30 percentile points on national scale difference between highest and lowest student groups	11-20 percentile points on national scale difference between highest and lowest student groups	5-10 percentile points on national scale difference between highest and lowest students groups	< 5 percentile points on national scale difference between highest and lowest student groups		
<b>A12: ACT College Readiness Benchmarks Graduation Test (English, Math, Science, Social Studies)</b>	2012-13 2013-14 < 65% of assessed students achieve college readiness benchmarks	65-74% of assessed students achieve college readiness benchmarks	75-84% of assessed students achieve college readiness benchmarks	85-90% of assessed students achieve college readiness benchmarks	> 90% of assessed students achieve college readiness benchmarks	<b>Overall 36% English 76% Algebra 59% Social 60% Biology 42%</b>	<b>Overall 23% English 73% Algebra 47% Biology 33%</b>
<b>A13: Plan</b>	< 65% of assessed students achieve college readiness benchmarks	65-74% of assessed students achieve college readiness benchmarks	75-84% of assessed students achieve college readiness benchmarks	85-90% of assessed students achieve college readiness benchmarks	> 90% of assessed students achieve college readiness benchmarks		
<b>A14: Explore</b>	< 65% of assessed students achieve college readiness benchmarks	65-74% of assessed students achieve college readiness benchmarks	75-84% of assessed students achieve college readiness benchmarks	85-90% of assessed students achieve college readiness benchmarks	> 90% of assessed students achieve college readiness benchmarks		
<b>A15: Graduation Rate</b>	2012-13 < 90% of students graduate on time with cohort	2013-14 90-93% of students graduate on time with cohort	94-95% of students graduate on time with cohort	96-98% of students graduate on time with cohort	> 98% of students graduate on time with cohort	<b>82.91%</b>	<b>92.86%</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**

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A Regular Board Meeting of the School Board of Belle Plaine Public Schools was held Monday, August 26, 2013, in the District Center - Board Room.

1. Call to Order:

*The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Lenz on Monday, August 26, 2013 at 7:11 pm at the District Center Board Room with the following members present: Lenz, Daly Bigaouette, Steinhagen, Ludvik and Supt. Smith. The following members were absent: Nagel..*

2. Acknowledgment of Visitors and Special Presentations:

*Special Services Director Chad Williams was introduced and shared some information regarding his professional background and his excitement to be working with the Belle Plaine and Jordan districts.*

2. 1. Presentation on 7-12 Intervention Time:

High School principal David Kreft, along with teachers Lori Cantrell, Carey Piampiano and John Wellner, presented information to the board regarding the proposal for a weekly scheduled intervention time for students at the high school. The proposal was brought forward to administration at the end of last school year by teacher representatives from the high school. Mr. Kreft and staff explained how the proposal evolved, the overall strengths of the proposal and the challenges of the proposal.

Presenter: Mr. Kreft

*John Wellner, Lori Cantrell and Carey Piampiano*

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

Chairperson Lenz will ask if there are any items that need to be brought before the board and for consideration of the Agenda.

*Motion by Bigaouette and second by Ludvik to approve the agenda with the addition of Action Items 6.10 – Revisions to SWMetro Joint Powers Agreement and 6.11 – Request of Funds for School District Mobile App. Motion carried unanimously.*

4. Consensus Items:

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.

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the July 22, 2013 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of August were reviewed. Administration recommends approval of the August 2013 disbursements totaling \$3,546,751.90. This includes hand payables of \$50,154.12 and electronic payments of \$1,463,019.90.

4. 3. Personnel:

Approve the hire of Jennifer Buck, Chatfield Paraprofessional, at Step 1, \$11.20 per hour.

Approve the hire of Deborah Harmon, Chatfield ECSE Paraprofessional, at Step 1, \$11.20 per hour.

Approve the hire of Amy Toennes, Oak Crest Paraprofessional, at Step 5, \$12.62 per hour.

Approve the hire of Abbigail Witt, Oak Crest Media Technology Paraprofessional, at Step 1, \$12.12 per hour.

Approve the hire of Lana Hanson, Elementary Special Education Instructor, at BA 45/30 Step 11, \$47,514.00.

Approve the hire of Sarah Vycital, Chatfield Elementary Instructor, at BA Step 1, \$32,292.00.

Approve the hire of Jodi Stebbins, Elementary Gifted/Talented Instructor, at BA Step 7, \$34,179.40.

Approve the Extended Medical Leave of Absence request for Martha Hartmann effective August 26, 2013.

Approve Fall 2013 Coaching Staff - See attached list.

4. 4. Donations:

Accepted with thanks and appreciation a donation from Coborn's Labels for Learning in the amount of \$675.00.

Accepted with gratitude a donation in the amount of \$250.00 for Athena Ediger's volunteer services thru Walmart Foundation's Volunteerism Always Pays program.

4. 5. Student Enrollments:

Approve four Belle Plaine residents, grades 1, 2, 2 and 9, to attend the Jordan Public School District.

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Smith provided updates on current school activities & how the activities department is dealing with the hear, teacher workshop week, opening week of school for students (Sept 3 for grades 7-12 and Sept 5 for K-12) and

updated security measures at all buildings this school year.  
Presenter: Dr. Smith

5. 2. Board Member Reports:

Board members will have an opportunity to share information about meetings they have attended over the past month. Chair Lenz shared information from Dr. Nagel regarding the SWMetro Cooperative board action on the revised Joint Powers Agreement (action item 6.10) and regarding the potential sale of cooperative property to the Eastern Carver County Schools.  
Presenter: Board Members

6. Action Items:

6. 1. Resolution Calling the School District General Election:

It is necessary to approve the resolution calling for the school board election in order to specify how many seats are up for election and to set the election hours for the election to be held on General Election Day. It is recommended that polling hours remain at 7 a.m. until 8 p.m. and that the polling location be the Belle Plaine Government Center located at 218 N Meridian Street in Belle Plaine.

Voting will take place on electronic voting equipment with the candidate names randomly rotated on the paper ballots.

Absentee ballots will be available to the public on September 20th and may be obtained through the Scott County Elections Office in Shakopee.

Approval of the resolution is recommended.

Presenter: Dr. Smith

*Motion by Ludvik and second by Daly to approve the Resolution Calling the School District General Election to fill three seats on the Belle Plaine School Board. Polling will take place on November 5, 2013 from 7:00 am to 8:00 pm in the Belle Plaine Government Center. Motion carried unanimously by a 5-0 vote.*

6. 2. Location Equity Revenue and \$300 Board Approved Levy Approval:

We have had a considerable amount of conversation about these recent funding changes that will impact our school district and others. Mr. Keller and Dr. Smith will answer any additional questions that board members may have regarding these funding options. I have attached the document explaining the two types of revenue with Belle Plaine used as an example to show the impact on overall funding. I have also included a copy of the spreadsheet showing the basic levy and aid breakdown for our district for the two funding options.

Administration recommends that Belle Plaine Schools accept the Location Equity Revenue (no action required) and approve the resolution to authorize a \$300 Board Approved operating levy for the 2014-15 school year. A roll call vote will be necessary on the resolution.

Presenter: Dr. Smith/Mr. Keller

*Motion by Bigaouette and second by Steinhagen to approve the resolution to authorize a \$300 operating levy for the 2014-15 school year. Motion was carried by a 4-1 roll call vote. Daly opposed.*

*Motion by Ludvik and second by Bigaouette to record the school board's intent to keep the district local levy contribution for our operating levy and equity components as flat as possible. Motion carried unanimously.*

6. 3. Reimbursement Resolution and Authorization of Bond Sale:

As part of our land purchase process, administration recommends that the proposed resolution from Springsted authorizing the Sale of Bonds for the land purchase and to reimburse to our general fund for the purchase price of the land. The resolution is attached to the board agenda as prepared by Springsted and bond counsel.

Sale of Bonds will occur near the end of September with proceeds from the sale available to the district in late October.

Presenter: Dr. Smith/Mr. Keller

*Motion by Ludvik and second by Daly to approve the Sale of Bonds for the land purchase and to reimburse our general fund for the purchase price of the land. Motion carried unanimously with a roll call 5-0 vote.*

6. 4. Revise Aid Anticipation Certificate Borrowing Amount:

At our previous meeting, \$2 million was approved as the amount to be received through Aid Anticipation Certificates for this coming year. At the time of that action, we were still working on the final process for purchasing the 40 acre parcel for the district. With the decision to sell bonds for the land purchase, we are recommending that our Aid Anticipation borrowing be decreased to \$1.4 million for the coming year. It is our ultimate goal to eliminate the need to borrow any funds for cash flow purposes.

Presenter: Dr. Smith

*Motion by Ludvik and second by Daly to decrease our Aid Anticipation borrowing from \$2 million (previously approved) to \$1.4 million. Motion carried unanimously.*

6. 5. Approve Changes to Substitute Pay Schedule:

At our work session this month the proposal to increase substitute salaries for daily substitutes, long term substitutes and paraprofessional substitutes was discussed. The district started to see increased difficulty in securing substitutes last year in part due to substitute salaries that were lower than some of our neighboring districts.

The substitute salaries were last adjusted in 2004 and it is recommended that the following changes be made:

Daily Substitute Teacher: Increase from \$100/day to \$110/day and \$55/half day.

Long Term Substitute Teacher (more than 20 consecutive days): Increase from \$100/day to \$150/day  
Paraprofessional Substitute: Increase to beginning salary for job classification that the substitute is working in - clerical, classroom para, custodian, etc.  
Presenter: Dr. Smith  
*Motion by Bigaouette and second by Ludvik to approve the adjustments to the Substitute Pay Schedule. Motion carried unanimously.*

6. 6. Approval of Proposed Grade 7-12 Intervention Time:

At our work session in August, a proposal for a once per week "Intervention Schedule" for the JH-SH building was presented and additional information was presented during the Public Comments portion of the agenda. Administration recommends that the Intervention Schedule be approved for the 2013-14 school year and be evaluated on a quarterly basis. A brief description of the Intervention Time has been attached to the board packet for your review.

Presenter: Dr. Smith

*Motion by Daly and second by Bigaouette to approve the proposed grade 7-12 "Intervention Schedule" for the 2013-14 school year. Motion carried unanimously.*

6. 7. Approval of School and Activity Handbooks for 2013-14:

At our work session in August, the handbooks were reviewed for the coming school year. It is recommended that all handbooks be approved for the upcoming school year.

Presenter: Dr. Smith

*Motion by Daly and second by Bigaouette to approve all handbooks for the 2013-14 school year. Motion carried unanimously.*

6. 8. Policy Review:

At our August work session we reviewed the following policies for updates: 423 - Employee Student Relationships, 425 - Staff Development, 503 - Student Attendance, 504 - Student Dress and Appearance and 505 - Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees. The revisions are minimal and are being presented as recommended by MSBA. It is recommended that these revisions be approved.

Presenter: Dr. Smith

*Motion by Ludvik and second Bigaouette to approve revisions on the following polices: 423, 425, 503, 504 and 505. Motion carried unanimously.*

6. 9. Resolution Approving MSDLAF+ Trustee Appointment:

The MN Association of School Administrators (MASA) has asked Supt. Smith to serve as a Trustee for the MN School District Liquid Asset Fund Plus

(MSDLAF+) through the 2015-2016 year. MSDLAF+ is an investment fund for MN School Districts and has been in place for over 25 years. The board of Trustees has representatives from partner organizations MN School Board's Association (MSBA) MASA and the MN Association of School Business Officials (MASBO).

