

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, November 27, 2017

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:

Time: _____

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:

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2. Approve Monthly Expenditures:

8

3. Personnel:

4. Student Enrollments:

5. Donations:

30

5. Discussion Items:

1. Superintendent Update:

Dr. Laager

1. Advertising Plan:

Dr. Laager

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2. Technology and iPad Plan:

Ryan, Chuck, Margot

33

3. Community Center Update:

Dr. Laager

2. Board Member Reports:

Board Members

3. <u>Building Administrator Reports:</u>		<u>39</u>
6. <u>Action Items:</u>		
1. <u>Adopt Resolution Authorizing Issuance of Certificates of Election:</u>	Dr. Ryan Laager	<u>44</u>
2. <u>Adopt Resolution Moving School Board Elections to Even Years:</u>	Dr. Laager/Mr. Keller	<u>54</u>
3. <u>Resolution Combining Polling Places:</u>		<u>56</u>
4. <u>Resolution for Referendum:</u>	Dr. Laager	<u>58</u>
5. <u>Worlds Best Work Force (WBWF):</u>	Margot Hansen	<u>65</u>
6. <u>Review of Current Policies:</u>	Dr. Laager/Mr. Keller	<u>77</u>
7. <u>Upcoming Meetings:</u>		
8. <u>Adjourn:</u>		

Board Clerk

Date

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, October 16, 2017, 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, October 16, 2017 at 6:00 pm at the District Center Board Room with the following members present: Gardner, Giesen, Vandermark, Kahle, Skelley and Supt. Laager and the following members were absent: O'Brien.

2. Acknowledgment of Visitors and Special Presentations:

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

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the September 25, 2017 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of October were reviewed. Administration recommends approval of the October 2017 disbursements totaling \$906,568.66. This includes board payables of \$208,709.44, hand payments of \$148,679.82, electronic payments of \$536,987.31 and student activity payments of \$12,192.09.

4. 3. Personnel:

Approve the hire of Linda Nelson, Paraprofessional, at Step 1, \$13.35 per hour for approximately 157 days beginning September 28, 2017.

Approve the hire of Keri Nagel, Paraprofessional, at Step 3 HQ, \$13.99 per hour for approximately 150, 7.5 hour days beginning October 10, 2017.

Approve the hire of Dale Giles, Full Time Custodian, at Step 3, \$16.55 per hour with shift differential beginning October 19, 2017.

Approve the hire of Marcy Boblitt as a long term substitute from approximately September 5, 2017 through November 3, 2017.

Approve contract for Dorothy Saulsbury, CE Programming Coordinator, effective July 1 2017 - June 30, 2019 at \$40,560 for 2017-18 and \$42,640 for 2018-19.

Approve contract for Chuck Keller, Business Director, effective July 1, 2018 - June 30, 2019 at \$95,064 for 2017-18 and \$97,440 for 2018-19.

Accept the resignation of Linda Nelson, Paraprofessional, effective October 4, 2017.

Accept the resignation of Amy Toennes, Paraprofessional, effective October 17, 2017.

4. 4. Student Enrollments:

Approve a LeSueur-Henderson 10th grade student to attend Belle Plaine Schools effective September 26, 2017.

Approve a Montgomery 4th grade student to attend Belle Plaine Schools effective October 2, 2017.

Approve a Jordan 10th grade student to attend Belle Plaine Schools effective October 2, 2017.

Approve a Belle Plaine 7th grade student to attend St Peter Public Schools effective September 11, 2017.

Approve a Belle Plaine 9th grade student to attend New Prague Area Schools effective August 28, 2017.

Approve a Belle Plaine 7th grade student to attend Jordan Public Schools effective September 4, 2017.

Approve a Belle Plaine 8th grade student to attend Jordan Public Schools effective October 2, 2017.

Approve a Belle Plaine 10th grade student to attend Jordan Public Schools effective October 16, 2017.

Approve a Belle Plaine 4th grade student to attend MN Transitions Charter Schools effective September 27, 2017.

4. 5. Donations:

Donations totaling \$4,128.72 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	Item and Nature of Donation/Gift	Amount
09.12.2017	BP Lions Club	Oak Crest – 4 th Grade Kindness Retreat	1,000.00
09.12.2017	MN Valley Electric Trust	Oak Crest – 4 th Grade Kindness Retreat	1,000.00
09.25.2017	Schultz Trucking	Community Education – Football Jerseys	1,033.72
09.25.2017	Mary Nesgoda	Food Service – Assist underfunded students	50.00
09.25.2017	BP Youth Baseball	Softball Field Concession Stand Project	1,000.00
09.26.2017	Theresa Kuhlmann	General Support	45.00

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Laager will provide updates on current school activities,

Presenter: Dr. Laager

5. 1. 1. Technology Update:

Update on technology needs for 2018-19 including iPads, infrastructure, phone system.

Presenter: Ryan and Chuck

5. 1. 2. Student Board Representative:

Discuss having a student board representative.

Presenter: Dr. Laager

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

5. 3. Building Administrator Reports:

6. Action Items:

6. 1. Approve Phone System Quote:

As we discussed at the board work session, the district is in need of replacing the phone system. We have received 3 quotes and administration is recommending to proceed with Frontier. The Frontier Package is attached. This is a total solution package using MiVoice in which Frontier will manage the system and maintenance. Cost of the system is \$73,377.79 with annual maintenance of \$4,358.81. Approval of the Frontier quote is recommended.

The other quotes were as follows:

CDWG- Cisco Package- \$81,733.71

Marco- Mitel MiVoice Business Package- \$150,227.49

Presenter: Mr. Keller

Pending an additional quote... Motion by Vandermark and second by Skelley to approve moving forward with the phone system replacement not to exceed \$75,000 with annual maintenance no more than \$4,500 per month. Motion carried unanimously.

6. 2. Assurance of Compliance:

The annual Assurance of Compliance Reporting to MDE. Approval of the report is recommended.

Presenter: Mr. Keller

Motion by Vandermark and second by Skelley to approve the Assurance of Compliance Report to MDE. Motion carried unanimously.

6. 3. BPEA Contract Approval:

Approve the new contract for the BPEA.

Presenter: Mr. Keller

Motion by Vandermark and second by Kahle to approve the BPEA Contract for the 2017-18 and 2018-19 school years. Motion carried unanimously.

6. 4. Review of Current Policies:

Review of our current policies: Policy 405 - Veteran's Preferences and Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse. Second readings of Policy 534 - Unpaid Meal Charges (formerly Policy 715 - Food Service Account) and Policy 620 - Credit for Learning.

The current policy/form is attached along with the revised red line version. Approval is recommended.

