

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

REGULAR BOARD MEETING

District Office, 130 South Willow Street, Belle Plaine, MN 56011
6:00 PM Monday, February 23, 2015

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:

1. <u>Report on Vision Card B - Core Process of Teaching & Learning:</u>	Building Principals	<u>3</u>
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3. Other Items as Brought Before the Board & Consideration of Agenda:

4. <u>Consensus Items:</u>	Chair Ludvik
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1. <u>Previous Board Meeting Minutes:</u>	<u>4</u>
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2. <u>Approve Monthly Expenditures:</u>	<u>8</u>
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3. <u>Personnel:</u>	
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4. <u>Student Enrollments:</u>	
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5. <u>Donations:</u>	<u>22</u>
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5. Discussion Items:

1. <u>Superintendent Update:</u>	Dr. Smith
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2. <u>Board Member Reports:</u>	Board Members
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3. <u>Building Administrator Reports:</u>	<u>24</u>
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6. Action Items:

1. <u>Approval of Hosting Transition Program for Belle Plaine & Jordan:</u>	Dr. Smith	<u>29</u>
2. <u>Approval of Achievement & Integration Budget for 15-16:</u>	Dr. Smith	<u>32</u>
3. <u>Approval of 2015-2016 School Calendar:</u>	Dr. Smith	<u>39</u>
4. <u>Policy Review:</u>	Dr. Smith	<u>40</u>
5. <u>Consideration of Legislative Resolution:</u>	Dr. Smith	<u>87</u>
7. <u>Upcoming Meetings:</u>		
8. <u>Adjourn:</u>		

Board Clerk

Date

Strategic Area: Core Process of Teaching & Learning

District Vision Card B: *Align the work of adults to continuously improve personalized instruction and responsiveness to meet our students' unique and varied learning needs.*

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 +	SCORE	TREND LINE
High Quality Learning Targets -Posted Daily -Written in student-friendly language -Aligns to grade level power benchmarks	2012-13 < 75% of classrooms	75-79% of classrooms	80-84% of classrooms	85-90% of classrooms	2013-14 2014-15 > 90% of classrooms	TBD	
Differentiated Classroom: <i>Instructional strategies, flexible groupings and lesson complexity</i> -Lessons of varying complexity -Varied learning experiences -Flexible groupings -Higher order thinking skills -Varied instructional strategies -Culturally competent responses with students -Uses and analyzes assessments for learning -Provides students with feedback which is descriptive, constructive, frequent, and immediate	2012-13 < 60% of observed classrooms demonstrate Level 1 performance on the Differentiated Classroom	66-69% of observed classrooms demonstrate Level 1 performance on the Differentiated Classroom	2013-14 70-79% of observed classrooms demonstrate Level 1 performance on the Differentiated Classroom	2014-15 80-89% of observed classrooms demonstrate Level 1 performance on the Differentiated Classroom	> 90% of observed classrooms demonstrate Level 1 performance on the Differentiated Classroom	TBD	
System of Interventions	< 55% of all students in Tier 1 and 2	55-65% of all students in Tier 1 and 2	2012-13 66-75% of all students in Tier 1 and 2	2013-14 2014-15 76-85% of all students in Tier 1 and 2	> 85% of all students in Tier 1 and 2	TBD	
Continuous Incline in Number of Students Entering a Gifted/Talented Program	2012-13 2013-14 < 1% increase across school and grade levels	1% increase across school and grade levels	2014-15 2-3% increase across school and grade levels	3-4% increase across school and grade levels	2012-13 > 5% increase across school and grade levels		
Continuous Decline in Number of Students Requiring Interventions; Grading Period to Grading Period	2013-14 2014-15 < 5% decline across school and grade levels	5-9% decline across school and grade levels	2012-13 10-14% decline across school and grade levels	15-20% decline across school and grade levels	> 20% decline across school and grade levels	TBD	
1x/week General Communication with Parents <i>(Class Newsletter, Email, Friday File, etc.)</i>	2012-13 < 75% of classrooms	2013-14 2014-15 75-79% of classrooms	80-84% of classrooms	85-90% of classrooms	> 90% of classrooms	TBD	
6x/year Personal Connection with Parents Communicating Feedback on Individual Student Progress	2012-13 < 75% of classrooms	2013-14 2014-15 75-79% of classrooms	80-84% of classrooms	85-90% of classrooms	> 90% of classrooms	TBD	

Preliminary Minutes of Regular Board Meeting

MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING

The School Board of Belle Plaine Public Schools

A Regular Board Meeting of the School Board of Belle Plaine Public Schools was held Monday, January 26, 2015, beginning at 6:00 PM 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 Ludvik on Monday, January 26, 2015 at 6:02 pm at the District Center Board Room with the following members present: Ludvik, Lenz, Vandermark, Giesen, Gardner, O'Brien and Supt. Smith.

2. Acknowledgment of Visitors and Special Presentations:

Chairperson Ludvik will ask if visitors wish to be placed on the Agenda.

2. 1. Update on Ramp Up to Readiness Program:

Matt Hennen, JH Language Arts teacher, was present to discuss the Ramp Up to Readiness Program and that status of the implementation for grades 7-12 this year. The program was begun this fall and is part of the weekly schedule for grades 7-12.

The curriculum for Ramp Up to Readiness may be found at www.Rampuptoreadiness.org. The Username is: BellePlaineHS and the Password is: xxxx

Presenter: Mr. Matt Hennen

2. 2. Transitions Program for J/BP:

Chad Williams, Special Services Director for BP & J, was present to talk about his proposal to provide a transitions program in Belle Plaine for our special needs students. Currently the students are transported to Shakopee for this program. Mr. Williams laid out the requirements of the program, where it might be located, the potential staffing required for the program and the resulting cost savings and efficiencies that both Belle Plaine and Jordan districts might achieve.

Presenter: Mr. Williams

2. 3. Report on Upcoming Choir Trip to Nashville:

Mrs. Gorton, choral director, was present to share the itinerary of the choir's upcoming trip to Nashville on March 26th through March 31st. Because this is an out of state and overnight trip, board approval of the trip is required. A draft of the itinerary for the trip is attached for your review.

Presenter: Mrs. Gorton

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

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

Presenter: Chair Ludvik

Motion by Giesen and second by Lenz to approve the agenda as presented. 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.

Presenter: Chair Ludvik

Motion by Lenz and second by Gardner to approve all of the following consensus items with the Organizational Meeting Minutes revised as recommended. Motion carried unanimously.

4. 1. Previous Board Meeting Minutes:

Enclosed are the December 15, 2014 Regular Board Meeting minutes and the January 12, 2015 Organizational Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of January were reviewed. Administration recommends approval of the January 2015 disbursements totaling \$4,586,449.79. This includes hand payables of \$3,105,617.86, electronic payments of \$1,314,690.49 and student activity payments of \$19,328.19.

4. 3. Personnel:

Approve Diane Tye as long term substitute for Chatfield Counselor Brittany Gores effective January 15, 2015 for approximately 6 weeks.

Approve Delores Johnson as a long term substitute for Chatfield Elementary's 1st Grade Teacher Megan Voigt effective approximately April 30, 2015 through the end of the school year.

4. 4. Student Enrollment:

Approve a Belle Plaine, grade 9, resident to attend Chaska High School effective October 6, 2014.

Approve a Jordan Kindergarten resident attending Chatfield Elementary for the 2014-15 school year.

4. 5. Donations:

Date	Donor	Item and Nature of Donation/Gift	Amount
11.30.14	Belle Plaine PTO	Oak Crest – Playground Equipment	950.00
11.30.14	Belle Plaine PTO	Oak Crest – MCA Snacks	450.00
11.18.14	MN Valley Electric Trust	Oak Crest – Grade 5 Field Trip - Holiday Tour - Transportation	865.00
11.18.14	MN Valley Electric Trust	Oak Crest – Back Pack Program	500.00
11.19.14	Jeffrey and Laura Taylor	Chatfield Elementary – Emma German Memorial – 1/30/15 School Dance, Swing, Tetherball	500.00
11.20.14	Gary and Rebecca Lee	Chatfield Elementary – Emma German Memorial – 1/30/15 School Dance, Swing, Tetherball	250.00
11.20.14	Ron and Theresa Johnson	Chatfield Elementary – Emma German Memorial – 1/30/15 School Dance, Swing, Tetherball	
11.20.14	Willie and Markel Rahr	Chatfield Elementary – Emma German Memorial – 1/30/15 School Dance, Swing, Tetherball	
12.15.14	BP Chamber of Commerce	Oak Crest Elementary – Drinking Water Cooler	1,000.00

12.05.14	Coupons for Education	Chatfield Elementary	141.00
12.22.14	Benevity – Marguerite Lawrence	Dollars for Scholars	34.00
12.24.14	Benevity – Marguerite Lawrence	Dollars for Scholars	34.00
12.01.14	Nita and Harold Schobert	Chatfield Elementary – Early Learning Educational Materials	400.00
12.05.14	MVEC	Belle Plaine FFA	2,165.78

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Smith provided updates on current school activities, MSBA Leadership Conference, board & administration planning session set for 2/9 at Kingsway Center, health insurance proposals are due on 2/11, and miscellaneous.

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. Joe Vandermark reported on the MSBA Leadership Conference. Information & handouts from the conference may be found at: <https://guidebook.com/guide/27657/>. Director Vandermark also reported on the technology committee meeting. The majority of the discussion centered on network reliability, ongoing professional development, and current status of technology integration within the district.

Dan Giesen reported on the most recent SWMetro Cooperative meeting. FY15 audit was approved, organizational meeting occurred with officer election and committee assignments, legislative bills pertaining to SWMetro have been introduced, discussion regarding options for the sale of the Lydia building and planning for strategic planning.

Presenter: Board Members

5. 3. Building Administrator Reports:

Building administrators have submitted their monthly reports for board review. The reports are attached to this agenda item.

6. Action Items:

6. 1. Approve Committee Assignments for 2015:

At our organizational meeting we discussed the various committees that we utilize and the frequency of the meetings. Chair Ludvik and I reviewed the committee membership and we are making the following recommendation for 2015 committee assignments (see attached document).

Presenter: Dr. Smith

Motion by Gardner and second by O'Brien to approve the Committee Assignments for 2015. Motion carried unanimously.

6. 2. Approve Resolution Directing Administration to Review Programs:

This resolution is an annual occurrence directing administration to review our current programs and budgets to make recommendations for any necessary reductions. A copy of the resolution is attached for your review and action.

Presenter: Dr. Smith

Motion by Vandermark and second by Lenz to approve the resolution directing administration to review current programs and budgets and make recommendations for any reductions. Motion carried unanimously by a 6-0 roll call vote.

6. 3. Approve 2014-2015 Teacher Seniority List:

The attached teacher seniority list has been reviewed and corrected by teachers throughout the district. The list is recommended for approval at this time.

Presenter: Dr. Smith

Motion by Gardner and second by O'Brien to approve the 2014-2015 Teacher Seniority List. Motion carried unanimously.

6. 4. Approve Proposed Nashville Choir Trip:

It is the recommendation of administration to approve the choir trip to Nashville this spring. All funding necessary for the trip was provided by students through various fundraisers.

Presenter: Dr. Smith

Motion by Gardner and second by Vandermark to approve the Choir trip to Nashville this spring. Motion carried unanimously.