As the lead partner, MSBA requires that each local district authorize the position on the trustees by formal board resolution. Supt. Smith respectfully request sthat this appointment be approved by the board.

Presenter: Dr. Smith

*Motion by Daly and second by Bigaouette to approve the request for Supt. Smith to serve as a Trustee for the MN School District Liquid Asset Fun Plus (MSDLAF+) through the 2015-16 school year. Motion carried unanimously by a 5-0 roll call vote.*

6. 10. Resolution Approving Revisions to RVEC JPA:

At our work session earlier this month, we discussed the revision of the Joint Powers Agreement for the River Valley Education Center in Jordan. This building was built for the MRVSEC districts and paid for by the MRVSEC districts. As part of the merger of the two cooperatives, the building will now be owned by the respective SWMetro Education Cooperative districts. This resolution approves revisions to the original joint powers agreement reflecting changes in cooperative membership with the new co-op. It also retains the rights that the Jordan district has to use the property and to have first option to purchase the property should it go up for sale. The SW Metro Cooperative board has acted upon the revisions and asks that each member district do the same. Recommendation is for approval of the resolution.

Presenter: Dr. Smith

*Motion by Daly and second by Steinhagen to approve the resolution to approve revisions to the original joint powers agreement reflecting changes in cooperative membership with the new co-op. Motion carried unanimously with a 5-0 roll call vote.*

6. 11. Request Funds for School District App:

At our work session we discussed the possibility of funding for a Belle Plaine School District App. Supt. Smith recently received a quote and administration is recommending approval of funds to have a School District App created. Year 1 - \$1,550 and Year 2 - \$350.

*Motion by Bigaouette and second by Ludvik to approve the request for funds to establish a Belle Plaine School District App. Motion carried unanimously with a 5-0 vote.*

7. Upcoming Meetings:

Monday, Sept. 9 - 6:00 p.m. Board Work Session

Monday, Sept. 16 - BPEA Negotiations  
Wednesday, Sept. 18 – 5:00 p.m. BPESP Negotiations  
Monday, Sept. 23 - 5:30 p.m. Finance Committee  
6:00 p.m. Regular Board Meeting

8. Adjourn:

*Motion by Daly and second by Bigaouette to adjourn at 8:12 pm. Motion carried unanimously.*

## 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	3753	N	AG POWER ENTEPRISES INC	V40301	40555	532250	10.52	0.00	10.52	09/18/2013	09/18/2013	09/18/2013
1	3753	N	AG POWER ENTEPRISES INC	V40301	40554	528893	65.98	0.00	65.98	09/18/2013	09/18/2013	09/18/2013
									Check Amount:	\$76.50		
1	1082	N	APPLE COMPUTER INC	V40301	40512	4239718921	4,500.00	0.00	4,500.00	09/11/2013	09/11/2013	09/11/2013
									Check Amount:	\$4,500.00		
1	4835	N	ARCTIC ICE	V40301	40571	650607	137.50	0.00	137.50	09/18/2013	09/18/2013	09/18/2013
1	4835	N	ARCTIC ICE	V40301	40570	650215	82.50	0.00	82.50	09/18/2013	09/18/2013	09/18/2013
									Check Amount:	\$220.00		
1	4589	N	BANC OF AMERICA LEASING	V40301	40334	52	8,256.74	0.00	8,256.74	09/05/2013	09/05/2013	09/05/2013
									Check Amount:	\$8,256.74		
1	1125	N	BELLE PLAINE HERALD	V40301	40366	15324	200.00	0.00	200.00	09/09/2013	09/09/2013	09/09/2013
1	1125	N	BELLE PLAINE HERALD	V40301	40563	15270	29.75	0.00	29.75	09/18/2013	09/18/2013	09/18/2013
1	1125	N	BELLE PLAINE HERALD	V40301	40327	15211	51.00	0.00	51.00	09/05/2013	09/05/2013	09/05/2013
									Check Amount:	\$280.75		
1	4081	N	BELLE PLAINE HS TENNIS	V40301	40331	SPRING 2013	322.00	0.00	322.00	09/05/2013	09/05/2013	09/05/2013
									Check Amount:	\$322.00		
1	1143	N	BERGER INTERIORS	V40301	40546	08222013	4,274.50	0.00	4,274.50	09/18/2013	09/18/2013	09/18/2013
									Check Amount:	\$4,274.50		
1	3414	N	CENTERPOINT ENERGY	V40301	40525	6024226-0	67.40	0.00	67.40	09/13/2013	09/13/2013	09/13/2013
1	3414	N	CENTERPOINT ENERGY	V40301	40524	6024145-2	634.21	0.00	634.21	09/13/2013	09/13/2013	09/13/2013
1	3414	N	CENTERPOINT ENERGY	V40301	40526	6024135-3	80.11	0.00	80.11	09/13/2013	09/13/2013	09/13/2013
									Check Amount:	\$781.72		
1	1237	N	CENTRAL FIRE PROTECTION IN	V40301	40559	29849	1,238.50	0.00	1,238.50	09/18/2013	09/18/2013	09/18/2013
									Check Amount:	\$1,238.50		
1	1262	N	CITY OF BELLE PLAINE	V40301	40568	00002958	300.00	0.00	300.00	09/18/2013	09/18/2013	09/18/2013
1	1262	N	CITY OF BELLE PLAINE	V40301	40573	0002954	153.69	0.00	153.69	09/18/2013	09/18/2013	09/18/2013
									Check Amount:	\$453.69		
1	4565	N	DE LAGE LANDEN	V40301	40527	19300596	418.00	0.00	418.00	09/13/2013	09/13/2013	09/13/2013
									Check Amount:	\$418.00		
1	3393	N	DEPT OF HEALTH	V40301	40330	542758	45.00	0.00	45.00	09/05/2013	09/05/2013	09/05/2013
									Check Amount:	\$45.00		

**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	5579	N	EDUCATORS BENEFIT CONSULTA	V40301	40323	19714	200.00	0.00	200.00	09/05/2013	09/05/2013	09/05/2013
							Check Amount:		\$200.00			
1	1472	N	FOLLETT EDUCATIONAL SERVICE	V40301	40505	1482354A, 1482354B	12,243.33	0.00	12,243.33	09/11/2013	09/11/2013	09/11/2013
							Check Amount:		\$12,243.33			
1	4840	N	GENERAL PARTS	V40301	40545	5487770	212.50	0.00	212.50	09/18/2013	09/18/2013	09/18/2013
							Check Amount:		\$212.50			
1	3762	N	HOUGHTON MIFFLIN HARCOURT	V40301	40509	949600348	17,832.22	0.00	17,832.22	09/11/2013	09/11/2013	09/11/2013
1	3762	N	HOUGHTON MIFFLIN HARCOURT	V40301	40508	949602196	22,895.60	0.00	22,895.60	09/11/2013	09/11/2013	09/11/2013
1	3762	N	HOUGHTON MIFFLIN HARCOURT	V40301	40507	949600347	12,133.75	0.00	12,133.75	09/11/2013	09/11/2013	09/11/2013
1	3762	N	HOUGHTON MIFFLIN HARCOURT	V40301	40506	949630895, 949605760	42,105.15	0.00	42,105.15	09/11/2013	09/11/2013	09/11/2013
							Check Amount:		\$94,966.72			
1	1607	N	ISD 287	V40301	40567	71024	8,749.10	0.00	8,749.10	09/18/2013	09/18/2013	09/18/2013
							Check Amount:		\$8,749.10			
1	5840	N	IXL LEARNING	V40301	40362	811751-0913	2,400.00	0.00	2,400.00	09/09/2013	09/09/2013	09/09/2013
							Check Amount:		\$2,400.00			
1	3120	N	KENNEDY & GRAVEN	V40301	40365	115716	331.50	0.00	331.50	09/09/2013	09/09/2013	09/09/2013
							Check Amount:		\$331.50			
1	6174	N	KID TALK, INC	V40301	40593	2013-9956	4,200.00	0.00	4,200.00	09/19/2013	09/19/2013	09/19/2013
							Check Amount:		\$4,200.00			
1	1725	N	LESUEUR COMM ED	V40301	40326	08142013	189.00	0.00	189.00	09/05/2013	09/05/2013	09/05/2013
							Check Amount:		\$189.00			
1	2424	N	MAASFEP	V40301	40566	10022013	150.00	0.00	150.00	09/18/2013	09/18/2013	09/18/2013
							Check Amount:		\$150.00			
1	5736	N	MCGRAW-HILL SCHOOL EDUCATI	V40301	40510	75162494001	10,398.86	0.00	10,398.86	09/11/2013	09/11/2013	09/11/2013
							Check Amount:		\$10,398.86			
1	5849	N	McQUAY INTERNATIONAL	V40301	40548	2601145	721.40	0.00	721.40	09/18/2013	09/18/2013	09/18/2013
1	5849	N	McQUAY INTERNATIONAL	V40301	40547	2602756	3,103.00	0.00	3,103.00	09/18/2013	09/18/2013	09/18/2013
							Check Amount:		\$3,824.40			
1	4145	N	MEDICAREBLUE RX	V40301	40562	29437938	313.50	0.00	313.50	09/18/2013	09/18/2013	09/18/2013
							Check Amount:		\$313.50			
1	1812	N	MESPA	V40301	40333	09052013	648.00	0.00	648.00	09/05/2013	09/05/2013	09/05/2013

## 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	1812	N	MESPA	V40301	40502	09112013	883.00	0.00	883.00	09/11/2013	09/11/2013	09/11/2013	
							Check Amount:		\$1,531.00				
1	3355	N	MN WEARABLES	V40301	40572	6705	1,728.00	0.00	1,728.00	09/18/2013	09/18/2013	09/18/2013	
							Check Amount:		\$1,728.00				
1	1884	N	MRVSEC	V40301	40519	181	10.13	0.00	10.13	06/29/2013	06/29/2013	06/29/2013	
							Check Amount:		\$10.13				
1	1889	N	MULTILINGUAL WORD INC	V40301	40594	110612-604	110.00	0.00	110.00	06/29/2013	06/29/2013	06/29/2013	
							Check Amount:		\$110.00				
1	4652	N	NARDINI FIRE EQUIP COMPANY INV	V40301	40558	438310	196.78	0.00	196.78	09/18/2013	09/18/2013	09/18/2013	
1	4652	N	NARDINI FIRE EQUIP COMPANY INV	V40301	40557	438309	243.00	0.00	243.00	09/18/2013	09/18/2013	09/18/2013	
							Check Amount:		\$439.78				
1	3646	N	NEW ULM SCHOOL	V40301	40569	5912	670.00	0.00	670.00	09/18/2013	09/18/2013	09/18/2013	
							Check Amount:		\$670.00				
1	3340	N	PEARSON	V40301	40504	4037392	402.00	0.00	402.00	06/29/2013	06/29/2013	06/29/2013	
							Check Amount:		\$402.00				
1	1973	1	N	PEARSON EDUCATION	V40301	40513	7022499147	921.88	0.00	921.88	09/11/2013	09/11/2013	09/11/2013
1	1973	1	N	PEARSON EDUCATION	V40301	40514	70072581	792.19	0.00	792.19	09/11/2013	09/11/2013	09/11/2013
							Check Amount:		\$1,714.07				
1	2001	N	PROGRESSIVE PRINTING	V40301	40324	20130408	62.56	0.00	62.56	09/05/2013	09/05/2013	09/05/2013	
							Check Amount:		\$62.56				
1	6111	N	RAM MUTUAL INSURANCE COMPAN	V40301	40541	162728	3,795.66	0.00	3,795.66	09/18/2013	09/18/2013	09/18/2013	
							Check Amount:		\$3,795.66				
1	6110	N	RIVERPORT INSURANCE COMPAN	V40301	40565	80790	643.20	0.00	643.20	09/18/2013	09/18/2013	09/18/2013	
1	6110	N	RIVERPORT INSURANCE COMPAN	V40301	40564	80791	13,397.60	0.00	13,397.60	09/18/2013	09/18/2013	09/18/2013	
							Check Amount:		\$14,040.80				
1	3200	N	ROBBINSDALE SCHOOL DIST	V40301	40332	2810000776	3,061.89	0.00	3,061.89	06/29/2013	06/29/2013	06/29/2013	
							Check Amount:		\$3,061.89				
1	3733	N	SAXE CHEV/BUICK	V40301	40540	09112013	3,138.85	0.00	3,138.85	09/18/2013	09/18/2013	09/18/2013	
							Check Amount:		\$3,138.85				
1	2066	N	SCHINDLER ELEVATOR CORP	V40301	40561	7151837204	639.35	0.00	639.35	09/18/2013	09/18/2013	09/18/2013	