Presenter: Dr. Laager/Mr. Keller

Motion by Giesen and second by Vandermark to approve the revisions of Policy 406 – Veteran’s Preferences and Policy 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse and the second readings of Policy 534 – Unpaid Meal Charges and Policy 620 – Credit for Learning.

7. Upcoming Meetings:

November 7: 7:00 a.m. - 8:00 p.m. School Board Elections

November 13: 6:00 p.m. Board Work Sessions

November 27: 5:30 p.m. Finance Committee

6:00 p.m. Regular Board Meeting

8. Adjourn:

Motion by Kahle and second by Skelley to adjourn at 6:38 pm. Motion carried unanimously.

Minutes of the School Board Special Meeting

The Board of Belle Plaine Public Schools

A Special Meeting of the Board of Belle Plaine Public Schools was held Monday, November 13, 2017, beginning at 6:00 PM in the District Center - Superintendent's Office.

1. Call to Order:

Chairperson Gardner will call the meeting to order.

The special meeting of the Belle Plaine School Board was called to order by Chairperson Gardner on Monday, November 13, 2017 at 6:00 pm at the District Center Board Room with the following members present: Gardner, Giesen, Vandermark, Kahle, Skelley and Supt. Laager and the following members were absent: O'Brien.

2. Action Items:

2. 1. Approve Resolution Canvassing the Election Results:

Within eight days following the election, the school board is required to canvas the election results by resolution and forward that information on to our county and state election officials. Attached is the resolution for the board to adopt and is recommended for approval.

Presenter: Dr. Ryan Laager

Motion by Skelley and second by Giesen to approve the Resolution Canvassing the Election Results. Motion carried unanimously by a 5-0 roll call vote.

3. Adjourn:

Motion by Skelley and second by Giesen to adjourn the Special Meeting at 6:10 pm. Motion carried unanimously.

Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	7420	N	AMERICAN RED CROSS	V80501	60370	22053650	90.00	0.00	90.00	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$90.00			
1	4272	N	AMY FRANCK	V80501	60405	10102017	41.41	0.00	41.41	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$41.41			
1	5407	N	ANDREA ANDERT	V80501	60565	10312017	38.52	0.00	38.52	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$38.52			
1	4589	N	BANC OF AMERICA LEASING	V80501	60406	102	8,256.74	0.00	8,256.74	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$8,256.74			
1	7412	N	BAO DANG	V80501	60594	10312017	11.56	0.00	11.56	11/21/2017	11/21/2017	11/21/2017
1	7412	N	BAO DANG	V80501	60391	10042017	15.41	0.00	15.41	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$26.97			
1	1125	N	BELLE PLAINE HERALD	V80501	60422	23888	55.01	0.00	55.01	10/30/2017	10/30/2017	10/30/2017
1	1125	N	BELLE PLAINE HERALD	V80501	60555	24051	36.00	0.00	36.00	11/21/2017	11/21/2017	11/21/2017
1	1125	N	BELLE PLAINE HERALD	V80501	60423	23959	36.00	0.00	36.00	10/30/2017	10/30/2017	10/30/2017
1	1125	N	BELLE PLAINE HERALD	V80501	60373	23909	54.00	0.00	54.00	10/25/2017	10/25/2017	10/25/2017
1	1125	N	BELLE PLAINE HERALD	V80501	60379	10-01-2017 1583	26.00	0.00	26.00	10/25/2017	10/25/2017	10/25/2017
1	1125	N	BELLE PLAINE HERALD	V80501	60424	23933	34.50	0.00	34.50	10/30/2017	10/30/2017	10/30/2017
							Check Amount:		\$241.51			
1	6853	N	BLOOMINGTON JEFFERSON HIGH	V80501	60608	09262017	410.00	0.00	410.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$410.00			
1	7139	N	BLUE EARTH HIGH SCHOOL	V80501	60368	10102017	40.00	0.00	40.00	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$40.00			
1	7184	N	BOOTH LAW GROUP LLC	V80501	60660	4975	1,125.00	0.00	1,125.00	11/22/2017	11/22/2017	11/22/2017
							Check Amount:		\$1,125.00			
1	4078	N	BRAINPOP	V80501	60550	US166934	1,795.00	0.00	1,795.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$1,795.00			
1	4514	N	BSN Sports/Collegiate Pacific	V80501	60378	900665530	1,033.72	0.00	1,033.72	10/25/2017	10/25/2017	10/25/2017
1	4514	N	BSN Sports/Collegiate Pacific	V80501	60536	900919146	1,293.12	0.00	1,293.12	11/20/2017	11/20/2017	11/20/2017
1	4514	N	BSN Sports/Collegiate Pacific	V80501	60426	900652892	523.82	0.00	523.82	10/30/2017	10/30/2017	10/30/2017
							Check Amount:		\$2,850.66			
1	7395	N	CARLY GERNBACHER	V80501	60408	09272017	34.19	0.00	34.19	10/25/2017	10/25/2017	10/25/2017
1	7395	N	CARLY GERNBACHER	V80501	60409	09272017	43.32	0.00	43.32	10/25/2017	10/25/2017	10/25/2017
1	7395	N	CARLY GERNBACHER	V80501	60559	10312017	12.84	0.00	12.84	11/21/2017	11/21/2017	11/21/2017

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	7395	N	CARLY GERNBACHER	V80501	60558	09292017	12.04	0.00	12.04	11/21/2017	11/21/2017	11/21/2017
1	7395	N	CARLY GERNBACHER	V80501	60573	10272017	37.45	0.00	37.45	11/21/2017	11/21/2017	11/21/2017
1	7395	N	CARLY GERNBACHER	V80501	60410	09272017	46.16	0.00	46.16	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$186.00			
1	5878	N	CDW	V80501	60384	MN1703333	1,755.00	0.00	1,755.00	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$1,755.00			
1	1274	N	COMMUNITY EDUCATION	V80501	60578	11012017	170.00	0.00	170.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$170.00			
1	2562	N	CONTINENTAL CLAY CO	V80501	60364	INV000120133	303.40	0.00	303.40	10/25/2017	10/25/2017	10/25/2017
1	2562	N	CONTINENTAL CLAY CO	V80501	60365	INV000120134	689.73	0.00	689.73	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$993.13			
1	2730	N	DAVE KREFT	V80501	60552	10282017	235.40	0.00	235.40	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$235.40			
1	7080	N	DOROTHY SAULSBURY	V80501	60535	08262017	2,000.00	0.00	2,000.00	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$2,000.00			
1	6610	N	EASTERN CARVER COUNTY SCHO	V80501	60601	2017-523-097	255.92	0.00	255.92	11/21/2017	11/21/2017	11/21/2017
1	6610	N	EASTERN CARVER COUNTY SCHO	V80501	60603	2017-523-099	1,215.62	0.00	1,215.62	11/21/2017	11/21/2017	11/21/2017
1	6610	N	EASTERN CARVER COUNTY SCHO	V80501	60604	2017-523-100	1,151.64	0.00	1,151.64	11/21/2017	11/21/2017	11/21/2017
1	6610	N	EASTERN CARVER COUNTY SCHO	V80501	60600	2017-523-096	383.88	0.00	383.88	11/21/2017	11/21/2017	11/21/2017
1	6610	N	EASTERN CARVER COUNTY SCHO	V80501	60606	2017-523-102	703.78	0.00	703.78	11/21/2017	11/21/2017	11/21/2017
1	6610	N	EASTERN CARVER COUNTY SCHO	V80501	60605	2017-523-101	639.80	0.00	639.80	11/21/2017	11/21/2017	11/21/2017
1	6610	N	EASTERN CARVER COUNTY SCHO	V80501	60602	2017-523-098	895.72	0.00	895.72	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$5,246.36			
1	7157	N	EASTVIEW LDT BOOSTER CLUB	V80501	60543	11202017	115.00	0.00	115.00	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$115.00			
1	5579	N	EDUCATORS BENEFIT CONSULTAN	V80501	60610	38980	206.45	0.00	206.45	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$206.45			
1	3553	N	EIDE BAILLY LLP	V80501	60598	EI00576371	6,000.00	0.00	6,000.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$6,000.00			
1	6870	N	EMILY AUST	V80501	60567	09282017	13.06	0.00	13.06	11/21/2017	11/21/2017	11/21/2017
1	6870	N	EMILY AUST	V80501	60566	10252017	12.09	0.00	12.09	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$25.15			