7. Upcoming Meetings:

Thursday, January 29, 2015, 7:00 p.m. – Community Services Committee

Friday, January 30, 2015, 7:30 a.m. - Tech Committee

Monday, February 9, 2015, 1 p.m. to 5:45 p.m. - Board/Admin Planning Session

Monday, February 9, 2015, 6 p.m. - School Board Work Session

Wednesday, February 11, 2015 3:30 p.m. - Wellness Committee

Monday, February 23, 2015 5:30 p.m. - School Board Finance Committee Meeting

6:00 p.m - School Board Meeting

Wednesday, February 25, 2015 3:30 p.m. - Insurance Advisory Committee

8. Adjourn:

Motion by Vandermark and second by Giesen to adjourn at 7:41 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	4835	N	ARCTIC ICE	V50801	47469	667439	55.00	0.00	55.00	02/12/2015	02/12/2015	02/12/2015
							Check Amount:		\$55.00			
1	4589	N	BANC OF AMERICA LEASING	V50801	47402	69	8,256.74	0.00	8,256.74	02/05/2015	02/05/2015	02/05/2015
							Check Amount:		\$8,256.74			
1	1125	N	BELLE PLAINE HERALD	V50801	47411	18555	130.00	0.00	130.00	02/05/2015	02/05/2015	02/05/2015
							Check Amount:		\$130.00			
1	6636	N	CAVALIER COACHES INC	V50801	47433	2452	895.00	0.00	895.00	02/05/2015	02/05/2015	02/05/2015
1	6636	N	CAVALIER COACHES INC	V50801	47434	2430	1,150.00	0.00	1,150.00	02/05/2015	02/05/2015	02/05/2015
							Check Amount:		\$2,045.00			
1	5878	N	CDW	V50801	47589	MN1403551	1,280.79	0.00	1,280.79	02/17/2015	02/17/2015	02/17/2015
1	5878	N	CDW	V50801	47588	MN1403233	6,209.60	0.00	6,209.60	02/17/2015	02/17/2015	02/17/2015
							Check Amount:		\$7,490.39			
1	4702	N	CDW-G	V50801	47584	RS60245	957.88	0.00	957.88	02/16/2015	02/16/2015	02/16/2015
1	4702	N	CDW-G	V50801	47585	QN67691	2,274.20	0.00	2,274.20	02/16/2015	02/16/2015	02/16/2015
1	4702	N	CDW-G	V50801	47583	RT95903	102.04	0.00	102.04	02/16/2015	02/16/2015	02/16/2015
							Check Amount:		\$3,334.12			
1	1321	N	DANIEL SCHMIDT LIGHTING	V50801	47606	5857	206.20	0.00	206.20	02/17/2015	02/17/2015	02/17/2015
							Check Amount:		\$206.20			
1	1331	N	DAVE EDBERG	V50801	47430	01202015	300.00	0.00	300.00	02/05/2015	02/05/2015	02/05/2015
							Check Amount:		\$300.00			
1	5579	N	EDUCATORS BENEFIT CONSULTA	V50801	47403	26481	205.84	0.00	205.84	02/05/2015	02/05/2015	02/05/2015
1	5579	N	EDUCATORS BENEFIT CONSULTA	V50801	47409	26217	205.84	0.00	205.84	02/05/2015	02/05/2015	02/05/2015
							Check Amount:		\$411.68			
1	3249	N	GATCHELL IMAGING PRODUCTS	V50801	47410	23635	340.96	0.00	340.96	02/05/2015	02/05/2015	02/05/2015
							Check Amount:		\$340.96			
1	4840	N	GENERAL PARTS	V50801	47598	5610884	209.50	0.00	209.50	02/17/2015	02/17/2015	02/17/2015
1	4840	N	GENERAL PARTS	V50801	47597	1060527	203.34	0.00	203.34	02/17/2015	02/17/2015	02/17/2015
							Check Amount:		\$412.84			
1	1528	N	GROTH MUSIC	V50801	47439	2289076	45.99	0.00	45.99	02/09/2015	02/09/2015	02/09/2015
							Check Amount:		\$45.99			

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	3278	N	HUMERATECH	V50801	47596	150171	1,112.20	0.00	1,112.20	02/17/2015	02/17/2015	02/17/2015
							Check Amount:		\$1,112.20			
1	1660	N	JORDAN HIGH SCHOOL	V50801	47468	02102015	203.00	0.00	203.00	02/12/2015	02/12/2015	02/12/2015
1	1660	N	JORDAN HIGH SCHOOL	V50801	47432	01242015	50.00	0.00	50.00	02/05/2015	02/05/2015	02/05/2015
							Check Amount:		\$253.00			
1	6693	N	LANA BECK	V50801	47590	02092015	261.50	0.00	261.50	02/17/2015	02/17/2015	02/17/2015
							Check Amount:		\$261.50			
1	1707	N	LANGE'S PLUMBING & HEATING	V50801	47607	126216	575.00	0.00	575.00	02/17/2015	02/17/2015	02/17/2015
							Check Amount:		\$575.00			
1	1804	N	MDTSEA	V50801	47592	03272015	120.00	0.00	120.00	02/17/2015	02/17/2015	02/17/2015
							Check Amount:		\$120.00			
1	3223	N	METRO ECSU	V50801	47467	02132015	40.00	0.00	40.00	02/12/2015	02/12/2015	02/12/2015
							Check Amount:		\$40.00			
1	6682	N	MN BRAIN INJURY ALLIANCE	V50801	47408	01272015	250.00	0.00	250.00	02/05/2015	02/05/2015	02/05/2015
							Check Amount:		\$250.00			
1	3979	N	MRCI MANKATO	V50801	47412	F60406	360.00	0.00	360.00	02/05/2015	02/05/2015	02/05/2015
							Check Amount:		\$360.00			
1	1696	N	NELSON LADD	V50801	47591	01242015	120.00	0.00	120.00	02/17/2015	02/17/2015	02/17/2015
							Check Amount:		\$120.00			
1	5450	N	RAPTOR TECHNOLOGIES	V50801	47449	37564 RN	480.00	0.00	480.00	02/10/2015	02/10/2015	02/10/2015
							Check Amount:		\$480.00			
1	4612	N	ROCHELLE GRILLA	V50801	47441	12092015	141.75	0.00	141.75	02/09/2015	02/09/2015	02/09/2015
							Check Amount:		\$141.75			
1	2050	N	ROSE SIMONES	V50801	47460	12312014	73.92	0.00	73.92	02/10/2015	02/10/2015	02/10/2015
							Check Amount:		\$73.92			
1	2067	N	SCHMITT MUSIC COMPANY	V50801	47595	125927768	44.74	0.00	44.74	02/17/2015	02/17/2015	02/17/2015
1	2067	N	SCHMITT MUSIC COMPANY	V50801	47594	126036275	6.76	0.00	6.76	02/17/2015	02/17/2015	02/17/2015
1	2067	N	SCHMITT MUSIC COMPANY	V50801	47580	125997795	41.40	0.00	41.40	02/16/2015	02/16/2015	02/16/2015
1	2067	N	SCHMITT MUSIC COMPANY	V50801	47579	125963893	40.80	0.00	40.80	02/16/2015	02/16/2015	02/16/2015
1	2067	N	SCHMITT MUSIC COMPANY	V50801	47578	126004462	22.50	0.00	22.50	02/16/2015	02/16/2015	02/16/2015
1	2067	N	SCHMITT MUSIC COMPANY	V50801	47577	125935757	36.72	0.00	36.72	02/16/2015	02/16/2015	02/16/2015

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	2067	N	SCHMITT MUSIC COMPANY	V50801	47576	125934480	45.00	0.00	45.00	02/16/2015	02/16/2015	02/16/2015
							Check Amount:		\$237.92			
1	2119	N	SIBLEY EAST	V50801	47431	01312015	50.00	0.00	50.00	02/05/2015	02/05/2015	02/05/2015
							Check Amount:		\$50.00			
1	2137	N	SOUTH CENTRAL ECSU	V50801	47450	15373	647.66	0.00	647.66	02/10/2015	02/10/2015	02/10/2015
1	2137	N	SOUTH CENTRAL ECSU	V50801	47603	15343	1,187.59	0.00	1,187.59	02/17/2015	02/17/2015	02/17/2015
							Check Amount:		\$1,835.25			
1	6138	N	SOUTHWEST METRO EDUCATION	V50801	47416	12248	22,964.81	0.00	22,964.81	02/05/2015	02/05/2015	02/05/2015
1	6138	N	SOUTHWEST METRO EDUCATION	V50801	47452	12311	12,164.40	0.00	12,164.40	02/10/2015	02/10/2015	02/10/2015
1	6138	N	SOUTHWEST METRO EDUCATION	V50801	47451	12286	1,978.47	0.00	1,978.47	02/10/2015	02/10/2015	02/10/2015
1	6138	N	SOUTHWEST METRO EDUCATION	V50801	47413	12252	13,613.02	0.00	13,613.02	02/05/2015	02/05/2015	02/05/2015
1	6138	N	SOUTHWEST METRO EDUCATION	V50801	47587	12319	11,706.24	0.00	11,706.24	02/16/2015	02/16/2015	02/16/2015
1	6138	N	SOUTHWEST METRO EDUCATION	V50801	47586	12265	10,738.56	0.00	10,738.56	02/16/2015	02/16/2015	02/16/2015
1	6138	N	SOUTHWEST METRO EDUCATION	V50801	47415	12236	2,439.25	0.00	2,439.25	02/05/2015	02/05/2015	02/05/2015
1	6138	N	SOUTHWEST METRO EDUCATION	V50801	47453	12303	3,722.00	0.00	3,722.00	02/10/2015	02/10/2015	02/10/2015
							Check Amount:		\$79,326.75			
1	3287	N	SPARETIME INVESTMENT GROUP	V50801	47602	1775	905.00	0.00	905.00	02/17/2015	02/17/2015	02/17/2015
1	3287	N	SPARETIME INVESTMENT GROUP	V50801	47601	1774	495.00	0.00	495.00	02/17/2015	02/17/2015	02/17/2015
1	3287	N	SPARETIME INVESTMENT GROUP	V50801	47600	1773	155.00	0.00	155.00	02/17/2015	02/17/2015	02/17/2015
1	3287	N	SPARETIME INVESTMENT GROUP	V50801	47599	1772	545.00	0.00	545.00	02/17/2015	02/17/2015	02/17/2015
							Check Amount:		\$2,100.00			
1	4278	N	SPRINGSTED INC	V50801	47414	15-084	3,240.00	0.00	3,240.00	02/05/2015	02/05/2015	02/05/2015
							Check Amount:		\$3,240.00			
1	2157	N	STEFFEN HARDWARE	V50801	47609	2238	40.86	0.00	40.86	02/17/2015	02/17/2015	02/17/2015
							Check Amount:		\$40.86			
1	4275	N	STEPHANIE PRESSLEY	V50801	47440	02092015	165.00	0.00	165.00	02/09/2015	02/09/2015	02/09/2015
							Check Amount:		\$165.00			
1	2188	N	TAHER INC	V50801	47438	0042414-IN	52,338.52	0.00	52,338.52	02/09/2015	02/09/2015	02/09/2015
							Check Amount:		\$52,338.52			
1	3778	N	THE LOCKER GUY	V50801	47608	14368	579.00	0.00	579.00	02/17/2015	02/17/2015	02/17/2015
							Check Amount:		\$579.00			
1	6247	N	THE LUTHERAN HOME ASSOC.	V50801	47470	02092015	352.00	0.00	352.00	02/12/2015	02/12/2015	02/12/2015
							Check Amount:		\$352.00			

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	5669	N	TITAN ENERGY SYSTEMS	V50801	47604	120209-012	618.81	0.00	618.81	02/17/2015	02/17/2015	02/17/2015
1	5669	N	TITAN ENERGY SYSTEMS	V50801	47605	120209-022	618.81	0.00	618.81	02/17/2015	02/17/2015	02/17/2015
							Check Amount:		\$1,237.62			
1	6322	N	TRI COUNTY WATER CONDITIONING	V50801	47407	195057	145.00	0.00	145.00	02/05/2015	02/05/2015	02/05/2015
1	6322	N	TRI COUNTY WATER CONDITIONING	V50801	47404	195032	145.00	0.00	145.00	02/05/2015	02/05/2015	02/05/2015
1	6322	N	TRI COUNTY WATER CONDITIONING	V50801	47406	194993	145.00	0.00	145.00	02/05/2015	02/05/2015	02/05/2015
1	6322	N	TRI COUNTY WATER CONDITIONING	V50801	47405	195024	145.00	0.00	145.00	02/05/2015	02/05/2015	02/05/2015
							Check Amount:		\$580.00			
1	4631	N	TRINITY LUTHERAN CHURCH	V50801	47442	12092015	3,892.56	0.00	3,892.56	02/09/2015	02/09/2015	02/09/2015
							Check Amount:		\$3,892.56			
1	6691	N	UNIVERSITY OF MN - REGENTS	V50801	47582	INV-0234	2,500.00	0.00	2,500.00	02/16/2015	02/16/2015	02/16/2015
							Check Amount:		\$2,500.00			
1	2326	N	YOUTH FRONTIERS INC	V50801	47581	11017	1,375.00	0.00	1,375.00	02/16/2015	02/16/2015	02/16/2015
							Check Amount:		\$1,375.00			
							Report Total:		\$176,666.77			