## 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	2066	N	SCHINDLER ELEVATOR CORP	V40301	40560	8103554955	449.34	0.00	449.34	09/18/2013	09/18/2013	09/18/2013
							Check Amount:		\$1,088.69			
1	5349	N	SOLUTION TREE	V40301	40364	760168	5,680.00	0.00	5,680.00	09/09/2013	09/09/2013	09/09/2013
							Check Amount:		\$5,680.00			
1	2137	N	SOUTH CENTRAL ECSU	V40301	40556	14376	1,018.98	0.00	1,018.98	09/18/2013	09/18/2013	09/18/2013
							Check Amount:		\$1,018.98			
1	3826	N	ST JAMES HIGH SCHOOL	V40301	40511	09072013	30.00	0.00	30.00	09/11/2013	09/11/2013	09/11/2013
							Check Amount:		\$30.00			
1	2153	N	STASNEY ELECTRIC LLC	V40301	40542	26430	297.20	0.00	297.20	09/18/2013	09/18/2013	09/18/2013
							Check Amount:		\$297.20			
1	2157	N	STEFFEN HARDWARE	V40301	40544	AUGUST	96.25	0.00	96.25	09/18/2013	09/18/2013	09/18/2013
							Check Amount:		\$96.25			
1	2164	N	STIER TRANSPORTATION SERVIC	V40301	40325	33127	129.62	0.00	129.62	09/05/2013	09/05/2013	09/05/2013
							Check Amount:		\$129.62			
1	5745	N	SUPERIOR SEALCOAT SERVICES	V40301	40543	203-13	19,296.00	0.00	19,296.00	09/18/2013	09/18/2013	09/18/2013
							Check Amount:		\$19,296.00			
1	2188	N	TAHER INC	V40301	40329	0037953-IN	62,000.00	0.00	62,000.00	09/05/2013	09/05/2013	09/05/2013
1	2188	N	TAHER INC	V40301	40328	0037867-IN	12,175.60	0.00	12,175.60	06/29/2013	06/29/2013	06/29/2013
							Check Amount:		\$74,175.60			
1	3832	N	TERESA VINING	V40301	40363	09092013	470.00	0.00	470.00	09/09/2013	09/09/2013	09/09/2013
1	3832	N	TERESA VINING	V40301	40503	09112013	190.00	0.00	190.00	09/11/2013	09/11/2013	09/11/2013
							Check Amount:		\$660.00			
1	5669	N	TITAN ENERGY SYSTEMS	V40301	40550	120209-019	400.53	0.00	400.53	09/18/2013	09/18/2013	09/18/2013
1	5669	N	TITAN ENERGY SYSTEMS	V40301	40549	120209-009	400.53	0.00	400.53	09/18/2013	09/18/2013	09/18/2013
							Check Amount:		\$801.06			
1	2266	N	TRUGREEN CHEMLAWN	V40301	40553	11070287	641.25	0.00	641.25	09/18/2013	09/18/2013	09/18/2013
1	2266	N	TRUGREEN CHEMLAWN	V40301	40552	10942435	916.99	0.00	916.99	09/18/2013	09/18/2013	09/18/2013
1	2266	N	TRUGREEN CHEMLAWN	V40301	40551	10319597	1,907.72	0.00	1,907.72	09/18/2013	09/18/2013	09/18/2013
							Check Amount:		\$3,465.96			
							Report Total:		\$296,490.41			

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

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p40302	0716	31462	SBC	55498	CH	1	5752	LOLLIPOP THE CLOWN	Y	N	8/22/2013	C N	USD	100.00
p40302	0716	31463	SBC	55499	CH	1	6111	RAM MUTUAL INSURANCE COMPANY	Y	N	8/22/2013	C N	USD	3,795.66
p40302	0716	31464	SBC	55500	CH	1	6150	RENEE POITRA	Y	N	8/22/2013	C N	USD	35.00
P40302	0716	31534	SBC	55559	CH	1	4872	ALEXANDRA HARTMAN	Y	N	8/28/2013	C N	USD	60.00
P40302	0716	31526	SBC	55560	CH	1	1084	APPLE VALLEY HIGH SCHOOL	Y	N	8/28/2013	C N	USD	100.00
P40302	0716	31541	SBC	55561	CH	1	6139	BEN STIER	Y	N	8/28/2013	C N	USD	60.00
P40302	0716	31527	SBC	55562	CH	1	1238	CENTRAL PUBLIC SCHOOLS	Y	N	8/28/2013	C N	USD	175.00
P40302	0716	31528	SBC	55563	CH	1	1262	CITY OF BELLE PLAINE	Y	N	8/28/2013	C N	USD	60.00
P40302	0716	31542	SBC	55564	CH	1	6156	DICK NORMAN	Y	N	8/28/2013	C N	USD	96.00
P40302	0716	31540	SBC	55565	CH	1	6126	ERICA SELLY	Y	N	8/28/2013	C N	USD	50.00
P40302	0716	31536	SBC	55566	CH	1	5322	KATELYN ZURN	Y	N	8/28/2013	C N	USD	90.00
P40302	0716	31529	SBC	55567	CH	1	1762	MANKATO WEST H.S.	Y	N	8/28/2013	C N	USD	110.00
P40302	0716	31539	SBC	55568	CH	1	6065	MATT RUEHLING	Y	N	8/28/2013	C N	USD	1,320.00
P40302	0716	31533	SBC	55569	CH	1	4012	MEDCO	Y	N	8/28/2013	C N	USD	1,181.70
P40302	0716	31532	SBC	55570	CH	1	2582	MSHSL	Y	N	8/28/2013	C N	USD	2,271.00
P40302	0716	31535	SBC	55571	CH	1	5321	NICK ZURN	Y	N	8/28/2013	C N	USD	1,725.00
P40302	0716	31530	SBC	55572	CH	1	2038	RICH POHLMEIER	Y	N	8/28/2013	C N	USD	96.00
P40302	0716	31538	SBC	55573	CH	1	5801	TRI-CITY UNITED PUBLIC SCHOOL	Y	N	8/28/2013	C N	USD	175.00
P40302	0716	31531	SBC	55574	CH	1	2287	WACONIA HIGH SCHOOL	Y	N	8/28/2013	C N	USD	75.00
P40302	0716	31537	SBC	55575	CH	1	5763	WILLMAR SENIOR HIGH SCHOOL	Y	N	8/28/2013	C N	USD	110.00
P40302	0716	31543	SBC	55576	CH	1	2164	STIER TRANSPORTATION SERVICES	Y	N	8/29/2013	C N	USD	28,928.17
P40302	0716	31545	SBC	55577	CH	1	6157	BRYCE WENDLANDT	Y	N	8/30/2013	C N	USD	90.00
P40302	0716	31544	SBC	55578	CH	1	4028	CURT STRAND	Y	N	8/30/2013	C N	USD	90.00
P40302	0716	31546	SBC	55579	CH	1	6158	JASON VOGT	Y	N	8/30/2013	C N	USD	90.00
P40302	0716	31548	SBC	55580	CH	1	6160	JEFF ENGEN	Y	N	8/30/2013	C N	USD	90.00
P40302	0716	31547	SBC	55581	CH	1	6159	RYAN DYKSTRA	Y	N	8/30/2013	C N	USD	90.00
P40302	0716	31553	SBC	55582	CH	1	6162	GENE STARKE	Y	N	9/4/2013	0C N	USD	96.00
P40302	0716	31552	SBC	55583	CH	1	2430	MRC	Y	N	9/4/2013	0C N	USD	170.00
P40302	0716	31554	SBC	55584	CH	1	6163	RALPH PREHN	Y	N	9/4/2013	0C N	USD	96.00
P403P1	0716	31563	SBC	55585	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	9/5/2013	0C N	USD	4,510.55
P403P1	0716	31565	SBC	55586	CH	1	6122	NATIONAL INSURANCE SERVICE	Y	N	9/5/2013	0C N	USD	367.50
P403P1	0716	31565	SBC	55586	CH	1	6122	NATIONAL INSURANCE SERVICE	Y	N	9/5/2013	0C N	USD	1,143.90
P403P1	0716	31565	SBC	55586	CH	1	6122	NATIONAL INSURANCE SERVICE	Y	N	9/5/2013	0C N	USD	1,020.45
P403P1	0716	31565	SBC	55586	CH	1	6122	NATIONAL INSURANCE SERVICE	Y	N	9/5/2013	0C N	USD	163.37
P403P1	0716	31564	SBC	55587	CH	1	1836	NCPERS MINNESOTA	Y	N	9/5/2013	0C N	USD	16.00



## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P40302	0716	31549	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	8/21/2013	N	USD	3.00
P40302	0716	31549	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	8/21/2013	N	USD	27.40
P40302	0716	31549	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	8/21/2013	N	USD	113.24
P40302	0716	31549	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	8/21/2013	N	USD	225.57
P40302	0716	31549	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	8/21/2013	N	USD	235.68
P40302	0716	31549	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	8/21/2013	N	USD	263.52
P40302	0716	31550	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	8/22/2013	N	USD	263.52
P40302	0716	31551	SBC		WX	1	1486	FRONTIER	N	N	8/23/2013	N	USD	94.76
P40302	0716	31551	SBC		WX	1	1486	FRONTIER	N	N	8/23/2013	N	USD	101.21
P40302	0716	31551	SBC		WX	1	1486	FRONTIER	N	N	8/23/2013	N	USD	103.50
P40302	0716	31551	SBC		WX	1	1486	FRONTIER	N	N	8/23/2013	N	USD	1,761.91
P403P1	0716	31555	SBC		WX	1	1555	HEALTH PARTNERS	N	N	9/5/2013	0 N	USD	10,842.96
P403P1	0716	31556	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	9/5/2013	0 N	USD	36,363.50
P403P1	0716	31557	SBC		WX	1	1977	PERA	N	N	9/5/2013	0 N	USD	8,047.62
P403P1	0716	31558	SBC		WX	1	2330	FEDERAL	N	N	9/5/2013	0 N	USD	24,846.77
P403P1	0716	31558	SBC		WX	1	2330	FEDERAL	N	N	9/5/2013	0 N	USD	8,497.92
P403P1	0716	31558	SBC		WX	1	2330	FEDERAL	N	N	9/5/2013	0 N	USD	36,335.70
P403P1	0716	31559	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	9/5/2013	0 N	USD	11,290.31
P403P1	0716	31560	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	9/5/2013	0 N	USD	545.00
P403P1	0716	31561	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	9/5/2013	0 N	USD	11,236.09
P403P1	0716	31562	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2013	0 N	USD	1,010.62
P403P1	0716	31562	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2013	0 N	USD	450.00
P403P1	0716	31562	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2013	0 N	USD	1,691.68
P403P1	0716	31562	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2013	0 N	USD	100.00
P403P1	0716	31562	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2013	0 N	USD	1,740.00
P403P1	0716	31562	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2013	0 N	USD	5,996.30
P403P1	0716	31562	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2013	0 N	USD	601.26
P403P1	0716	31562	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	9/5/2013	0 N	USD	901.52
P40302	0716	31642	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/4/2013	0 N	USD	60.00
P40302	0716	31643	SBC		WX	1	2336	XCEL ENERGY	N	N	9/6/2013	0 N	USD	7,068.63
P40302	0716	31643	SBC		WX	1	2336	XCEL ENERGY	N	N	9/6/2013	0 N	USD	532.96
P40302	0716	31644	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/6/2013	0 N	USD	113.67
P40302	0716	31644	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/6/2013	0 N	USD	47.87
P40302	0716	31644	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	9/6/2013	0 N	USD	45.43
P40302	0716	31645	SBC		WX	1	2336	XCEL ENERGY	N	N	9/5/2013	0 N	USD	8,498.86
P40302	0716	31645	SBC		WX	1	2336	XCEL ENERGY	N	N	9/5/2013	0 N	USD	4,593.52

## Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p40302	0716	31647	SBC		WX	1	2336	XCEL ENERGY	N	N	9/19/2013	N	USD	752.66
p40302	0716	31648	SBC		WX	1	2336	XCEL ENERGY	N	N	9/9/2013	0 N	USD	23.94
<hr/>														
PCARD														
Payroll 9/05/2013														
<hr/>														
Total														
<b>\$ 459,756.90</b>														

Aug 2013 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
KREFT DAVID	324199950	8/1/2013	8/2/2013	8/27/2013	KWIK TRIP 3300003301	23.90
KREFT DAVID	324657470	8/7/2013	8/8/2013	8/27/2013	BARNES & NOBLE #2048	63.84
KREFT DAVID	324801069	8/9/2013	8/9/2013	8/27/2013	BARNES & NOBLE #2048	737.00
KREFT DAVID	325425231	8/15/2013	8/16/2013	8/27/2013	KWIK TRIP 3300003301	10.83
KREFT DAVID	326235874	8/23/2013	8/26/2013	8/27/2013	KWIK TRIP 3300003301	10.96
KREFT DAVID	326235875	8/23/2013	8/26/2013	8/27/2013	MAIN ST DONUTS & DELI	38.43
DEWITTE KIMBERLY	323758569	7/26/2013	7/29/2013	8/27/2013	LODGE DINING BAR	14.70
DEWITTE KIMBERLY	323758570	7/26/2013	7/29/2013	8/27/2013	LODGE AT SUGAR LAKE	233.51
DEWITTE KIMBERLY	324199951	8/1/2013	8/2/2013	8/27/2013	SOLUTION TREE INC	303.33
DEWITTE KIMBERLY	324657471	8/7/2013	8/8/2013	8/27/2013	ASSOC SUPERV AND CURR	124.00
DEWITTE KIMBERLY	324801070	8/8/2013	8/9/2013	8/27/2013	NAESP.ORG	235.00
SD BELLE PLAINE	324199952	8/3/2013	8/2/2013	8/27/2013	LINGUISYSTEMS INC	41.95
SD BELLE PLAINE	324398849	8/2/2013	8/5/2013	8/27/2013	COULTER VIDEO	115.75
SD BELLE PLAINE	324398850	8/2/2013	8/5/2013	8/27/2013	SUPER DUPER PUBLICATIO	163.75
SD BELLE PLAINE	324500478	8/6/2013	8/6/2013	8/27/2013	NCS PEARSON	291.50
SD BELLE PLAINE	324500479	8/6/2013	8/6/2013	8/27/2013	NCS PEARSON	670.46
SD BELLE PLAINE	324573089	8/6/2013	8/7/2013	8/27/2013	SSI*SCHOOL SPECIALTY	85.20
SD BELLE PLAINE	324573090	8/7/2013	8/7/2013	8/27/2013	RVRSIDE EDU *TESTING	159.50
SD BELLE PLAINE	324657475	8/7/2013	8/8/2013	8/27/2013	SSI*SCHOOL SPECIALTY	1,121.76
SD BELLE PLAINE	324657476	8/7/2013	8/8/2013	8/27/2013	SSI*SCHOOL SPECIALTY	56.30
SD BELLE PLAINE	324801076	8/9/2013	8/9/2013	8/27/2013	SSI*SCHOOL SPECIALTY	136.48
SD BELLE PLAINE	324801077	8/9/2013	8/9/2013	8/27/2013	ECC*DSS-Disc Sch Suppl	227.68
SD BELLE PLAINE	324801078	8/9/2013	8/9/2013	8/27/2013	ECC*DSS-Disc Sch Suppl	20.81
SD BELLE PLAINE	324801079	8/8/2013	8/9/2013	8/27/2013	CAMBIUM LEARNING	674.15
SD BELLE PLAINE	325171755	8/14/2013	8/14/2013	8/27/2013	MHE*MCGRAW-HILL ECOMM	577.11
SD BELLE PLAINE	325171756	8/12/2013	8/14/2013	8/27/2013	CAMBIUM LEARNING	1,451.00
SD BELLE PLAINE	325275110	8/14/2013	8/15/2013	8/27/2013	SSI*SCHOOL SPECIALTY	605.76
SD BELLE PLAINE	325425233	8/15/2013	8/16/2013	8/27/2013	SSI*SCHOOL SPECIALTY	479.27
SD BELLE PLAINE	325425234	8/16/2013	8/16/2013	8/27/2013	AMAZON MKTPLACE PMTS	791.94
SD BELLE PLAINE	325425235	8/5/2013	8/16/2013	8/27/2013	PRO ED INC	2,310.00
SD BELLE PLAINE	326057098	8/22/2013	8/23/2013	8/27/2013	CAMBIUM LEARNING	603.00
HIGH SCHOOL BELLE PLAINE	324657479	8/7/2013	8/8/2013	8/27/2013	THE STAR TRIBUNE CIRCU	410.70
HIGH SCHOOL BELLE PLAINE	324657480	8/7/2013	8/8/2013	8/27/2013	FLINN SCIENTIFIC I	4,608.69
HIGH SCHOOL BELLE PLAINE	324801081	8/8/2013	8/9/2013	8/27/2013	OFFICEMAX CT*IN#289483	2,652.89
HIGH SCHOOL BELLE PLAINE	324801082	8/10/2013	8/9/2013	8/27/2013	MHE*MCGRAW-HILL ECOMM	2,530.62
HIGH SCHOOL BELLE PLAINE	325066560	8/12/2013	8/13/2013	8/27/2013	EDUWARE INC.	88.00

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HIGH SCHOOL BELLE PLAINE	325171760	8/13/2013	8/14/2013	8/27/2013	FLINN SCIENTIFIC I	42.21
HIGH SCHOOL BELLE PLAINE	325275111	8/13/2013	8/15/2013	8/27/2013	METRO SALES INC	265.92
HIGH SCHOOL BELLE PLAINE	325425244	8/15/2013	8/16/2013	8/27/2013	SUPREME GRAPHICS & SCH	377.28
HIGH SCHOOL BELLE PLAINE	325706538	8/19/2013	8/20/2013	8/27/2013	NATIONAL RECOGNITION	33.44
HIGH SCHOOL BELLE PLAINE	326057105	8/23/2013	8/23/2013	8/27/2013	J W PEPPER	158.89
HIGH SCHOOL BELLE PLAINE	326057106	8/23/2013	8/23/2013	8/27/2013	J W PEPPER	291.66
DAVIS KRIS	324051834	7/30/2013	8/1/2013	8/27/2013	METRO SALES INC	6,072.08
DAVIS KRIS	324573091	8/6/2013	8/7/2013	8/27/2013	USPS 26073001733418328	8.08
DAVIS KRIS	326057107	8/22/2013	8/23/2013	8/27/2013	COBORN S SUPERSTORE	3.89
DAVIS KRIS	326057108	8/22/2013	8/23/2013	8/27/2013	BIFFS INC	369.35
DAVIS KRIS	326235879	8/23/2013	8/26/2013	8/27/2013	SUBWAY 03164670	102.60
HEINE JEFF	323852251	7/29/2013	7/30/2013	8/27/2013	KENDELL DOORS & HARDWA	649.00
HEINE JEFF	323947896	7/29/2013	7/31/2013	8/27/2013	PIONEER REVERE 8008771	1,795.00
HEINE JEFF	324051835	7/31/2013	8/1/2013	8/27/2013	BATTERIES PLUS #23	105.98
HEINE JEFF	324051836	7/31/2013	8/1/2013	8/27/2013	MENARDS MANKATO	211.82
HEINE JEFF	324199953	8/1/2013	8/2/2013	8/27/2013	KULLY SUPPLY	1,252.14
HEINE JEFF	324573092	8/5/2013	8/7/2013	8/27/2013	SERVICE CASTER CORP.	38.48
HEINE JEFF	324657481	8/7/2013	8/8/2013	8/27/2013	TRI DIM FILTER CORP	156.52
HEINE JEFF	324657482	8/7/2013	8/8/2013	8/27/2013	TRI DIM FILTER CORP	1,247.29
HEINE JEFF	324657483	8/7/2013	8/8/2013	8/27/2013	TRI DIM FILTER CORP	1,583.52
HEINE JEFF	324657484	8/7/2013	8/8/2013	8/27/2013	TRI DIM FILTER CORP	1,274.32
HEINE JEFF	324657485	8/6/2013	8/8/2013	8/27/2013	THE HOME DEPOT #2841	313.19
HEINE JEFF	324801083	8/8/2013	8/9/2013	8/27/2013	EMEDCO	138.27
HEINE JEFF	325066561	8/12/2013	8/13/2013	8/27/2013	DISCOUNT STEEL INC	69.35
HEINE JEFF	325171761	8/13/2013	8/14/2013	8/27/2013	BAUER BROTHERS	125.00
HEINE JEFF	325171762	8/13/2013	8/14/2013	8/27/2013	MENARDS EDEN PRAIRIE	124.27
HEINE JEFF	325171763	8/13/2013	8/14/2013	8/27/2013	WW GRAINGER	48.20
HEINE JEFF	325171764	8/13/2013	8/14/2013	8/27/2013	WW GRAINGER	276.55
HEINE JEFF	325275112	8/14/2013	8/15/2013	8/27/2013	J W PEPPER	656.99
HEINE JEFF	325425245	8/14/2013	8/16/2013	8/27/2013	Mills Fleet Farm #3 20	161.07
HEINE JEFF	325706539	8/18/2013	8/20/2013	8/27/2013	Mills Fleet Farm #3 20	135.90
HEINE JEFF	325898713	8/20/2013	8/22/2013	8/27/2013	GREGROBERT ENTERPRI	64.61
HEINE JEFF	325898714	8/13/2013	8/22/2013	8/27/2013	WW GRAINGER	(276.55)
HEINE JEFF	326057109	8/22/2013	8/23/2013	8/27/2013	OHNSORG TRUCK BODIES I	124.35
HEINE JEFF	326320376	8/26/2013	8/27/2013	8/27/2013	WW GRAINGER	114.53
KELLER CHUCK	324573093	8/7/2013	8/7/2013	8/27/2013	VZWRLSS*MY VZ VB P	655.74

