

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, June 27, 2016

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:

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

4. Consensus Items:

Chair Gardner

1. Previous Board Meeting Minutes:

3

2. Approve Monthly Expenditures:

8

3. Personnel:

4. Student Enrollments:

5. Donations:

28

5. Discussion Items:

1. Superintendent Update:

Dr. Laager

2. Board Member Reports:

Board Members

3. Building Administrator Reports:

30

6. Action Items:

1. Long-Term Facilities Maintenance Resolution- SW Metro:

Mr. Keller

35

2. <u>2016-2017 Capital Budget:</u>	Mr. Keller	<u>40</u>
3. <u>2016-2017 Adopted Budget:</u>	Mr. Keller	<u>43</u>
4. <u>Review of Current Policies:</u>	Dr. Ryan Laager/Mr. Keller	<u>44</u>
7. <u>Upcoming Meetings:</u>		
8. <u>Adjourn:</u>		

Board Clerk _____

Date _____

Preliminary Minutes of Regular Board Meeting

MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING

The Board of Belle Plaine Public Schools

A Regular Board Meeting of the Board of Belle Plaine Public Schools was held Monday, May 16, 2016, beginning at 6:00 PM in the District Center - Board Room.

1. Call to Order:

Chairperson Gardner will call the meeting to order.

The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Gardner on Monday, May 16, 2016 at 6:00 pm at the District Center Board Room with the following members present: Vandermark, Giesen, Gardner, O'Brien, Kahle, Skelley and Supt. Laager.

2. Acknowledgment of Visitors and Special Presentations:

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

2. 1. Visual Arts Participants:

Carol Hannan-Orr will be present with her students to discuss their superior rating at the State Visual Arts competition.

- *1 excellent, 17 superior*
- *5 students going to state from Belle Plaine*

2. 2. Speech Participants:

Morgan Niemela and members of the state speech team will be present to discuss their experience at the state speech meet.

- *4 students advanced to state in 3 different categories*

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

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

Motion by Kahle and second by Giesen 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 Gardner

Motion by Giesen and second by Vandermark to approve all of the following consensus items. Motion carried unanimously.

4. 1. Previous Board Meeting Minutes:

Enclosed are the April 25, 2016 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of May were reviewed. Administration recommends approval of the May 2016 disbursements totaling \$990,549.41. This includes board payables of \$146,076.20, hand payments of \$296,935.68, electronic payments of \$530,606.29 and student activity payments of \$16,931.24.

4. 3. Personnel:

Approve an Employee Leave Request for Emily Berg effective from

approximately September 15, 2016 through December 5, 2016.

Accept the resignation of Michelle Gilreath-Wiebold, Paraprofessional, effective May 13, 2016.

Accept the resignation of Joe Deutsch, High School Teacher, effective June 10, 2016.

Approve the hire of Ashley Germscheid as a High School Social Studies Teacher for the 2016-2017 school year at MA Step 1, \$39,214.00.

Approve the hire of Tricia Wagner as a High School English Teacher for the 2016-17 school year at MA Step 9, \$51,688.00.

Approve the hire of Jennifer Buck, Kelly Poppler, Lyle Noah and Missy Caola as Summer Custodians at Step 1, \$14.02 through June 29, 2016 and \$14.44 effective July 1, 2016.

Approve a 5-year leave of absence for Sue Stier effective August 24, 2016.

Approve the hire of Delores Johnson as a long term substitute for Emily Berg, RTI Teacher, effective from approximately September 15, 2016 through December 5, 2016.

Approve the hire of Allison Beggs as a High School Social Studies Teacher for the 2016-17 school year at a BA Step 6, \$40,754.

Approve the hire of Mary Mesler as Director of Student Support Services effective 7/1/2016 at \$92,000 for 2016-17 and \$95,680 for 2017-18.

4. 4. Student Enrollments:

Approve a Burnsville grade 10 resident to attend Belle Plaine Schools effective April 21, 2016.

Approve two Belle Plaine residents, grades K and 4, to attend Eden Prairie Schools beginning September 6, 2016.

Approve a Belle Plaine grade 9 resident to attend Jordan Schools effective May 2, 2016.

Approve a Belle Plaine grade 10 resident to attend Shakopee Schools effective April 27, 2016.

4. 5. Donations:

Donations totaling \$12,986.68 were given to the Belle Plaine School District over the past several months. See the attached resolution for a full listing of the donations. Thank you to all who made these wonderful donations!

Date	Donor	Donation/Gift	Amount
04.04.2016	Wells Fargo – Neal Williamson	Chatfield Elementary	70.00
04.13.2016	Belle Plaine Rotary Club	Oak Crest – Book Club Books	500.00
04.13.2016	Steve & Janelle Eischens	Belle Plaine High School – Weight Room Project	100.00
04.21.2016	Belle Plaine PTO	Chatfield Elementary – Kindergarten Program	269.51
04.21.2016	Belle Plaine PTO	Chatfield Elementary – K-2 Field Trips	1,747.17
04.29.2016	Chuck & Monica Valek	Belle Plaine High School – FACS Sewing Machines	400.00
04.29.2016	Land O'Lakes Foundation	Belle Plaine High School – FACS Sewing Machines	400.00
04.29.2016	Kopp Family Foundation	Belle Plaine High School	1,000.00
04.29.2016	BP Basketball Association	Belle Plaine High School – Weight Room Project	5,000.00
04.29.2016	BP Baseball Association	Belle Plaine High School – Weight Room Project	3,000.00
04.29.2016	BP Youth Traveling Baseball	Belle Plaine High School – Weight Room Project	1,000.00

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Laager will provide updates on current school activities,
Presenter: Dr. Laager

- *New Language Arts Teacher, also was a former coach*
- *Social Studies Teacher can teach College in Schools Program*
- *POPS Concert – Exceptional Talent in our schools*

5. 2. Board Member Reports:

Board members will have an opportunity to share information about meetings they have attended over the past month.

Presenter: Board Members

Curriculum Meeting

- *Exciting Changes for next year*
- *APEX Learning – new opportunities for families and students*

Community Ed

- *Summer Enrollment – New classes this year*
- *Let's Go Fishing – Cedar Lake*
- *Questions regarding leadership – Dr. Laager*

5. 3. Building Administrator Reports:

6. Action Items:

6. 1. 2015-16 Budget Revisions:

We reviewed the 2015-16 budget revisions at the May work session.
Administration recommends approval of the 2015-16 Budget Revisions.
Presenter: Mr. Keller

Motion by Vandermark and second by O'Brien to approve the Budget Revisions for 2015-2016. Motion carried unanimously.

6. 2. 2016-17 Health and Dental Renewals:

Health and dental renewals were reviewed at our work session on May 9th.
The Insurance Committee recommends the following:

Health Insurance premiums will increase 1.5%

Dental premiums will not increase

\$1,000 individual lifetime max Orthodontics benefit will be added to the plan.

Approval of the health and dental renewal rates and added dental orthodontics coverage as stated above is recommended.

Presenter: Mr. Keller

Motion by Giesen and second by Vandermark to approve the Health and Dental Renewals for the 2016-2017 year. Motion carried unanimously.

6. 3. MSHSL Membership for 2016-17:

This is an annual action taken to allow participation in all MN State High School League activities for the coming year. The board and administration have viewed the video "Why We Play" as part of our membership application. Approval of the MSHSL Resolution is recommended.

Presenter: Mr. Keller

Motion by Kahle and second by O'Brien to approve the MSHSL Membership for the 2016-2017 school year. Motion carried unanimously.

6. 4. Meal Prices for 2016-17:

Meal prices for the 2016-17 school year were discussed at the finance meeting.

A recommendation will be presented.

Presenter: Mr. Keller

Motion by Vandermark and second by Skelley to increase meal prices for the 2016-2017 school year to the following:

Student Breakfast 1.30

K-6 Lunch 2.45

Jr/Sr High Lunch 2.60

Milk .45

Adult Breakfast 1.90

Adult Lunch 3.95

Motion carried unanimously.

6. 5. District Restructuring:

Administration recommends the approval of the restructuring of the following positions:

-Combine the CE Director position with the Assistant Principal Position

-Reduce .6 FTE in Physical Education

-Combine .4 FTE Physical Education and .6 FTE Activities Director into one position

-Reduce the District Level Director of Technology Position

-Add Technology Leadership to the Director of Curriculum, Instruction and Assessment position-

-Add a Technology Integration position (Teacher contract)

Presenter: Dr. Ryan Laager

Motion by Vandermark and second by O'Brien to approve the restructure of the CE Director/Assist Principal position, the PE position, the PE/AD position, the Director of Technology position, the Director of Curriculum position and the Tech Integration position. Motion carried unanimously.

6. 6. Review of Current Policies:

These policy approvals were tabled at our last Business Meeting for further discussion. They are policies 102, 401, 402 and 413. Copies of our current policy along with the redline version showing the MSBA recommendations for changes are attached.

Presenter: Dr. Ryan Laager/Mr. Keller

Motion by Vandermark and second by Skelley to vote on Policy 402 – Disability Nondiscrimination Policy separate from Policy 102 – Equality Education Opportunity, Policy 401 – Equal Employment Opportunity and Policy 413 – Harassment and Violence. Motion carried unanimously.

Motion by Vandermark and second by Giesen to approve the revisions of Policy 402. Motion carried unanimously.

Motion by Vandermark and second by Skelley to keep Policies 102, 401 and 413 as is and not revise them to the MSBA recommendation. Motion did not carry. (For: Vandermark and Skelley Against: Kahle, O'Brien, Giesen and Gardner)

Motion by Giesen and second by Kahle to approve Policies 102, 401 and 413 with the recommended revisions from MSBA. Motion carried. (For: Kahle, O'Brien, Giesen and Gardner Against: Vandermark and Skelley)

7. Upcoming Meetings:

June 8: 7:00 p.m. Dollars for Scholars Presentation

June 12: 2:00 p.m. Graduation Ceremony

June 13: 6:00 p.m. Board Work Session

June 18: FFA Banquet
June 27: 5:30 p.m. Finance Committee
6:00 p.m. Regular Board Meeting

8. Adjourn:

Motion by Giesen and second by Kahle to adjourn at 6:58 p.m. Motion carried unanimously.

Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	3753	N	AG POWER ENTEPRISES INC	V61201	54392	774804	18.73	0.00	18.73	06/22/2016	06/22/2016	06/22/2016
1	3753	N	AG POWER ENTEPRISES INC	V61201	54391	771898	21.95	0.00	21.95	06/22/2016	06/22/2016	06/22/2016
									Check Amount:	\$40.68		
1	5407	N	ANDREA ANDERT	V61201	54296	06092016	18.14	0.00	18.14	06/16/2016	06/16/2016	06/16/2016
1	5407	N	ANDREA ANDERT	V61201	54251	05312016	46.66	0.00	46.66	06/16/2016	06/16/2016	06/16/2016
									Check Amount:	\$64.80		
1	4589	N	BANC OF AMERICA LEASING	V61201	54301	85	8,256.74	0.00	8,256.74	06/16/2016	06/16/2016	06/16/2016
									Check Amount:	\$8,256.74		
1	1125	N	BELLE PLAINE HERALD	V61201	54253	07082016	25.00	0.00	25.00	06/16/2016	06/16/2016	06/16/2016
									Check Amount:	\$25.00		
1	6380	N	BRIANNA VELZKE	V61201	54237	04292016	32.40	0.00	32.40	06/16/2016	06/16/2016	06/16/2016
1	6380	N	BRIANNA VELZKE	V61201	54238	05312016	30.78	0.00	30.78	06/16/2016	06/16/2016	06/16/2016
1	6380	N	BRIANNA VELZKE	V61201	54239	06092016	11.34	0.00	11.34	06/16/2016	06/16/2016	06/16/2016
									Check Amount:	\$74.52		
1	1197	N	BRUCE MATHIOWETZ	V61201	54357	99A76733CU9907025	149.30	0.00	149.30	06/21/2016	06/21/2016	06/21/2016
1	1197	N	BRUCE MATHIOWETZ	V61201	54358	79W585440T1607706	150.00	0.00	150.00	06/21/2016	06/21/2016	06/21/2016
1	1197	N	BRUCE MATHIOWETZ	V61201	54356	8CE50754W7187140G	300.00	0.00	300.00	06/21/2016	06/21/2016	06/21/2016
									Check Amount:	\$599.30		
1	4514	N	BSN Sports/Collegiate Pacific	V61201	54279	97753280	938.47	0.00	938.47	06/16/2016	06/16/2016	06/16/2016
1	4514	N	BSN Sports/Collegiate Pacific	V61201	54278	97753279	668.71	0.00	668.71	06/16/2016	06/16/2016	06/16/2016
									Check Amount:	\$1,607.18		
1	1215	N	CAREN GROTBORG	V61201	54256	05312016	15.27	0.00	15.27	06/16/2016	06/16/2016	06/16/2016
									Check Amount:	\$15.27		
1	6896	N	CAROLYN GLEASON	V61201	54232	06162016	440.00	0.00	440.00	06/16/2016	06/16/2016	06/16/2016
1	6896	N	CAROLYN GLEASON	V61201	54377	05232016	175.00	0.00	175.00	06/22/2016	06/22/2016	06/22/2016
									Check Amount:	\$615.00		
1	6841	N	CELLBOX INC	V61201	54255	60116	4,400.00	0.00	4,400.00	06/16/2016	06/16/2016	06/16/2016
									Check Amount:	\$4,400.00		
1	5927	N	CENTER FOR MENTORING & INDU	V61201	54263	05262016	1,900.00	0.00	1,900.00	06/16/2016	06/16/2016	06/16/2016
									Check Amount:	\$1,900.00		
1	1240	N	CERISSE MURPHY	V61201	54233	06082016	24.57	0.00	24.57	06/16/2016	06/16/2016	06/16/2016