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	1460	N	FARMINGTON HIGH SCHOOL	V80501	60538	01202018	240.00	0.00	240.00	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$240.00			
1	1485	N	FREMONT INDUSTRIES INC	V80501	60519	2017-09206-00	2,000.00	0.00	2,000.00	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$2,000.00			
1	4840	N	GENERAL PARTS	V80501	60517	5891652	126.25	0.00	126.25	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$126.25			
1	3898	N	GLORIA GRAHAM	V80501	60588	11072017	145.00	0.00	145.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$145.00			
1	6114	N	GOODHEART-WILLCOX PUBLISHEI	V80501	60399	01590466	32.35	0.00	32.35	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$32.35			
1	7408	N	GOPHERMODS	V80501	60532	1614	566.00	0.00	566.00	11/20/2017	11/20/2017	11/20/2017
1	7408	N	GOPHERMODS	V80501	60431	1598	882.00	0.00	882.00	10/31/2017	10/31/2017	10/31/2017
1	7408	N	GOPHERMODS	V80501	60393	1571	747.00	0.00	747.00	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$2,195.00			
1	6518	N	GREGORY ELECTRIC LLC	V80501	60657	1408	3,140.00	0.00	3,140.00	11/22/2017	11/22/2017	11/22/2017
							Check Amount:		\$3,140.00			
1	1528	N	GROTH MUSIC	V80501	60396	2675969	39.99	0.00	39.99	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$39.99			
1	1566	N	HILLYARD / HUTCHINSON	V80501	60522	602733771	2,394.20	0.00	2,394.20	11/20/2017	11/20/2017	11/20/2017
1	1566	N	HILLYARD / HUTCHINSON	V80501	60521	602733772	4,155.74	0.00	4,155.74	11/20/2017	11/20/2017	11/20/2017
1	1566	N	HILLYARD / HUTCHINSON	V80501	60430	700307145	33.92	0.00	33.92	10/31/2017	10/31/2017	10/31/2017
1	1566	N	HILLYARD / HUTCHINSON	V80501	60520	602769359	3,193.76	0.00	3,193.76	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$9,777.62			
1	3278	N	HUMERATECH	V80501	60662	171108	2,344.00	0.00	2,344.00	11/22/2017	11/22/2017	11/22/2017
1	3278	N	HUMERATECH	V80501	60661	171107	16,210.00	0.00	16,210.00	11/22/2017	11/22/2017	11/22/2017
							Check Amount:		\$18,554.00			
1	4194	N	HUTCHINSON HIGH SCHOOL	V80501	60542	11112017	220.00	0.00	220.00	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$220.00			
1	7372	N	I & S GROUP	V80501	60556	45681	5,028.75	0.00	5,028.75	11/21/2017	11/21/2017	11/21/2017
1	7372	N	I & S GROUP	V80501	60407	44962	4,280.25	0.00	4,280.25	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$9,309.00			

Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	5840	N	IXL LEARNING	V80501	60387	S317857	1,150.00	0.00	1,150.00	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$1,150.00			
1	2339	N	J W PEPPER & SON INC	V80501	60586	11D04540	294.99	0.00	294.99	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$294.99			
1	1202	N	JANIS BUESGENS	V80501	60390	9292017	24.08	0.00	24.08	10/25/2017	10/25/2017	10/25/2017
1	1202	N	JANIS BUESGENS	V80501	60551	10302017	20.87	0.00	20.87	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$44.95			
1	6225	N	JEANETTE GLOEGE	V80501	60591	11072017	145.00	0.00	145.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$145.00			
1	6021	N	JENNIFER JUNGWIRTH	V80501	60389	10142017	25.68	0.00	25.68	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$25.68			
1	5432	N	JOSIE PLOETZ	V80501	60589	11072017	145.00	0.00	145.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$145.00			
1	7318	N	JULIE FELDERMANN	V80501	60577	09272017	2.78	0.00	2.78	11/21/2017	11/21/2017	11/21/2017
1	7318	N	JULIE FELDERMANN	V80501	60576	10312017	9.04	0.00	9.04	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$11.82			
1	3397	N	JUSTIN JOHNSTON	V80501	60427	10262017	82.39	0.00	82.39	10/30/2017	10/30/2017	10/30/2017
							Check Amount:		\$82.39			
1	2857	N	KELLY POPPLER	V80501	60564	11082017	98.54	0.00	98.54	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$98.54			
1	3120	N	KENNEDY & GRAVEN, CHARTERED	V80501	60546	139971	225.50	0.00	225.50	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$225.50			
1	5631	N	KERRI WILLIAMSON	V80501	60575	11172017	33.17	0.00	33.17	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$33.17			
1	1697	N	LAKE CRYSTAL COACHES	V80501	60595	20292	790.00	0.00	790.00	11/21/2017	11/21/2017	11/21/2017
1	1697	N	LAKE CRYSTAL COACHES	V80501	60388	20321	680.00	0.00	680.00	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$1,470.00			
1	4172	N	LAKEVILLE NORTH	V80501	60609	12022017	235.00	0.00	235.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$235.00			
1	2961	N	LAKEVILLE SOUTH HIGH SCHOOL	V80501	60539	12182017	330.00	0.00	330.00	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$330.00			

Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	5357	N	LIANN HANSON	V80501	60574	11082017	402.32	0.00	402.32	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$402.32			
1	1759	N	MANKATO EAST HIGH SCHOOL	V80501	60385	08292017	40.00	0.00	40.00	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$40.00			
1	7098	N	MARY MESLER	V80501	60544	11162017	72.76	0.00	72.76	11/20/2017	11/20/2017	11/20/2017
1	7098	N	MARY MESLER	V80501	60380	10102017	105.29	0.00	105.29	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$178.05			
1	4535	N	MATHESON TRI-GAS, INC	V80501	60383	16322533	210.00	0.00	210.00	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$210.00			
1	4865	N	MATT HENNEN	V80501	60381	09152017	151.41	0.00	151.41	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$151.41			
1	1799	Y	MCGRAW-HILL SCHOOL EDUCATIC	V80501	60432	99971705001	94.38	0.00	94.38	10/31/2017	10/31/2017	10/31/2017
							Check Amount:		\$94.38			
1	4145	N	MEDICAREBLUE RX	V80501	60533	173110292238	426.00	0.00	426.00	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$426.00			
1	2856	N	MN BOARD OF SCHOOL ADMINISTI	V80501	60420	10302017	75.00	0.00	75.00	10/30/2017	10/30/2017	10/30/2017
							Check Amount:		\$75.00			
1	2762	N	MN DEPT LABOR & INDUSTRY	V80501	60525	ABR01753411	40.00	0.00	40.00	11/20/2017	11/20/2017	11/20/2017
1	2762	N	MN DEPT LABOR & INDUSTRY	V80501	60528	ABR01722111	50.00	0.00	50.00	11/20/2017	11/20/2017	11/20/2017
1	2762	N	MN DEPT LABOR & INDUSTRY	V80501	60527	ABR01753661	20.00	0.00	20.00	11/20/2017	11/20/2017	11/20/2017
1	2762	N	MN DEPT LABOR & INDUSTRY	V80501	60526	ABR01753651	20.00	0.00	20.00	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$130.00			
1	7133	N	MNACTE/SNP	V80501	60363	10242017	50.00	0.00	50.00	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$50.00			
1	7235	N	MOUNDS VIEW HIGH SCHOOL	V80501	60540	01062018	140.00	0.00	140.00	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$140.00			
1	2582	N	MSHSL	V80501	60547	032321	100.00	0.00	100.00	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$100.00			
1	5995	N	MSU - MANKATO	V80501	60375	01012310	405.72	0.00	405.72	10/25/2017	10/25/2017	10/25/2017
1	5995	N	MSU - MANKATO	V80501	60374	01013934	8,400.00	0.00	8,400.00	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$8,805.72			

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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	1889	N	MULTILINGUAL WORD INC	V80501	60392	642	113.00	0.00	113.00	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$113.00			
1	1921	N	NORCOSTCO INC	V80501	60523	184842	509.00	0.00	509.00	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$509.00			
1	5435	N	PAT KRANT	V80501	60592	11072017	145.00	0.00	145.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$145.00			
1	1962	N	PAT O'LAUGHLIN	V80501	60587	11072017	145.00	0.00	145.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$145.00			
1	3340	N	PEARSON	V80501	60636	11396457	25.50	0.00	25.50	11/22/2017	11/22/2017	11/22/2017
							Check Amount:		\$25.50			
1	7197	N	POWER DISTRIBUTORS	V80501	60404	77203529	164.54	0.00	164.54	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$164.54			
1	6111	N	RAM MUTUAL INSURANCE COMPAI	V80501	60516	162728	2,906.01	0.00	2,906.01	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$2,906.01			
1	2030	N	REGION V	V80501	60397	11473	5,660.00	0.00	5,660.00	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$5,660.00			
1	6827	N	REINHART FOOD SERVICES, LLC	V80501	60554	796776	501.92	0.00	501.92	11/21/2017	11/21/2017	11/21/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80501	60549	794117	411.61	0.00	411.61	11/20/2017	11/20/2017	11/20/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80501	60548	796839	233.43	0.00	233.43	11/20/2017	11/20/2017	11/20/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80501	60386	787919	263.42	0.00	263.42	10/25/2017	10/25/2017	10/25/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80501	60367	789268	479.26	0.00	479.26	10/25/2017	10/25/2017	10/25/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80501	60366	787650	714.75	0.00	714.75	10/25/2017	10/25/2017	10/25/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80501	60611	791936	574.12	0.00	574.12	11/21/2017	11/21/2017	11/21/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80501	60529	798490	387.80	0.00	387.80	11/20/2017	11/20/2017	11/20/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80501	60398	783300	240.37	0.00	240.37	10/25/2017	10/25/2017	10/25/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80501	60596	794415	387.71	0.00	387.71	11/21/2017	11/21/2017	11/21/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80501	60593	792299	190.54	0.00	190.54	11/21/2017	11/21/2017	11/21/2017
1	6827	N	REINHART FOOD SERVICES, LLC	V80501	60395	785273	135.34	0.00	135.34	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$4,520.27			
1	6519	N	RELIABLE PLUMBING & HEATING	V80501	60425	2665	4,325.00	0.00	4,325.00	10/30/2017	10/30/2017	10/30/2017
							Check Amount:		\$4,325.00			
1	3380	N	RENEE MALECHA	V80501	60372	09292017	12.52	0.00	12.52	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$12.52			