*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
P40602	0716	32557	SBC	55961	CH	1	5924	MIKE LEVERSON	Y	N	1/28/2015	CY	USD	-109.00
P40901	0716	33387	SBC	56304	CH	1	6210	ALICIA SMITH	Y	N	1/28/2015	CY	USD	-11.76
p41002	0716	33403	SBC	56366	CH	3	5419	JILL MORREIM	Y	N	1/28/2015	CY	USD	-15.95
P50802	0716	35619	SBC	57408	CH	1	6210	ALICIA SMITH	Y	N	1/30/2015	CN	USD	11.76
P50802	0716	35624	SBC	57409	CH	1	6676	AMBER ROSE SUTTON	Y	N	1/30/2015	CN	USD	90.00
P50802	0716	35613	SBC	57410	CH	1	4272	AMY FRANCK	Y	N	1/30/2015	CN	USD	91.28
P50802	0716	35622	SBC	57411	CH	1	6328	COLLEEN CHRISTENSEN	Y	N	1/30/2015	CN	USD	90.00
P50802	0716	35625	SBC	57412	CH	1	6677	DAR SWANSON	Y	N	1/30/2015	CN	USD	55.00
P50802	0716	35627	SBC	57413	CH	1	6679	GINA HAY	Y	N	1/30/2015	CN	USD	75.00
P50802	0716	35614	SBC	57414	CH	1	4286	JAMIE JEWISON	Y	N	1/30/2015	CN	USD	80.00
P50802	0716	35617	SBC	57415	CH	1	5136	JEFF JONKOWSKI	Y	N	1/30/2015	CN	USD	109.00
P50802	0716	35623	SBC	57416	CH	1	6649	JENNE ROPER	Y	N	1/30/2015	CN	USD	110.00
P50802	0716	35616	SBC	57417	CH	1	4956	JILL KORTENHOF	Y	N	1/30/2015	CN	USD	90.00
P50802	0716	35626	SBC	57418	CH	1	6678	KATIE OHLUND	Y	N	1/30/2015	CN	USD	121.00
P50802	0716	35620	SBC	57419	CH	1	6295	KATIE REMER	Y	N	1/30/2015	CN	USD	90.00
P50802	0716	35621	SBC	57420	CH	1	6299	KELLY OTTESON	Y	N	1/30/2015	CN	USD	90.00
P50802	0716	35611	SBC	57421	CH	1	3964	MATH MASTERS OF MN	Y	N	1/30/2015	CN	USD	315.00
P50802	0716	35612	SBC	57422	CH	1	4145	MEDICAREBLUE RX	Y	N	1/30/2015	CN	USD	406.50
P50802	0716	35610	SBC	57423	CH	1	3936	TERRI MASON	Y	N	1/30/2015	CN	USD	90.00
P50802	0716	35615	SBC	57424	CH	1	4297	TNT AUDIO INC	Y	N	1/30/2015	CN	USD	400.00
P50802	0716	35618	SBC	57425	CH	1	5365	TONY DAHL	Y	N	1/30/2015	CN	USD	109.00
P50802	0716	35609	SBC	57426	CH	1	2326	YOUTH FRONTIERS INC	Y	N	1/30/2015	CN	USD	1,825.00
P50802	0716	35609	SBC	57426	CH	1	2326	YOUTH FRONTIERS INC	Y	N	1/30/2015	CN	USD	1,825.00
P50802	0716	35628	SBC	57427	CH	1	5924	MIKE LEVERSON	Y	N	1/30/2015	CN	USD	109.00
P508P1	0716	35636	SBC	57428	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	2/5/2015	0CN	USD	4,785.02
P508P1	0716	35637	SBC	57429	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	2/5/2015	0CN	USD	4,107.60
P508P1	0716	35643	SBC	57430	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	2/5/2015	0CN	USD	11,842.02
P508P1	0716	35644	SBC	57431	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	2/5/2015	0CN	USD	112,556.67
P508P1	0716	35638	SBC	57432	CH	1	1178	BPESPA	Y	N	2/5/2015	0CN	USD	1,095.33
P508P1	0716	35640	SBC	57433	CH	1	5017	GURSTEL CHARGO	Y	N	2/5/2015	0CN	USD	168.60
P508P1	0716	35642	SBC	57434	CH	1	6122	NATIONAL INSURANCE SERVICE of WI	Y	N	2/5/2015	0CN	USD	2,881.28
P508P1	0716	35639	SBC	57435	CH	1	1836	NCPERS MINNESOTA	Y	N	2/5/2015	0CN	USD	32.00
P508P1	0716	35641	SBC	57436	CH	1	5145	RAUSCH, STURM, ISRAEL, ENERSON	Y	N	2/5/2015	0CN	USD	109.66
P50802	0716	35655	SBC	57437	CH	1	6060	AMY BRIGGS	Y	N	2/5/2015	0CN	USD	109.00
P50802	0716	35651	SBC	57438	CH	1	4912	APRIL KABES	Y	N	2/5/2015	0CN	USD	109.00

Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount	
P50802	0716	35648	SBC	57439	CH	1	3962	CENTRAL BASKETBAL BOOSTERS	Y	N	2/5/2015	0	N	USD	50.00
P50802	0716	35659	SBC	57440	CH	1	6685	DAN GUENINGSMAN	Y	N	2/5/2015	0	N	USD	109.00
P50802	0716	35657	SBC	57441	CH	1	6683	GARY SONNERNBURG	Y	N	2/5/2015	0	N	USD	109.00
P50802	0716	35647	SBC	57442	CH	1	3249	GATCHELL IMAGING PRODUCTS	Y	N	2/5/2015	0	N	USD	183.96
P50802	0716	35652	SBC	57443	CH	1	5498	GLENN MOEDE	Y	N	2/5/2015	0	N	USD	109.00
P50802	0716	35654	SBC	57444	CH	1	5950	GREG MARTIN	Y	N	2/5/2015	0	N	USD	120.00
P50802	0716	35649	SBC	57445	CH	1	3964	MATH MASTERS OF MN	Y	N	2/5/2015	0	N	USD	255.00
P50802	0716	35653	SBC	57446	CH	1	5924	MIKE LEVERSON	Y	N	2/5/2015	0	N	USD	109.00
P50802	0716	35658	SBC	57447	CH	1	6684	NATHAN IDE	Y	N	2/5/2015	0	N	USD	109.00
P50802	0716	35650	SBC	57448	CH	1	4248	NICK MCCAULEY	Y	N	2/5/2015	0	N	USD	109.00
P50802	0716	35656	SBC	57449	CH	1	6336	ZAYO GROUP LLC	Y	N	2/5/2015	0	N	USD	1,144.54
P50802	0716	35682	SBC	57450	CH	1	6289	BARB LOOMIS	Y	N	2/12/2015	0	N	USD	67.85
P50802	0716	35674	SBC	57451	CH	1	1240	CERISSE MURPHY	Y	N	2/12/2015	0	N	USD	100.00
P50802	0716	35684	SBC	57452	CH	1	6692	DAN RIESGRAF	Y	N	2/12/2015	0	N	USD	124.00
P50802	0716	35683	SBC	57453	CH	1	6686	DENNY MISENER	Y	N	2/12/2015	0	N	USD	109.00
P50802	0716	35675	SBC	57454	CH	1	1503	GSL HIGH SCHOOL	Y	N	2/12/2015	0	N	USD	125.00
P50802	0716	35676	SBC	57455	CH	1	1992	PRAIRIE TRUCKING INC	Y	N	2/12/2015	0	N	USD	37,350.02
P50802	0716	35677	SBC	57456	CH	1	2016	RANDY SAMES	Y	N	2/12/2015	0	N	USD	124.00
P50802	0716	35679	SBC	57457	CH	1	4619	ROB MYERS	Y	N	2/12/2015	0	N	USD	109.00
P50802	0716	35680	SBC	57458	CH	1	5497	SARA BUNGARDEN	Y	N	2/12/2015	0	N	USD	43.68
P50802	0716	35678	SBC	57459	CH	1	2164	STIER TRANSPORTATION SERVICES	Y	N	2/12/2015	0	N	USD	79,000.66
P50802	0716	35681	SBC	57460	CH	1	5964	SWMASSP	Y	N	2/12/2015	0	N	USD	15.00
P50802	0716	35794	SBC	57461	CH	1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	2/17/2015	0	N	USD	285.00
P50802	0716	35796	SBC	57462	CH	1	6689	CHAD HOFFMAN	Y	N	2/17/2015	0	N	USD	26.25
P50802	0716	35795	SBC	57463	CH	1	3609	NATHAN PROSHEK	Y	N	2/17/2015	0	N	USD	109.00
P50802	0716	35793	SBC	57464	CH	1	2027	REGION 2A - MSHSL	Y	N	2/17/2015	0	N	USD	1,310.00
P50802	0716	35797	SBC	57465	CH	1	6695	STEPHEN HELDER	Y	N	2/17/2015	0	N	USD	109.00

Total

\$ 265,256.97

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P508P1	0716	35629	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	2/5/2015	0 N	USD	42,453.66
P508P1	0716	35630	SBC		WX	1	1977	PERA	N	N	2/5/2015	0 N	USD	12,052.68
P508P1	0716	35631	SBC		WX	1	2330	FEDERAL	N	N	2/5/2015	0 N	USD	25,545.87
P508P1	0716	35631	SBC		WX	1	2330	FEDERAL	N	N	2/5/2015	0 N	USD	9,845.12
P508P1	0716	35631	SBC		WX	1	2330	FEDERAL	N	N	2/5/2015	0 N	USD	42,096.88
P508P1	0716	35632	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	2/5/2015	0 N	USD	11,278.37
P508P1	0716	35633	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	2/5/2015	0 N	USD	545.00
P508P1	0716	35634	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	2/5/2015	0 N	USD	101,336.67
P508P1	0716	35635	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2015	0 N	USD	1,147.28
P508P1	0716	35635	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2015	0 N	USD	0.30
P508P1	0716	35635	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2015	0 N	USD	700.00
P508P1	0716	35635	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2015	0 N	USD	1,862.27
P508P1	0716	35635	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2015	0 N	USD	100.00
P508P1	0716	35635	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2015	0 N	USD	1,765.00
P508P1	0716	35635	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2015	0 N	USD	5,167.90
P508P1	0716	35635	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2015	0 N	USD	795.20
P508P1	0716	35635	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2015	0 N	USD	652.84
P508P1	0716	35635	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2015	0 N	USD	141.18
P50802	0716	35645	SBC		WX	1	1486	FRONTIER	N	N	1/23/2015	N	USD	101.18
P50802	0716	35645	SBC		WX	1	1486	FRONTIER	N	N	1/23/2015	N	USD	108.08
P50802	0716	35645	SBC		WX	1	1486	FRONTIER	N	N	1/23/2015	N	USD	108.37
P50802	0716	35645	SBC		WX	1	1486	FRONTIER	N	N	1/23/2015	N	USD	1,815.78
P50802	0716	35646	SBC		WX	1	2336	XCEL ENERGY	N	N	1/23/2015	N	USD	1,098.85
P50802	0716	35685	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	2/6/2015	0 N	USD	3,326.88
P50802	0716	35685	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	2/6/2015	0 N	USD	294.76
P50802	0716	35685	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	2/6/2015	0 N	USD	230.47
P50802	0716	35685	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	2/6/2015	0 N	USD	119.24
P50802	0716	35686	SBC		WX	1	2336	XCEL ENERGY	N	N	2/6/2015	0 N	USD	6,323.76
P50802	0716	35686	SBC		WX	1	2336	XCEL ENERGY	N	N	2/6/2015	0 N	USD	5,629.76
P50802	0716	35687	SBC		WX	1	2336	XCEL ENERGY	N	N	2/9/2015	0 N	USD	3,291.60
P50802	0716	35687	SBC		WX	1	2336	XCEL ENERGY	N	N	2/9/2015	0 N	USD	362.52
P50802	0716	35688	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	2/9/2015	0 N	USD	6,169.25
P50802	0716	35688	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	2/9/2015	0 N	USD	5,849.77
P50802	0716	35688	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	2/9/2015	0 N	USD	4,497.06

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
								January 2015 PCARD						40,995.29
								Payroll 2/05/2015						235,423.85
												Total		\$ 573,232.69