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	1240	N	CERISSE MURPHY	V61201	54292	04292016	18.90	0.00	18.90	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$43.47			
1	6211	N	CHAD WILLIAMS	V61201	54302	06092016	470.44	0.00	470.44	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$470.44			
1	3717	N	CNA SURETY	V61201	54241	70544117	100.00	0.00	100.00	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$100.00			
1	6806	N	DAIKIN APPLIED	V61201	54389	3093464	1,375.40	0.00	1,375.40	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$1,375.40			
1	2730	N	DAVE KREFT	V61201	54400	06092016	84.78	0.00	84.78	06/22/2016	06/22/2016	06/22/2016
1	2730	N	DAVE KREFT	V61201	54364	06202016	406.08	0.00	406.08	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$490.86			
1	1379	N	DON FRASER	V61201	54269	01302014	200.00	0.00	200.00	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$200.00			
1	5280	Y	EARL GRANSEE	V61201	54267	05202016	1,839.00	0.00	1,839.00	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$1,839.00			
1	5579	N	EDUCATORS BENEFIT CONSULTAN	V61201	54254	32462	205.84	0.00	205.84	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$205.84			
1	2590	N	FAME AWARDS	V61201	54295	20160986	154.00	0.00	154.00	06/16/2016	06/16/2016	06/16/2016
1	2590	N	FAME AWARDS	V61201	54294	20160954	318.00	0.00	318.00	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$472.00			
1	3249	N	GATCHELL IMAGING PRODUCTS	V61201	54230	25487	125.00	0.00	125.00	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$125.00			
1	1181	N	GLORIA BRANDT	V61201	54283	04282016	43.20	0.00	43.20	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$43.20			
1	3493	N	JACK SCHUNEMAN	V61201	54374	06142016	135.54	0.00	135.54	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$135.54			
1	1202	N	JANIS BUESGENS	V61201	54236	05312016	28.35	0.00	28.35	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$28.35			
1	6871	N	JENNA EDER	V61201	54262	05312016	294.40	0.00	294.40	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$294.40			
1	1637	N	JEROLD STAUFFACHER	V61201	54360	06152016	154.44	0.00	154.44	06/22/2016	06/22/2016	06/22/2016

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GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	1637	N	JEROLD STAUFFACHER	V61201	54281	02232016	445.66	0.00	445.66	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$600.10			
1	5073	N	JOE PLOETZ	V61201	54361	05302016	55.08	0.00	55.08	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$55.08			
1	4268	N	JOSH OTTO	V61201	54285	04292016	110.16	0.00	110.16	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$110.16			
1	1667	N	JULIE KROMMENDYK	V61201	54304	06162016	374.98	0.00	374.98	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$374.98			
1	3397	N	JUSTIN JOHNSTON	V61201	54259	05272016	75.06	0.00	75.06	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$75.06			
1	3777	N	KENDELL DOORS & HDW INC	V61201	54380	SI031350	2,140.00	0.00	2,140.00	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$2,140.00			
1	1707	N	LANGE'S PLUMBING & HEATING	V61201	54384	129025	474.00	0.00	474.00	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$474.00			
1	6840	N	LEGEND COMPANIES	V61201	54383	4671	490.00	0.00	490.00	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$490.00			
1	2665	N	LIFETOUCH NSS	V61201	54271	I597104	1,054.09	0.00	1,054.09	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$1,054.09			
1	6873	N	LINDSAY VOGEL	V61201	54264	05242016	144.18	0.00	144.18	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$144.18			
1	7059	N	MALINDA HELFREY	V61201	54243	04262016	3.64	0.00	3.64	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$3.64			
1	1769	N	MARCI SCHROEDER	V61201	54284	05092016	21.49	0.00	21.49	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$21.49			
1	1783	N	MARY KAY LUNDBORG	V61201	54291	04262016	27.51	0.00	27.51	06/16/2016	06/16/2016	06/16/2016
1	1783	N	MARY KAY LUNDBORG	V61201	54235	06072016	9.07	0.00	9.07	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$36.58			
1	7060	N	MATT KIRK	V61201	54286	05122016	18.90	0.00	18.90	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$18.90			
1	5578	N	MAYO CLINIC HEALTH SYSTEMS	V61201	54300	06032016	2,823.83	0.00	2,823.83	06/16/2016	06/16/2016	06/16/2016

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	5578	N	MAYO CLINIC HEALTH SYSTEMS	V61201	54299	05252016	2,531.33	0.00	2,531.33	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$5,355.16			
1	3418	N	MECA SPORTSWEAR	V61201	54298	SIP119153	270.00	0.00	270.00	06/16/2016	06/16/2016	06/16/2016
1	3418	N	MECA SPORTSWEAR	V61201	54297	SIP119487	100.00	0.00	100.00	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$370.00			
1	4145	N	MEDICAREBLUE RX	V61201	54362	161590291568	433.50	0.00	433.50	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$433.50			
1	6171	N	MEGAN GORDON	V61201	54306	06162016	368.36	0.00	368.36	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$368.36			
1	6496	N	MEGAN ZINKEN	V61201	54372	05032016	47.63	0.00	47.63	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$47.63			
1	6106	N	MELISSA SAXE	V61201	54305	06162016	361.75	0.00	361.75	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$361.75			
1	5645	N	MIDWEST SPECIAL INSTRUMENTS	V61201	54280	1605205-IN	155.00	0.00	155.00	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$155.00			
1	3978	N	MN LANDSCAPE ARBORETUM	V61201	54371	03102016	391.00	0.00	391.00	06/22/2016	06/22/2016	06/22/2016
1	3978	N	MN LANDSCAPE ARBORETUM	V61201	54370	03092016	380.00	0.00	380.00	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$771.00			
1	7062	N	NAAE	V61201	54308	70a70393	1,489.92	0.00	1,489.92	06/17/2016	06/17/2016	06/17/2016
							Check Amount:		\$1,489.92			
1	2765	N	NEY CENTER	V61201	54268	05.20.2016	236.00	0.00	236.00	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$236.00			
1	1982	N	PIONEER	V61201	54395	INV598294	155.95	0.00	155.95	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$155.95			
1	7040	N	PRAIRIE RIDGE GOLF COURSE	V61201	54275	05192016	90.00	0.00	90.00	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$90.00			
1	2002	N	PROTECTION SYSTEMS INC	V61201	54396	32216	472.28	0.00	472.28	06/22/2016	06/22/2016	06/22/2016
1	2002	N	PROTECTION SYSTEMS INC	V61201	54393	31575	931.43	0.00	931.43	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$1,403.71			
1	6111	N	RAM MUTUAL INSURANCE COMPAI	V61201	54242	162728	8,271.00	0.00	8,271.00	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$8,271.00			

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GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	6827	N	REINHART FOOD SERVICES, LLC	V61201	54260	625135	76.80	0.00	76.80	06/16/2016	06/16/2016	06/16/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V61201	54288	621118	234.03	0.00	234.03	06/16/2016	06/16/2016	06/16/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V61201	54287	621107	266.35	0.00	266.35	06/16/2016	06/16/2016	06/16/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V61201	54257	624848	359.69	0.00	359.69	06/16/2016	06/16/2016	06/16/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V61201	54266	623476	306.08	0.00	306.08	06/16/2016	06/16/2016	06/16/2016
1	6827	N	REINHART FOOD SERVICES, LLC	V61201	54265	623530	275.36	0.00	275.36	06/16/2016	06/16/2016	06/16/2016
									Check Amount:	\$1,518.31		
1	3380	N	RENEE MALECHA	V61201	54240	06092016	30.19	0.00	30.19	06/16/2016	06/16/2016	06/16/2016
									Check Amount:	\$30.19		
1	2039	N	RICHARD FOUST	V61201	54359	06102016	1,131.17	0.00	1,131.17	06/22/2016	06/22/2016	06/22/2016
									Check Amount:	\$1,131.17		
1	6893	N	RYAN LAAGER	V61201	54399	06202016	19.00	0.00	19.00	06/22/2016	06/22/2016	06/22/2016
1	6893	N	RYAN LAAGER	V61201	54261	05272016	231.88	0.00	231.88	06/16/2016	06/16/2016	06/16/2016
									Check Amount:	\$250.88		
1	5497	N	SARA BUNGARDEN	V61201	54282	05092016	86.40	0.00	86.40	06/16/2016	06/16/2016	06/16/2016
1	5497	N	SARA BUNGARDEN	V61201	54231	05252016	45.08	0.00	45.08	06/16/2016	06/16/2016	06/16/2016
									Check Amount:	\$131.48		
1	2066	N	SCHINDLER ELEVATOR CORP	V61201	54390	8104291849	495.00	0.00	495.00	06/22/2016	06/22/2016	06/22/2016
									Check Amount:	\$495.00		
1	2067	N	SCHMITT MUSIC COMPANY	V61201	54369	813789	18.50	0.00	18.50	06/22/2016	06/22/2016	06/22/2016
1	2067	N	SCHMITT MUSIC COMPANY	V61201	54368	624301	55.25	0.00	55.25	06/22/2016	06/22/2016	06/22/2016
1	2067	N	SCHMITT MUSIC COMPANY	V61201	54367	819903	21.21	0.00	21.21	06/22/2016	06/22/2016	06/22/2016
1	2067	N	SCHMITT MUSIC COMPANY	V61201	54366	598233	94.99	0.00	94.99	06/22/2016	06/22/2016	06/22/2016
1	2067	N	SCHMITT MUSIC COMPANY	V61201	54365	596188	27.53	0.00	27.53	06/22/2016	06/22/2016	06/22/2016
									Check Amount:	\$217.48		
1	2872	N	SCOTT RENNE	V61201	54376	03072016	56.68	0.00	56.68	06/22/2016	06/22/2016	06/22/2016
1	2872	N	SCOTT RENNE	V61201	54375	06172016	200.34	0.00	200.34	06/22/2016	06/22/2016	06/22/2016
									Check Amount:	\$257.02		
1	2112	N	SHELLY JUAIRE	V61201	54270	05142016	560.00	0.00	560.00	06/16/2016	06/16/2016	06/16/2016
									Check Amount:	\$560.00		
1	2115	N	SHERWIN WILLIAMS	V61201	54379	06142016	913.35	0.00	913.35	06/22/2016	06/22/2016	06/22/2016
									Check Amount:	\$913.35		

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GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	3438	N	SKATEVILLE	V61201	54378	06072016	850.50	0.00	850.50	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$850.50			
1	7061	N	SOUTH CENTRAL COLLEGE	V61201	54303	00146546	2,600.00	0.00	2,600.00	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$2,600.00			
1	2137	N	SOUTH CENTRAL ECSU	V61201	54397	16378	1,935.09	0.00	1,935.09	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$1,935.09			
1	6138	N	SOUTHWEST METRO EDUCATION,	V61201	54252	13059	60.00	0.00	60.00	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$60.00			
1	7042	N	SOUTHWEST METRO EDUCATION,	V61201	54274	100517	35.00	0.00	35.00	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$35.00			
1	6138	N	SOUTHWEST METRO EDUCATION,	V61201	54272	13042	13,961.45	0.00	13,961.45	06/16/2016	06/16/2016	06/16/2016
1	6138	N	SOUTHWEST METRO EDUCATION,	V61201	54307	13071	18,590.85	0.00	18,590.85	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$32,552.30			
1	2144	N	SPED FORMS INC	V61201	54258	4532	4,380.40	0.00	4,380.40	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$4,380.40			
1	6318	N	STACEY HESS-NORSKOG	V61201	54244	MDHHOP000088237	174.23	0.00	174.23	06/16/2016	06/16/2016	06/16/2016
1	6318	N	STACEY HESS-NORSKOG	V61201	54250	05312016	128.52	0.00	128.52	06/16/2016	06/16/2016	06/16/2016
1	6318	N	STACEY HESS-NORSKOG	V61201	54249	04262016	214.92	0.00	214.92	06/16/2016	06/16/2016	06/16/2016
1	6318	N	STACEY HESS-NORSKOG	V61201	54248	03172016	30.78	0.00	30.78	06/16/2016	06/16/2016	06/16/2016
1	6318	N	STACEY HESS-NORSKOG	V61201	54247	02262016	139.86	0.00	139.86	06/16/2016	06/16/2016	06/16/2016
1	6318	N	STACEY HESS-NORSKOG	V61201	54246	01262016	105.30	0.00	105.30	06/16/2016	06/16/2016	06/16/2016
1	6318	N	STACEY HESS-NORSKOG	V61201	54293	06092016	32.94	0.00	32.94	06/16/2016	06/16/2016	06/16/2016
1	6318	N	STACEY HESS-NORSKOG	V61201	54245	12222016	73.03	0.00	73.03	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$899.58			
1	2153	N	STASNEY ELECTRIC LLC	V61201	54382	30168	711.42	0.00	711.42	06/22/2016	06/22/2016	06/22/2016
1	2153	N	STASNEY ELECTRIC LLC	V61201	54381	30169	5,026.83	0.00	5,026.83	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$5,738.25			
1	2157	N	STEFFEN HARDWARE	V61201	54373	MAY 2016	2.44	0.00	2.44	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$2.44			
1	4275	N	STEPHANIE PRESSLEY	V61201	54234	06162016	352.68	0.00	352.68	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$352.68			

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GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2188	N	TAHER INC	V61201	54290	0046286-IN	59,340.69	0.00	59,340.69	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$59,340.69			
1	5669	N	TITAN ENERGY SYSTEMS	V61201	54394	160603-035	518.40	0.00	518.40	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$518.40			
1	5617	N	TOM MEGER	V61201	54273	7817-8	323.00	0.00	323.00	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$323.00			
1	4631	N	TRINITY LUTHERAN CHURCH	V61201	54289	05172016	1,021.19	0.00	1,021.19	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$1,021.19			
1	2266	N	TRUGREEN CHEMLAWN	V61201	54398	46227159	857.89	0.00	857.89	06/22/2016	06/22/2016	06/22/2016
1	2266	N	TRUGREEN CHEMLAWN	V61201	54388	46230608	1,916.55	0.00	1,916.55	06/22/2016	06/22/2016	06/22/2016
1	2266	N	TRUGREEN CHEMLAWN	V61201	54387	46227128	201.86	0.00	201.86	06/22/2016	06/22/2016	06/22/2016
1	2266	N	TRUGREEN CHEMLAWN	V61201	54386	46224722	201.86	0.00	201.86	06/22/2016	06/22/2016	06/22/2016
1	2266	N	TRUGREEN CHEMLAWN	V61201	54385	46230620	214.74	0.00	214.74	06/22/2016	06/22/2016	06/22/2016
							Check Amount:		\$3,392.90			
1	2326	N	YOUTH FRONTIERS INC	V61201	54277	67703	750.00	0.00	750.00	06/16/2016	06/16/2016	06/16/2016
1	2326	N	YOUTH FRONTIERS INC	V61201	54276	67702	750.00	0.00	750.00	06/16/2016	06/16/2016	06/16/2016
							Check Amount:		\$1,500.00			
							Report Total:		\$169,536.53			