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KELLER CHUCK	324801084	8/9/2013	8/9/2013	8/27/2013	STEFFEN HARDWARE	29.99
KELLER CHUCK	324961200	8/9/2013	8/12/2013	8/27/2013	MASBO 00 OF 00	50.00
SMITH KELLY	326235872	8/23/2013	8/26/2013	8/27/2013	EAGLE RIDGE RESTAU	187.46
WICK KEN	323852250	7/29/2013	7/30/2013	8/27/2013	GEOTRUST *	86.00
WICK KEN	323947894	7/30/2013	7/31/2013	8/27/2013	BAR*BARCODES INC	263.50
WICK KEN	325171752	8/13/2013	8/14/2013	8/27/2013	B & H PHOTO-VIDEO-MO/T	3,861.10
WICK KEN	325706535	8/19/2013	8/20/2013	8/27/2013	PAYPAL *AIRSERVER	558.60
WICK KEN	325789574	8/20/2013	8/21/2013	8/27/2013	APL*APPLE ITUNES STORE	598.80
WICK KEN	325789575	8/20/2013	8/21/2013	8/27/2013	APL*APPLE ITUNES STORE	298.80
WICK KEN	325789576	8/20/2013	8/21/2013	8/27/2013	APL*APPLE ITUNES STORE	298.80
WICK KEN	325789577	8/20/2013	8/21/2013	8/27/2013	APL*APPLE ITUNES STORE	49.80
WICK KEN	325789578	8/20/2013	8/21/2013	8/27/2013	APL*APPLE ITUNES STORE	598.80
WICK KEN	325789579	8/20/2013	8/21/2013	8/27/2013	APL*APPLE ITUNES STORE	598.80
WICK KEN	326057091	8/23/2013	8/23/2013	8/27/2013	APL*APPLE ITUNES STORE	29.80
WICK KEN	326057092	8/23/2013	8/23/2013	8/27/2013	APL*APPLE ITUNES STORE	149.40
WICK KEN	326057093	8/23/2013	8/23/2013	8/27/2013	APL*APPLE ITUNES STORE	174.30
MATHIOWETZ BRUCE	325066557	8/12/2013	8/13/2013	8/27/2013	COBORN S SUPERSTORE	11.96
MATHIOWETZ BRUCE	325601946	8/18/2013	8/19/2013	8/27/2013	ALCO 00381	62.23
MATHIOWETZ BRUCE	325706534	8/19/2013	8/20/2013	8/27/2013	BECKER S SUPERV	168.42
MATHIOWETZ BRUCE	325898704	8/20/2013	8/22/2013	8/27/2013	REDWOOD FALLS PIZZA RA	59.96
MATHIOWETZ BRUCE	325898705	8/20/2013	8/22/2013	8/27/2013	DAIRY QUEEN #12643 QPS	18.14
MATHIOWETZ BRUCE	326320367	8/26/2013	8/27/2013	8/27/2013	TARGET 00013524	14.95
ANDERSON DOUG	324199948	8/1/2013	8/2/2013	8/27/2013	TARGET 00012724	40.97
ANDERSON DOUG	325171751	8/12/2013	8/14/2013	8/27/2013	SAMS INTERNET	788.62
ANDERSON DOUG	325789572	8/20/2013	8/21/2013	8/27/2013	SAMSClub #6311	259.08
ANDERSON DOUG	325789573	8/20/2013	8/21/2013	8/27/2013	KERNEL CONCESSION SUPP	281.67
GROTBERG CAREN	326057090	8/23/2013	8/23/2013	8/27/2013	WAL-MART #3513	21.13
ACTIVITIES BELLE P	324801071	8/8/2013	8/9/2013	8/27/2013	AMAZON MKTPLACE PMTS	8.76
ACTIVITIES BELLE P	324801072	8/8/2013	8/9/2013	8/27/2013	AMAZON MKTPLACE PMTS	6.99
ACTIVITIES BELLE P	324801073	8/8/2013	8/9/2013	8/27/2013	AMAZON MKTPLACE PMTS	7.98
ACTIVITIES BELLE P	324801074	8/9/2013	8/9/2013	8/27/2013	AMAZON MKTPLACE PMTS	9.99
ACTIVITIES BELLE P	324801075	8/9/2013	8/9/2013	8/27/2013	Amazon.com	84.97
ACTIVITIES BELLE P	325898706	8/21/2013	8/22/2013	8/27/2013	COBORN S SUPERSTORE	39.24
ACTIVITIES BELLE P	326235876	8/25/2013	8/26/2013	8/27/2013	COBORN S SUPERSTORE	152.75
ACTIVITIES BELLE P	326320368	8/26/2013	8/27/2013	8/27/2013	COBORN S SUPERSTORE	281.05
SPARBY MINDY	324573088	8/6/2013	8/7/2013	8/27/2013	FOAMERICA	238.85

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COMM ED BELLE PLAINE	323852248	7/29/2013	7/30/2013	8/27/2013	USPS 26073001733418328	2.52
COMM ED BELLE PLAINE	323947892	7/30/2013	7/31/2013	8/27/2013	COBORN S SUPERSTORE	7.57
COMM ED BELLE PLAINE	323947893	7/30/2013	7/31/2013	8/27/2013	STEFFEN HARDWARE	7.29
COMM ED BELLE PLAINE	324500477	8/5/2013	8/6/2013	8/27/2013	USPS 26073001733418328	40.20
COMM ED BELLE PLAINE	324573087	8/6/2013	8/7/2013	8/27/2013	USPS 26073001733418328	19.76
COMM ED BELLE PLAINE	324801062	8/8/2013	8/9/2013	8/27/2013	USPS 26073001733418328	927.32
COMM ED BELLE PLAINE	324801063	8/8/2013	8/9/2013	8/27/2013	USPS 26073001733418328	7.52
COMM ED BELLE PLAINE	324801064	8/9/2013	8/9/2013	8/27/2013	USPS 26073001733418328	12.52
COMM ED BELLE PLAINE	324801065	8/8/2013	8/9/2013	8/27/2013	BSN*SPORT SUPPLY GROUP	240.00
COMM ED BELLE PLAINE	324801066	8/8/2013	8/9/2013	8/27/2013	UNIVERSAL ATHLETIC ADM	1,161.80
COMM ED BELLE PLAINE	324801067	8/9/2013	8/9/2013	8/27/2013	R-SCHOOL TODAY	1,376.00
COMM ED BELLE PLAINE	324801068	8/9/2013	8/9/2013	8/27/2013	SYLVAN STUDIO	43.50
COMM ED BELLE PLAINE	325066556	8/12/2013	8/13/2013	8/27/2013	USPS 26073001733418328	3.64
COMM ED BELLE PLAINE	325171747	8/13/2013	8/14/2013	8/27/2013	USPS 26073001733418328	460.00
COMM ED BELLE PLAINE	325171748	8/13/2013	8/14/2013	8/27/2013	USPS 26073001733418328	230.00
COMM ED BELLE PLAINE	325171749	8/13/2013	8/14/2013	8/27/2013	USPS 26073001733418328	11.44
COMM ED BELLE PLAINE	325171750	8/13/2013	8/14/2013	8/27/2013	SAMSCLUB #6311	64.55
COMM ED BELLE PLAINE	325275107	8/14/2013	8/15/2013	8/27/2013	USPS 26073001733418328	15.60
COMM ED BELLE PLAINE	325275108	8/14/2013	8/15/2013	8/27/2013	MATT SAXE CHEVROLET BU	48.85
COMM ED BELLE PLAINE	325425229	8/16/2013	8/16/2013	8/27/2013	USPS 26073001733418328	4.64
COMM ED BELLE PLAINE	325425230	8/16/2013	8/16/2013	8/27/2013	USPS 26073001733418328	132.00
COMM ED BELLE PLAINE	325706532	8/19/2013	8/20/2013	8/27/2013	TARGET 00023408	192.85
COMM ED BELLE PLAINE	325706533	8/19/2013	8/20/2013	8/27/2013	USPS 26073001733418328	5.56
COMM ED BELLE PLAINE	325789570	8/20/2013	8/21/2013	8/27/2013	COBORN S SUPERSTORE	41.10
COMM ED BELLE PLAINE	325789571	8/20/2013	8/21/2013	8/27/2013	USPS 26073001733418328	8.68
COMM ED BELLE PLAINE	325898703	8/20/2013	8/22/2013	8/27/2013	SCHOLASTIC MAGAZINES	351.30
COMM ED BELLE PLAINE	326057089	8/22/2013	8/23/2013	8/27/2013	USPS 26073001733418328	16.80
COMM ED BELLE PLAINE	326320365	8/26/2013	8/27/2013	8/27/2013	USPS 26073001733418328	9.20
COMM ED BELLE PLAINE	326320366	8/26/2013	8/27/2013	8/27/2013	Discount School Supply	(69.95)
ELEMENTARY CHATFIELD	323947895	7/30/2013	7/31/2013	8/27/2013	SSI*SCHOOL SPECIALTY	221.13
ELEMENTARY CHATFIELD	324051833	7/31/2013	8/1/2013	8/27/2013	SSI*SCHOOL SPECIALTY	124.44
ELEMENTARY CHATFIELD	324657477	8/7/2013	8/8/2013	8/27/2013	RGS Pay*	90.34
ELEMENTARY CHATFIELD	324657478	8/7/2013	8/8/2013	8/27/2013	SSI*SCHOOL SPECIALTY	220.30
ELEMENTARY CHATFIELD	324801080	8/9/2013	8/9/2013	8/27/2013	LAKESHORE LEARNING #41	25.94
ELEMENTARY CHATFIELD	324961199	8/8/2013	8/12/2013	8/27/2013	FISHING POND	39.70
ELEMENTARY CHATFIELD	325066559	8/10/2013	8/13/2013	8/27/2013	FISHING POND	(8.90)