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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	6223	N	RIDGEVIEW MEDICAL CENTER	V80501	60369	10232017	210.00	0.00	210.00	10/25/2017	10/25/2017	10/25/2017
1	6223	N	RIDGEVIEW MEDICAL CENTER	V80501	60585	11062017	3,092.83	0.00	3,092.83	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$3,302.83			
1	4395	N	RM COTTON COMPANY INC	V80501	60421	0103978-IN	1,047.40	0.00	1,047.40	10/30/2017	10/30/2017	10/30/2017
							Check Amount:		\$1,047.40			
1	6893	N	RYAN LAAGER	V80501	60377	08302017	201.91	0.00	201.91	10/25/2017	10/25/2017	10/25/2017
1	6893	N	RYAN LAAGER	V80501	60553	11112017	177.95	0.00	177.95	11/21/2017	11/21/2017	11/21/2017
1	6893	N	RYAN LAAGER	V80501	60545	11202017	119.28	0.00	119.28	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$499.14			
3	7339	N	SCHMITT MUSIC	V80501	60403	1604916	28.00	0.00	28.00	10/25/2017	10/25/2017	10/25/2017
3	7339	N	SCHMITT MUSIC	V80501	60402	1604917	27.19	0.00	27.19	10/25/2017	10/25/2017	10/25/2017
3	7339	N	SCHMITT MUSIC	V80501	60401	1604915	25.76	0.00	25.76	10/25/2017	10/25/2017	10/25/2017
3	7339	N	SCHMITT MUSIC	V80501	60400	1764253	49.00	0.00	49.00	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$129.95			
1	2067	N	SCHMITT MUSIC COMPANY	V80501	60563	1684636	118.84	0.00	118.84	11/21/2017	11/21/2017	11/21/2017
1	2067	N	SCHMITT MUSIC COMPANY	V80501	60562	1754508	100.00	0.00	100.00	11/21/2017	11/21/2017	11/21/2017
1	2067	N	SCHMITT MUSIC COMPANY	V80501	60561	1688006	34.60	0.00	34.60	11/21/2017	11/21/2017	11/21/2017
1	2067	N	SCHMITT MUSIC COMPANY	V80501	60560	1745231	150.00	0.00	150.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$403.44			
1	2068	N	SCHOLASTIC	V80501	60394	M6127845	727.65	0.00	727.65	10/25/2017	10/25/2017	10/25/2017
1	2068	N	SCHOLASTIC	V80501	60515	T42292245	500.00	0.00	500.00	11/20/2017	11/20/2017	11/20/2017
1	2068	N	SCHOLASTIC	V80501	60418	2051420947	60.00	0.00	60.00	10/27/2017	10/27/2017	10/27/2017
							Check Amount:		\$1,287.65			
1	3336	1	N SCHOOL SPECIALTY	V80501	60581	208119537359	140.41	0.00	140.41	11/21/2017	11/21/2017	11/21/2017
1	3336	1	N SCHOOL SPECIALTY	V80501	60580	208119537317	12.86	0.00	12.86	11/21/2017	11/21/2017	11/21/2017
1	3336	1	N SCHOOL SPECIALTY	V80501	60579	208119485862	42.09	0.00	42.09	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$195.36			
1	4959	N	SIBEL DIKMEN	V80501	60534	11112017	36.38	0.00	36.38	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$36.38			
1	2137	N	SOUTH CENTRAL ECSU	V80501	60568	17713	6,305.05	0.00	6,305.05	11/21/2017	11/21/2017	11/21/2017
1	2137	N	SOUTH CENTRAL ECSU	V80501	60531	17653	1,698.82	0.00	1,698.82	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$8,003.87			
1	7188	N	SOUTHERN MN INSPECTION CO LLV80501	60530	11867		157.25	0.00	157.25	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$157.25			

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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	6138	N	SOUTHWEST METRO EDUCATION,	V80501	60659	13909	14,742.93	0.00	14,742.93	11/22/2017	11/22/2017	11/22/2017
1	6138	N	SOUTHWEST METRO EDUCATION,	V80501	60658	13897	15,418.85	0.00	15,418.85	11/22/2017	11/22/2017	11/22/2017
1	6138	N	SOUTHWEST METRO EDUCATION,	V80501	60599	13856	10,053.78	0.00	10,053.78	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$40,215.56			
1	4278	N	SPRINGSTED INC	V80501	60656	003215.999-4	400.00	0.00	400.00	11/22/2017	11/22/2017	11/22/2017
							Check Amount:		\$400.00			
1	2153	N	STASNEY ELECTRIC LLC	V80501	60524	32311	560.02	0.00	560.02	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$560.02			
1	3897	N	SUE HOLLORAN	V80501	60590	11072017	135.00	0.00	135.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$135.00			
1	2188	N	TAHER INC	V80501	60584	0050537-IN	58,711.25	0.00	58,711.25	11/21/2017	11/21/2017	11/21/2017
1	2188	N	TAHER INC	V80501	60583	0050651-IN	67,654.94	0.00	67,654.94	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$126,366.19			
1	3931	N	TRAILBLAZER TRANSIT	V80501	60607	2017-09-1H9	52.00	0.00	52.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$52.00			
1	6322	N	TRI COUNTY WATER CONDITIONIN	V80501	60572	195057	72.00	0.00	72.00	11/21/2017	11/21/2017	11/21/2017
1	6322	N	TRI COUNTY WATER CONDITIONIN	V80501	60571	195024	72.00	0.00	72.00	11/21/2017	11/21/2017	11/21/2017
1	6322	N	TRI COUNTY WATER CONDITIONIN	V80501	60570	195032	72.00	0.00	72.00	11/21/2017	11/21/2017	11/21/2017
1	6322	N	TRI COUNTY WATER CONDITIONIN	V80501	60569	194993	72.00	0.00	72.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$288.00			
1	4148	N	TRI-DIM FILTER CORP	V80501	60429	1949636-1	279.91	0.00	279.91	10/31/2017	10/31/2017	10/31/2017
							Check Amount:		\$279.91			
1	2266	N	TRUGREEN CHEMLAWN	V80501	60518	74123421	221.18	0.00	221.18	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$221.18			
1	6335	N	TRUSTED EMPLOYEES	V80501	60597	1020179775S	70.00	0.00	70.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$70.00			
1	5898	N	UNIVERSITY OF MINNESOTA	V80501	60376	0000188367	5,800.00	0.00	5,800.00	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$5,800.00			
1	6546	N	US BANK	V80501	60557	4796471	1,500.00	0.00	1,500.00	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$1,500.00			
1	6182	N	WACONIA COMMUNITY ED.	V80501	60382	201701	120.00	0.00	120.00	10/25/2017	10/25/2017	10/25/2017
							Check Amount:		\$120.00			

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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	2287	N	WACONIA HIGH SCHOOL	V80501	60541	12012017	300.00	0.00	300.00	11/20/2017	11/20/2017	11/20/2017
							Check Amount:		\$300.00			
1	2318	N	WOLF RIDGE	V80501	60582	3283	36,035.20	0.00	36,035.20	11/21/2017	11/21/2017	11/21/2017
							Check Amount:		\$36,035.20			
							Report Total:		\$338,654.60			