*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
P61102	0716	39283	SBC	59063	CH	1	2046	ROCKFORD HIGH SCHOOL	Y	N	5/31/2016	CY	USD	(200.00)
P61102	0716	39405	SBC	59076	CH	1	1238	CENTRAL PUBLIC SCHOOLS	Y	N	5/27/2016	CY	USD	(100.00)
P61102	0716	39410	SBC	59088	CH	1	2119	SIBLEY EAST	Y	N	5/24/2016	CY	USD	-75.00
P61202	0716	39495	SBC	59139	CH	1	6551	AFFINETY SOLUTIONS	Y	N	5/18/2016	CN	USD	2,195.00
P61202	0716	39486	SBC	59140	CH	1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	5/18/2016	CN	USD	285.00
P61202	0716	39496	SBC	59141	CH	1	6553	BRIAN FRITZ	Y	N	5/18/2016	CN	USD	80.00
P61202	0716	39496	SBC	59141	CH	1	6553	BRIAN FRITZ	Y	N	5/18/2016	CN	USD	80.00
P61202	0716	39496	SBC	59141	CH	1	6553	BRIAN FRITZ	Y	N	5/18/2016	CN	USD	40.00
P61202	0716	39483	SBC	59142	CH	1	1199	BRYCE EGGERT	Y	N	5/18/2016	CN	USD	80.00
P61202	0716	39491	SBC	59143	CH	1	3809	CRAIG JOHNSON	Y	N	5/18/2016	CN	USD	68.00
P61202	0716	39487	SBC	59144	CH	1	2736	DOLLARS FOR SCHOLARS	Y	N	5/18/2016	CN	USD	1,500.00
P61202	0716	39498	SBC	59145	CH	1	7036	GEOFFREY IVERSON	Y	N	5/18/2016	CN	USD	80.00
P61202	0716	39498	SBC	59145	CH	1	7036	GEOFFREY IVERSON	Y	N	5/18/2016	CN	USD	80.00
P61202	0716	39494	SBC	59146	CH	1	6403	JEFF BJERKE	Y	N	5/18/2016	CN	USD	80.00
P61202	0716	39489	SBC	59147	CH	1	3429	JOSH PAGGEN	Y	N	5/18/2016	CN	USD	80.00
P61202	0716	39497	SBC	59148	CH	1	6741	MARK EGGERS	Y	N	5/18/2016	CN	USD	80.00
P61202	0716	39492	SBC	59149	CH	1	4068	MARK KOTEK	Y	N	5/18/2016	CN	USD	80.00
P61202	0716	39493	SBC	59150	CH	1	4392	MIKE PAGGEN	Y	N	5/18/2016	CN	USD	80.00
P61202	0716	39484	SBC	59151	CH	1	2009	RACHEL PALMER	Y	N	5/18/2016	CN	USD	68.00
P61202	0716	39490	SBC	59152	CH	1	3433	RONALD STATHAM	Y	N	5/18/2016	CN	USD	68.00
P61202	0716	39485	SBC	59153	CH	1	2264	TROY KOESTER	Y	N	5/18/2016	CN	USD	80.00
P61202	0716	39488	SBC	59154	CH	1	3389	WILLIAM BARDAL	Y	N	5/18/2016	CN	USD	68.00
p611p2	0716	39514	SBC	59155	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	5/20/2016	CN	USD	5,250.12
p611p2	0716	39515	SBC	59156	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	5/20/2016	CN	USD	3,461.06
p611p2	0716	39517	SBC	59157	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	5/20/2016	CN	USD	35,275.26
p611p2	0716	39516	SBC	59158	CH	1	1178	BPESPA	Y	N	5/20/2016	CN	USD	1,141.91
P61202	0716	39616	SBC	59159	CH	1	7024	APEX LEARNING	Y	N	5/31/2016	CN	USD	16,029.00
P61202	0716	39602	SBC	59160	CH	1	1081	APPLE COMPUTER INC	Y	N	5/31/2016	CY	USD	6,940.00
P61202	0716	39602	SBC	59160	CH	1	1081	APPLE COMPUTER INC	Y	N	6/16/2016	CY	USD	-6,940.00
P61202	0716	39612	SBC	59161	CH	1	6553	BRIAN FRITZ	Y	N	5/31/2016	CN	USD	80.00
P61202	0716	39614	SBC	59162	CH	1	6778	DALLAS APPELBACHER	Y	N	5/31/2016	CN	USD	90.00
P61202	0716	39603	SBC	59163	CH	1	1326	DARYL SANBORN	Y	N	5/31/2016	CN	USD	154.00
P61202	0716	39610	SBC	59164	CH	1	6403	JEFF BJERKE	Y	N	5/31/2016	CN	USD	160.00

Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P61202	0716	39611	SBC	59165	CH	1	6455	JOHN MASBERG	Y	N	5/31/2016	CN	USD	160.00
P61202	0716	39613	SBC	59166	CH	1	6741	MARK EGGERS	Y	N	5/31/2016	CN	USD	120.00
P61202	0716	39607	SBC	59167	CH	1	4068	MARK KOTEK	Y	N	5/31/2016	CN	USD	80.00
P61202	0716	39607	SBC	59167	CH	1	4068	MARK KOTEK	Y	N	5/31/2016	CN	USD	160.00
P61202	0716	39606	SBC	59168	CH	1	2430	MRC	Y	N	5/31/2016	CN	USD	120.00
P61202	0716	39609	SBC	59169	CH	1	5234	PETER FLICEK	Y	N	5/31/2016	CN	USD	80.00
P61202	0716	39609	SBC	59169	CH	1	5234	PETER FLICEK	Y	N	5/31/2016	CN	USD	80.00
P61202	0716	39604	SBC	59170	CH	1	2027	REGION 2A - MSHSL	Y	N	5/31/2016	CN	USD	224.00
P61202	0716	39605	SBC	59171	CH	1	2049	RONALD HAMANN	Y	N	5/31/2016	CN	USD	154.00
P61202	0716	39608	SBC	59172	CH	1	5087	ST. PETER PUBLIC SCHOOLS	Y	N	5/31/2016	CN	USD	100.00
P61202	0716	39615	SBC	59173	CH	1	6779	WARREN COLLATT	Y	N	5/31/2016	CN	USD	90.00
p612p1	0716	39625	SBC	59174	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	6/3/2016	OCN	USD	5,250.12
p612p1	0716	39626	SBC	59175	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	6/3/2016	OCN	USD	3,461.06
p612p1	0716	39631	SBC	59176	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	6/3/2016	OCN	USD	12,087.69
p612p1	0716	39632	SBC	59177	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	6/3/2016	OCN	USD	118,143.74
p612p1	0716	39627	SBC	59178	CH	1	1178	BPESPA	Y	N	6/3/2016	OCN	USD	18.63
p612p1	0716	39630	SBC	59179	CH	1	6122	NATIONAL INSURANCE SERVICE of WI	Y	N	6/3/2016	OCN	USD	2,975.96
p612p1	0716	39628	SBC	59180	CH	1	1836	NCPERS MINNESOTA	Y	N	6/3/2016	OCN	USD	32.00
p612p1	0716	39629	SBC	59181	CH	1	5961	STEWART, ZLIMEN & JUNGERS, LTD	Y	N	6/3/2016	OCN	USD	239.20
P61202	0716	39652	SBC	59182	CH	1	7049	JEFF VINKEMEIER	Y	N	6/13/2016	CN	USD	50.00
P61202	0716	39646	SBC	59183	CH	1	3429	JOSH PAGGEN	Y	N	6/13/2016	CN	USD	20.00
P61202	0716	39641	SBC	59184	CH	1	1858	MN DEPT OF LABOR	Y	N	6/13/2016	CN	USD	210.00
P61202	0716	39643	SBC	59185	CH	1	2430	MRC	Y	N	6/13/2016	CN	USD	60.00
P61202	0716	39644	SBC	59186	CH	1	2786	MSHSBCA	Y	N	6/13/2016	CN	USD	793.00
P61202	0716	39650	SBC	59187	CH	1	6304	NICHOLAS LITFIN	Y	N	6/13/2016	CN	USD	90.00
P61202	0716	39653	SBC	59188	CH	1	7050	PAM WENDT	Y	N	6/13/2016	CN	USD	22.00
P61202	0716	39645	SBC	59189	CH	1	3420	RIDGES AT SAND CREEK	Y	N	6/13/2016	CN	USD	1,700.00
P61202	0716	39651	SBC	59190	CH	1	6416	SCOTT BAUER	Y	N	6/13/2016	CN	USD	90.00
P61202	0716	39648	SBC	59191	CH	1	5308	SHOUT POINT	Y	N	6/13/2016	CN	USD	2,070.00
P61202	0716	39642	SBC	59192	CH	1	2235	TIM LITFIN	Y	N	6/13/2016	CN	USD	90.00
P61202	0716	39642	SBC	59192	CH	1	2235	TIM LITFIN	Y	N	6/13/2016	CN	USD	90.00
P61202	0716	39647	SBC	59193	CH	1	4659	TOM BELL	Y	N	6/13/2016	CN	USD	68.00
P61202	0716	39649	SBC	59194	CH	1	6028	TOM HOLZEMER	Y	N	6/13/2016	CN	USD	68.00

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P61202	0716	39443	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	5/12/2016	N	USD	565.65
p611p2	0716	39506	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	5/20/2016	N	USD	49,547.06
p611p2	0716	39507	SBC		WX	1	1977	PERA	N	N	5/20/2016	N	USD	12,853.84
p611p2	0716	39508	SBC		WX	1	2330	FEDERAL	N	N	5/20/2016	N	USD	31,440.60
p611p2	0716	39508	SBC		WX	1	2330	FEDERAL	N	N	5/20/2016	N	USD	11,595.84
p611p2	0716	39508	SBC		WX	1	2330	FEDERAL	N	N	5/20/2016	N	USD	49,581.94
p611p2	0716	39509	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	5/20/2016	N	USD	13,846.10
p611p2	0716	39510	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	5/20/2016	N	USD	550.50
p611p2	0716	39511	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	5/20/2016	N	USD	1,889.14
p611p2	0716	39512	SBC		WX	1	3319	DEPARTMENT OF EMPLOYMENT AND	N	N	5/20/2016	N	USD	1,649.49
p611p2	0716	39513	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2016	N	USD	1,407.05
p611p2	0716	39513	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2016	N	USD	553.00
p611p2	0716	39513	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2016	N	USD	3,437.29
p611p2	0716	39513	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2016	N	USD	108.00
p611p2	0716	39513	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2016	N	USD	2,076.06
p611p2	0716	39513	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2016	N	USD	4,541.02
p611p2	0716	39513	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2016	N	USD	1,342.68
p611p2	0716	39513	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	5/20/2016	N	USD	636.48
p612p1	0716	39618	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	6/3/2016	0	USD	49,386.12
p612p1	0716	39619	SBC		WX	1	1977	PERA	N	N	6/3/2016	0	USD	12,819.04
p612p1	0716	39620	SBC		WX	1	2330	FEDERAL	N	N	6/3/2016	0	USD	31,394.96
p612p1	0716	39620	SBC		WX	1	2330	FEDERAL	N	N	6/3/2016	0	USD	11,525.52
p612p1	0716	39620	SBC		WX	1	2330	FEDERAL	N	N	6/3/2016	0	USD	49,281.70
p612p1	0716	39621	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	6/3/2016	0	USD	13,809.44
p612p1	0716	39622	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	6/3/2016	0	USD	102.00
p612p1	0716	39623	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	6/3/2016	0	USD	1,889.14
p612p1	0716	39624	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/3/2016	0	USD	1,407.05
p612p1	0716	39624	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/3/2016	0	USD	553.00
p612p1	0716	39624	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/3/2016	0	USD	3,413.61
p612p1	0716	39624	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/3/2016	0	USD	108.00
p612p1	0716	39624	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/3/2016	0	USD	2,076.06
p612p1	0716	39624	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/3/2016	0	USD	4,370.41
p612p1	0716	39624	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/3/2016	0	USD	1,337.68
p612p1	0716	39624	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/3/2016	0	USD	636.40
p612p1	0716	39634	SBC		WX	1	2330	FEDERAL	N	N	6/6/2016	0	USD	41.61
p612p1	0716	39634	SBC		WX	1	2330	FEDERAL	N	N	6/6/2016	0	USD	14.50
p612p1	0716	39634	SBC		WX	1	2330	FEDERAL	N	N	6/6/2016	0	USD	62.00

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount	
p612p1	0716	39635	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	6/6/2016	0	N	USD	21.73
P61202	0716	39636	SBC		WX	1	2336	XCEL ENERGY	N	N	5/11/2016	N		USD	324.75
P61202	0716	39637	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/23/2016	N		USD	3.52
P61202	0716	39637	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/23/2016	N		USD	31.40
P61202	0716	39637	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/23/2016	N		USD	171.44
P61202	0716	39637	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/23/2016	N		USD	399.72
P61202	0716	39637	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/23/2016	N		USD	1,143.16
P61202	0716	39637	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	5/23/2016	N		USD	1,998.48
P61202	0716	39638	SBC		WX	1	2336	XCEL ENERGY	N	N	5/23/2016	N		USD	823.65
P61202	0716	39639	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	5/24/2016	N		USD	565.65
P61202	0716	39640	SBC		WX	1	1486	FRONTIER	N	N	5/26/2016	N		USD	95.77
P61202	0716	39640	SBC		WX	1	1486	FRONTIER	N	N	5/26/2016	N		USD	95.77
P61202	0716	39640	SBC		WX	1	1486	FRONTIER	N	N	5/26/2016	N		USD	133.81
P61202	0716	39640	SBC		WX	1	1486	FRONTIER	N	N	5/26/2016	N		USD	1,355.81
p612p2	0716	39664	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	6/20/2016	N		USD	196,078.92
p612p2	0716	39665	SBC		WX	1	1977	PERA	N	N	6/20/2016	N		USD	13,445.86
p612p2	0716	39666	SBC		WX	1	2330	FEDERAL	N	N	6/20/2016	N		USD	107,045.14
p612p2	0716	39666	SBC		WX	1	2330	FEDERAL	N	N	6/20/2016	N		USD	37,727.28
p612p2	0716	39666	SBC		WX	1	2330	FEDERAL	N	N	6/20/2016	N		USD	161,316.38
p612p2	0716	39667	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	6/20/2016	N		USD	46,938.97
p612p2	0716	39668	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	6/20/2016	N		USD	102.00
p612p2	0716	39669	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	6/20/2016	N		USD	11,142.21
p612p2	0716	39670	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/20/2016	N		USD	3,827.11
p612p2	0716	39670	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/20/2016	N		USD	1,657.00
p612p2	0716	39670	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/20/2016	N		USD	13,598.61
p612p2	0716	39670	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/20/2016	N		USD	512.00
p612p2	0716	39670	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/20/2016	N		USD	8,504.52
p612p2	0716	39670	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/20/2016	N		USD	18,692.43
p612p2	0716	39670	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/20/2016	N		USD	4,122.60
p612p2	0716	39670	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	6/20/2016	N		USD	2,442.64
P61202	0716	39678	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/3/2016	0	N	USD	609.66
P61202	0716	39678	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/3/2016	0	N	USD	208.84
P61202	0716	39678	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/3/2016	0	N	USD	183.55
P61202	0716	39678	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/3/2016	0	N	USD	105.22
P61202	0716	39679	SBC		WX	1	2336	XCEL ENERGY	N	N	6/6/2016	0	N	USD	9,209.86
P61202	0716	39679	SBC		WX	1	2336	XCEL ENERGY	N	N	6/6/2016	0	N	USD	8,037.54
P61202	0716	39679	SBC		WX	1	2336	XCEL ENERGY	N	N	6/6/2016	0	N	USD	6,227.47