Jan 2015 Student Activities

Activity	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount	
BP Sr. Hi Club	0716	35452	HSAC	7408	CH	3	4813	BPEA	Pepsi fr. SH Club	1/15/2015	0	N	USD	96.15
FFA	0716	35457	HSAC	7409	CH	3	5094	DVS RENEWAL	Tabs for ABC Trailer	1/15/2015	0	N	USD	21.00
Concessions	0716	35459	HSAC	7410	CH	3	5805	ECFE	PAC/ECFE Concessions 12-13	1/15/2015	0	N	USD	200.00
Concessions	0716	35456	HSAC	7411	CH	3	5088	ELC	Concessions 12-11	1/15/2015	0	N	USD	150.00
Class of 2016	0716	35454	HSAC	7412	CH	3	4943	KEN CIHAK	Prizes for Mag Sales	1/15/2015	0	N	USD	757.30
FFA	0716	35462	HSAC	7413	CH	3	6638	KEVIN DAHLMAN	Reimburse hotel room from Nationals	1/15/2015	0	N	USD	69.43
FFA	0716	35455	HSAC	7414	CH	3	5025	MINNTEX CITRUS, INC.	Fruit	1/15/2015	0	N	USD	8,528.09
Concessions	0716	35453	HSAC	7415	CH	3	4848	PEPSI-COLA	Pop Delivery	1/15/2015	0	N	USD	439.80
FFA	0716	35458	HSAC	7416	CH	3	5157	RUCKS MEATS	FFA / Rucks	1/15/2015	0	N	USD	1,097.10
Softball	0716	35460	HSAC	7417	CH	3	6016	UNIVERSAL ATHLETIC SERVICES INC	Winter Camp Shirts	1/15/2015	0	N	USD	450.00
FFA	0716	35461	HSAC	7418	CH	3	6260	UNIVERSITY OF MN - REGENTS	U of MN Invite	1/15/2015	0	N	USD	72.00
Outdoor Club	0716	35599	HSAC	7419	CH	3	6660	AMY FRANCK	SKI TRIP REFUND	1/30/2015	0	N	USD	28.00
Boys BB	0716	35588	HSAC	7420	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BBB - UNIVERSAL ATHLETIC	1/30/2015	0	N	USD	684.00
SH Band	0716	35588	HSAC	7420	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - COBORNS	1/30/2015	0	N	USD	51.80
SH Band	0716	35588	HSAC	7420	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BAND - HISTORIC THEATRE	1/30/2015	0	N	USD	875.00
Boys BB	0716	35588	HSAC	7420	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	BBB - UNIVERSAL ATHLETIC - SHIPPING	1/30/2015	0	N	USD	12.24
FFA	0716	35588	HSAC	7420	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - NATIONAL FFA ORGANIZATION	1/30/2015	0	N	USD	76.00
Concessions	0716	35588	HSAC	7420	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	DEC PCARD REIMBURSEMENT	1/30/2015	0	N	USD	2,208.51
Outdoor Club	0716	35597	HSAC	7422	CH	3	6658	DIANE SKELLEY	SKI TRIP REFUND	1/30/2015	0	N	USD	28.00
Concessions	0716	35592	HSAC	7423	CH	3	5249	DOUG ANDERSON	MILEAGE	1/30/2015	0	N	USD	152.32
Outdoor Club	0716	35601	HSAC	7424	CH	3	6662	DOUG WINKLER	SKI TRIP REFUND	1/30/2015	0	N	USD	51.00
Tiger Fever	0716	35589	HSAC	7425	CH	3	4811	EMMA KRUMBEEES FLORAL	Wrestling Parents Night flowers	1/30/2015	0	N	USD	105.00
Tiger Club	0716	35590	HSAC	7426	CH	3	4837	FAME AWARDS	PLAQUE FOR OLLIE HEITKAMP	1/30/2015	0	N	USD	36.00
Outdoor Club	0716	35606	HSAC	7427	CH	3	6667	JANICE TEAL	SKI TRIP REFUND	1/30/2015	0	N	USD	47.00
Outdoor Club	0716	35596	HSAC	7428	CH	3	6175	JOAN OLSON	SKI TRIP REFUND	1/30/2015	0	N	USD	51.00
Outdoor Club	0716	35598	HSAC	7429	CH	3	6659	KATHRYNE GRENGS	SKI TRIP REFUND	1/30/2015	0	N	USD	51.00
Outdoor Club	0716	35594	HSAC	7430	CH	3	5979	LISA JEURISSEN	SKI TRIP REFUND	1/30/2015	0	N	USD	47.00
Outdoor Club	0716	35602	HSAC	7431	CH	3	6663	MARCY RITSCH	SKI TRIP REFUND	1/30/2015	0	N	USD	47.00
Tiger Fever	0716	35591	HSAC	7432	CH	3	4867	MATT HENNEN	Parents Night Dance / Cookies & Juice	1/30/2015	0	N	USD	47.87
Outdoor Club	0716	35600	HSAC	7433	CH	3	6661	MELISSA AND MICHAEL MEWES	SKI TRIP REFUND	1/30/2015	0	N	USD	28.00
Outdoor Club	0716	35593	HSAC	7434	CH	3	5465	MICHELLE BAHR	SKI TRIP REFUND	1/30/2015	0	N	USD	28.00
Outdoor Club	0716	35603	HSAC	7435	CH	3	6664	NIKKI OR JED HUNSADER	SKI TRIP REFUND	1/30/2015	0	N	USD	28.00
Outdoor Club	0716	35604	HSAC	7436	CH	3	6665	STEVE GANSEN	SKI TRIP REFUND	1/30/2015	0	N	USD	47.00
Outdoor Club	0716	35605	HSAC	7437	CH	3	6666	TANYA OR RICK ADAMIETZ	SKI TRIP REFUND	1/30/2015	0	N	USD	51.00
Baseball	0716	35595	HSAC	7438	CH	3	6016	UNIVERSAL ATHLETIC SERVICES INC	Baseball/Universal Athletice	1/30/2015	0	N	USD	440.00
Tiger Club	0716	35608	HSAC	7439	CH	3	6669	YOUTH FRONTIERS	YF Leadership Conference	1/30/2015	0	N	USD	295.00
										Total			17,396.61	

January 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
KREFT DAVID	375571421	12/30/2014	12/31/2014	1/27/2015	ASSOC SUPERV AND CURR	59.00
KREFT DAVID	377667583	1/21/2015	1/22/2015	1/27/2015	ASSOC SUPERV AND CURR	289.00
DEWITTE KIMBERLY	375504661	12/29/2014	12/30/2014	1/27/2015	ZOHO CORPORATION	19.00
DEWITTE KIMBERLY	376155693	1/7/2015	1/8/2015	1/27/2015	APPLEBEES ROSE19219310	104.50
DEWITTE KIMBERLY	378057445	1/23/2015	1/26/2015	1/27/2015	MAASFEP	339.00
SD BELLE PLAINE	375504662	12/29/2014	12/30/2014	1/27/2015	SSI*SCHOOL SPECIALTY	38.00
SD BELLE PLAINE	375571422	12/30/2014	12/31/2014	1/27/2015	APL* ITUNES.COM/BILL	(32.05)
SD BELLE PLAINE	376048677	1/6/2015	1/7/2015	1/27/2015	CRISIS PREVENTION	1,119.00
SD BELLE PLAINE	376320865	1/9/2015	1/9/2015	1/27/2015	AMAZON MKTPLACE PMTS	105.40
SD BELLE PLAINE	376512833	1/10/2015	1/12/2015	1/27/2015	WPS	272.80
SD BELLE PLAINE	377109440	1/14/2015	1/16/2015	1/27/2015	PRO ED INC	61.60
SD BELLE PLAINE	377667584	1/21/2015	1/22/2015	1/27/2015	APL* ITUNES.COM/BILL	(2.06)
HIGH SCHOOL BELLE PLAINE	376155698	1/7/2015	1/8/2015	1/27/2015	NATIONAL RECOGNITION	31.49
HIGH SCHOOL BELLE PLAINE	376320881	1/8/2015	1/9/2015	1/27/2015	COBORN S SUPERSTORE	48.60
HIGH SCHOOL BELLE PLAINE	376320882	1/9/2015	1/9/2015	1/27/2015	INNOVATIVE OFFICE SOLU	4.99
HIGH SCHOOL BELLE PLAINE	377109454	1/15/2015	1/16/2015	1/27/2015	SCHMITT MUSIC CENTERS	56.87
HIGH SCHOOL BELLE PLAINE	377109455	1/15/2015	1/16/2015	1/27/2015	WEST MUSIC - ACCOU	69.05
HIGH SCHOOL BELLE PLAINE	377109456	1/16/2015	1/16/2015	1/27/2015	CONTINENTAL CLAY COMPA	59.95
HIGH SCHOOL BELLE PLAINE	377305713	1/17/2015	1/19/2015	1/27/2015	CONTINENTAL CLAY COMPA	1,279.69
HIGH SCHOOL BELLE PLAINE	377540817	1/20/2015	1/21/2015	1/27/2015	NAFME	127.00
HIGH SCHOOL BELLE PLAINE	377540818	1/20/2015	1/21/2015	1/27/2015	NAFME	127.00
HIGH SCHOOL BELLE PLAINE	377540819	1/20/2015	1/21/2015	1/27/2015	MMEA	140.00
HIGH SCHOOL BELLE PLAINE	377540820	1/20/2015	1/21/2015	1/27/2015	MMEA	145.00
HIGH SCHOOL BELLE PLAINE	377667587	1/21/2015	1/22/2015	1/27/2015	PAYPAL *MN COUNCIL	360.00
HIGH SCHOOL BELLE PLAINE	377667588	1/21/2015	1/22/2015	1/27/2015	TEACHERSPAYTEACHERS	43.95
HIGH SCHOOL BELLE PLAINE	377667589	1/22/2015	1/22/2015	1/27/2015	EBSCO INFO SERVICE BHM	2,000.00
HIGH SCHOOL BELLE PLAINE	377667590	1/21/2015	1/22/2015	1/27/2015	MIDAMERICA LIB BOOKFAI	183.60
HIGH SCHOOL BELLE PLAINE	377667591	1/21/2015	1/22/2015	1/27/2015	MIDAMERICA LIB BOOKFAI	570.30
HIGH SCHOOL BELLE PLAINE	378185400	1/26/2015	1/27/2015	1/27/2015	AMAZON MKTPLACE PMTS	82.99
HIGH SCHOOL BELLE PLAINE	378185401	1/27/2015	1/27/2015	1/27/2015	AMAZON MKTPLACE PMTS	547.99
DAVIS KRIS	375504663	12/29/2014	12/30/2014	1/27/2015	OFFICEMAX CT*IN#195774	51.11
DAVIS KRIS	375504664	12/29/2014	12/30/2014	1/27/2015	OFFICEMAX CT*IN#195817	0.81
DAVIS KRIS	375571423	12/29/2014	12/31/2014	1/27/2015	METRO SALES INC.	3,502.93
DAVIS KRIS	375954162	1/5/2015	1/6/2015	1/27/2015	WM EZPAY	196.17
DAVIS KRIS	375954163	1/5/2015	1/6/2015	1/27/2015	WM EZPAY	445.75
DAVIS KRIS	375954164	1/5/2015	1/6/2015	1/27/2015	WM EZPAY	818.56
DAVIS KRIS	376048678	1/5/2015	1/7/2015	1/27/2015	WM EZPAY	755.68