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ELEMENTARY CHATFIELD	325171757	8/13/2013	8/14/2013	8/27/2013	SSI*SCHOOL SPECIALTY	145.67
ELEMENTARY CHATFIELD	325171758	8/13/2013	8/14/2013	8/27/2013	SSI*SCHOOL SPECIALTY	180.95
ELEMENTARY CHATFIELD	325171759	8/13/2013	8/14/2013	8/27/2013	SSI*SCHOOL SPECIALTY	255.70
ELEMENTARY CHATFIELD	325425236	8/15/2013	8/16/2013	8/27/2013	OFFICEMAX CT*IN#463754	23.90
ELEMENTARY CHATFIELD	325425237	8/15/2013	8/16/2013	8/27/2013	OFFICEMAX CT*IN#470417	105.62
ELEMENTARY CHATFIELD	325425238	8/15/2013	8/16/2013	8/27/2013	OFFICEMAX CT*IN#470619	56.10
ELEMENTARY CHATFIELD	325425239	8/17/2013	8/16/2013	8/27/2013	DOMINO S 7300	52.00
ELEMENTARY CHATFIELD	325425240	8/15/2013	8/16/2013	8/27/2013	MICHAELS STORES 8608	56.43
ELEMENTARY CHATFIELD	325425241	8/15/2013	8/16/2013	8/27/2013	ABC ZONE BURNSVILLE	131.65
ELEMENTARY CHATFIELD	325425242	8/15/2013	8/16/2013	8/27/2013	WAL-MART #2642	78.46
ELEMENTARY CHATFIELD	325425243	8/14/2013	8/16/2013	8/27/2013	ORIENTAL TRADING CO	(4.27)
ELEMENTARY CHATFIELD	325706536	8/19/2013	8/20/2013	8/27/2013	TARGET 00012724	69.71
ELEMENTARY CHATFIELD	325706537	8/19/2013	8/20/2013	8/27/2013	REI*GREENWOODHEINEMANN	2,700.00
ELEMENTARY CHATFIELD	325898711	8/21/2013	8/22/2013	8/27/2013	ABC ZONE BURNSVILLE	23.55
ELEMENTARY CHATFIELD	325898712	8/21/2013	8/22/2013	8/27/2013	ABC ZONE BURNSVILLE	34.75
ELEMENTARY CHATFIELD	326057099	8/23/2013	8/23/2013	8/27/2013	OFFICEMAX CT*IN#785065	25.72
ELEMENTARY CHATFIELD	326057100	8/21/2013	8/23/2013	8/27/2013	ORIENTAL TRADING CO	44.34
ELEMENTARY CHATFIELD	326057101	8/22/2013	8/23/2013	8/27/2013	NORTHEAST FOUNDATION F	17.00
ELEMENTARY CHATFIELD	326057102	8/21/2013	8/23/2013	8/27/2013	WAL-MART #5977	(19.25)
ELEMENTARY CHATFIELD	326057103	8/21/2013	8/23/2013	8/27/2013	WAL-MART #5977	36.84
ELEMENTARY CHATFIELD	326057104	8/22/2013	8/23/2013	8/27/2013	ORIENTAL TRADING CO	(2.85)
ELEMENTARY CHATFIELD	326235877	8/24/2013	8/26/2013	8/27/2013	LAKESHORE LEARNING #23	246.11
ELEMENTARY CHATFIELD	326235878	8/24/2013	8/26/2013	8/27/2013	LAKESHORE LEARNING #23	39.99
ELEMENTARY CHATFIELD	326320373	8/26/2013	8/27/2013	8/27/2013	TARGET 00018317	105.45
ELEMENTARY CHATFIELD	326320374	8/26/2013	8/27/2013	8/27/2013	SSI*SCHOOL SPECIALTY	4.60
ELEMENTARY CHATFIELD	326320375	8/26/2013	8/27/2013	8/27/2013	LAKESHORE LEARNING #23	143.41
ELEMENTARY OAK CREST	324657472	8/7/2013	8/8/2013	8/27/2013	INNOVATIVE OFFICE SOLU	599.85
ELEMENTARY OAK CREST	324657473	8/7/2013	8/8/2013	8/27/2013	INNOVATIVE OFFICE SOLU	422.21
ELEMENTARY OAK CREST	324657474	8/6/2013	8/8/2013	8/27/2013	SUPREME GRAPHICS & SCH	417.14
ELEMENTARY OAK CREST	325066558	8/12/2013	8/13/2013	8/27/2013	SSI*SCHOOL SPECIALTY	89.34
ELEMENTARY OAK CREST	325171753	8/13/2013	8/14/2013	8/27/2013	TRIARCO MAIL ORDER	727.60
ELEMENTARY OAK CREST	325171754	8/13/2013	8/14/2013	8/27/2013	SSI*SCHOOL SPECIALTY	209.01
ELEMENTARY OAK CREST	325275109	8/14/2013	8/15/2013	8/27/2013	INNOVATIVE OFFICE SOLU	2.49
ELEMENTARY OAK CREST	325425232	8/15/2013	8/16/2013	8/27/2013	INNOVATIVE OFFICE SOLU	2.49
ELEMENTARY OAK CREST	325789580	8/20/2013	8/21/2013	8/27/2013	TARGET 00012724	65.22
ELEMENTARY OAK CREST	325789581	8/20/2013	8/21/2013	8/27/2013	BARNES & NOBLE #2048	589.60

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ELEMENTARY OAK CREST	325789582	8/20/2013	8/21/2013	8/27/2013	SSI*SCHOOL SPECIALTY	214.12
ELEMENTARY OAK CREST	325789583	8/20/2013	8/21/2013	8/27/2013	SSI*SCHOOL SPECIALTY	89.14
ELEMENTARY OAK CREST	325789584	8/20/2013	8/21/2013	8/27/2013	RGS Pay*	53.25
ELEMENTARY OAK CREST	325789585	8/20/2013	8/21/2013	8/27/2013	ABC ZONE BURNSVILLE	30.44
ELEMENTARY OAK CREST	325789586	8/20/2013	8/21/2013	8/27/2013	INNOVATIVE OFFICE SOLU	1,499.99
ELEMENTARY OAK CREST	325898707	8/21/2013	8/22/2013	8/27/2013	TARGET 00012724	59.99
ELEMENTARY OAK CREST	325898708	8/21/2013	8/22/2013	8/27/2013	SAMSClub #6311	107.86
ELEMENTARY OAK CREST	325898709	8/21/2013	8/22/2013	8/27/2013	TRIARCO MAIL ORDER	4.00
ELEMENTARY OAK CREST	325898710	8/21/2013	8/22/2013	8/27/2013	SAMSClub #6311	(45.00)
ELEMENTARY OAK CREST	326057094	8/22/2013	8/23/2013	8/27/2013	WAL-MART #3513	14.71
ELEMENTARY OAK CREST	326057095	8/22/2013	8/23/2013	8/27/2013	SAMSClub #6311	215.98
ELEMENTARY OAK CREST	326057096	8/22/2013	8/23/2013	8/27/2013	SSI*CLASSROOM DIRECT	69.96
ELEMENTARY OAK CREST	326057097	8/22/2013	8/23/2013	8/27/2013	MICHAELS STORES 3747	45.83
ELEMENTARY OAK CREST	326320369	8/26/2013	8/27/2013	8/27/2013	TARGET 00012724	33.38
ELEMENTARY OAK CREST	326320370	8/26/2013	8/27/2013	8/27/2013	SSI*SCHOOL SPECIALTY	98.09
ELEMENTARY OAK CREST	326320371	8/26/2013	8/27/2013	8/27/2013	RGS Pay*	58.91
ELEMENTARY OAK CREST	326320372	8/27/2013	8/27/2013	8/27/2013	Amazon.com	15.47
HANSON LIANN	323758567	7/26/2013	7/29/2013	8/27/2013	LODGE AT SUGAR LAKE	346.46
HANSON LIANN	323758568	7/26/2013	7/29/2013	8/27/2013	LODGE AT SUGAR LAKE	23.41
HANSON LIANN	323852249	7/29/2013	7/30/2013	8/27/2013	ACT*MN Association of	897.00
HANSON LIANN	324199949	8/1/2013	8/2/2013	8/27/2013	KWIK TRIP 33000003301	12.77
HANSON LIANN	326235873	8/25/2013	8/26/2013	8/27/2013	OFFICE MAX	41.16

<b>Total</b>	<b>69,481.03</b>
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**Dave Kreft**  
*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**

**Chad Williams**  
*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*

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Thursday, September 19, 2013

School Board

I am requesting that Cross Country be allowed a 3<sup>rd</sup> paid Coach. Over the last 3 years the numbers in the Belle Plaine Cross Country program have increased greatly, due to dedicated coaches promoting their program. The program currently has 60 boys and girls 7-12. We like to look at a ratio of around 15:1 for safety purposes and solid instruction. With some sports this ratio can be increases to 20:1. I feel that it is time to move in the direction of an addition 1<sup>st</sup> Assistant to the Cross Country program.

Lisa Jamison has been in the program as a volunteer, and as numbers have increased, has moved up to an Adjunct Coach (\$950). Because of her 3 years of experience coaching in the district I am recommending that she be moved to a contracted coach on the coaching pay scale. 1<sup>st</sup> Assistant - \$1496 (Step A with 3 years of experience)

Thank you for your consideration!

Mindy Sparby  
Activities Director / JH Dean

**Chuck Keller**  
*Business Manager*  
**Carol Lagergren**  
*Director of Curriculum & Assessment*  
**Ken Wick**  
*IT Director*



**Chad Williams**  
*Special Services Director*  
**Jeff Heine**  
*Buildings & Grounds Director*  
**Nelson Ladd**  
*Community Services Director*

DATE OF BOARD MEETING: September 23, 2013  
 SUBJECT: Gifts and Donations  
 RECOMMENDATION: Approve

Therefore, the Director of Finance and Operations recommends the following resolution:

WHEREAS, School Board Policy #706 establishes guidelines for the acceptance of gifts/donations to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members; and

BE IT RESOLVED that the School Board of Independent School District No. 716 accept with appreciation the following gifts/donation and permit their use as designated by the donor(s).

**DETAIL OF GIFTS/DONATIONS:**

Date	Donor	Item and Nature of Donation/Gift	Value or Amount
8/22/13	Kwik Trip – Milk Money	Split between Chatfield and Oak Crest Elementary’s Activity Accounts	\$236.35
8/22/13	MN Historical Society	Reimbursement for Grade 6 Fort Snelling Field Trip	\$315.00
8/22/13	Coborns – Labels for Learning	To benefit Oak Crest Elementary	\$395.77
9/5/13	Target – Take Charge of Education	From Red Card purchases to benefit Chatfield Elementary	\$2,945.30
9/13/13	Belle Plaine PTO	Purchase “Brain Pop” for Chatfield Elementary for the 2013-14 school year	\$1,510.75

**Dave Kreft**  
*Jr High/Sr High Principal*  
**Liann Hanson Ph.D.**  
*Oak Crest Elementary Principal*  
**Kim DeWitte**  
*Chatfield Elementary Principal*  
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**Mindy Sparby**  
*Activities Director/Dean of Students*  
**Carol Lagergren**  
*Director of Curriculum & Assessment*

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School Board Report – September  
Mindy Sparby  
Activities Director / JH Dean

### Appreciation

- Fall sports teams and coaches are off to a great start!
- 20 student leaders were chosen to go to the MRC Leadership Summit on September 11<sup>th</sup> and listen to Craig Hillier speak about leadership styles and how to become a good leader in your school.
- Our new morning schedule where students are monitored in the common's until 8am has been a great change and helpful to our teachers and students. Mrs. Perkins has done a great job of leading the charge on supervision!