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Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P61202	0716	39680	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/7/2016	0 N	USD	1,962.64
P61202	0716	39680	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/7/2016	0 N	USD	1,915.37
P61202	0716	39680	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	6/7/2016	0 N	USD	1,019.05
P61202	0716	39681	SBC		WX	1	2336	XCEL ENERGY	N	N	6/9/2016	0 N	USD	322.87
P61202	0716	39682	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	6/21/2016	N	USD	1,998.48
P61202	0716	39682	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	6/21/2016	N	USD	1,168.20
P61202	0716	39682	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	6/21/2016	N	USD	399.72
P61202	0716	39682	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	6/21/2016	N	USD	196.44
P61202	0716	39682	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	6/21/2016	N	USD	31.40
P61202	0716	39682	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	6/21/2016	N	USD	3.52
P61202	0716	39683	SBC		WX	1	2336	XCEL ENERGY	N	N	6/22/2016	N	USD	816.04
<hr/>														
May 2016 PCARD														
Payroll 5/20/2016														
Payroll 6/03/2016														
Payroll 6/20/2016														
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Total													\$ 2,553,688.53	

May 2016 Student Activities

Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
0716	39399	HSAC	7742	CH	3	5660	ANNIE'S CATERING	ACT TESTING MEAL	5/6/2016 00	N	USD	292.49
0716	39400	HSAC	7743	CH	3	5660	ANNIE'S CATERING	PROM MEAL	5/6/2016 00	N	USD	3,020.46
0716	39402	HSAC	7744	CH	3	6962	BERRY COFFEE COMPANY	Coffee	5/6/2016 00	N	USD	32.00
0716	39397	HSAC	7745	CH	3	4813	BPEA	PEPSI	5/6/2016 00	N	USD	61.15
0716	39401	HSAC	7746	CH	3	6022	CARIBOU GUN CLUB	SHELLS	5/6/2016 00	N	USD	3,120.00
0716	39398	HSAC	7747	CH	3	5453	CAROL WENTWORTH	PROM DECORATIONS-HELIUM	5/6/2016 00	N	USD	107.98
0716	39404	HSAC	7748	CH	3	7033	JAMIE KRUSCHKE	PROM DECORATIONS	5/6/2016 00	N	USD	45.91
0716	39403	HSAC	7749	CH	3	7030	LAURIE FOGARTY	DVD FOR SENIORS	5/6/2016 00	N	USD	14.99
0716	39499	HSAC	7750	CH	3	4748	BRUCE MATHIOWETZ	MISC REBURSEMENTS	5/18/2016 0	N	USD	78.60
0716	39499	HSAC	7750	CH	3	4748	BRUCE MATHIOWETZ	Camp Reg Reimbursements	5/18/2016 0	N	USD	1,420.00
0716	39502	HSAC	7751	CH	3	6006	BSN SPORTS INC	Golf/Clothes/Rain Gear	5/18/2016 0	N	USD	2,284.36
0716	39502	HSAC	7751	CH	3	6006	BSN SPORTS INC	Net for Softball	5/18/2016 0	N	USD	598.95
0716	39504	HSAC	7752	CH	3	6622	CENTURY RESOURCES	Food fr CR Fdraiser	5/18/2016 0	N	USD	1,176.92
0716	39501	HSAC	7753	CH	3	5230	GLACIAL RIDGE	Plants for Sale	5/18/2016 0	N	USD	1,981.34
0716	39503	HSAC	7754	CH	3	6083	LISA JAMISON	Ice-Cream Treats	5/18/2016 0	N	USD	18.37
0716	39505	HSAC	7755	CH	3	7037	SOUTH CENTRAL COLLEGE	AG ED IMMERSION CAMP REQUEST	5/18/2016 0	N	USD	100.00
0716	39500	HSAC	7756	CH	3	4810	TAHER FOODS	TAHER INV 50 - CHOCOLATE MILK	5/18/2016 0	N	USD	25.00
0716	39601	HSAC	7757	CH	3	7044	ACE PUBLISHING INC	Yearbooks	5/31/2016 0	N	USD	10,282.50
0716	39589	HSAC	7758	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	JH STD CNCL - BOY SCOUTS OF AMERICA	5/31/2016 0	N	USD	690.00
0716	39589	HSAC	7758	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - COBORNS	5/31/2016 0	N	USD	245.00
0716	39589	HSAC	7758	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - TRACTOR SUPPLY	5/31/2016 0	N	USD	44.24
0716	39589	HSAC	7758	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - WALMART	5/31/2016 0	N	USD	15.86
0716	39589	HSAC	7758	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - SAMS CLUB	5/31/2016 0	N	USD	52.34
0716	39589	HSAC	7758	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	VISUAL ARTS - GALACTIC PIZZA	5/31/2016 0	N	USD	187.16
0716	39589	HSAC	7758	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	VISUAL ARTS - GALACTIC PIZZA	5/31/2016 0	N	USD	66.77
0716	39589	HSAC	7758	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	MARCH CONCESSIONS	5/31/2016 0	N	USD	351.00
0716	39589	HSAC	7758	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	WEIGHT ROOM PROJECT- TENNIS	5/31/2016 0	N	USD	500.00
0716	39589	HSAC	7758	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	WEIGHT ROOM PROJECT- SOFTBALL	5/31/2016 0	N	USD	500.00
0716	39593	HSAC	7759	CH	3	4892	BRAD PEDERSON	JH Ice-Cream Treats	5/31/2016 0	N	USD	24.80
0716	39597	HSAC	7760	CH	3	5250	CHEF CRAIG	FFA Banquet Meal	5/31/2016 0	N	USD	1,385.76
0716	39592	HSAC	7761	CH	3	4830	CITY OF BELLE PLAINE	POLICE AT PROM	5/31/2016 0	N	USD	443.87
0716	39594	HSAC	7762	CH	3	4894	CLUB'S CHOICE	Fundraiser Products	5/31/2016 0	N	USD	1,158.70
0716	39591	HSAC	7763	CH	3	4811	EMMA KRUMBEE'S FLORAL	Softball/Baseball parents night flowers	5/31/2016 0	N	USD	83.50
0716	39595	HSAC	7765	CH	3	5020	NATIONAL FFA	FFA Banquet Awards	5/31/2016 0	N	USD	1,122.75
0716	39596	HSAC	7766	CH	3	5044	RICH FOUST	Treats, Shells, Spag. Dinner	5/31/2016 0	N	USD	156.52
0716	39590	HSAC	7767	CH	3	4810	TAHER FOODS	Taher Ice-Cream	5/31/2016 0	N	USD	419.45
0716	39600	HSAC	7768	CH	3	6926	TOM MEGER	Award Engraving	5/31/2016 0	N	USD	21.00
0716	39600	HSAC	7768	CH	3	6926	TOM MEGER	Award Engraving	5/31/2016 0	N	USD	7.00
0716	39599	HSAC	7769	CH	3	6260	UNIVERSITY OF MN - REGENTS	U of MN State Conv Regist.	5/31/2016 0	N	USD	576.00
Total											32,712.74	

May 2016 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
KREFT DAVID	427629120	5/1/2016	5/2/2016	5/27/2016	SAMSClub #6311	134.14
DEWITTE KIMBERLY	427908167	5/2/2016	5/4/2016	5/27/2016	MADDENS GULL LAKE	200.00
DEWITTE KIMBERLY	427908168	5/2/2016	5/4/2016	5/27/2016	MADDENS GULL LAKE	200.00
DEWITTE KIMBERLY	427908169	5/2/2016	5/4/2016	5/27/2016	MADDENS GULL LAKE	200.00
DEWITTE KIMBERLY	427908170	5/2/2016	5/4/2016	5/27/2016	MADDENS GULL LAKE	200.00
DEWITTE KIMBERLY	427908171	5/2/2016	5/4/2016	5/27/2016	MADDENS GULL LAKE	200.00
DEWITTE KIMBERLY	427908172	5/2/2016	5/4/2016	5/27/2016	MADDENS GULL LAKE	200.00
DEWITTE KIMBERLY	428068060	5/5/2016	5/5/2016	5/27/2016	NORTHEAST FOUNDATION F	729.00
SD BELLE PLAINE	427195007	4/27/2016	4/28/2016	5/27/2016	JORDAN ACE HARDWARE	30.16
SD BELLE PLAINE	428068058	5/4/2016	5/5/2016	5/27/2016	RADERMACHER S FRESH	61.07
SD BELLE PLAINE	428068059	5/3/2016	5/5/2016	5/27/2016	WILLIAM V MACGILL & CO	852.00
SD BELLE PLAINE	428622366	5/9/2016	5/10/2016	5/27/2016	ASHA 3	461.00
SD BELLE PLAINE	428897375	5/11/2016	5/12/2016	5/27/2016	ASHA EVENTS - 7	399.00
SD BELLE PLAINE	428897376	5/11/2016	5/12/2016	5/27/2016	ASHA EVENTS - 7	399.00
SD BELLE PLAINE	429092003	5/12/2016	5/13/2016	5/27/2016	INNOVATIVE OFFICE SOLU	125.10
SD BELLE PLAINE	429092004	5/13/2016	5/13/2016	5/27/2016	RELIABLE MEDICAL SUPPL	3,712.00
SD BELLE PLAINE	429703055	5/18/2016	5/19/2016	5/27/2016	ASHA EVENTS - 7	479.00
SD BELLE PLAINE	430299754	5/25/2016	5/25/2016	5/27/2016	ETS*PARAPRO Services	55.00
SD BELLE PLAINE	430299755	5/25/2016	5/25/2016	5/27/2016	ETS*PARAPRO Services	55.00
HIGH SCHOOL BELLE PLAINE	427195008	4/27/2016	4/28/2016	5/27/2016	OFFICE DEPOT #1090	79.28
HIGH SCHOOL BELLE PLAINE	427391214	4/28/2016	4/29/2016	5/27/2016	COBORN S SUPERSTORE	13.17
HIGH SCHOOL BELLE PLAINE	427391215	4/28/2016	4/29/2016	5/27/2016	COBORN S SUPERSTORE	14.14
HIGH SCHOOL BELLE PLAINE	427391216	4/28/2016	4/29/2016	5/27/2016	COBORN S SUPERSTORE	(14.14)
HIGH SCHOOL BELLE PLAINE	427391217	4/29/2016	4/29/2016	5/27/2016	COBORN S SUPERSTORE	438.02
HIGH SCHOOL BELLE PLAINE	427391218	4/28/2016	4/29/2016	5/27/2016	Amazon.com	91.96
HIGH SCHOOL BELLE PLAINE	427749788	5/2/2016	5/3/2016	5/27/2016	CODECADEMY PRO	19.99
HIGH SCHOOL BELLE PLAINE	427749789	5/2/2016	5/3/2016	5/27/2016	HOME TO HOME THRIFT ST	25.00
HIGH SCHOOL BELLE PLAINE	428279129	5/5/2016	5/6/2016	5/27/2016	COBORN S SUPERSTORE	20.60
HIGH SCHOOL BELLE PLAINE	428279130	5/5/2016	5/6/2016	5/27/2016	OFFICE DEPOT #1090	104.10
HIGH SCHOOL BELLE PLAINE	428279131	5/5/2016	5/6/2016	5/27/2016	OFFICE DEPOT #1090	20.59
HIGH SCHOOL BELLE PLAINE	428279132	5/6/2016	5/6/2016	5/27/2016	STEFFEN HARDWARE	12.98
HIGH SCHOOL BELLE PLAINE	428279133	5/6/2016	5/6/2016	5/27/2016	GENESIS TOWN & COUNTRY	13.94
HIGH SCHOOL BELLE PLAINE	428279134	5/6/2016	5/6/2016	5/27/2016	GENESIS TOWN & COUNTRY	(0.95)
HIGH SCHOOL BELLE PLAINE	429092005	5/13/2016	5/13/2016	5/27/2016	COBORN S SUPERSTORE	43.73
HIGH SCHOOL BELLE PLAINE	429092006	5/12/2016	5/13/2016	5/27/2016	APPLE STORE #R054	225.37
HIGH SCHOOL BELLE PLAINE	429423583	5/15/2016	5/17/2016	5/27/2016	OFFICEMAX/OFFICEDEPOT	62.28