*Does not meet minimum amount

**Exceeds maximum amount

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p804p2	0716	43452	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	10/20/2017	N	USD	42,915.88
p804p2	0716	43453	SBC		WX	1	1977	PERA	N	N	10/20/2017	N	USD	12,131.43
p804p2	0716	43454	SBC		WX	1	2330	FEDERAL	N	N	10/20/2017	N	USD	27,380.47
p804p2	0716	43454	SBC		WX	1	2330	FEDERAL	N	N	10/20/2017	N	USD	9,909.46
p804p2	0716	43454	SBC		WX	1	2330	FEDERAL	N	N	10/20/2017	N	USD	42,372.50
p804p2	0716	43455	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	10/20/2017	N	USD	12,044.11
p804p2	0716	43456	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	10/20/2017	N	USD	1,667.09
p804p2	0716	43457	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/20/2017	N	USD	1,848.28
p804p2	0716	43457	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/20/2017	N	USD	431.42
p804p2	0716	43457	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/20/2017	N	USD	4,002.48
p804p2	0716	43457	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/20/2017	N	USD	20.00
p804p2	0716	43457	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/20/2017	N	USD	108.80
p804p2	0716	43457	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/20/2017	N	USD	736.78
p804p2	0716	43457	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/20/2017	N	USD	6,213.56
p804p2	0716	43457	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/20/2017	N	USD	1,768.78
p804p2	0716	43457	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/20/2017	N	USD	711.48
p805p1	0716	43499	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	11/3/2017	N	USD	47,394.50
p805p1	0716	43500	SBC		WX	1	1977	PERA	N	N	11/3/2017	N	USD	12,441.23
p805p1	0716	43501	SBC		WX	1	2330	FEDERAL	N	N	11/3/2017	N	USD	31,325.59
p805p1	0716	43501	SBC		WX	1	2330	FEDERAL	N	N	11/3/2017	N	USD	11,057.92
p805p1	0716	43501	SBC		WX	1	2330	FEDERAL	N	N	11/3/2017	N	USD	47,281.92
p805p1	0716	43502	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	11/3/2017	N	USD	13,693.34
p805p1	0716	43503	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	11/3/2017	N	USD	2,467.09
p805p1	0716	43504	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/3/2017	N	USD	1,848.28
p805p1	0716	43504	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/3/2017	N	USD	431.42
p805p1	0716	43504	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/3/2017	N	USD	3,952.48
p805p1	0716	43504	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/3/2017	N	USD	20.00
p805p1	0716	43504	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/3/2017	N	USD	108.80
p805p1	0716	43504	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/3/2017	N	USD	736.78
p805p1	0716	43504	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/3/2017	N	USD	6,053.56
p805p1	0716	43504	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/3/2017	N	USD	1,768.78
p805p1	0716	43504	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/3/2017	N	USD	716.10
p805p1	0716	43513	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	11/9/2017	N	USD	3,532.78
p805p1	0716	43514	SBC		WX	1	2330	FEDERAL	N	N	11/9/2017	N	USD	732.28
p805p1	0716	43514	SBC		WX	1	2330	FEDERAL	N	N	11/9/2017	N	USD	1,186.52

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Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount	
p805p1	0716	43514	SBC		WX	1	2330	FEDERAL	N	N	11/9/2017	0	N	USD	5,073.46
p805p1	0716	43515	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	11/9/2017	0	N	USD	391.21
p805p2	0716	43532	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	11/20/2017	0	N	USD	44,063.02
p805p2	0716	43533	SBC		WX	1	1977	PERA	N	N	11/20/2017	0	N	USD	13,034.64
p805p2	0716	43534	SBC		WX	1	2330	FEDERAL	N	N	11/20/2017	0	N	USD	30,019.07
p805p2	0716	43534	SBC		WX	1	2330	FEDERAL	N	N	11/20/2017	0	N	USD	10,717.56
p805p2	0716	43534	SBC		WX	1	2330	FEDERAL	N	N	11/20/2017	0	N	USD	45,202.16
p805p2	0716	43535	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	11/20/2017	0	N	USD	13,123.24
p805p2	0716	43536	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	11/20/2017	0	N	USD	2,426.99
p805p2	0716	43537	SBC		WX	1	3319	DEPARTMENT OF EMPLOYMENT AND	N	N	11/20/2017	0	N	USD	2,422.18
p805p2	0716	43538	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2017	0	N	USD	1,848.28
p805p2	0716	43538	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2017	0	N	USD	431.42
p805p2	0716	43538	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2017	0	N	USD	3,952.48
p805p2	0716	43538	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2017	0	N	USD	20.00
p805p2	0716	43538	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2017	0	N	USD	108.80
p805p2	0716	43538	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2017	0	N	USD	736.78
p805p2	0716	43538	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2017	0	N	USD	5,878.56
p805p2	0716	43538	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2017	0	N	USD	1,568.78
p805p2	0716	43538	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	11/20/2017	0	N	USD	716.10
P80502	0716	43547	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	10/16/2017	0	N	USD	86.99
P80502	0716	43547	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	10/16/2017	0	N	USD	312.48
P80502	0716	43547	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	10/16/2017	0	N	USD	620.32
P80502	0716	43548	SBC		WX	1	2336	XCEL ENERGY	N	N	10/20/2017	0	N	USD	762.27
P80502	0716	43549	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	10/23/2017	0	N	USD	31.98
P80502	0716	43549	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	10/23/2017	0	N	USD	144.74
P80502	0716	43549	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	10/23/2017	0	N	USD	363.72
P80502	0716	43549	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	10/23/2017	0	N	USD	442.71
P80502	0716	43549	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	10/23/2017	0	N	USD	837.23
P80502	0716	43549	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	10/23/2017	0	N	USD	2,296.13
P80502	0716	43550	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	10/24/2017	0	N	USD	533.95
P80502	0716	43551	SBC		WX	1	1486	FRONTIER	N	N	10/25/2017	0	N	USD	119.68
P80502	0716	43551	SBC		WX	1	1486	FRONTIER	N	N	10/25/2017	0	N	USD	97.45
P80502	0716	43551	SBC		WX	1	1486	FRONTIER	N	N	10/25/2017	0	N	USD	97.45
P80502	0716	43551	SBC		WX	1	1486	FRONTIER	N	N	10/25/2017	0	N	USD	1,347.39
P80502	0716	43562	SBC		WX	1	2336	XCEL ENERGY	N	N	11/3/2017	0	N	USD	10,026.87

Electronic

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount	
P80502	0716	43562	SBC		WX	1	2336	XCEL ENERGY	N	N	11/3/2017	0	N	USD	7,182.40
P80502	0716	43562	SBC		WX	1	2336	XCEL ENERGY	N	N	11/3/2017	0	N	USD	6,922.34
P80502	0716	43563	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	11/3/2017	0	N	USD	200.10
P80502	0716	43563	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	11/3/2017	0	N	USD	166.12
P80502	0716	43563	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	11/3/2017	0	N	USD	107.22
P80502	0716	43563	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	11/3/2017	0	N	USD	77.17
P80502	0716	43564	SBC		WX	1	2336	XCEL ENERGY	N	N	11/6/2017	0	N	USD	641.57
P80502	0716	43565	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	11/7/2017	0	N	USD	648.11
P80502	0716	43565	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	11/7/2017	0	N	USD	636.81
P80502	0716	43565	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	11/7/2017	0	N	USD	334.61
P80502	0716	43566	SBC		WX	1	2336	XCEL ENERGY	N	N	11/20/2017	0	N	USD	922.83
P80502	0716	43567	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	11/21/2017	0	N	USD	2,296.13
P80502	0716	43567	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	11/21/2017	0	N	USD	1,120.39
P80502	0716	43567	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	11/21/2017	0	N	USD	392.78
P80502	0716	43567	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	11/21/2017	0	N	USD	195.02
P80502	0716	43567	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	11/21/2017	0	N	USD	43.00
P80502	0716	43567	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	11/21/2017	0	N	USD	3.59
P80502	0716	43568	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	11/22/2017	0	N	USD	503.15
October PCARD															
Payroll 10/20/2017															
Payroll 11/03/2017															
Payroll 11/09/2017															
Payroll 11/20/2017															
Contract Retro Pmts															
Total															
\$ 1,394,444.08															

Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p804p2	0716	43448	SBC	60993	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	10/20/2017	N	USD	4,889.31
p804p2	0716	43449	SBC	60994	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	10/20/2017	N	USD	3,304.28
p804p2	0716	43451	SBC	60995	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	10/20/2017	N	USD	7,820.59
p804p2	0716	43451	SBC	60995	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	10/20/2017	N	USD	32,594.50
p804p2	0716	43450	SBC	60996	CH	1	1178	BPESPA	Y	N	10/20/2017	N	USD	1,037.23
P80502	0716	43475	SBC	60997	CH	1	7419	ANDRE CARLSON	Y	N	10/19/2017	N	USD	85.00
P80502	0716	43473	SBC	60998	CH	1	7162	HEART ZONES INC	Y	N	10/19/2017	N	USD	3,400.00
P80502	0716	43472	SBC	60999	CH	1	6836	JOHN MADSEN	Y	N	10/19/2017	N	USD	85.00
P80502	0716	43465	SBC	61000	CH	1	3523	LORI LATZKE	Y	N	10/19/2017	N	USD	96.00
P80502	0716	43465	SBC	61000	CH	1	3523	LORI LATZKE	Y	N	10/19/2017	N	USD	96.00
P80502	0716	43466	SBC	61001	CH	1	3572	LYNN WILMES	Y	N	10/19/2017	N	USD	96.00
P80502	0716	43466	SBC	61001	CH	1	3572	LYNN WILMES	Y	N	10/19/2017	N	USD	96.00
P80502	0716	43467	SBC	61002	CH	1	4145	MEDICAREBLUE RX	Y	N	10/19/2017	N	USD	426.00
P80502	0716	43471	SBC	61003	CH	1	6835	MICHAEL SCHWALEN	Y	N	10/19/2017	N	USD	85.00
P80502	0716	43463	SBC	61004	CH	1	2582	MSHSL	Y	N	10/19/2017	N	USD	2,080.00
P80502	0716	43474	SBC	61005	CH	1	7415	OMG MIDWEST INC DBA CHARD	Y	N	10/19/2017	N	USD	25,980.00
P80502	0716	43464	SBC	61006	CH	1	2847	PSAT/NMSQT	Y	N	10/19/2017	N	USD	88.00
P80502	0716	43468	SBC	61007	CH	1	6111	RAM MUTUAL INSURANCE COMPANY	Y	N	10/19/2017	N	USD	2,906.01
P80502	0716	43470	SBC	61008	CH	1	6834	RYAN TOWNZEN	Y	N	10/19/2017	N	USD	85.00
P80502	0716	43469	SBC	61009	CH	1	6833	TYLER VRIEZE	Y	N	10/19/2017	N	USD	85.00
P80502	0716	43462	SBC	61010	CH	1	2326	YOUTH FRONTIERS INC	Y	N	10/19/2017	N	USD	750.00
P80502	0716	43477	SBC	61011	CH	1	2649	AARP	Y	N	10/25/2017	N	USD	365.00
P80502	0716	43476	SBC	61012	CH	1	1127	BELLE PLAINE HIGH SCHOOL	Y	N	10/25/2017	Y	USD	0.01
P80502	0716	43476	SBC	61012	CH	1	1127	BELLE PLAINE HIGH SCHOOL	Y	N	10/25/2017	Y	USD	(0.01)
P80502	0716	43480	SBC	61013	CH	1	3683	DAN FORD	Y	N	10/25/2017	N	USD	120.00
P80502	0716	43478	SBC	61014	CH	1	2772	JEFFREY MONAHAN	Y	N	10/25/2017	N	USD	120.00
P80502	0716	43479	SBC	61015	CH	1	2773	MIKE KLIMA	Y	N	10/25/2017	N	USD	120.00
P80502	0716	43496	SBC	61016	CH	1	7348	APEX EFFICIENCY SOLUTIONS, SBC	Y	N	10/31/2017	N	USD	181,576.97
P80502	0716	43491	SBC	61017	CH	1	3645	CHASKA HIGH SCHOOL	Y	N	10/31/2017	N	USD	250.00
P80502	0716	43498	SBC	61018	CH	1	7424	DAVID DREXLER	Y	N	10/31/2017	N	USD	100.00
P80502	0716	43495	SBC	61019	CH	1	6485	JASON PALO	Y	N	10/31/2017	N	USD	140.00
P80502	0716	43494	SBC	61020	CH	1	5807	JEFFREY MOSCA	Y	N	10/31/2017	N	USD	100.00
P80502	0716	43492	SBC	61021	CH	1	4143	JOSEPH WOLLAN	Y	N	10/31/2017	N	USD	100.00
P80502	0716	43490	SBC	61022	CH	1	2027	REGION 2A - MSHSL	Y	N	10/31/2017	N	USD	1,912.00
P80502	0716	43493	SBC	61023	CH	1	5802	SCOTT MALLUEGE	Y	N	10/31/2017	N	USD	100.00