### Acceleration

- The Junior High students are selling Happenings books for the next few weeks to raise money for Activity Nights and Field Trips. Thanks to Mr. Hennen for leading the charge on the sales of the books.
- Mr. Otto and the Yearbook kids have been working hard on our new Web-Casting site, "The Cube". It allows us to live stream our activities with Internet access and an Ipad.
- Advisory Schedule in the Junior High went very well for the first Wednesday. Students were timely and got to see the teachers they need to see. Staff did a great job of directing traffic and making students feel comfortable with the process.

### Anticipation

- Youth Frontiers for the 7<sup>th</sup> grade will be October 22<sup>nd</sup> and the 9<sup>th</sup> grade will be October 23<sup>rd</sup>. This is a great opportunity for our student to learn about respect. It is a great anti-bullying initiative as well.
- Nominations from staff for students to be members of our Tiger Target Team are being taken this week. We will have our 40 student leaders identified by next week!
- Homecoming week is September 30<sup>th</sup> -October 4<sup>th</sup>

**Appreciation:**

- Thank you to Peter Jacobson for getting our ipads up and running and entering all of the apps by hand.
- Thank you to Stier bus for coming and doing bus safety with our K-2 students.
- Thank you to the intervention team. They have spent many hours creating a schedule to fit students' and teachers' needs. They have also trained staff on Reading Corp interventions that can be used in the classroom as well as on AIMS, Read Naturally, and Progress Monitoring.
- Thank you to everyone who volunteered and donated items to help with the Caola Fundraiser.
- Thank you to the families at Chatfield who are dropping off/picking up in the am and pm. The flow of traffic has been awesome!
- Thank you to all of the staff that have met with me for coaching conversations.
- Thank you to the preschool staff. There have been many changes for them this school year and the staff members have been very positive and thoughtful throughout the process. The environments they have created for our littlest friends in the building is wonderful.
- THANK YOU TO ALL OF THE STAFF AT CHATFIELD FOR CREATING A POSITIVE BACK TO SCHOOL EXPERIENCE FOR OUR STUDENTS AND FAMILIES!

**Acceleration:**

- Each Professional Learning Community is creating their norms, collective commitments and SMART goals for the school year.
- Each Professional Learning Community will be working this school year on creating another form of common formative assessment to correlate with each of their grade level Power Benchmarks, creating scope and sequence for reading, gaining an understanding of prerequisite skills for reading, consistently looking at data to inform instruction, start to look at standards based report card development.
- Title 1, Reading Corp, and RtI have moved to one label "Interventionist". The goals are to better meet student need, better target specific skills, and work as close to 1-1 as possible. The ultimate goal is to exit students on a more consistent basis and reduce the number of kids in Tiers 2 and 3.

**Anticipation:**

- NWEA Maps testing will run from September 23-October 4
- Interventions in all grade levels have begun. Math Tiger Time will start on September 30.
- PTO Fundraiser Kick-Off is September 23
- Schoolstore.com is also up and running. Families are encouraged to shop online through this site to raise money for our school.
- October 4<sup>th</sup>- We will have the royalty visit our All School Morning Meeting to help us start our day. This is also our half-day staff in-service. Many of the staff will complete their ipad training and the other staff will have the opportunity to work in their classrooms.
- We will be planning fire prevention activities with the Belle Plaine Fire Department in October.

**Board Report**  
**September 23<sup>rd</sup>, 2013**  
**Oak Crest Elementary**  
**Liann Hanson**

**Appreciation:**

- **Back to School Conferences** on Tuesday, September 3<sup>rd</sup> and Wednesday, September 4<sup>th</sup> went very well. We had 92% of parents/students participate. Teachers and parents commented how well it went and how beneficial it was.
- **Legend's Retreat** The female administration from Belle Plaine spent some time at the Legend's Conference. It was a great way to connect with each other and other female leadership from around the state. Thanks to our female leadership!
- **Apple Training** I was able to participate in Apple Training this summer and learned so much about the iPad in terms of productivity and creativity. Thanks to Ken and Carol for working on this!
- **RTI Workshop** Ms. Bungarden, Ms. Douglas, and myself attended our first RTI workshop through MESPA. Thanks to MESPA for sponsoring this yearlong study of our RTI program!

**Acceleration:**

- **ZAP Program** We will start our ZAP (Zeros aren't Permitted) program on September 30<sup>th</sup>. The goal is to ensure students are finishing and turning in all assignments.
- **Professional Learning Communities** We have started our weekly PLC team meetings. They have been going great! Teams are working on setting norms, collective commitments, and SMART goals!
- **School of Excellence** We have been named a School of Excellence through MESPA. We are meeting with MESPA leadership on October 25<sup>th</sup> to come up with ideas of how to celebrate as a school community.

**Anticipation:**

- **MESPA Leadership Conference** I will be attending the MESPA Leadership Conference on Sunday September 22<sup>nd</sup> and Monday, September 23<sup>rd</sup>. I am president-elect for the South Suburban Division
- **PTO Fundraiser Kickoff** We will have the kickoff to our fall PTO fundraiser on Monday, September 23<sup>rd</sup>. It will last until Tuesday, October 8<sup>th</sup>.
- **BOP-2-OC** We will continue to have our BOP-2-OC at Oak Crest monthly. Bringing Out Parents to Oak Crest was a success last year and we plan to continue it on the first Friday of each month!
- **Pepfest** Oak Crest students and staff are excited to be a part of the high school pepfest on October 4<sup>th</sup>. Each grade level is working on a cheer to share with the rest of the student body!
- **October 4<sup>th</sup> Workshop** The October 4<sup>th</sup> workshop will entail some staff finishing a technology training and the other part of the staff working in their classrooms.
- **Wolf Ridge** 6<sup>th</sup> grade students will be participating in Wolf Ridge ELC trip on Monday, October 21<sup>st</sup>-Friday, October 25<sup>th</sup>.

**Belle Plaine High School  
School Board Report  
Submitted by Dave Kreft  
September, 2013**

**Appreciation:**

- Many of our staff members who have attended the PLC trainings are altering their practices. We have staff members who have redesigned their grading strategies to reflect learning, rather than penalizing for late work. Jerold Stauffacher is identifying tasks and assessments as “incomplete” until mastery is demonstrated. Tony VonBank has changed his grade book to include timeliness on assignments for data collection purposes, but the grade reflects understanding of the concepts.
- With the addition of iPads in the hands of teachers, we have seen many staff members taking the next step in technology. Carol Hannon-Orr continues to utilize Socrative to gauge student understanding of topics. The English Department is heavily investing in Schoology to house student communication. Sue Stier is fully devoted to the flipped classroom and is altering the structure of her class to allow more time for students to work with her and identify needs in class. Jeanine Kruschke created her back to school communication on TouchCast. Within the teacher evaluation, each teacher has a technology goal that is moving them forward.

**Acceleration:**

- We just engaged in our first iTime. Since it is new (Version 1.0), we are closely monitoring the program. What we have learned so far:
  - Better process for identifying the students we need to see
  - Analyze the areas where students can choose to be. I am visiting with the student council to seek their input too.
  - We had more students complete assignments in the first week of iTime than we would if it had not happened.
  - Based on preliminary information, students like the idea of having the experts available to answer their questions.
- PLC teams have begun to meet and are identifying their norms and SMART goals. After having a year of experience working with teams, groups realize the importance of following norms. The identification of SMART goals has also improved with more experience in teaming and more staff members trained in PLC work.

**Anticipation:**

- Homecoming is right around the corner - October 4th! We have staff members who are looking at past practices and are looking forward to new ways, with student input, to increase school pride. We have a group of dedicated individuals carefully examining moving the pep fest to the stadium and structuring the pep fest in a way to include all attendees.
- We have a number of new classes currently in session. The “Light Construction Methods” class is beginning the building of a cabin. Our PE classes offer students a chance to find the best fit for their lifestyle. Our gaming class has caused students to analyze the process of developing a quality game. Our 9th grade reading requirement has students engaged in many of the practices designed for student success in the Common Core.

**Payable 2013 & Payable 2014 Levy Comparison**

	<b>12 Payable 13</b>	<b>Preliminary</b>	<b>Increase/</b>	
	<b>Levy</b>	<b>13 Payable 14</b>	<b>(Decrease)</b>	
		<b>Levy</b>	<b>from 12 Pay 13</b>	<b>%</b>
			<b>Levy</b>	
Operating Levy	454,733.84	-	(454,733.84)	
1st Tier Board Approved Ref	-	212,530.15	212,530.15	
Equity	211,042.51	180,838.16	(30,204.35)	
Location Equity	-	518,295.75	518,295.75	
Transition	5,560.89	5,446.76	(114.13)	
Operating Capital	179,727.14	134,772.94	(44,954.20)	
Student Achievement	-	31,490.45	31,490.45	
Integration	18,000.00	13,054.13	(4,945.87)	
Unemployment	5,000.00	1,000.00	(4,000.00)	
Safe Schools	56,226.30	62,353.80	6,127.50	
Career/Technical	28,768.40	27,683.90	(1,084.50)	
Annual OPEB	169,333.00	-	(169,333.00)	
Health & Safety	87,006.02	99,833.62	12,827.60	
Deferred Maintenance	88,213.98	89,418.08	1,204.10	
Building Lease	30,430.72	39,790.54	9,359.82	
Adjustments	(147,439.16)	(121,692.97)	25,746.19	
<b>Total General Fund</b>	<b>1,186,603.64</b>	<b>1,294,815.31</b>	<b>108,211.67</b>	<b>9.12%</b>
Basic Community Education	74,496.16	74,496.16	-	
Early Childhood Fam. Ed.	36,993.17	35,620.74	(1,372.43)	
Home Visiting	1,499.20	1,516.80	17.60	
School Age Care	4,000.00	4,000.00	-	
Adjustments	910.09	(171.00)	(1,081.09)	
<b>Total Community Education</b>	<b>117,898.62</b>	<b>115,462.70</b>	<b>(2,435.92)</b>	<b>-2.07%</b>
Debt Service	2,855,500.68	2,983,502.44	128,001.76	
Reduction for Debt Excess	(141,775.45)	(136,815.48)	4,959.97	
Alt Facility Bond Debt Service	446,615.00	444,148.00	(2,467.00)	
Reduction for Debt Excess	(21,063.25)	(18,773.14)	2,290.11	
Adjustments	5,340.90	(4,932.35)	(10,273.25)	
<b>Total Debt Service</b>	<b>3,144,617.88</b>	<b>3,267,129.47</b>	<b>122,511.59</b>	<b>3.90%</b>
<b>Total Levy - All Funds</b>	<b>4,449,120.14</b>	<b>4,677,407.48</b>	<b>228,287.34</b>	<b>5.13%</b>
<b>L = Local Decision</b>				
<b>F = Formula Set by Legislature</b>				
	<b>2011</b>	<b>2012</b>	<b>Change</b>	<b>% Increase</b>
<b>Market Value</b>	858,476,100	862,077,500	3,601,400	0.42%
<b>Referendum Market Value</b>	660,865,600	626,517,200	-34,348,400	-5.20%
<b>Net Tax Capacity</b>	9,284,116	9,124,732	-159,384	-1.72%
<b>Sales Ratio</b>	100.90%	101.40%	0.50%	0.50%
<b>Adjusted Net Tax Capacity</b>	9,205,808	8,997,271	-208,537	-2.27%

# Exterior Lighting Proposal

## Phase 1

Existing Conditions: Wallpack and canister lighting was last relamped in 2009. They are all 70 watt HPS ( High Pressure Sodium) at the end of their life cycle. Approximately 30 of the 164 fixtures are no longer working with an average cost of \$100.00 to repair. A replacement lamp is \$25.00; if a ballast is needed add \$95.00, and approximately half an hour of labor. the average life of a lamp is 3 years and ballast 6 to 7 years. Parking lot pole lightings were relamped in 2011 and will be addressed in phase 2.