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
HIGH SCHOOL BELLE PLAINE	429423584	5/16/2016	5/17/2016	5/27/2016	IDOCTOR	400.67
HIGH SCHOOL BELLE PLAINE	429423585	5/16/2016	5/17/2016	5/27/2016	IDOCTOR	1,098.84
HIGH SCHOOL BELLE PLAINE	429423586	5/16/2016	5/17/2016	5/27/2016	IDOCTOR	27.17
HIGH SCHOOL BELLE PLAINE	429423587	5/16/2016	5/17/2016	5/27/2016	IDOCTOR	(69.84)
HIGH SCHOOL BELLE PLAINE	429560828	5/17/2016	5/18/2016	5/27/2016	DOMINO S 7300	78.48
HIGH SCHOOL BELLE PLAINE	429560829	5/17/2016	5/18/2016	5/27/2016	NATIONAL RECOGNITION	2,092.62
HIGH SCHOOL BELLE PLAINE	429703056	5/18/2016	5/19/2016	5/27/2016	OFFICE DEPOT #1090	393.38
HIGH SCHOOL BELLE PLAINE	429703057	5/18/2016	5/19/2016	5/27/2016	GROTH MUSIC	66.30
HIGH SCHOOL BELLE PLAINE	429703058	5/18/2016	5/19/2016	5/27/2016	AMAZON MKTPLACE PMTS	73.99
HIGH SCHOOL BELLE PLAINE	429703059	5/19/2016	5/19/2016	5/27/2016	AMAZON MKTPLACE PMTS	57.94
HIGH SCHOOL BELLE PLAINE	429896796	5/19/2016	5/20/2016	5/27/2016	SCHMITT MUSIC #11 (276.38
HIGH SCHOOL BELLE PLAINE	430299756	5/24/2016	5/25/2016	5/27/2016	IDOCTOR	647.10
HIGH SCHOOL BELLE PLAINE	430577509	5/27/2016	5/27/2016	5/27/2016	COBORN S SUPERSTORE	10.68
DAVIS KRIS	427391198	4/28/2016	4/29/2016	5/27/2016	BIFFS INC	581.64
DAVIS KRIS	427391199	4/27/2016	4/29/2016	5/27/2016	METRO SALES INC.	3,028.43
DAVIS KRIS	427629121	4/29/2016	5/2/2016	5/27/2016	SAMS INTERNET	1,111.20
DAVIS KRIS	428068048	5/3/2016	5/5/2016	5/27/2016	METRO SALES INC.	776.05
DAVIS KRIS	428279113	5/5/2016	5/6/2016	5/27/2016	WASTE MGMT WM EZPAY	661.61
DAVIS KRIS	428279114	5/5/2016	5/6/2016	5/27/2016	WASTE MGMT WM EZPAY	667.77
DAVIS KRIS	428279115	5/5/2016	5/6/2016	5/27/2016	WASTE MGMT WM EZPAY	709.81
DAVIS KRIS	428279116	5/5/2016	5/6/2016	5/27/2016	WASTE MGMT WM EZPAY	334.32
DAVIS KRIS	428279117	5/4/2016	5/6/2016	5/27/2016	METRO SALES INC.	798.89
DAVIS KRIS	428622363	5/9/2016	5/10/2016	5/27/2016	USPS 26073001733418328	235.00
DAVIS KRIS	429703049	5/18/2016	5/19/2016	5/27/2016	INNOVATIVE OFFICE SOLU	86.07
DAVIS KRIS	429896785	5/19/2016	5/20/2016	5/27/2016	BIFFS INC	469.50
DAVIS KRIS	429896786	5/19/2016	5/20/2016	5/27/2016	GENESIS - BELLE PLAINE	27.27
DAVIS KRIS	430299751	5/24/2016	5/25/2016	5/27/2016	WASTE MGMT WM EZPAY	688.00
DAVIS KRIS	430577503	5/26/2016	5/27/2016	5/27/2016	BIFFS INC	408.14
HEINE JEFF	427629124	4/29/2016	5/2/2016	5/27/2016	ALL PRO SOUND	60.50
HEINE JEFF	427749790	5/2/2016	5/3/2016	5/27/2016	HERMAN S LANDSCAPE SUP	245.00
HEINE JEFF	427749791	5/2/2016	5/3/2016	5/27/2016	HERMAN S LANDSCAPE SUP	245.00
HEINE JEFF	428279135	5/5/2016	5/6/2016	5/27/2016	PLUNKETTS PEST CONTROL	233.62
HEINE JEFF	428279136	5/5/2016	5/6/2016	5/27/2016	PLUNKETTS PEST CONTROL	151.97
HEINE JEFF	428279137	5/5/2016	5/6/2016	5/27/2016	PLUNKETTS PEST CONTROL	182.26
HEINE JEFF	428279138	5/5/2016	5/6/2016	5/27/2016	PLUNKETTS PEST CONTROL	209.84
HEINE JEFF	428279139	5/6/2016	5/6/2016	5/27/2016	HILLYARD INC HUTCHINSO	408.95

May 2016 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
HEINE JEFF	428749626	5/9/2016	5/11/2016	5/27/2016	MENARDS MANKATO MN	42.87
HEINE JEFF	428749627	5/9/2016	5/11/2016	5/27/2016	MENARDS MANKATO MN	(2,570.54)
HEINE JEFF	428749628	5/9/2016	5/11/2016	5/27/2016	MENARDS MANKATO MN	2,382.89
HEINE JEFF	429092007	5/13/2016	5/13/2016	5/27/2016	HILLYARD INC HUTCHINSO	731.80
KELLER CHUCK	428497581	5/6/2016	5/9/2016	5/27/2016	CANAL PARK LODGE	274.26
KELLER CHUCK	429703050	5/18/2016	5/19/2016	5/27/2016	MNSCU	830.86
KELLER CHUCK	429896787	5/20/2016	5/20/2016	5/27/2016	MNSCU	1,413.18
KELLER CHUCK	429896788	5/19/2016	5/20/2016	5/27/2016	MASBO 00 OF 00	50.00
KELLER CHUCK	430415662	5/26/2016	5/26/2016	5/27/2016	VZWRLSS*APOCC VISB	749.75
MATHIOWETZ BRUCE	427391202	4/27/2016	4/29/2016	5/27/2016	TRACTOR SUPPLY #1156	26.58
MATHIOWETZ BRUCE	427391203	4/27/2016	4/29/2016	5/27/2016	DAYS INN	132.00
MATHIOWETZ BRUCE	427391204	4/27/2016	4/29/2016	5/27/2016	DAYS INN	132.00
MATHIOWETZ BRUCE	427391205	4/27/2016	4/29/2016	5/27/2016	DAYS INN	132.00
MATHIOWETZ BRUCE	427391206	4/27/2016	4/29/2016	5/27/2016	DAYS INN	132.00
MATHIOWETZ BRUCE	427391207	4/27/2016	4/29/2016	5/27/2016	DAYS INN	132.00
MATHIOWETZ BRUCE	428068050	5/4/2016	5/5/2016	5/27/2016	DISCOUNT STEEL INC	341.91
MATHIOWETZ BRUCE	428068051	5/4/2016	5/5/2016	5/27/2016	DISCOUNT STEEL -MN	105.00
MATHIOWETZ BRUCE	428749617	5/9/2016	5/11/2016	5/27/2016	MAGNETO POWER	68.99
MATHIOWETZ BRUCE	429299364	5/14/2016	5/16/2016	5/27/2016	THE HOME DEPOT #2841	126.41
MATHIOWETZ BRUCE	429560826	5/17/2016	5/18/2016	5/27/2016	SAMS CLUB #6311	125.82
MATHIOWETZ BRUCE	429560827	5/17/2016	5/18/2016	5/27/2016	FARM & HOME PUBLISHERS	245.00
MATHIOWETZ BRUCE	429896789	5/20/2016	5/20/2016	5/27/2016	GENESIS TOWN & COUNTRY	265.16
MATHIOWETZ BRUCE	429896790	5/20/2016	5/20/2016	5/27/2016	GENESIS TOWN & COUNTRY	265.16
MATHIOWETZ BRUCE	430415664	5/20/2016	5/26/2016	5/27/2016	NATIONAL FFA ORGANIZAT	13.00
WICK KEN	427391197	4/29/2016	4/29/2016	5/27/2016	AMAZON MKTPLACE PMTS	44.98
WICK KEN	427629118	4/30/2016	5/2/2016	5/27/2016	APL*APPLEONLINESTOREUS	2,850.00
WICK KEN	427629119	4/30/2016	5/2/2016	5/27/2016	APL*APPLEONLINESTOREUS	3,800.00
WICK KEN	427908149	5/3/2016	5/4/2016	5/27/2016	APL*APPLEONLINESTOREUS	1,849.00
DEUTSCH JOE	427908146	5/3/2016	5/4/2016	5/27/2016	WM SUPERCENTER #5977	56.40
DEUTSCH JOE	428068046	5/3/2016	5/5/2016	5/27/2016	MENARDS BURNSVILLE MN	185.43
DEUTSCH JOE	428749614	5/10/2016	5/11/2016	5/27/2016	TARGET 00014845	126.70
DEUTSCH JOE	428749615	5/9/2016	5/11/2016	5/27/2016	HARDWARE DISTRIBUTORS-	285.59
DEUTSCH JOE	429299358	5/14/2016	5/16/2016	5/27/2016	RECREATION.GOV	64.00
DEUTSCH JOE	429299359	5/14/2016	5/16/2016	5/27/2016	RECREATION.GOV	32.00
DEUTSCH JOE	429423578	5/14/2016	5/17/2016	5/27/2016	SAWBILL CANOE OUTFITTE	16.67
DEUTSCH JOE	429423579	5/14/2016	5/17/2016	5/27/2016	SAWBILL CANOE OUTFITTE	999.90

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
DEUTSCH JOE	430577501	5/26/2016	5/27/2016	5/27/2016	AMERICAN GLASS & MIRROR	102.12
DEUTSCH JOE	430577502	5/26/2016	5/27/2016	5/27/2016	ACE HARDWARE & PAINT	79.35
GROTBERG CAREN	428068047	5/3/2016	5/5/2016	5/27/2016	HAAN CRAFTS	316.78
GROTBERG CAREN	428279112	5/5/2016	5/6/2016	5/27/2016	COBORN S SUPERSTORE	36.66
GROTBERG CAREN	429091991	5/11/2016	5/13/2016	5/27/2016	1ST SEWING CENTERS	690.00
ACTIVITIES BELLE P	427195005	4/27/2016	4/28/2016	5/27/2016	PAYPAL *AUDIOSAVING	(25.00)
ACTIVITIES BELLE P	427391208	4/28/2016	4/29/2016	5/27/2016	IUL*RODGERS&HAMMERSTEI	16.00
ACTIVITIES BELLE P	427749785	5/2/2016	5/3/2016	5/27/2016	MF ATHLETIC & PERFORM	124.75
ACTIVITIES BELLE P	428068052	5/4/2016	5/5/2016	5/27/2016	EVOLUTION SHIRTS	785.82
ACTIVITIES BELLE P	428068053	5/5/2016	5/5/2016	5/27/2016	PERSONALIZATION MALL	129.39
ACTIVITIES BELLE P	428279119	5/4/2016	5/6/2016	5/27/2016	SUBWAY 03164670	10.00
ACTIVITIES BELLE P	428279120	5/5/2016	5/6/2016	5/27/2016	BENCHMARK TOOL AND SUP	999.99
ACTIVITIES BELLE P	428749618	5/10/2016	5/11/2016	5/27/2016	SAMSClub #6311	35.32
ACTIVITIES BELLE P	429091994	5/12/2016	5/13/2016	5/27/2016	COBORN S SUPERSTORE	18.26
ACTIVITIES BELLE P	429091995	5/12/2016	5/13/2016	5/27/2016	COBORN S SUPERSTORE	38.89
ACTIVITIES BELLE P	429091996	5/13/2016	5/13/2016	5/27/2016	USA HIGH SCHOOL CLAY T	550.00
ACTIVITIES BELLE P	429423581	5/16/2016	5/17/2016	5/27/2016	COBORN S SUPERSTORE	30.91
ACTIVITIES BELLE P	429423582	5/16/2016	5/17/2016	5/27/2016	MF ATHLETIC & PERFORM	43.80
ACTIVITIES BELLE P	429703052	5/18/2016	5/19/2016	5/27/2016	THE INSTRUMENTALIST AW	198.00
ACTIVITIES BELLE P	429896791	5/20/2016	5/20/2016	5/27/2016	DOMINO S 7300	66.00
ACTIVITIES BELLE P	430117430	5/21/2016	5/24/2016	5/27/2016	REDSTONE AMERICAN GRIL	153.00
ACTIVITIES BELLE P	430299753	5/24/2016	5/25/2016	5/27/2016	USPS 26073001733418328	718.45
ACTIVITIES BELLE P	430415665	5/25/2016	5/26/2016	5/27/2016	IN *MIDWEST SOLUTIONS	492.51
ACTIVITIES BELLE P	430577505	5/26/2016	5/27/2016	5/27/2016	GUTHRIE THEATER INTERN	234.00
ACTIVITIES BELLE P	430577506	5/26/2016	5/27/2016	5/27/2016	USPS 26073001733418328	35.78
ACTIVITIES BELLE P	430577507	5/27/2016	5/27/2016	5/27/2016	MIDWEST SPORTS	3,149.00
COMM ED BELLE PLAINE	427391213	4/28/2016	4/29/2016	5/27/2016	USPS 26073001733418328	6.18
COMM ED BELLE PLAINE	427629123	4/29/2016	5/2/2016	5/27/2016	THE GRAPHIC EDGE INC	571.71
COMM ED BELLE PLAINE	428068056	5/4/2016	5/5/2016	5/27/2016	MNAFEE	20.00
COMM ED BELLE PLAINE	428068057	5/4/2016	5/5/2016	5/27/2016	GENESIS TOWN & COUNTRY	20.64
COMM ED BELLE PLAINE	428279126	5/5/2016	5/6/2016	5/27/2016	USPS 26073001733418328	7.69
COMM ED BELLE PLAINE	428279127	5/6/2016	5/6/2016	5/27/2016	USPS 26073001733418328	1.78
COMM ED BELLE PLAINE	428279128	5/6/2016	5/6/2016	5/27/2016	SCHOLASTIC BOOK CLUB	75.00
COMM ED BELLE PLAINE	428749625	5/10/2016	5/11/2016	5/27/2016	USPS 26073001733418328	3.59
COMM ED BELLE PLAINE	429091998	5/13/2016	5/13/2016	5/27/2016	COBORN S SUPERSTORE	14.98
COMM ED BELLE PLAINE	429091999	5/12/2016	5/13/2016	5/27/2016	RSCHOOLTODAY	1,600.00