January 2015 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
DAVIS KRIS	376320866	1/7/2015	1/9/2015	1/27/2015	METRO SALES INC.	708.09
DAVIS KRIS	376320867	1/7/2015	1/9/2015	1/27/2015	METRO SALES INC.	758.94
DAVIS KRIS	376767906	1/13/2015	1/14/2015	1/27/2015	OFFICEMAX CT*IN#195908	1.35
DAVIS KRIS	377109441	1/16/2015	1/16/2015	1/27/2015	INNOVATIVE OFFICE SOLU	12.63
DAVIS KRIS	377867867	1/22/2015	1/23/2015	1/27/2015	METRO SALES INC.	2,186.48
HEINE JEFF	375382424	12/23/2014	12/29/2014	1/27/2015	SIWEK LUMBER & MILLWOR	19.99
HEINE JEFF	375504665	12/29/2014	12/30/2014	1/27/2015	OHNSORG TRUCK BODIES I	292.64
HEINE JEFF	375699023	1/2/2015	1/2/2015	1/27/2015	PLUNKETT S PEST CONTRO	182.25
HEINE JEFF	375699024	1/2/2015	1/2/2015	1/27/2015	PLUNKETT S PEST CONTRO	209.83
HEINE JEFF	375699025	1/2/2015	1/2/2015	1/27/2015	PLUNKETT S PEST CONTRO	233.63
HEINE JEFF	375699026	1/2/2015	1/2/2015	1/27/2015	PLUNKETT S PEST CONTRO	151.96
HEINE JEFF	375954165	1/5/2015	1/6/2015	1/27/2015	Mills Fleet Farm #3 20	115.90
HEINE JEFF	376635342	1/11/2015	1/13/2015	1/27/2015	THE HOME DEPOT #2841	186.15
HEINE JEFF	376767907	1/13/2015	1/14/2015	1/27/2015	Mills Fleet Farm #3 20	70.57
HEINE JEFF	377109442	1/16/2015	1/16/2015	1/27/2015	HILLYARD INC HUTCHINSO	3,349.12
HEINE JEFF	377109443	1/15/2015	1/16/2015	1/27/2015	NAPA AUTO PARTS BELLE	22.96
HEINE JEFF	377667585	1/21/2015	1/22/2015	1/27/2015	DISCOUNT STEEL -MN	49.50
HEINE JEFF	377667586	1/21/2015	1/22/2015	1/27/2015	WW GRAINGER	62.37
HEINE JEFF	377867868	1/22/2015	1/23/2015	1/27/2015	HILLYARD INC HUTCHINSO	94.64
HEINE JEFF	377867869	1/22/2015	1/23/2015	1/27/2015	HILLYARD INC HUTCHINSO	400.39
HEINE JEFF	377867870	1/22/2015	1/23/2015	1/27/2015	HILLYARD INC HUTCHINSO	146.20
HEINE JEFF	377867871	1/22/2015	1/23/2015	1/27/2015	HILLYARD INC HUTCHINSO	102.60
HEINE JEFF	377867872	1/23/2015	1/23/2015	1/27/2015	HILLYARD INC HUTCHINSO	1,749.22
HEINE JEFF	378057446	1/23/2015	1/26/2015	1/27/2015	CONTINENTAL CLAY COMPA	33.00
KELLER CHUCK	376048679	1/7/2015	1/7/2015	1/27/2015	VZWRLSS*MY VZ VB P	298.84
KELLER CHUCK	377867873	1/23/2015	1/23/2015	1/27/2015	AMAZON MKTPLACE PMTS	45.99
KELLER CHUCK	377867874	1/23/2015	1/23/2015	1/27/2015	AMAZON MKTPLACE PMTS	18.98
KELLER CHUCK	378057447	1/26/2015	1/26/2015	1/27/2015	VZWRLSS*APOCC VISB	402.01
WILLIAMS CHAD	375954166	1/5/2015	1/6/2015	1/27/2015	SAMSClub #6311	49.76
MATHIOWETZ BRUCE	376155697	1/7/2015	1/8/2015	1/27/2015	MENARDS MANKATO	134.43
MATHIOWETZ BRUCE	376320875	1/7/2015	1/9/2015	1/27/2015	MATHESON - C16	78.11
MATHIOWETZ BRUCE	377305704	1/17/2015	1/19/2015	1/27/2015	BEST WESTERN HOTELS -	100.01
MATHIOWETZ BRUCE	378057451	1/24/2015	1/26/2015	1/27/2015	ACE HARDWARE PAINT	19.99
ANDERSON DOUG	375382426	12/23/2014	12/29/2014	1/27/2015	A. H. HERMEL COMPANY	428.31
ANDERSON DOUG	375954167	1/5/2015	1/6/2015	1/27/2015	PIZZA PLUS	50.00
ANDERSON DOUG	375954168	1/5/2015	1/6/2015	1/27/2015	RUCKS MEAT MARKET	79.94
ANDERSON DOUG	376048680	1/5/2015	1/7/2015	1/27/2015	KWIK TRIP 3300003301	4.58

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ANDERSON DOUG	376512835	1/9/2015	1/12/2015	1/27/2015	KWIK TRIP 33000003301	4.58
ANDERSON DOUG	376512836	1/9/2015	1/12/2015	1/27/2015	PIZZA PLUS	50.00
ANDERSON DOUG	376512837	1/10/2015	1/12/2015	1/27/2015	PIZZA PLUS	35.00
ANDERSON DOUG	376512838	1/10/2015	1/12/2015	1/27/2015	PIZZA PLUS	35.00
ANDERSON DOUG	376512839	1/10/2015	1/12/2015	1/27/2015	PIZZA PLUS	35.00
ANDERSON DOUG	376512840	1/10/2015	1/12/2015	1/27/2015	PIZZA PLUS	20.00
ANDERSON DOUG	376512841	1/11/2015	1/12/2015	1/27/2015	SAMSClub #6311	67.96
ANDERSON DOUG	376767910	1/13/2015	1/14/2015	1/27/2015	KERNEL CONCESSION SUPP	99.90
ANDERSON DOUG	376767911	1/13/2015	1/14/2015	1/27/2015	KERNEL CONCESSION SUPP	38.88
ANDERSON DOUG	376767912	1/13/2015	1/14/2015	1/27/2015	A. H. HERMEL COMPANY	523.41
ANDERSON DOUG	377109449	1/15/2015	1/16/2015	1/27/2015	KWIK TRIP 33000003301	8.26
ANDERSON DOUG	377109450	1/15/2015	1/16/2015	1/27/2015	PIZZA PLUS	65.00
ANDERSON DOUG	377109451	1/16/2015	1/16/2015	1/27/2015	PIZZA PLUS	50.00
ANDERSON DOUG	377109452	1/15/2015	1/16/2015	1/27/2015	RUCKS MEAT MARKET	99.19
ANDERSON DOUG	377109453	1/16/2015	1/16/2015	1/27/2015	RUCKS MEAT MARKET	38.16
ANDERSON DOUG	377305705	1/16/2015	1/19/2015	1/27/2015	KWIK TRIP 33000003301	5.97
ANDERSON DOUG	377305706	1/17/2015	1/19/2015	1/27/2015	PIZZA PLUS	47.00
ANDERSON DOUG	377305707	1/17/2015	1/19/2015	1/27/2015	PIZZA PLUS	47.00
ANDERSON DOUG	377305708	1/17/2015	1/19/2015	1/27/2015	PIZZA PLUS	47.00
ANDERSON DOUG	377540815	1/20/2015	1/21/2015	1/27/2015	PIZZA PLUS	40.00
ANDERSON DOUG	377540816	1/20/2015	1/21/2015	1/27/2015	A. H. HERMEL COMPANY	676.60
ANDERSON DOUG	377867880	1/22/2015	1/23/2015	1/27/2015	KWIK TRIP 33000003301	5.97
ANDERSON DOUG	377867881	1/22/2015	1/23/2015	1/27/2015	PIZZA PLUS	50.00
ANDERSON DOUG	377867882	1/23/2015	1/23/2015	1/27/2015	PIZZA PLUS	35.00
ANDERSON DOUG	377867883	1/23/2015	1/23/2015	1/27/2015	PIZZA PLUS	35.00
ANDERSON DOUG	377867884	1/22/2015	1/23/2015	1/27/2015	RUCKS MEAT MARKET	36.27
SMITH KELLY	375382422	12/26/2014	12/29/2014	1/27/2015	SOUTH CENTRAL SERVICE	75.00
SMITH KELLY	375504657	12/29/2014	12/30/2014	1/27/2015	USPS 26073001733418328	10.80
SMITH KELLY	376320861	1/9/2015	1/9/2015	1/27/2015	MINNESOTA SCHOOL BOARD	125.00
SMITH KELLY	376767903	1/13/2015	1/14/2015	1/27/2015	LORING RAMP	16.00
SMITH KELLY	377109435	1/14/2015	1/16/2015	1/27/2015	SOUTHWES	883.40
SMITH KELLY	377431119	1/19/2015	1/20/2015	1/27/2015	MAIN ST DONUTS & DELI	125.86
SMITH KELLY	377540812	1/19/2015	1/21/2015	1/27/2015	KWIK TRIP 33000003301	8.98
WICK KEN	375382423	12/27/2014	12/29/2014	1/27/2015	DNH*GODADDY.COM	419.94
WICK KEN	375571420	12/30/2014	12/31/2014	1/27/2015	DNH*GODADDY.COM	209.97
WICK KEN	376155692	1/6/2015	1/8/2015	1/27/2015	THE IDOCTOR LLC	620.34
WICK KEN	376320864	1/8/2015	1/9/2015	1/27/2015	CDW GOVERNMENT	386.03

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
WICK KEN	377109438	1/16/2015	1/16/2015	1/27/2015	META INC	245.00
WICK KEN	377109439	1/14/2015	1/16/2015	1/27/2015	KALAHARI RESORTS	78.58
WICK KEN	377305702	1/18/2015	1/19/2015	1/27/2015	AmazonPrime Membership	99.00
WICK KEN	377431120	1/18/2015	1/20/2015	1/27/2015	APPLE STORE #R054	321.95
WICK KEN	377867866	1/23/2015	1/23/2015	1/27/2015	AMAZON MKTPLACE PMTS	93.87
DEUTSCH JOE	376320862	1/8/2015	1/9/2015	1/27/2015	STEFFEN HARDWARE	37.73
DEUTSCH JOE	376320863	1/7/2015	1/9/2015	1/27/2015	SIWEK LUMBER & MILLWOR	230.19
DEUTSCH JOE	377109436	1/15/2015	1/16/2015	1/27/2015	ACME TOOLS #110	357.00
DEUTSCH JOE	377109437	1/15/2015	1/16/2015	1/27/2015	WOODCRAFT 306	87.94
DEUTSCH JOE	377540813	1/20/2015	1/21/2015	1/27/2015	MENARDS BURNSVILLE	198.42
GROTBERG CAREN	377667582	1/21/2015	1/22/2015	1/27/2015	COBORN S SUPERSTORE	42.19
ACTIVITIES BELLE P	376320876	1/9/2015	1/9/2015	1/27/2015	REGISTER.CORDONCO.COM	96.00
ACTIVITIES BELLE P	376320877	1/9/2015	1/9/2015	1/27/2015	REGISTER.CORDONCO.COM	96.00
ACTIVITIES BELLE P	376320878	1/9/2015	1/9/2015	1/27/2015	REGISTER.CORDONCO.COM	96.00
ACTIVITIES BELLE P	376320879	1/9/2015	1/9/2015	1/27/2015	REGISTER.CORDONCO.COM	96.00
ACTIVITIES BELLE P	376320880	1/9/2015	1/9/2015	1/27/2015	REGISTER.CORDONCO.COM	96.00
ACTIVITIES BELLE P	376767913	1/11/2015	1/14/2015	1/27/2015	HOTEL WINNESHIEK	133.28
ACTIVITIES BELLE P	377305709	1/18/2015	1/19/2015	1/27/2015	AFTON ALPS:A FRAME OFF	929.00
ACTIVITIES BELLE P	377305710	1/17/2015	1/19/2015	1/27/2015	AFTON ALPS:A FRAME OFF	44.00
ACTIVITIES BELLE P	377305711	1/17/2015	1/19/2015	1/27/2015	ALTON ALPS: RENTAL	399.00
ACTIVITIES BELLE P	377305712	1/17/2015	1/19/2015	1/27/2015	AFTON ALPS: SKI SCHOOL	15.00
SPARBY MINDY	375504658	12/29/2014	12/30/2014	1/27/2015	AMAZON MKTPLACE PMTS	10.18
SPARBY MINDY	375504659	12/29/2014	12/30/2014	1/27/2015	LIFE UNIFORM 0348	216.62
SPARBY MINDY	375504660	12/29/2014	12/30/2014	1/27/2015	BURNSVILLE UNIQUE	9.98
SPARBY MINDY	376048676	1/6/2015	1/7/2015	1/27/2015	UNIVERSAL ATHLETIC	27.50
SPARBY MINDY	376767904	1/13/2015	1/14/2015	1/27/2015	MSHSL	170.00
SPARBY MINDY	377867862	1/22/2015	1/23/2015	1/27/2015	REGISTER.CORDONCO.COM	53.50
SPARBY MINDY	377867863	1/22/2015	1/23/2015	1/27/2015	REGISTER.CORDONCO.COM	53.50
SPARBY MINDY	378057442	1/24/2015	1/26/2015	1/27/2015	DISPLAYS2GOCOM	56.34
SPARBY MINDY	378057443	1/23/2015	1/26/2015	1/27/2015	SCHOOL OUTFITTERS	178.38
SPARBY MINDY	378057444	1/24/2015	1/26/2015	1/27/2015	MSHSL	170.00
COMM ED BELLE PLAINE	375838743	1/3/2015	1/5/2015	1/27/2015	Amazon.com	26.58
COMM ED BELLE PLAINE	376320872	1/9/2015	1/9/2015	1/27/2015	USPS 26073001733418328	8.19
COMM ED BELLE PLAINE	376320873	1/9/2015	1/9/2015	1/27/2015	Discount School Supply	263.15
COMM ED BELLE PLAINE	376320874	1/9/2015	1/9/2015	1/27/2015	Discount School Supply	(129.90)
COMM ED BELLE PLAINE	376512834	1/11/2015	1/12/2015	1/27/2015	SAMSCLUB #6311	129.30
COMM ED BELLE PLAINE	376635343	1/12/2015	1/13/2015	1/27/2015	USPS 26073001733418328	493.08