Proposal: Replace all wallpack and canister lighting fixtures (164 fixtures ) with new 10 Watt LED wallpacks and retrofit canister fixtures to accept 12 Watt LED par Lamps. 10 year warranty on Deco lamps

Current energy costs: Using the formula of : Number of fixtures = N, X Watts per Fixture = W, X Hours per Day =H, X Days per Year = D, (divided by 1000 to convert to Kilowatts) X \$0 .105 cost per Kilowatt, = Annual electrical cost of operation = A

$$\frac{N \times W \times H \times D}{1000} \times .105 = A$$

Current energy cost = \$6,033.88 annually

Proposed operating cost: 113 wallpacks and 51 canister type = \$801.13 annually

**\$5232,75 annual savings**

Rebates: Xcel Energy offers lighting efficiency retrofit rebates of \$75.00 for replacement of wallpacks, and \$15 to retrofit to par lamps

113 @ \$75.00	\$8475.00
51 @ \$15.00	\$765.00
Total rebate	\$9240.00

Installation and equipment costs: We received three bids.

\$48,580.00; \$44,491.25; \$36,577.60

Bid price	\$36,577.60
Rebate	\$ 9,240.00
Total investment	\$27,337.60

When the total investment cost is divided by the annual energy savings this project will pay for itself in 5.2 years alone. Other significant savings will be realized as the LED fixtures have a life expectancy of 20 plus years.

*1<sup>st</sup> Reading: 3/27/2006*  
*2<sup>nd</sup> Reading: 4/24/2006*  
*Approved: 5/22/2006*  
*Reviewed: 11/26/2012*

## **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)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 506

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2009

## **506 STUDENT DISCIPLINE**

*[Note: School districts are required by statute to have a policy addressing these issues.]*

### **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's 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' 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.

***[Note: The following Sections C. - K. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences.]***

### ***C. Procedures for Removal of a Student From a Class.***

1. *Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;*

2. *Specify required approvals necessary;*
3. *Specify paperwork and reporting procedures.*

**D. *Responsibility for and Custody of a Student Removed From Class.***

1. *Designation of where student is to go when removed;*
2. *Designation of how student is to get to designated destination;*
3. *Whether student must be accompanied;*
4. *Statement of what student is to do when and while removed;*
5. *Designation of who has control over and responsibility for student after removal from class.*

**E. *Procedures for Return of a Student to a Class From Which the Student Was Removed.***

1. *Specification of procedures;*
2. *Actions or approvals required such as notes, conferences, readmission plans.*

**F. *Procedures for Notification.***

1. *Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;*
2. *Actions or approvals required, such as notes, conferences, readmission plans.*

**G. *Disabled Students; Special Provisions.***

1. *Procedures for consideration of whether there is a need for further assessment;*
2. *Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and*
3. *Any procedures determined appropriate for referring students in need of special education services to those services.*

**H. *Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.***

1. *Establishment of a chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;*
2. *Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and*
3. *Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.29.*

***I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.***

***J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.***

***K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.***

## **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.232, 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 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (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)  
[MSBA/MASA Model Policy 711 \(Video Recording on School Buses\)](#)  
[MSBA/MASA Model Policy 712 \(Video Surveillance Other Than on Buses\)](#)

1<sup>st</sup> Reading: 12/18/2006

2<sup>nd</sup> Reading: 03/26/2007

Approved: 04/23/2007

## **508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS**

### **I. PURPOSE**

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

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

- A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
  2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
  3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
1. Prior observations of the student's regression and recoupment over the summer;
  2. Observations of the student's tendency to regress over extended breaks in instruction during the school year; and
  3. Experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student's progress and maintenance of skills during the regular school year.
2. The student's degree of impairment.
3. The student's rate of progress.
4. The student's behavioral or physical problems.
5. The availability of alternative resources.
6. The student's ability and need to interact with nondisabled peers.
7. The areas of the student's curriculum which need continuous attention.
8. The student's vocational needs.

E. No Unilateral Decisions. In implementing the requirements of this section, the school district may not unilaterally limit the type, amount, or duration of those services.

***Legal References:*** Minn. Rules Part 3525.0755  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
34 C.F.R. Part 300

***Cross References:***

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 508

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2003~~ 2007

## **508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS**

*[Note: The provisions of this policy substantially reflect statutory and regulatory requirements.]*

### **I. PURPOSE**

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

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

- A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
  2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
  3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
1. Prior observations of the student's regression and recoupment over the summer;
  2. Observations of the student's tendency to regress over extended breaks in

instruction during the school year; and

3. Experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student's progress and maintenance of skills during the regular school year.
2. The student's degree of impairment.
3. The student's rate of progress.
4. The student's behavioral or physical problems.
5. The availability of alternative resources.
6. The student's ability and need to interact with nondisabled peers.
7. The areas of the student's curriculum which need continuous attention.
8. The student's vocational needs.

E. No Unilateral Decisions. ~~In implementing the requirements of this section the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.~~

F. Services to Nonresident Students Temporarily Placed in School District. A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

***Legal References:***

Minn. Stat. § 125A.14 (Extended School Year)

Minn. Rules Part 3525.0755

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

34 C.F.R. Part 300

***Cross References:***

1<sup>st</sup> Reading: 12/18/2006

2<sup>nd</sup> Reading: 03/26/2007

Approved: 04/23/2007

## **509 ENROLLMENT OF NONRESIDENT STUDENTS**

### **I. PURPOSE**

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. It is the purpose of this policy to set forth the application and exclusion procedures used by the school district in making said determination.

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

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, class, grade level, or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and

inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section E. of this policy.

D. Application. The student and parent or guardian must complete and submit an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education (that enrollment form follows this policy).

E. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student

enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 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 under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

2. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

***Legal References:*** Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)  
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 517 (Student Recruiting)  
MSBA Service Manual, Chapter 5, Various Educational Programs

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 509

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2006~~ 2012

## 509 ENROLLMENT OF NONRESIDENT STUDENTS

*[Note: The provisions of this policy substantially reflect statutory requirements.]*

### I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. ~~It is the~~ The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

### II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, class, grade level, or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under ~~Section~~ Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less ~~that~~ than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;

3. selling or soliciting the sale of a controlled substance while at school or a school function; or
  4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. previous academic achievement of a student;
  2. athletic or extracurricular ability of a student;
  3. disabling conditions of a student;
  4. a student's proficiency in the English language;
  5. the student's district of residence; or
  6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section E. of this policy.
- D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education (that enrollment form follows this policy).
- E. Exclusion
1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
  2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 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 under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

G. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

***Legal References:*** Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)  
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)

Minn. Stat. § 124D.68 (High School Graduation Incentives Program)  
Minn. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)  
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005  
WL 3111963 (Minn. [Ct.](#) App. 2005) (unpublished)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 517 (Student Recruiting)  
MSBA Service Manual, Chapter 5, Various Educational Programs

1<sup>st</sup> Reading: 12/18/2006  
2<sup>nd</sup> Reading: 03/26/2007  
Approved: 04/23/2007

## **512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES**

### **I. PURPOSE**

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

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

- A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
  - 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
  - 2. Official school publications may be distributed at reasonable times and locations.

### **III. DEFINITIONS**

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Official school publications" means school newspapers, yearbooks or material produced in communications, journalism or other writing classes as a part of the curriculum.
- C. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. “School activities” means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
  2. is libelous or slanderous;
  3. advertises or promotes any product or service not permitted for minors by law;
  4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
  5. expresses or advocates sexual, racial or religious harassment or violence or prejudice;
  6. is distributed or displayed in violation of time, place and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district's actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:
1. assuring that participants learn whatever lessons the activity is designed to teach;
  2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
  3. assuring that the views of the individual speaker are not erroneously attributed to the school;
  4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
  5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
  6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
- C. Time, Place and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F.2d 747 (8th Cir. 1987)

**Cross References:** MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 512

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2002

## 512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

### I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

### II. GENERAL STATEMENT OF POLICY

*[Note: A school district generally will wish to reserve a forum it sponsors for its intended purpose in light of the special characteristics of the school environment. By doing so, the school district will have more authority/editorial control over student expression in such a forum. Sponsorship alone may not be enough, however. If the exercise of control is challenged, courts will examine factors such as whether the school district's purpose in creating the forum was educational, whether school officials supervised the publication or activity and exercised editorial control over the contents, whether the materials were produced as part of the curriculum, and whether students received grades and academic credit for the publication or activity. If a forum is reserved, regulation of student expression as in Section IV.B. of this policy will be permissible. If a forum is not reserved, but rather is opened for public communication by tradition or designation, then only the limited regulation of speech as described in Section IV.A. of this policy will be permissible.]*

- A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
  - 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.

2. Official school publications may be distributed at reasonable times and locations.

### **III. DEFINITIONS**

- A. “Distribution” means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. “Official school publications” means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as a part of the curriculum.
- C. “Obscene to minors” means:
  1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
  1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience

in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. “School activities” means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material:
  - 1. is obscene to minors;
  - 2. is libelous or slanderous;
  - 3. advertises or promotes any product or service not permitted for minors by law;
  - 4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
  - 5. expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
  - 6. is distributed or displayed in violation of time, place, and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district’s actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:
  - 1. assuring that participants learn whatever lessons the activity is designed to teach;
  - 2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
  - 3. assuring that the views of the individual speaker are not erroneously attributed to the school;

4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

C. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F. 2d 747 (8<sup>th</sup> Cir. 1987)  
*Morse v. Frederick*, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)

**Cross References:** MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
 MSBA/MASA Model Policy 506 (Student Discipline)  
 MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

1<sup>st</sup> Reading: 03/26/2007

2<sup>nd</sup> Reading: 04/23/2007

Approved: 05/22/2007

## **513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to professional staff, parents and students regarding student promotion, retention and program design.

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

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

#### **A. Promotion**

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

#### **B. Retention**

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. The superintendent's decision shall be final.

#### **C. Program Design**

The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options.

**Legal References:** Minn. Stat. § 120B.15 (Gifted and Talented Program)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

**Cross References:** MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Basic Standards Testing,

Accommodations, Modifications, and Exemptions for IEP, Section 504  
Accommodation, and LEP Students)  
MSBA/MASA Model Policy 617 (School District Ensurance of  
Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)  
MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 513

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2007

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2. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
  - a. assess a student's readiness and motivation for acceleration; and

- b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

**Legal References:** Minn. Stat. § 120B.15 (Gifted and Talented Program)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

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MSBA/MASA Model Policy 620 (Credit for Learning)