May 2016 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
COMM ED BELLE PLAINE	429092000	5/12/2016	5/13/2016	5/27/2016	USPS 26073001733418328	1.99
COMM ED BELLE PLAINE	429092001	5/13/2016	5/13/2016	5/27/2016	USPS 26073001733418328	97.14
COMM ED BELLE PLAINE	429092002	5/12/2016	5/13/2016	5/27/2016	GENESIS TOWN & COUNTRY	19.03
COMM ED BELLE PLAINE	429703054	5/18/2016	5/19/2016	5/27/2016	BSN*SPORT SUPPLY GROUP	32.18
COMM ED BELLE PLAINE	429896793	5/21/2016	5/20/2016	5/27/2016	AMAZON MKTPLACE PMTS	25.13
COMM ED BELLE PLAINE	429896794	5/19/2016	5/20/2016	5/27/2016	GENESIS - BELLE PLAINE	71.42
COMM ED BELLE PLAINE	429896795	5/20/2016	5/20/2016	5/27/2016	MATT SAXE CHEVROLET BU	139.95
COMM ED BELLE PLAINE	430117431	5/22/2016	5/24/2016	5/27/2016	AMAZON MKTPLACE PMTS	109.73
COMM ED BELLE PLAINE	430415666	5/24/2016	5/26/2016	5/27/2016	THE GRAPHIC EDGE INC	797.54
COMM ED BELLE PLAINE	430577508	5/27/2016	5/27/2016	5/27/2016	INNOVATIVE OFFICE SOLU	12.90
ELEMENTARY CHATFIELD	427195006	4/27/2016	4/28/2016	5/27/2016	INNOVATIVE OFFICE SOLU	19.38
ELEMENTARY CHATFIELD	427391209	4/28/2016	4/29/2016	5/27/2016	INNOVATIVE OFFICE SOLU	41.37
ELEMENTARY CHATFIELD	427391210	4/29/2016	4/29/2016	5/27/2016	INNOVATIVE OFFICE SOLU	81.02
ELEMENTARY CHATFIELD	427391211	4/28/2016	4/29/2016	5/27/2016	OFFICEMAX CT*IN#432997	26.76
ELEMENTARY CHATFIELD	427391212	4/28/2016	4/29/2016	5/27/2016	GOPHER SPORT	49.95
ELEMENTARY CHATFIELD	427749786	5/2/2016	5/3/2016	5/27/2016	OFFICEMAX CT*IN#481905	7.84
ELEMENTARY CHATFIELD	427749787	5/2/2016	5/3/2016	5/27/2016	MN ZOO TARS	655.00
ELEMENTARY CHATFIELD	427908160	5/3/2016	5/4/2016	5/27/2016	TARGET 00013524	34.85
ELEMENTARY CHATFIELD	428068054	5/4/2016	5/5/2016	5/27/2016	IMSE	53.85
ELEMENTARY CHATFIELD	428068055	5/4/2016	5/5/2016	5/27/2016	GENESIS TOWN & COUNTRY	53.93
ELEMENTARY CHATFIELD	428279121	5/5/2016	5/6/2016	5/27/2016	TARGET 00012724	102.27
ELEMENTARY CHATFIELD	428279122	5/6/2016	5/6/2016	5/27/2016	USPS 26073001733418328	44.20
ELEMENTARY CHATFIELD	428279123	5/5/2016	5/6/2016	5/27/2016	SSI*SCHOOL SPECIALTY	296.37
ELEMENTARY CHATFIELD	428279124	5/6/2016	5/6/2016	5/27/2016	ILP*INSECT LORE	99.65
ELEMENTARY CHATFIELD	428279125	5/6/2016	5/6/2016	5/27/2016	BROOKES PUBLISHING	254.25
ELEMENTARY CHATFIELD	428497582	5/8/2016	5/9/2016	5/27/2016	AMAZON MKTPLACE PMTS	39.93
ELEMENTARY CHATFIELD	428497583	5/9/2016	5/9/2016	5/27/2016	SSI*SCHOOL SPECIALTY	147.38
ELEMENTARY CHATFIELD	428497584	5/9/2016	5/9/2016	5/27/2016	SSI*SCHOOL SPECIALTY	129.01
ELEMENTARY CHATFIELD	428497585	5/9/2016	5/9/2016	5/27/2016	AMAZON MKTPLACE PMTS	23.98
ELEMENTARY CHATFIELD	428497586	5/8/2016	5/9/2016	5/27/2016	SCHOLASTIC BOOK CLUB	16.00
ELEMENTARY CHATFIELD	428497587	5/8/2016	5/9/2016	5/27/2016	SCHOLASTIC BOOK CLUB	20.00
ELEMENTARY CHATFIELD	428497588	5/8/2016	5/9/2016	5/27/2016	SCHOLASTIC BOOK CLUB	3.00
ELEMENTARY CHATFIELD	428497589	5/6/2016	5/9/2016	5/27/2016	LAKESHORE LEARNING MAT	96.49
ELEMENTARY CHATFIELD	428622364	5/9/2016	5/10/2016	5/27/2016	RGS Pay*	146.76
ELEMENTARY CHATFIELD	428622365	5/9/2016	5/10/2016	5/27/2016	AMAZON MKTPLACE PMTS	54.95
ELEMENTARY CHATFIELD	428749619	5/10/2016	5/11/2016	5/27/2016	SSI*SCHOOL SPECIALTY	39.95

May 2016 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY CHATFIELD	428749620	5/10/2016	5/11/2016	5/27/2016	SSI*SCHOOL SPECIALTY	94.13
ELEMENTARY CHATFIELD	428749621	5/11/2016	5/11/2016	5/27/2016	AMAZON MKTPLACE PMTS	79.73
ELEMENTARY CHATFIELD	428749622	5/11/2016	5/11/2016	5/27/2016	AMAZON MKTPLACE PMTS	107.80
ELEMENTARY CHATFIELD	428749623	5/9/2016	5/11/2016	5/27/2016	ORIENTAL TRADING CO	27.98
ELEMENTARY CHATFIELD	428749624	5/9/2016	5/11/2016	5/27/2016	ORIENTAL TRADING CO	36.47
ELEMENTARY CHATFIELD	429091997	5/13/2016	5/13/2016	5/27/2016	JOISSU PRODUCTS	92.14
ELEMENTARY CHATFIELD	429703053	5/19/2016	5/19/2016	5/27/2016	Amazon.com	61.17
ELEMENTARY CHATFIELD	429896792	5/19/2016	5/20/2016	5/27/2016	LAKESHORE LEARNING MAT	184.39
ELEMENTARY OAK CREST	427391200	4/28/2016	4/29/2016	5/27/2016	SAMSClub #6311	68.56
ELEMENTARY OAK CREST	427391201	4/29/2016	4/29/2016	5/27/2016	SSI*SCHOOL SPECIALTY	5.19
ELEMENTARY OAK CREST	427629122	5/1/2016	5/2/2016	5/27/2016	TARGET 00012724	99.99
ELEMENTARY OAK CREST	427908155	5/3/2016	5/4/2016	5/27/2016	TARGET 00023903	199.98
ELEMENTARY OAK CREST	428068049	5/3/2016	5/5/2016	5/27/2016	WWW SCHOOLMATE COM	384.75
ELEMENTARY OAK CREST	428279118	5/5/2016	5/6/2016	5/27/2016	INNOVATIVE OFFICE SOLU	539.21
ELEMENTARY OAK CREST	428749616	5/9/2016	5/11/2016	5/27/2016	DAKOTA AWARDS AND ENGR	79.25
ELEMENTARY OAK CREST	428897373	5/11/2016	5/12/2016	5/27/2016	AMAZON.COM AMZN.COM/BI	18.61
ELEMENTARY OAK CREST	428897374	5/11/2016	5/12/2016	5/27/2016	PARTY CITY #1026	17.94
ELEMENTARY OAK CREST	429091992	5/12/2016	5/13/2016	5/27/2016	WM SUPERCENTER #3513	102.57
ELEMENTARY OAK CREST	429091993	5/14/2016	5/13/2016	5/27/2016	AMAZON MKTPLACE PMTS	18.66
ELEMENTARY OAK CREST	429299360	5/14/2016	5/16/2016	5/27/2016	AMAZON MKTPLACE PMTS	145.75
ELEMENTARY OAK CREST	429299361	5/14/2016	5/16/2016	5/27/2016	AMAZON MKTPLACE PMTS	35.77
ELEMENTARY OAK CREST	429299362	5/15/2016	5/16/2016	5/27/2016	AMAZON MKTPLACE PMTS	94.76
ELEMENTARY OAK CREST	429299363	5/16/2016	5/16/2016	5/27/2016	AMAZON MKTPLACE PMTS	16.20
ELEMENTARY OAK CREST	429423580	5/16/2016	5/17/2016	5/27/2016	SAMSClub #6311	78.74
ELEMENTARY OAK CREST	429703051	5/19/2016	5/19/2016	5/27/2016	AMAZON MKTPLACE PMTS	144.93
ELEMENTARY OAK CREST	430117429	5/21/2016	5/24/2016	5/27/2016	PARTY CITY #1005	35.80
ELEMENTARY OAK CREST	430299752	5/24/2016	5/25/2016	5/27/2016	TARGET 00013524	77.06
ELEMENTARY OAK CREST	430415663	5/25/2016	5/26/2016	5/27/2016	EMMA KRUMBEEES ORCHARD	21.95
ELEMENTARY OAK CREST	430577504	5/27/2016	5/27/2016	5/27/2016	TOP 20 TRAINING	900.00
HANSON LIANN	427908163	5/3/2016	5/4/2016	5/27/2016	COBORN S SUPERSTORE	96.21
HANSON LIANN	427908164	5/3/2016	5/4/2016	5/27/2016	SQ *MN ASSN. OF SCHOOL	40.00

Total	62,897.04
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Chuck Keller
Business Manager
Margot Hansen
Curriculum & Assessment Director
Ken Wick
IT Director



Chad Williams
Special Services Director
Jeff Heine
Buildings & Grounds Director
Chad Eischens
Activities & Recreation Director

DATE OF BOARD MEETING: June 27, 2016
 SUBJECT: Gifts and Donations
 RECOMMENDATION: Approve

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

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

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

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

DETAIL OF GIFTS/DONATIONS:

Date	Donor	Item and Nature of Donation/Gift	Amount
04.21.2016	BP VFW Ladies Auxiliary	Community Education – “Let’s Go Fishing” opportunity for Veterans	100.00
04.14.2016	American Legion Auxiliary	Community Education – “Let’s Go Fishing” opportunity for Veterans	100.00
04.14.2016	American Legion Post 144	Community Education – “Let’s Go Fishing” opportunity for Veterans	100.00
04.14.2016	BP Sons of American Legion	Community Education – “Let’s Go Fishing” opportunity for Veterans	100.00
04.19.2016	BP Sportsman Club	Community Education – “Let’s Go Fishing” opportunity for Veterans	100.00
04.21.2016	Veterans of Foreign Wars	Community Education – “Let’s Go Fishing” opportunity for Veterans	100.00
04.21.2016	BP Elementary PTO	Oak Crest – 4 th Grade Planners	384.75
05.19.2016	BP Elementary PTO	Chatfield – 1 st Grade (Perusse)	324.45
05.19.2016	BP Elementary PTO	Chatfield – Begingergarten (Fogarty)	128.05
05.19.2016	BP Elementary PTO	Oak Crest – Roller Skate Rental	1024.25
05.19.2016	BP Elementary PTO	Oak Crest – Roller Skate Rental	500.00
05.19.2016	BP Elementary PTO	Oak Crest – Art Journals	591.00

Board Report
June 22, 2016
Chatfield Elementary
Kimberly DeWitte

Appreciation:

- Thank you to the cleaning crew that is working at Chatfield. The building and rooms are looking awesome!
- Thank you to Chelsey Earney and Katie Graff for organizing a great field day. The parents, kids, and staff all had a wonderful time!
- Thank you to Taher Chatfield lunch staff for making all of our sack lunches during the last week while on field trips, field day, and our picnic day!
- Thank you to all of certified staff for meeting with me during your end of the year coaching sessions.

Acceleration:

- Elizabeth Stokke will be joining the Chatfield/Belle Plaine School District family as a first grade teacher.
- Stephanie Baima will be joining the Chatfield/Belle Plaine School District family as our new Birth-3 special education teacher.
- Summer school will be begin on July 11 and run through August 4th. The students will be learning Monday-Thursday from 8:30-11:30.

Anticipation:

- Summer Retreat for school board members and administrators on August 8th.
- Professional Development opportunity for administrators on August 9th and 10th.
- Families will receive their teacher notification letters the first week in August. We will have parents sign up for conferences using the online system.
- Back to School individual conferences will be scheduled for 4 year old preschool students during the 16-17 school year.
- August Back To School Workshops! It is going to be an awesome learning experience for all staff.

**Belle Plaine High School
June 2016
School Board Report
Submitted by Chad Eischens**

Appreciation:

- Congratulation to the BP spring teams. Again, our teams had strong performances in conference play. Baseball, boys track and girls track were conference champions.
- Congratulations to girls track who won the section meet.
- 22 BPHS track athletes advanced to the state meet on June 10th and 11th.
- Ireland Lambrecht advanced to the state golf meet on June 14th and 15th.
- Congratulations to the baseball team for advancing to the state tournament. They will play on June 16th and possibly on the 17th and 20th.
- Thanks to the many volunteers that help make youth baseball and softball possible.

Acceleration:

- Registrations for summer programs continue to come.
- Staff is scheduling space for summer programs based on class enrollment.
- Coordinating field schedules with baseball and softball continues.

Board Report
June 27th, 2016
Oak Crest Elementary
Liann Hanson

Appreciation:

- **2nd grade parent night** on Monday, June 6rd was a HUGE success! We had positive comments from parents and staff alike! It was great seeing the incoming 3rd graders! Thanks to our 3rd grade teachers for putting this together!
- **Last day of school** Thanks to the Oak Crest staff for making our last day a successful one with students! We love exiting our 6th grade students with a big teacher tunnel!
- **Retirement** Thank you to Steve Hanson and Helen Lehtinen who gave us many years in Belle Plaine! We appreciate their work with students and our school.

Acceleration:

- **Top 20 Training** The Administrative Team will be attending the Top 20 Training in St. Paul Monday, June 27th-Wednesday, June 29th in St. Paul. Topics of the training are: How Can We Be Effective Teachers in the 21st Century? How Can We Engage Disengaged Students? How Can We Create an Effective and Healthy School Culture?
- **Blended Learning Webinar Ms. Chevalier, Ms. Hansen, and myself** will be participating in a Blended Learning Webinar started June 22nd and running through July. We will participate in the webinar each Wednesday afternoon.
- **Eastern Carver County Personalized Learning Ms. Bungarden, Ms. Brant, Ms. Murphy, and myself** will be attending the Eastern Carver County Personalized Learning Summit on August 1st and 2nd. We have visited several of their schools to look at Gifted Talented, Personalized Learning, and different ways of structuring the classroom physically. We are excited to attend this workshop.
- **Administrative/Board Retreat** We will meet with the School Board on August 8th to look at the direction of the district.
- **Minnesota Summit for Greater Learning and Leading** The Administrative Team will be attending the Minnesota Summit for Greater Learning and Leading on August 9th and 10th in Brainerd.