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
COMM ED BELLE PLAINE	376767909	1/13/2015	1/14/2015	1/27/2015	INNOVATIVE OFFICE SOLU	119.17
COMM ED BELLE PLAINE	376903862	1/14/2015	1/15/2015	1/27/2015	USPS 26073001733418328	7.46
COMM ED BELLE PLAINE	377109447	1/15/2015	1/16/2015	1/27/2015	COBORN S SUPERSTORE	9.67
COMM ED BELLE PLAINE	377109448	1/15/2015	1/16/2015	1/27/2015	USPS 26073001733418328	12.78
COMM ED BELLE PLAINE	377431121	1/19/2015	1/20/2015	1/27/2015	COBORN S SUPERSTORE	11.47
COMM ED BELLE PLAINE	377540814	1/20/2015	1/21/2015	1/27/2015	CONTINENTAL CLAY COMPA	102.07
COMM ED BELLE PLAINE	377867877	1/22/2015	1/23/2015	1/27/2015	USPS 26073001733418328	17.85
COMM ED BELLE PLAINE	377867878	1/23/2015	1/23/2015	1/27/2015	USPS 26073001733418328	10.82
COMM ED BELLE PLAINE	377867879	1/22/2015	1/23/2015	1/27/2015	SCHOLASTIC BOOK CLUB	3.50
ELEMENTARY CHATFIELD	375382425	12/23/2014	12/29/2014	1/27/2015	DEMCO INC	100.66
ELEMENTARY CHATFIELD	376155694	1/7/2015	1/8/2015	1/27/2015	OFFICEMAX CT*IN#346266	7.92
ELEMENTARY CHATFIELD	376155695	12/8/2014	1/8/2015	1/27/2015	WEST MUSIC CATALOG	36.00
ELEMENTARY CHATFIELD	376155696	1/8/2015	1/8/2015	1/27/2015	Amazon.com	36.67
ELEMENTARY CHATFIELD	376320868	1/8/2015	1/9/2015	1/27/2015	AMAZON.COM	72.03
ELEMENTARY CHATFIELD	376320869	1/8/2015	1/9/2015	1/27/2015	AMAZON MKTPLACE PMTS	24.18
ELEMENTARY CHATFIELD	376320870	1/8/2015	1/9/2015	1/27/2015	AMAZON MKTPLACE PMTS	34.90
ELEMENTARY CHATFIELD	376903861	1/14/2015	1/15/2015	1/27/2015	COBORN S SUPERSTORE	41.24
ELEMENTARY CHATFIELD	377109444	1/15/2015	1/16/2015	1/27/2015	FITNESS FINDERS INC	116.00
ELEMENTARY CHATFIELD	378057448	1/26/2015	1/26/2015	1/27/2015	SSI*CLASSROOM DIRECT	66.83
ELEMENTARY CHATFIELD	378057449	1/24/2015	1/26/2015	1/27/2015	LAKESHORE LEARNING #23	347.89
ELEMENTARY OAK CREST	376320871	1/9/2015	1/9/2015	1/27/2015	TARGET 00012724	24.70
ELEMENTARY OAK CREST	376767908	1/13/2015	1/14/2015	1/27/2015	RGS Pay*	34.93
ELEMENTARY OAK CREST	377109445	1/15/2015	1/16/2015	1/27/2015	GOPHER SPORT	727.95
ELEMENTARY OAK CREST	377109446	1/14/2015	1/16/2015	1/27/2015	LEARNING A-Z	91.62
ELEMENTARY OAK CREST	377305703	1/17/2015	1/19/2015	1/27/2015	CONTINENTAL CLAY COMPA	456.51
ELEMENTARY OAK CREST	377867875	1/23/2015	1/23/2015	1/27/2015	SSI*SCHOOL SPECIALTY	59.95
ELEMENTARY OAK CREST	377867876	1/23/2015	1/23/2015	1/27/2015	STUTTERING THERAPY RES	48.10
ELEMENTARY OAK CREST	378057450	1/26/2015	1/26/2015	1/27/2015	SSI*SCHOOL SPECIALTY	293.37
HANSON LIANN	376767905	1/12/2015	1/14/2015	1/27/2015	ZOHO CORPORATION	19.00
HANSON LIANN	377867864	1/21/2015	1/23/2015	1/27/2015	MASBO 00 OF 00	110.00
HANSON LIANN	377867865	1/21/2015	1/23/2015	1/27/2015	MASBO 00 OF 00	470.00

Total	40,995.29
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Chuck Keller
Business Manager
Margot Hansen
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: February 23, 2015
 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	Nature of Donation/Gift	Amount
01.07.2015	Box Tops	Chatfield Elementary	1,240.20
01.07.2015	Box Tops	Oak Crest Elementary	1,262.20
01.12.2015	Coupons for Education	Oak Crest Elementary	135.00
01.20.2015	Belle Plaine Elementary PTO	Chatfield Elementary – Tumbleweed Renewal	499.00
01.20.2015	Belle Plaine Elementary PTO	Chatfield Elementary – RTI	1,129.00
01.20.2015	Belle Plaine Elementary PTO	Chatfield Elementary – Kindergarten Books	1,000.00
01.23.2015	Emerson Charitable Trust	Robotics Program	3,000.00
01.28.2015	Belle Plaine Elementary PTO	Oak Crest Elementary – Music Program (Boom Wackers, Pianist Assistants)	636.00

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**Belle Plaine High School
School Board Report
Submitted by Dave Kreft
February, 2015**

Appreciation:

- Snow Fest culminated with the dance on February 14th. Some of the events included dress up days like 'Merica Day and Grown Up Day, door decorating, and a dance competition. We are fortunate to have staff members who are willing to lead and participate in the events. Their participation encourages more and more student participation.
- We had a student half day on February 13th. Our morning session was comprised of Ramp Up workshop activities and a Scheduling Showcase. Each of our teachers had the opportunity to share key details and benefits of the classes they instruct. Students heard directly from the people who teach the courses on the rigor and expectations of the course. Students downloaded the Registration Guide to their iPads. We want students to make informed decisions on registration, so we have expanded our efforts to share the message. Our plan is for students to register in their Ramp Up groups the last week of February.

Acceleration:

- Based on feedback we had received from staff member and experiences we had with curriculum discussions, we engaged in Vertical Teaming on February 17th. The teams were comprised of K-12 teachers representing each department. I had the opportunity to facilitate the social studies conversation. Some of the takeaways:
 - We focused on one of the "civics" standards and found that terms like "citizen" and "voting" appear in the lower elementary and remain present through senior high. The rigor of the work in relation to the terms obviously increases.
 - An appreciation was gained for "what" is taught in social studies at each grade level. While further conversation needs to take place, an acknowledgment of where geography, history, and civic skills are taught resulted.
 - At the K-2 level, social studies standards are folded in with other activities and are most closely connected with reading.
 - Further investigation on how to address American history will take place. American history is taught in 5th, 7th, and 10th grade. How should the classes overlap?

Anticipation:

- The second round of conferences are here! As we have been doing, we are included other activities to "get people in the door." Laurie Green is hosting a session on college credit earning options (CIS, articulation, PSEO) one of the nights. The Big Band Extravaganza is taking place on the Thursday of conferences and our winter eligibility meeting will take place after Monday night's conferences.
- Mindy Chevalier and I will soon be convening the Principals' Advisory Commission. This will be the third year we have done it. As we meet with the randomly selected grade level representatives, we ask questions to understand how students view our school and how we can improve. Results will be shared in a future board report.

Appreciation:

- Thank you to our guest readers who came to read thus far this month. (Dr. Smith, Mr. Pingalore, and Officer Brian Vycital). We are looking forward to Mindy Sparby visiting the Chatfield classrooms next week.
- Chatfield's *I love To Read* theme is, "*Setting Sail for Reading Paradise*". If you walk in our hallway by the media center, you will find a beautiful mural of a boat, water, and Palm Trees. Our goal is 100,000 minutes!
- February 18th was Kindergarten's *Bring a Buddy to Breakfast* day. Thank you to all of our visitors.

Acceleration:

- PLC: The PLC Leadership Team has completed the book study on Formative Assessment in Every Classroom. The book and learning from C. C. Lindstroth were very closely connected. The leadership team is going to spend the next three months completing the vertical teaming document for Foundational Literacy Skills.
- The vertical teaming meetings that occurred on February 16, helped to push standards work K-12 forward. We were able to have conversations around vocabulary, definitions of vocabulary, increasing rigor as students gain skills, where gaps may occur, and how to switch up our teaching and delivery to best meet the needs of the kids.
- Read-A-Thon will run from March 6th-March 27th. This is a fundraiser that we are going to use as the sole PTO fundraiser starting next fall. This spring we are using it as a second fundraiser to practice what works and what doesn't. The great thing about the Read-A-Thon is that parents and family pledge money for their students to read. There are no counting minutes read, no sale or delivery of product, just reading! During the week of April 6-10 we will have students reading during morning meeting (approx. 25 minutes per day).
- The second grade teachers and students visited the Rapids Lake nature center by Jordan on February 17th and 20th. The kids were able to snowshoe, learn about animals, and nature all while having fun! There are several pictures posted on our Chatfield Facebook page.

Anticipation:

- Kindergarten Information Nights are on March 9th and 12th.
- Conferences March 17th and 19th from 3:30-7:30 p.m.
- Beginning Kindergarten Information Night is on April 7th
- March 20th Fun Friday Dress-Up Day is MUSTACHE AND TIARA Day
- First Grade Bring A Buddy To Breakfast is March 25th
- Second Grade Music Performance March 26th at 2:15
- Read-A-Thon Kick off March 6th. The kick-off is going to be exciting so if you would like to visit, the program will start at 9:00 am Chatfield.
- Read-A-Thon Finale will be March 27th at Oak Crest

**Belle Plaine High School
School Board Report
Submitted by Margot Hansen
January 26, 2015**

Appreciation:

- Data days with each grade level at Oak Crest were productive. Teachers spent time mapping out their instructional time with students between now and the end of the school year. Data drove the discussions, with student needs at the forefront of their planning. Great team work!
- I had the opportunity to meet with the Specialist PLC a couple different times. In one situation, we discussed ways in which they could implement a more literacy-based approach to what they do on a regular basis in order to provide support for our ELA teachers. On a second occasion, Mindy Chevalier and I were able to share OLPA results, explain plans in place to address the results and discuss with them ways in which we could motivate students to give their best effort on the Spring MCA. I am very thankful for their willingness to be a part in supporting and motivating our students.

Acceleration:

- Throughout the past few months, in meetings with teachers, many have indicated that they would really like to have time to align curriculum and vocabulary, as well as discuss practices between grade levels. On Monday, February 16th, teachers had the opportunity to do just that. In most content areas there was K-12 representation. The meeting structure started with the standard, moved into discussion about vocabulary and definitions, and was finalized with mention of practices and/or projects that are used to teach the standard. Teachers had the time to talk to other professionals, invested in the same content areas, about how to make their instructional practices better or more refined.

Anticipation:

- Reviewing the feedback from the Vertical Team meetings on February 16th has helped determine our next steps in moving forward with this process. All teachers indicated there was value in the practice. Beginning in March we hope to have K-12 content area teachers meeting more often about standards and best instruction.
- OLPA results in grade 7-8 were mailed out to parents. It is our hope that parents will bring their copy of the results to their teachers to discuss them further. OLPA results will also be shared at the 3-6 level during conferences.

Board Report
2/19/15

Mindy Chevalier - Assistant Principal / Activities Director

Appreciation

- Congratulations to the Scott West wrestlers and coaches on advancing to the State Wrestling meet! The Team tournament will be held at the Xcel Center on Thursday, February 26. The first match starts at 9am vs. Milaca!
- Congratulations to our One Act Play cast/crew and directors for another great run! "One Flew Over the Cuckoo's Nest" won the Sub-Section and placed 3rd at Sections!
- Mr. Jacobson and Ms. Niemela are hard at work coaching the Speech Team! Their competitions began last Saturday at Jordan where they took 1st place!

Anticipation

- Seedings are out for Boys Basketball. #4BP will host #5NYA on February 24th at 7pm at the High School.
- Parent Teacher Conferences are set and ready to go for Thursday, February 19th and Monday, February 23rd.
- Spring Eligibility night is following conferences on Monday, February 23rd at 7:30pm. Spring activities include: Trap Team, Boys/Girls Golf, Boys/Girls Track, Softball and Baseball

Acceleration

- Mr. Schultz and Mr. Otto continue to get great numbers in the after school strength and conditioning program! The addition of 6 new treadmills has been beneficial to both the after school program as well as our Weight Training classes during the school day. (acceleration...pun intended)
- Our 7th and 8th grade English and Math teachers for their communication of OLPA test scores to our students. The next steps are under way for setting goals of improvement as well as generating excitement for the upcoming MCA's in April!
- I have met with the Junior High Student Council to talk about some possible extrinsic motivation ideas for students as we gear up for MCA testing this spring. They have come up with some fun ideas that I look forward to bringing to our staff.