The Year in Review

What a year we had at Oak Crest Elementary in 2015-2016! We started the year off with our Back to School Conferences. Again, we had many positive comments from parents on how they love the format. We are able to get assessment information from students, have lunch staff available to deposit lunch money and to get signed up for the snack cart, we have school pictures taken with the parent present, parents and students have 1-on-1 time with the teacher, music instruments are available for band students to try, and we have a scavenger hunt for students and parents to go on to have a tour of the building.

In October we had another successful 6th grade trip to Wolf Ridge! Students, parents, and staff all had a great time. We had Parent Teacher Conferences in the middle of October. It seemed a bit early due to the late start in September,

but it was good to again check in with parents and students. PTO Sponsored our Read-A-Thon and it was our main fundraiser for our PTO. It was a success!

Through the months of November, December, and January we started our visits to New Prague, Eastern Carver County, Minnetonka, Farmington, and Prior Lake. We learned a lot about Flex Learning, Blended Learning, and Gifted and Talented. It helped support our decisions made at the building level.

Through the winter months and going into the spring, our teachers participated in Peer Partnerships (similar to the High School). They were assigned a teacher to visit to observe, provide positive feedback, and to identify a strategy they could use in their classroom. Their visits went very well!

On an individual, professional level, I also started the MNASA Aspiring Superintendent Academy in January. It has been great to make connections with current superintendents and those on the superintendent pathway. The biggest learning for me has been around the politics of the hiring of superintendents and the sexism that is very prevalent in this position.

In February, we had our third round of Parent Teacher Conferences. It was a great time to check in with parents and make sure their students were on track! From February 29 - March 4, 2016, School Retool launched the [Shadow a Student Challenge](#). During this week, school leaders across the country cleared their calendars, silence their walkie-talkies, and threw on sneakers, and immersed themselves in student life for a day. It was great seeing the school day from a student's point of view.

March brought about our Oak Crest Girls ROC program! We had over 100 girls participate in our program again this year. We focused on making connections with each other, female leadership, and running! We culminated the program by running the Girls on the Run 5K in Mankato on April 23rd!

One of the best events we had for students this school year was our All School Field Trip to the Mankato Symphony in May. I loved that it was an All School event and that we participated together. I also loved exposing our students to a different genre of music that they may not have experienced before. One student said that it was the most beautiful music she's ever heard. Another student told me that he felt asleep at the concert. Either way, I loved that we exposed students to the arts and that they had the opportunity!

In May, Oak Crest also partnered with the High School to have 3 Walk to School Fridays! It was a quite a success! We had high school students and teachers walking with groups of Oak Crest students from Chatfield to Oak Crest. Large groups of students participated. It was a great event to teach students how to properly walk to school safely.

Lastly, as a push to meet the needs of our students, our school counselor meets with individual classes on a monthly basis to go over anti-bullying strategies, steps to take when being or seeing bullying, and how to be a positive member of our school community.

- Sept. 21-Intro. To School Counselor/how to self-refer, etc. and read "Only One You"/made rock fish

- Oct. 21-Bullying/How to be an Upstander
- Nov. 19-Grit/Fixed Mindset vs. Growth Mindset
- Dec. 15-Grit/Fixed Mindset vs. Growth Mindset
- Jan. 25-Conflict Resolution
- Feb. 25-The Dot (Applying Grit)
- March 15-Mental Health (taught by Shy)
- April 15-Career
- May-Not scheduled due to many different events and schedule conflicts)

I adjusted our recess rules for all students and met with all students by grade levels the week of January 4th, 2016 to go over these rules and expectations. I spent about an hour with each grade level talking about what behaviors should look like and how we respond when they don't meet expectations.

I met with all grade levels again in February for about an hour. We discussed bullying, chewing gum at school, appropriate iPad procedures, bathroom behavior, and dress code.

I then met with 6th grade as a grade level on May 6th, 2016. I went over positive behavior expectations, tiger paws they could earn, and the incentives they could earn with the tiger paws.

In addition, in response to bullying concerns, I also have implemented a Parent Advisory Group with the specific task of discussing bullying and how to solve it at Oak Crest. We met monthly starting in February to discuss bullying and other school related issues. I felt it was a positive connection with parents and our community.

From these meetings, I also implemented a small version of Positive Behavior Intervention Strategies and Supports for all of our 6th grade students (as stated above, May 6th, 2016). Students were aware of the positive behaviors that staff were looking for, they could earn tiger paws, when they had a certain number of tiger paws they earned certain incentives.

As we move forward to the 2016-2017 school year, we will look at some changes and implementations in Positive Behavior Intervention Support (PBIS) Blended Learning, Balanced Literacy, Flex Learning, and Gifted Talented.

It was a successful year at Oak Crest! We have a lot to be proud of as a school!

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
SCHOOL DISTRICT #716
(BELLE PLAINE)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of School District No. 716, State of Minnesota, was held on June 27th, at 6:00 p m., for the purpose, in part, of approving the SW Metro Intermediate School District No. 288's Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

Director _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING SW METRO INTERMEDIATE SCHOOL
DISTRICT NO. 288'S LONG-TERM FACILITY MAINTENANCE
PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF A
PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S
APPLICATION FOR LONG-TERM FACILITY MAINTENANCE
REVENUE**

BE IT RESOLVED by the School Board of District No. 716, State of Minnesota, as follows:

1. The School Board of SW Metro Intermediate School District 288 has approved a long-term facility maintenance program budget for its facilities for the 2017-2018 school year in the amount of \$200,000.00. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a percentage that weighs the two components of each

member districts portion of the total Special Education Tuition billing and Vocational billing. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2018 is hereby approved, subject to approval by the Commissioner of Education.

4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Director _____ and, upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

I, the undersigned, being the duly qualified and acting Clerk of School District No. _____, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. _____, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of SW Metro Intermediate School District No. 288's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the SW Metro Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this _____ day of _____, 2016.

Clerk

School District No. 716

District 0288-06
Exhibit A

SouthWest Metro Intermediate District

	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	Grand Total
Deferred Maintenance											
RVEC	26,060	26,060	87,216	87,216	87,216	180,526	180,526	180,526	180,526	180,526	1,216,400
401 Bldg	138,295	138,295	364,183	364,183	364,183	1,700,639	1,700,639	1,700,639	1,700,639	1,700,639	9,872,334
East Creek	25,657	25,657	66,507	66,507	66,507	74,057	74,057	74,057	74,057	74,057	621,120
Total	190,011	190,011	517,906	517,906	517,906	1,955,223	1,955,223	1,955,223	1,955,223	1,955,223	11,709,854
368 Building Envelope	40,063	40,063	38,250	38,250	38,250	20,700	20,700	20,700	20,700	20,700	298,376
369 Building Hardware and Equipment											
370 Electrical			35,833	35,833	35,833	109,750	109,750	109,750	109,750	109,750	656,250
379 Interior Surfaces	72,288	72,288	74,273	74,273	74,273	21,028	21,028	21,028	21,028	21,028	472,533
380 Mechanical Systems	23,750	23,750	281,667	281,667	281,667	1,523,283	1,523,283	1,523,283	1,523,283	1,523,283	8,508,915
381 Plumbing	8,750	8,750	42,750	42,750	42,750	21,700	21,700	21,700	21,700	21,700	254,250
382 Professional Services and Salary											
383 Roof Systems	45,160	45,160	45,133	45,133	45,133	258,762	258,762	258,762	258,762	258,762	1,519,529
384 Site Projects											
Total	190,011	190,011	517,906	517,906	517,906	1,955,223	1,955,223	1,955,223	1,955,223	1,955,223	11,709,853

Items to be completed with GF budgeted dollars

RVEC	(13,905)	(13,905)	(9,883)	(9,883)	(9,883)	(3,638)	(3,638)	(3,638)	(3,638)	(3,638)	(75,646)
401 Bldg	(11,157)	(11,157)	(1,958)	(1,958)	(1,958)	(2,070)	(2,070)	(2,070)	(2,070)	(2,070)	(38,539)
East Creek	(5,345)	(5,345)	(1,090)	(1,090)	(1,090)	(1,141)	(1,141)	(1,141)	(1,141)	(1,141)	(19,664)
Amount to be funded with levy	(30,406)	(30,406)	(12,931)	(12,931)	(12,931)	(6,849)	(6,849)	(6,849)	(6,849)	(6,849)	(133,849)
	159,605	159,605	504,975	504,975	504,975	1,948,374	1,948,374	1,948,374	1,948,374	1,948,374	11,576,005

Major items that have significant levy impact

RVEC											
401 Bldg			(60,000)	(60,000)	(60,000)	(124,799)	(124,799)	(124,799)	(124,799)	(124,799)	(803,994)
East Creek						(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(1,500,000)	(7,500,000)
Alternative Deferred Maintenance Levy	-	-	(60,000)	(60,000)	(60,000)	(40,958)	(40,958)	(40,958)	(40,958)	(40,958)	(204,792)
	159,605	159,605	444,975	444,975	444,975	282,617	282,617	282,617	282,617	282,617	3,067,219

Proposed Deferred Maintenance Levy

	200,000	225,000	250,000	275,000	300,000	325,000	350,000	375,000	375,000	392,219	3,067,219
Annual Running Balance	40,395	105,790	(89,185)	(259,160)	(404,135)	(361,752)	(294,369)	(201,985)	(109,602)	0	0

Major Items Include:

RVEC-Controls	180,000
RVEC- Replace Roof	623,994
401-Ventilation	5,625,000
401-Steam to Hotwater	1,750,000
401-Replace Steam Boiler	125,000
East Creek- Replace Roof	204,792
Total	8,508,786

Proposed SW Metro 2016 Payable 2017 LTFDM Levy
 Projecting Inclusion of 10 Year Plan Deferred Maintenance

District	% of Lease Costs	Def Maint Projected Additional
Chaska #112	13.154%	\$ 26,308.75
Shakopee #720	19.410%	\$ 38,819.87
Waconia #110	5.300%	\$ 10,601.00
Watertown #111	2.950%	\$ 5,900.68
Norwood #108	5.091%	\$ 10,182.36
Belle Plaine #716	6.504%	\$ 13,008.57
Jordan #717	5.427%	\$ 10,854.87
Prior Lake #719	20.381%	\$ 40,762.58
New Prague #721	7.816%	\$ 15,632.19
TCU #2905	7.600%	\$ 15,200.70
Buffalo #877	6.364%	\$ 12,728.44
	100.000%	\$ 200,000.00

Proposed SW Metro 2016-17 Lease Levy
 With Projecting Inclusion of St Boni Lease

District	Lease Levy 2013-14	Lease Levy 2014-15	Lease Levy 2015-16	Projected 16-17 Less Lydia	Projected 16-17 w/Buffalo	Projected 16-17 w/St Boni
Chaska #112	90,339.12	64,963.41	\$ 22,482.90	20,848.77	19,521.91	23,172.91
Shakopee #720	85,854.72	111,822.65	\$ 33,174.63	30,763.41	28,805.55	34,192.78
Waconia #110	54,185.06	24,571.57	\$ 9,059.39	8,069.17	7,555.63	9,337.42
Watertown #111	10,377.83	10,840.01	\$ 5,042.59	4,676.08	4,378.49	5,197.35
Norwood #108	19,653.83	20,160.18	\$ 8,701.63	8,400.92	7,866.27	8,968.69
Belle Plaine #716	24,714.72	39,790.55	\$ 11,116.85	10,308.84	9,652.76	11,458.03
Jordan #717	26,451.86	34,726.45	\$ 9,276.34	8,602.10	8,054.65	9,561.03
Prior Lake #719	60,165.20	82,663.93	\$ 34,834.83	32,302.92	30,247.09	35,903.92
New Prague #721	29,151.17	24,488.53	\$ 13,358.93	12,387.97	11,599.57	13,768.93
TCU #2905	-	40,353.73	\$ 12,990.19	12,046.02	11,279.39	13,388.86
Buffalo #877					9,444.89	11,211.28
	400,893.51	454,381.01	\$ 160,038.28	148,406.20	148,406.20	176,161.20

16/17 Operating Capital and Deferred Maintenance

RESERVE 07/01/2015 \$306,630.00

	Budget			2017
REVENUES:	FY17	Fin Code	Projects	Budget
				Amount
Operating Cap. Aid	\$240,495	302	Property Taxes/Special Assessments	\$8,500
Operating Cap Levy	\$36,356	302	Lease Levy	\$11,458
Lease Levy	\$11,117	302	Textbooks/Software	\$75,000
LTFM Aid	\$25,605		Activities	\$15,000
LTFM Levy	\$311,809		Technology Equipment	\$85,000
Total levy/aid	<u>\$625,382</u>		Health and Safety	\$111,650
			Technology Repairs	\$15,000
			Chatfield Music Equip	\$500
Capital Revenues	\$625,382		Oak Crest Music Equip	\$500
Obligated	\$649,189		H.S. Music Equipment	\$2,500
Remaining	<u>-\$23,807</u>		Site/Grounds	\$221,500
			Chatfield Library Books	\$2,500
			Oak Crest Library Books	\$1,000
			ESG- Deferred Maintenance- Lease	\$99,081
			Total Obligations	<u>\$649,189</u>

ENDING RESERVE 06/30/2017 \$282,822.97

Belle Plaine Public Schools
10-Year LTFM Expenditure Estimate

	<u>2016/17</u>
District Service Center	
Classroom Carpeting	3,000.00
Re-roofing	
Parking Lot SealCoat/Chip Seal	
HVAC Repairs	
<i>District Services totals</i>	\$3,000.00
Chatfield Elementary	
Classroom Carpeting	4,000.00
Playground Asphalt Repair	
Roofing Repairs	
Classroom Sound Systems (12 Rooms)	
Classroom Furniture	
HVAC Repairs	
Repair Roof Duct Insulation	3,500.00
<i>Chatfield Elementary Totals</i>	\$7,500.00
Oak Crest Elementary	
Hallway Carpeting	
Classroom Carpeting	7,000.00
HVAC Repairs	
Seal Coat South Parking Lot	
Re-Roofing	
Ice Storage Tanks Repair/Relocation	
<i>Oak Crest Elementary Totals</i>	\$7,000.00
Jr - Sr High School	
Classroom Carpeting, 2 per year	4,000.00
Hallway Carpeting	
Re-roofing	
HVAC Maintenance	1,500.00
Classroom Furniture	

**Belle Plaine Public Schools
10-Year LTFM Expenditure Estimate**

	<u>2016/17</u>
<i>Jr - Sr High School Totals</i>	\$5,500.00
Athletic Fields & District Equipment	
District Wide Security/Safety Upgrades	4,000.00
District PAC Curtain Replacement	
Agrilime for SB/Bb Infields	
HVAC Repairs/Replacement	5,000.00
Seal Coating	
Tennis Courts	54,090.00
Resurface Track & Re-Stripe	133,910.00
Carpet Extractors/Floor Equipment	
Custodial Equipment	1,500.00
Folding Chair Refinishing (400 @ \$15)	
LED Lights for Parking Lots	
<i>Ath. Fields & Dist. Equipment Totals</i>	\$198,500.00
GRAND TOTAL	\$221,500.00

BELLE PLAINE PUBLIC SCHOOLS

	Adopted Budget
	<u>2016-17</u>
Revenues	
General Fund	\$ 15,977,330
Food Services Fund	\$ 660,000
Community Services Fund	\$ 669,837
Debt Redemption Fund	\$ 3,193,509
Trust and Agency Fund	\$ -
Totals All Funds	\$ 20,500,676
 Expenditures	
General Fund	\$ 15,960,525
Food Services Fund	\$ 660,000
Community Services Fund	\$ 686,535
Debt Redemption Fund	\$ 3,199,809
Trust and Agency Fund	\$ -
Totals All Funds	\$ 20,506,868

1st Reading: 2/27/2006
2nd Reading: 3/27/2006
Approved: 4/24/2006
Reviewed: 10/22/2012, 7/22/2013

417 CHEMICAL USE AND ABUSE

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The policy of this school district is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

III. DEFINITIONS

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.

- B. “Chemicals” includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; 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; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. STUDENTS

- A. Instruction
 - 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
 - 2. Each school shall have age-appropriate and developmentally based activities that:
 - a. address the consequences of violence and the illegal use of drugs, as appropriate;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of emerging drugs;
 - f. engage students in the learning process; and
 - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
 - 3. Each school shall have activities that involve families, community sectors

(which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.

4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
 - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
 - d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
 - e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a

school location:

- a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
- a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution or sale of

chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.

4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.

- c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

- 1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
- 2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
 - b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
 - 1. The dangers and health risks of chemical abuse in the workplace/school.
 - 2. The school district's drug-free workplace/drug-free school policy.
 - 3. Any available drug or alcohol counseling, treatment, rehabilitation, reentry and/or assistance programs available to employees and/or students.
 - 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required

to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

Legal References: Minn Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Adopted: _____

MSBA/MASA Model Policy 417

Orig. 1995

Revised: _____

Rev. ~~2012~~ 2015

417 CHEMICAL USE AND ABUSE

[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The policy of this school district is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

[Note: Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical

dependency.]

III. DEFINITIONS

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.
- D. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; 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; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. STUDENTS

A. Instruction

- 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.

[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district’s mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. through 6. below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]

2. Each school shall have age-appropriate and developmentally based activities that:
 - a. address the consequences of violence and the illegal use of drugs, as appropriate;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of emerging drugs;
 - f. engage students in the learning process; and
 - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.

- c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
- d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
- e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

- 1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
- 2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:

- a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 121A.40-121A.56, and proposed for expulsion.
 4. Searches by school district officials in connection with the abuse, possession, transfer, distribution, or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law

and regulations.

2. Destruction of Records

- a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students, and develop good working relationships and enhance communication between the schools and other community agencies; and
 - b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students, and others about:
1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's drug-free workplace/drug-free school policy.
 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry, and/or assistance programs available to employees and/or students.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

[Note: Notification to the federal granting agency within ten (10) days is required by the Drug Free Workplace Act. 41 U.S.C. § 8103.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 138.163 (Records Management Act)
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
[Minn. Stat. § 152.22 \(Medical Cannabis; Definitions\)](#)
[Minn. Stat. § 152.23 \(Medical Cannabis; Limitations\)](#)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)
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 515 (Protection and Privacy of Pupil
Records)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor
Vehicles; Patrols, Inspections, and Searches)

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

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

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

B. Desks

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

C. Personal Possessions and Student's Person

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

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

III. DEFINITIONS

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

IV. PROCEDURES

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

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

V. DIRECTIVES AND GUIDELINES

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

VI. SEIZURE OF CONTRABAND

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

VII. VIOLATIONS

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

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

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

Adopted: _____

MSBA/MASA Model Policy 502

Orig. 1995

Revised: _____

Rev. 1999

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

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

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

B. Desks

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

C. Personal Possessions and Student's Person

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

D. ~~It shall be a~~ A violation of this policy occurs when ~~for~~ students ~~to~~ use lockers and desks for unauthorized purposes or to store contraband. ~~It shall be a~~ A violation

~~occurs when for~~ students ~~to~~ carry contraband on their person or in their personal possessions.

III. DEFINITIONS

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

IV. PROCEDURES

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

- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

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

VI. SEIZURE OF CONTRABAND

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

VII. VIOLATIONS

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

Legal References: U. S. Const., amend. IV
 Minn. Const., art. I, § 10
 Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
[G.C. v. Owensboro Public Schools, 711 F.3d 623 \(6th Cir. 2013\)](#)

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

506 STUDENT DISCIPLINE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. AREAS OF RESPONSIBILITY

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

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance

with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;

15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;

30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored materials on School Premises by Students and Employees Policy;

44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

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

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;

- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

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

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

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

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. **Removal of a Student from a Class**
 - 1. Each teacher has the discretion to remove a student for inappropriate behavior as determined by the teacher. Upon asking the student to leave the classroom and report to the office, the teacher will notify the main office of the name of the student removed;
 - 2. Disciplinary action may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others. The acts set forth in the disciplinary policy are unacceptable and subject to disciplinary action in school buildings, on the school buses, school grounds and at school sponsored activities.
- D. **Responsibility for and Custody of a Student Removed From Class**
 - 1. Each teacher has the discretion to determine how to deal with inappropriate behavior by a student. The teacher may instruct the student to the hallway or the high school office. If they are sent to the office, the teacher will notify the high school office staff of the name of the student reporting to the office;
 - 2. Administrators have broad discretion to determine the consequences based on the minimum and maximum consequences established in the student handbook. In unusual situations administrators may impose discipline less than the minimum. In the event the student has engaged in the same or similar behavior in the past or has engaged in persistent violation of school rules, the maximum penalties may be increased.
- E. Procedures for Return of a Student to a Class From Which the Student Was Removed. Administrators will take appropriate action for each student removed from class on a case-by-case basis. Such action may include, but is not limited to, warning, student conference, parent conference, detention, or suspension.
- F. Procedures for Notification Disciplinary action may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others. The acts set forth in the disciplinary policy are unacceptable and subject to disciplinary action in school buildings, on the school buses, school grounds, and at school sponsored activities. The school district will take appropriate action, and comply with any legal disclosure obligations.
- G. Disabled Students; Special Provisions
 - 1. Consideration of whether there is a need for further assessment will be

determined by the Individual Education Plan (IEP) team members.

2. Consideration of whether there is a need for a review of the adequacy of the current Individual Education Plan (IEP) of a disabled student who is removed from class or disciplined will be determined by the IEP team members.

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

1. A chemical abuse pre-assessment team will be established pursuant to Minn. Stat. 121A.26;
2. A school and community advisory team to address chemical abuse problems in the district will be established pursuant to Minn. Stat. 121A.27;
3. Any teacher or school district employee who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled-substance while on school premises or involved in school, shall immediately notify the building principal.

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct. Nothing in this policy shall prohibit the School District from taking immediate action to protect individuals and property from harm. Nor shall this policy be construed to prohibit the School District from expelling students from behavior not specifically set forth if such conduct:

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

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

J. Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior. School district personnel may respond to student misbehavior in a variety of ways in which to involve parents or guardians. They include, but are not limited to, communication of concerns, parent conferences, and mediation.

K. Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems. School district personnel may respond to behavioral problems in a variety of ways in attempts to modify the behavior. They include, but are not limited to, verbal warning, one-to-one interaction, written communication to parent, parent conference, detention, referral to administrator, and suspension.

IX. DISMISSAL

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

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

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

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or

guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:

- a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
 9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
 10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
 11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

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

and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.225, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

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

XII. STUDENT DISCIPLINE RECORDS

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

XIII. DISABLED STUDENTS

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

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

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

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

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

XVI. REVIEW OF POLICY

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

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

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Student Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: _____

MSBA/MASA Model Policy 506

Orig. 1995

Revised: _____

Rev. 2014 2015

506 STUDENT DISCIPLINE

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

students of the school district.

III. AREAS OF RESPONSIBILITY

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

regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, 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 unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances, ~~except as prescribed by a physician, including~~ (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;

35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student

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

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;

- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

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

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

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

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

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

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

1. *Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;*
2. *Specify required approvals necessary;*
3. *Specify paperwork and reporting procedures.*

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

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

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

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

F. *Procedures for Notification.*

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

G. *Disabled Students; Special Provisions.*

1. *Procedures for consideration of whether there is a need for further assessment;*
2. *Procedures for consideration of whether there is a need for a review of the*

adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and

3. *Any procedures determined appropriate for referring students in need of special education services to those services.*

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

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

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

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

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

IX. DISMISSAL

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

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

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

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including

those found in this policy;

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

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

in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and

- c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the

school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

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

the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state

student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

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

XII. STUDENT DISCIPLINE RECORDS

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

XIII. DISABLED STUDENTS

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

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

student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

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

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

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

XVI. REVIEW OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)

Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
[Minn. Stat. § 152.22 \(Medical Cannabis; Definitions\)](#)
[Minn. Stat. § 152.23 \(Medical Cannabis; Limitations\)](#)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

(Sample Form)
NOTICE OF SUSPENSION
(Date)

(Name of Parent or Guardian)
(Address)
(City, State, Zip)

Dear (Parent or Guardian)

(Name of Student) has been suspended from (name of school) for (number of days) commencing on (date).

The grounds for suspension are:

Briefly, the facts that have been determined are:

The testimony received was:

An administrative conference to determine the above was conducted before

_____, at _____ on _____
(Name of Administrator) (Time) (Date)

pursuant to Minn. Stat. §§ 121A.40-121A.56, a copy of which is enclosed.

The plan of readmission is:

While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct.

If you have any questions, please call.

Sincerely,

Administrator

Enc: Minn. Stat. §§ 121A.40-121A.56

(Sample Form)
NOTICE OF SUSPENSION
(Date)

(Name of Parent or Guardian)
(Address)
(City, State, Zip)

Dear (Parent or Guardian)

(Name of Student) has been suspended from (name of school) for (number of days) commencing on (date).

The grounds for suspension are:

Briefly, the facts that have been determined are:

The testimony received was:

An administrative conference to determine the above was conducted before _____, at _____ on _____
(Name of Administrator) (Time) (Date)

pursuant to Minn. Stat. §§ 121A.40-121A.56, a copy of which is enclosed.

The plan of readmission is:

Alternative educational services in the form of homework will be available to be picked up at the school after _____ [date].

While suspended, the student may not come on any school campus except with you for the purpose of discussing conduct.

If you have any questions, please call.

Sincerely,

Administrator

Enc: Minn. Stat. §§ 121A.40-121A.56

1st Reading: 04/24/2006
2nd Reading: 5/22/2006
Approved: 6/26/2006
Reviewed: 11/25/2013

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.

- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation in which immediate intervention is necessary to protect a child or other individual from physical injury or to prevent serious property damage.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team, building administrator, or the building

administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids and communication boards that

facilitate the student's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;

5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
6. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Conditional Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat. § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

Legal References: Minn. Stat. § 13.01, *et seq.* (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment) MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 525 (Violence Prevention) MSBA/MASA Model Policy 806 (Crisis Management Policy)

Adopted: _____

MSBA/MASA Model Policy 532

Orig. 2003

Revised: _____

Rev. ~~2013~~ 2015

532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS

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

[Note: Minnesota Laws 2009, Chapter 96, made a number of changes to the laws and rules governing the use of “conditional procedures” with respect to special education students. Specifically, Chapter 96 repealed, EFFECTIVE AUGUST 1, 2011, Minn. Stat. §§ 121A.66, 121A.67, Subd. 1, as well as Minn. Rules 3525.0210, Subparts 5, 6, 9, 13, 17, 29, 30, 46, 47, and 3525.2900, Subp. 5. These laws and rules were replaced, effective August 1, 2011, with a restrictive procedures law which generally addresses the restraint of special education students. Also note that the restrictive procedures law contains a significant staff training component, found at Minn. Stat. § 125A.0942, Subds. 1, 2, and 5. Staff who intend to use restrictive procedures must be trained in the areas specified in Subd. 5 to use these procedures.]

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district’s discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student’s behavior will be taken by staff when a student’s behavior violates the school district’s discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. “Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. “Peace officer” means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury ~~or to prevent serious property damage~~.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s

IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

[Note: If the school district uses a different reference name for its student records policy, insert that name in place of the reference to Protection and Privacy of Pupil Records, which is the title of MSBA/MASA Model Policy 515.]

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the

school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
6. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

~~*[Note: Until August 1, 2015, a school district may use prone restraints with children age five (5) or older if:*~~

~~*a. The district has provided to the Minnesota Department of Education (MDE) a list of staff who have had specific training on the use of prone restraints;*~~

~~*b. The district provides information on the type of training that was provided and by whom;*~~

~~*c. Only staff who have received specific training may use prone restraints;*~~

~~d. Each incident of the use of prone restraints is reported to MDE within five (5) working days on a form provided by MDE; and~~

~~e. A school district, before using prone restraints, must review any known medical or psychological limitations that contraindicate the use of prone restraints.~~

~~By February 1, 2015, stakeholders must recommend to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures, and the Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of prone restraints.]~~

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of

restrictive procedures that recommends how to further reduce these procedures and eliminate the use of prone restraints. By June 30 of each year, districts must report summary data on the use of restrictive procedures to the MDE, in a form and manner determined by the Commissioner. The summary data must include information about the use of restrictive procedures, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References: Minn. Stat. ~~§ 13.01, et seq.~~ Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 806 (Crisis Management Policy)