Board Report
February 23rd, 2015
Oak Crest Elementary
Liann Hanson

Appreciation:

- **I LOVE to Read** Thanks goes out to our staff and students for making February a wonderful I LOVE to Read month!
- **TIME** Thanks to Ms. Amundson for running Time I Move Everyday during January! It got both our kids and staff moving!
- **5th Grade Dance** Thanks to Ms. Amundson and Mr. Velzke for a great job organizing our 5th Grade Formal dance on Tuesday, February 17th! Students did a great job dancing with their parents and other students!
- **Friends of the Library** Thanks to the members of the Friends of the Library for donating money to our I LOVE to Read committee. We purchased books for an all school read aloud: Tuck Everlasting

Acceleration:

- **Candy Sales** Our annual candy bar sales has kicked off! Students can choose to sell candy bars during a few weeks in February. Money goes towards the Wolf Ridge ELC trip and to other field trips in other grades.
- **Writer's Round Table** We had our February Writer's Round Table on Wednesday, February 9th with students in 3rd-6th grade who were selected by their teachers as having excellent writing. Students had lunch with the principal and were able to share their writing.
- **FFA Week** Students had a great time learning from high school FFA students during the week of February 17th. 3rd grade made soy boys, 4th grade made pumpkin pies, 5th grade made mini green house, and 6th grade made ice cream during their FFA time.
- **Presidential Presentations** Our 4th grade students will be getting into Presidential Mode with their presentations on their President on Friday, February 20th at 2:15 PM
- **OLPA Testing** We finished our OLPA testing during the month of February. Staff met with Margot to review data and to align instruction and learning to meet student needs.

Anticipation

- **All School Meeting** We have our March All School Meeting on Friday, March 13th. The 5th graders will be presenting their dancing skills and we will be celebrating Terrific Tigers!
- **Terrific Tiger Breakfast** We are up and running on our Terrific Tiger program for 2015. We will have a trait of the month, have announcements each morning during that month around that trait, and honor students who exemplify this trait at the end of each month.
- **Parent Teacher Conferences** We have Parent Teacher Conferences on March 17th and 19th!
- **Read-a-Thon** We are having a read-a-thon during the month of March and into April. This is a fundraiser that we are going to use as the sole PTO fundraiser starting next fall. This spring we are using it as a second fundraiser to practice what works and what doesn't. We will move forward next autumn as having the Read-a-Thon as the one and only fundraiser the PTO will run. The great thing about the Read-a-Thon is that parents and family pledge money for their students to read. There is no counting minutes read, no sale or delivery of product, just reading.

Executive Summary

Jordan and Belle Plaine Transition Program Proposal:

Starting in the Fall of 2015, the Jordan and Belle Plaine School Districts would like to start building capacity for our 18-21 year old students by starting a transition program. Students attending the transition program are students who are graduating off of their IEP and need extra support in the area(s) of independent living, employment and post-secondary skills.

*To keep a transition program running, the districts will need at least **two students per district** in the program. The purpose of building a transition program in Jordan and Belle Plaine is to help students utilize resources and employment opportunities within their community or surrounding communities. Students will learn how to use transportation that is offered in their community, find employment opportunities within their community or surrounding communities, and build a plan for when they graduate and receive their diploma (portfolio, resume, etc.). For some students, this program can be offered until they are 21 years of age or when they have met their goals and objectives on their IEP (which ever comes first).*

*It is important to remember that these cost savings could vary based on the programming costs and changes at SouthWest Metro Cooperative. Based on current state tuition billings and after including new costs associated with the program, the Belle Plaine Schools could save an estimated \$340,461 in special education tuition billing over the next **three years**. Jordan would save an estimated \$703,910 in special education tuition billing for a total savings of \$1,147,441. The costs shown are actual estimates provided by SouthWest Metro. The savings in special education tuition will most likely help with our special education state aid and therefore less will be needed from other district reserves to cover the cost of district special education programming within the district(s). It is important to remember that tuition rates are changing within the cooperative due to the change of core costs, rates for non-member districts, and student numbers within the program. To help with special education tuition rates, the district can use federal dollars FIN 419 to allocate towards tuition. With the amount of federal dollars the district receives, the special education department allocates yearly between \$100,000 and \$125,000 towards tuition billing.*

To start out the 2015 school year, both Jordan and Belle Plaine Public Schools will share the costs of one Transition Teacher and one to two Paraprofessional(s). Total cost of staffing per district is \$17,127 (after reimbursement). Each district will be responsible for the contracted service per student with the coordination of work experience through SW Metro Educational Cooperative. Curriculum and resources will be shared between the two districts and is estimated to cost per district is \$18,000. Curriculum costs will be purchased using federal dollars. Transportation costs can differ based on the type of programming the student needs. The cost per district after reimbursement for transportation is estimated at \$465 for Belle Plaine Public Schools and \$1,100 for Jordan Public Schools.

To ensure the safety and support of our students it will be critical to have proper supervision of the transition program. This is where it would benefit both Jordan and Belle Plaine Public Schools to hire additional coordination/supervision under the Special Services Department. This will allow a licensed administrator in district 5 days a week. Along with other supervision responsibilities, the Special Education Supervisor will also be responsible for the following duties:

- Work with staff on daily questions, emailing, programming issues and development, etc.
- Assist with State Monitoring Cycle and Due Process
- Assist Director in Supervision of Transition Program
- Attend all Setting IV and Day Treatment Programs meetings
- Set up and facilitate MNCIMP (Minnesota Continuous Improvement Monitoring Process)
- Attend and Supervise ECSE programs, meetings, state rules, policies, etc.
- Continue to lead in Pyramid Model Process in Jordan
- Assist in RTI/Evaluations
- Coordinate and Assist in Supervising ESY Programs
- Administration in both districts at all times

With having a Special Education Supervisor, this allows me to:

- Provide more support and process with business office, PAR logs, EDRS, keep up with the new Funding Formula
- Provide more support for EL programs
- Assist with principals with paraprofessionals with evaluations and tracking
- Provide more support with teacher evaluations and tracking
- Assist more with district Staff Development
- Concentrate on monitoring with two districts (due process and fiscal)
- Concentrate on Parent Advisory Council and building relationships
- Become more available in both districts

Both Jordan and Belle Plaine Public Schools will be using federal dollars to support the cost of a Special Education Supervisor. Both districts receives federal dollars for programming and services birth through 21. Early childhood falls under FIN 420 and 422, K – 12 falls under FIN 419, and because both districts are MNCIMP districts, we received federal dollars under FIN 435. Federal dollars can be used, and both districts use federal dollars for: purchasing contracted services, payroll personnel, staff travel, equipment repair and maintenance, instructional supplies, office supplies, staff benefits, etc. State dollars (FIN 740) pays for the majority of our staff payroll, contracted services, instructional supplies, equipment for instruction, and purchased services from other districts.

Administration FTE to SpEd Student Ratio:

- New Prague: 2.25:500 = 1:222 (Director of Ed. Services, SpEd Supervisor, 3 part-time sped coordinators)
- TCU: 1:270
- Watertown-Mayer: 1:270
- **Jordan/Belle Plaine: 1:500**

Cost Breakdown:

Both districts will allocate their FIN 420, 422, 435 to cover part of the supervisors salary. The rest of the salary will be covered under FIN 419.

Total Working Days = 215 Days
Expected Salary = \$72,000 (\$36,000 per district)
Benefits = \$18,000 (\$9,000 per district)
Total Cost = \$90,000 (\$45,000 per district)

Funding Source = FIN 419, 420, 422, 435

2014-2015 Allocations of FIN 420 = BP (\$4,633)
FIN 422 = BP (\$2,494)
FIN 435 = BP (\$5,000)
Total = \$12,127

Remaining Cost = \$32,873 (salary and benefits)

FIN 420 = Jordan (\$5,559)
FIN 422 = Jordan (\$4,989)
FIN 435 = Jordan (\$5,000)
Total = \$15,548

Remaining Cost = \$29,452 (salary and benefits)

2013-2014 Carryover for FIN 419 = BP (\$93,529) - \$32,873 = \$60,656 (carryover)
FIN 419 = Jordan (\$132,200) - \$29,452 = \$102,748 (carryover)

Financial Summary:

Transitions Savings/year	\$113,000
Add. Cost for Staff/year	\$ 45,000
Net Savings Annually	\$ 68,000



Achievement and Integration Revenue FY 2016 Budget Worksheet

Use this worksheet to list proposed expenditures of FY 2016 Achievement and Integration revenue. Address general questions on budget submission to the Office of Equity and Innovation, 651-582-8462. Return this worksheet by March 15, 2015 to mde.integration@state.mn.us.

Electronic submission is required. Please submit using the file name *AI Budget [Your District Name]*

District Name: Belle Plaine
District ISD Number: 716
Superintendent: Kelly D. Smith
Collaborative: Sibley East - Belle Plaine

Document prepared by: Kelly D. Smith
Phone: 952-873-2400
E-mail: ksmith@belleplaine.k12.mn.us

If you have been notified by MDE that your district has one or more Racially Identifiable Schools in your district, please list those

Initial Integration Revenue expenditures (all FIN 313 expenditures)	\$ 51,567.00
Total Incentive Revenue expenditures (all FIN 318 expenditures)	\$ -
TOTAL REVENUE	\$ 51,567.00

Directions: Please use the AI Budget Guide to create this budget. Budget worksheets are organized around budget guidelines explained in the guide. Use the space within each tabbed page to write budget narratives. Add additional pages as needed. Proposed expenditures that align with budget guidelines may be approved for programs and included in a district's Achievement and Integration plan approved by MDE. Consult the Budget Guide for details on allowable expenses.

CERTIFICATION STATEMENT

We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is a true and complete representation of the fiscal year 2016 Achievement & Integration Revenue budget that was approved by the school board.

Board Approval Date 23-Feb-15

School Board Chair _____ **Date** _____

Superintendent _____ **Date** _____

Approved Initial Revenue: _____ **Approved Incentive Revenue:** _____

MDE Approval: _____ **Date:** _____



FY 2016 Achievement and Integration Budget Worksheet

District Number:

District Name:

80% Direct Services to Students

On this worksheet please list all proposed expenditures for Direct Services to Students. At least 80% of a district's proposed expenditures must be used for approved programs providing direct services to students. See the current AI budget guide for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY16 expenditures by 12/1/16.	Identify the activity in your plan that this expenditure supports. Provide a brief description of how these funds will be used to support that activity.
Continue with a .67 FTE Math Teaching position to lower class sizes and accelerate efforts to decrease the achievement gap between our students in poverty and our overall student population	030	256	313	140	\$39,360.00		This teacher will work with students to reach proficiency on Math assessments. The majority of students who struggle with proficiency are minority students and/or free & reduced meal students. District general fund will cover the benefits.
Payroll Taxes and Health Insurance benefits for .67 FTE Math position	005	256	313	220	\$12,207.00		This budget area covers payroll taxes and health insurance for the .67 FTE Math teacher listed above.
Provide learning opportunities for students in grade 4, 7, 9 & 11 in topics such as Kindness, Courage, Respect & Responsibility	005	219	313	305	\$0.00		The district will contract with youth Frontiers to offer retreats for each of the grade levels to build characteristics such as Kindness, Courage, Respect & Responsibility while interacting as an entire grade level.
TOTAL					\$51,567.00	\$0.00	

Notes or Comments:



FY 2016 Achievement and Integration Budget Worksheet

District Number:

District Name:

20% Professional Development

On this worksheet please list all proposed expenditures for professional development. No more than 20% of the budget may be spent on PD costs included in a district's MDE-approved plan. See the current AI Budget Guide for details.

Line Item Description	UFARS Code Required				Budgeted Amt	Actual Amt	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY16 expenditures by 12/1/16.	Identify the activity in your plan that this expenditure supports. Provide a brief description of how these funds will be used to support that activity.
TOTAL					\$0.00	\$0.00	

Notes or Comments:

FY 2016 Achievement and Integration Budget Worksheet

District Number:

District Name:

10% Admin/Indirect Costs

On this worksheet please list all Administrative/Indirect proposed expenditures for your FY16 budget. No more than 10% of the budget may be spent on Admin/Indirect costs included in a district's MDE-approved plan. See the current AI Budget Guide for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Expenditures	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item	Resubmit form with actual FY16 expenditures by 12/1/16	Identify the activity in your plan that this expenditure supports. Provide a brief description of how these funds will be used to support that activity.
Total					\$0.00	\$0.00	

Notes or Comments:



FY 2016 Achievement and Integration Budget Worksheet

District Number:

District Name:

80% Direct Services to Students

On this worksheet please list all proposed expenditures for Direct Services to Students for your district's Racially Identifiable School(s). At least 80% of a district's proposed expenditures must be used for approved programs providing direct services to students. See the current AI Budget Guide for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Expenditures	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY16 expenditures by 12/1/16.	Identify the activity in your plan that this expenditure supports. Provide a brief description of how these funds will be used to support that activity.
TOTAL					\$0.00	\$0.00	

Notes or Comments:



FY 2016 Achievement and Integration Budget Worksheet

District Number: District Name:

20% Professional Development

On this worksheet please list all proposed expenditures for professional development for your district's Racially Identifiable School(s). No more than 20% of the budget may be spent on PD costs included in a district's MDE-approved plan. See the current AI Budget Guide for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Expenditures	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item	Resubmit form with actual FY16 expenditures by 12/1/16	Identify the activity in your plan that this expenditure supports. Provide a brief description of how these funds will be used to support that activity.
TOTAL					\$0.00	\$0.00	

Notes or Comments:



FY 2016 Achievement and Integration Budget Worksheet

District Number:

District Name: Belle Plaine

10% Admin/Indirect Costs

On this worksheet, please list all Administrative/Indirect proposed expenditures for for your district's Racially Identifiable School(s). No more than 10% of the budget may be spent on Admin/Indirect costs included in a district's MDE-approved plan. See the current AI Budget Guide for details.

Line Item Description	UFARS Code Required				Budgeted Amount	Actual Expenditures	Budget Narrative
	ORG	PROG	FIN	OBJ			
Provide a short description of the expenditure.					List the total amount budgeted for this line item.	Resubmit form with actual FY16 expenditures by 12/1/16.	Identify the activity in your plan that this expenditure supports. Provide a brief description of how these funds will be used to support that activity.
TOTAL					\$0.00	\$0.00	

Notes or Comments:



Independent School District No. 716 *District Contact Information*

<http://www.belleplaine.k12.mn.us>

District Calendar 2015-2016

Recommendation

District Office: (952) 873-2400

Chatfield Elementary: (952)

873-2401

Oak Crest Elementary: (952)

Jul-15

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

Jan-16

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

- No School (Holiday)
- No School (Teacher Workshop Day)
- 22 Parent-Teacher Conferences
- 22 End of Quarter or Trimester

August

31 Teachers Workshop

September

- 1-3 Teachers Workshop
- 7 No School - Labor Day
- 8 School Begins 7-12
- 8-9 K-6 Conferences 9 am to 5 pm
- 10 School Begins K-6

October

- 12, 13 K-6 Parent Teacher Conferences
- 15-16 No School Education MN Conference

November

- 10 End of 1st Quarter
- 13 No School - Teacher Workshop
- 23, 24 7-12 Parent Teacher Conferences
- 25-27 No School - Thanksgiving Break

December

- 23-31 No School - Holiday Break

January

- 1 No School - Holiday Break
- 4 School Resumes
- 18 No School - Martin Luther King Jr. Day
- 27 End 2nd Quarter / 1st Semester
- 29 No School - Teacher Workshop

February

- 9, 11 K-6 Parent Teacher Conferences
- 15 No School - President's Day
- 18, 22 7-12 Parent Teacher Conferences

March

- 21 - 25 No School - Spring Break

April

- 7 End 3rd Quarter
- 8 Teacher Workshop

May

- 30 No School - Memorial Day

June

- 9 Last student day - End of 4th Quarter / 2nd Semester
- 10 Teacher workshop
- 12 Graduation

Student Contact Day Summary

Quarter Summary	Trimester Summary
1st Quarter 44	1st Trimester
2nd Quarter 43	2nd Trimester
3rd Quarter 44	3rd Trimester
4th Quarter 43	
Total 174	Total 0

8 teacher workshop days

2 days allotted for parent-teacher conferences

Total teacher days: 184

Aug-15

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

Feb-16

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

18

Sep-15

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

Mar-16

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

20

Oct-15

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

Apr-16

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

18

Nov-15

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

May-16

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

20

Dec-15

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

Jun-16

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

21

16

7

1st Reading: 04/24/2006

2nd Reading: 05/22/2006

Approved: 6/26/2006

Reviewed: 12/17/2012

Reviewed: 10/28/2013

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
 4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that

was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “MySpace” and “Facebook.”
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the

downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data

stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 - 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parent, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 999 (W.D. Mo. 2013)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: _____

MSBA/MASA Model Policy 524

Orig. 1996

Revised: _____

Rev. 2012 2014

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses,

identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. ***[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]***

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use

computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

ALTERNATIVE NO. 1

For a school district which does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under state law, Minn. Stat. § 125B.15.

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use “other effective methods” to restrict student access to such materials.]

ALTERNATIVE NO. 2

Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.

- A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.
- B. school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

ALTERNATIVE NO. 3

School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

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

office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.

6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

This notification should include:

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

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
 MSBA/MASA Model Policy 603 (Curriculum Development)
 MSBA/MASA Model Policy 604 (Instructional Curriculum)
 MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School
District Property by Nonschool Persons)

1st Reading: 4/23/2007

2nd Reading: 5/22/2007

Approved: 9/24/2007

Reviewed: 10/28/2013

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities, and on school grounds, buses or field trips while under school district supervision.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.

- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- G. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- H. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- I. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence, and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility and supervision as deterrents to violence.
- E. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- F. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education and character/ values education (universal values, e.g. honesty, personal responsibility, self-discipline, cooperation and respect for others.)
- G. Establish clear school rules that prevent and deter violence.
- H. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- I. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- J. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- K. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy and identify differences in behavior and values that conflict with their own.
- L. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- M. Develop a student photo or name identification system for quick identification of

the student in case of emergency.

- N. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- O. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- P. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.57 (Crisis Management Policy)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L. Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

Adopted: _____

MSBA/MASA Model Policy 525

Orig. 1996

Revised: _____

Rev. 2005

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

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III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
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policies and procedures related to violence prevention and weapons.

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- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- G. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- H. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
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harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

[Note: The school board can adopt any of the prevention strategies that it intends to implement in its schools, including some or all of the following sample strategies.]

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- F. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- G. Establish clear school rules that prevent and deter violence.
- H. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- I. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- J. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.

- K. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- L. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- M. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- N. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- O. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- P. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.
- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. PERSONNEL

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.

- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.57 (Crisis Management Policy)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
[MSBA/MASA Model Policy 514 \(Bullying Prohibition Policy\)](#)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

1st Reading: 04/24/2006

2nd Reading: 5/22/2006

Approved: 6/26/2006

Reviewed: 11/25/2013

526 HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal

obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

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

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

Adopted: _____

MSBA/MASA Model Policy 526

Orig. 1997

Revised: _____

Rev. ~~2010~~ 2014

526 HAZING PROHIBITION

[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minn. Stat. § 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minn. Stat. § 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- ~~D G.~~ This policy applies to ~~behavior~~ hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation ~~and during and after school hours~~.
- ~~E H.~~ A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- ~~F I.~~ The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that

involves violation of state or federal law or of school district policies or regulations.

- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. “Student” means a student enrolled in a public school or a charter school.
- B F. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves

the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. ~~Teachers, administrators, volunteers, contractors, and other employees of the school district~~ A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, ~~observes,~~ or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, ~~or~~ work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. ~~Upon~~ Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at ~~its~~ their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students, or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

- ~~C D.~~ Upon completion of ~~the an~~ investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies; and regulations.
- ~~D E.~~ The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students ~~involved in a hazing incident and~~ who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law, ~~based on a confirmed report.~~
- ~~F.~~ In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, ~~or against any person who provides information about hazing,~~ who testifies, assists, or participates in an investigation of alleged hazing, or ~~against any person~~ who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

[Note: Proper reference should be made to the appropriate handbooks in each school district.]

- A. This policy shall appear in each school's student handbook and in each school's

building and staff handbooks.

- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § ~~121A.0695~~ 121A.031 (School Student Bullying Policy Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

1st Reading: 4/23/2007

2nd Reading: 5/22/2007

Approved: 9/24/2007

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

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

immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in [other designated areas, e.g. parking lots designated for use only by staff or by the general public].
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures

It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspections, searches and/or seizures as provided by this policy.

D. Seizure of Contraband

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

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

VIII. VIOLATIONS

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

Legal References: U. S. Const., amend. IV

Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: _____

MSBA/MASA Model Policy 527

Orig. 1998

Revised: _____

Rev. 2002

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

~~It is the~~ The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. ~~It is the~~ The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

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

borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

[Note: This portion of the policy may need to be modified depending upon the designation of the high school campus as open or closed. For example, the school district may choose to adopt language for an open campus in the second sentence such as “Students may use motor vehicles on the high school campus[es] during the school day only during the student’s designated lunch period or if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle during the school day.”]

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in *[other designated areas, e.g., parking lots designated for use only by staff or by the general public]*.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of

motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

~~It shall be a~~ A violation of this policy occurs when ~~for~~ students ~~to~~ store or carry contraband in motor vehicles in a school district location or ~~to~~ interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

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

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

[Note: Some school districts may choose to allow students to park their cars in school

district locations, such as designated student parking lots, by permit only. Such a permit system can be used to assist in the dissemination and enforcement of the motor vehicle policy. For example, school districts instituting a permit system can advise students who apply for a permit that the motor vehicle policy exists and that their motor vehicles are subject to inspection and search by school officials. An acknowledgment form, such as the sample attached to this policy, can then be utilized to document the notice given and the student's receipt of the policy.]

[Note: If a school district institutes a permit system and intends to charge students a fee for parking permits, the procedures in Minn. Stat. § 123B.38 must be followed before the fees are implemented.]

VIII. VIOLATIONS

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

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
[MSBA/MASA Model Policy 712 \(Video Surveillance Other Than on Buses\)](#)

RESOLUTION ASKING OUR STATE LEGISLATORS TO SUPPORT
FORMULA FUNDING GROWTH FOR THE SCHOOLS AND
THE STUDENTS OF THE STATE OF MINNESOTA

WHEREAS, it is the responsibility of the Minnesota Legislature, under the Minnesota Constitution (Article XIII, Section 1), to “secure a thorough and efficient system of public schools throughout the state;” and,

WHEREAS, approximately 80 percent of the funding for public school district budgets is determined by the state legislature; and,

WHEREAS, Minnesota public schools have endured some very challenging funding years in recent years with a total of three percent per-pupil formula funding growth total over five years between 2009 and 2013; and,

WHEREAS, in recent years the rate of inflation has far outpaced the rate of Minnesota school formula funding with the equivalent of \$6,512 in today’s dollars being spent per-pupil on education in 2003 while only \$5,831 is being spent per-pupil on education this year, in 2015; and,

WHEREAS, schools in rural areas experienced significant declining enrollment during this same time period with their budgets retreating even further due to the loss of students; and,

WHEREAS, schools have high personnel costs with 80 percent of their annual budgets spent on the people the schools employ; and,

WHEREAS, with this higher personnel costs, the National Average Wage Index more accurately reflects the rising costs associated with public education than the rate of inflation as indicated by the National Consumer Price Index; and,

WHEREAS, the National Average Wage Index has risen annually one full percentage point higher on average than the rate of inflation over the last twenty years; and,

WHEREAS, the state budget is now in its best condition in many years to more fully fund a thorough and efficient system of public schools throughout the state.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District Number 716, State of Minnesota, as follows:

The Belle Plaine Public School Board asks our State Legislators to support our request for five percent growth in the per-pupil funding formula for each of the next two years, Fiscal Year 2016 and Fiscal Year 2017. Furthermore, we ask our State Legislators to vote in support of House File 350 and Senate File 163, which we understand would boost the formula allowance by five percent from \$5,831 to \$6,131 in the coming fiscal year.

School Board Member _____ introduced the above resolution and moved its adoption. The motion for the adoption of the foregoing resolution was duly seconded by Member _____. After due consideration by the Board, the Chair put the question upon the adoption of the resolution and the roll being called, the following named members of the Board voted in favor thereof:

_____ .

and the following voted against the same: _____ .

whereupon said resolution was declared duly passed and adopted.

This resolution passed and approved this twenty-third day of February, 2015.

Chair, ISD #716 School Board