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Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P80502	0716	43497	SBC	61024	CH	1	7423	THOMAS ODEGARD	Y	N	10/31/2017	N	USD	100.00
p805p1	0716	43505	SBC	61025	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	11/3/2017	CN	USD	4,889.31
p805p1	0716	43506	SBC	61026	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	11/3/2017	CN	USD	3,304.28
p805p1	0716	43510	SBC	61027	CH	1	6451	Belle Plaine Schools Dental Ins Account	Y	N	11/3/2017	CN	USD	12,034.11
p805p1	0716	43511	SBC	61028	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	11/3/2017	CN	USD	116,924.57
p805p1	0716	43507	SBC	61029	CH	1	1178	BPESPA	Y	N	11/3/2017	CN	USD	974.33
p805p1	0716	43512	SBC	61030	CH	1	7052	FIDELITY SECURITY LIFE INS EYE MED	Y	N	11/3/2017	CN	USD	565.26
p805p1	0716	43509	SBC	61031	CH	1	6122	NATIONAL INSURANCE SERVICE of WI	Y	N	11/3/2017	CN	USD	2,750.18
p805p1	0716	43508	SBC	61032	CH	1	1836	NCPERS MINNESOTA	Y	N	11/3/2017	CN	USD	32.00
p805p1	0716	43516	SBC	61033	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	11/9/2017	CN	USD	(17,363.44)
p805p1	0716	43516	SBC	61033	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	11/9/2017	CN	USD	17,363.44
P80502	0716	43523	SBC	61034	CH	1	5310	CHUCK KELLER	Y	N	11/9/2017	CN	USD	417.28
P80502	0716	43524	SBC	61035	CH	1	5630	LORENZ BUS COMPANY	Y	N	11/9/2017	CN	USD	7,686.00
P80502	0716	43528	SBC	61036	CH	1	2649	AARP	Y	N	11/14/2017	N	USD	270.00
P80502	0716	43531	SBC	61037	CH	1	7429	ARLENE LATZKE	Y	N	11/14/2017	N	USD	130.00
P80502	0716	43530	SBC	61038	CH	1	7286	DOWN UNDER QUILTING	Y	N	11/14/2017	N	USD	240.00
P80502	0716	43529	SBC	61039	CH	1	5081	LAMPERT LUMBER	Y	N	11/14/2017	N	USD	159.56
P80502	0716	43529	SBC	61039	CH	1	5081	LAMPERT LUMBER	Y	N	11/14/2017	N	USD	54.00
P80502	0716	43529	SBC	61039	CH	1	5081	LAMPERT LUMBER	Y	N	11/14/2017	N	USD	5,971.66
P80502	0716	43525	SBC	61040	CH	1	1914	NEW PRAGUE AREA SCHOOLS	Y	N	11/14/2017	N	USD	100.00
P80502	0716	43526	SBC	61041	CH	1	1992	PRAIRIE TRUCKING INC	Y	N	11/14/2017	N	USD	42,098.11
P80502	0716	43526	SBC	61041	CH	1	1992	PRAIRIE TRUCKING INC	Y	N	11/14/2017	N	USD	1,148.50
P80502	0716	43527	SBC	61042	CH	1	2164	STIER TRANSPORTATION SERVICES	Y	N	11/14/2017	N	USD	85,249.74
P80502	0716	43527	SBC	61042	CH	1	2164	STIER TRANSPORTATION SERVICES	Y	N	11/14/2017	N	USD	7,088.03
p805p2	0716	43539	SBC	61043	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	11/20/2017	N	USD	4,889.31
p805p2	0716	43540	SBC	61044	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	11/20/2017	N	USD	3,304.28
p805p2	0716	43542	SBC	61045	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	11/20/2017	N	USD	9,824.57
p805p2	0716	43542	SBC	61045	CH	1	6482	Belle Plaine Schools Health Ins Acct	Y	N	11/20/2017	N	USD	29,803.88
p805p2	0716	43541	SBC	61046	CH	1	1178	BPESPA	Y	N	11/20/2017	N	USD	1,024.33
P80502	0716	43543	SBC	61047	CH	1	3219	CASH	Y	N	11/20/2017	N	USD	50.00
P80502	0716	43546	SBC	61048	CH	1	7430	GREG O'BRIEN	Y	N	11/20/2017	N	USD	25.00
P80502	0716	43544	SBC	61049	CH	1	7138	HEGGIES PIZZA	Y	N	11/20/2017	N	USD	20,440.70
P80502	0716	43545	SBC	61050	CH	1	7428	STEFANI JENSEN	Y	N	11/20/2017	N	USD	40.00
P80502	0716	43557	SBC	61051	CH	1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	11/22/2017	N	USD	303.00
P80502	0716	43561	SBC	61052	CH	1	6562	BRADLEY SCHOENROCK	Y	N	11/22/2017	N	USD	85.00

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Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P80502	0716	43558	SBC	61053	CH	1	3506	CHARLES SCHOENROCK	Y	N	11/22/2017	N	USD	85.00
P80502	0716	43559	SBC	61054	CH	1	4496	FRED KIEWATT	Y	N	11/22/2017	N	USD	85.00
P80502	0716	43560	SBC	61055	CH	1	6561	RANDY BODEKER	Y	N	11/22/2017	N	USD	85.00
Total													\$ 633,320.88	

October 2017 Student Activities

Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - AMAZON	10/9/2017 0	N	USD	19.50
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TIGER CLUB - AMAZON	10/9/2017 0	N	USD	32.99
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	PEP CLUB - COBORNS	10/9/2017 0	N	USD	34.99
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TENNIS - COBORNS	10/9/2017 0	N	USD	34.35
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TENNIS - RUCKS	10/9/2017 0	N	USD	59.04
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - KWIK TRIP	10/9/2017 0	N	USD	39.42
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TENNIS - REGISTER.CORDONCO	10/9/2017 0	N	USD	63.50
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	PEP CLUB - COBORNS	10/9/2017 0	N	USD	49.99
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	PEP CLUB - AMAZON	10/9/2017 0	N	USD	11.76
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	PEP CLUB - AMAZON	10/9/2017 0	N	USD	18.00
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - CUB FOODS	10/9/2017 0	N	USD	103.37
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - COBORNS	10/9/2017 0	N	USD	146.92
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - COBORNS	10/9/2017 0	N	USD	15.98
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	CONCESSIONS - SEPT PCARD	10/9/2017 0	N	USD	3,632.07
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - KWIK TRIP	10/9/2017 0	N	USD	38.42
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - COBORNS	10/9/2017 0	N	USD	99.47
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - COBORNS	10/9/2017 0	N	USD	10.67
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - SAMS CLUB	10/9/2017 0	N	USD	120.40
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA - RUCKS	10/9/2017 0	N	USD	139.80
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - COBORNS	10/9/2017 0	N	USD	104.66
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - REGISTER.CORDONCO	10/9/2017 0	N	USD	159.50
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - KWIK TRIP	10/9/2017 0	N	USD	38.42
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	JH STD CNCL - DOMINOS	10/9/2017 0	N	USD	52.48
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	SH STD CNCL - DOMINOS	10/9/2017 0	N	USD	52.48
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	FFA COBORNS	10/9/2017 0	N	USD	57.64
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - KWIK TRIP	10/9/2017 0	N	USD	37.42
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TENNIS - FABULOUS FLOWERS	10/9/2017 0	N	USD	24.50
0716	43371	HSAC	8061	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	XC - HYVEE	10/9/2017 0	N	USD	316.99
0716	43373	HSAC	8062	CH	3	5364	OAK GLENN	Supplies	10/9/2017 0	N	USD	637.50
0716	43370	HSAC	8063	CH	1	3204	PARK SQUARE THEATRE	STD COUNCIL - 8th Grade Anne Frank Field Trip Payment	10/9/2017 0	N	USD	975.00
0716	43372	HSAC	8064	CH	3	4848	PEPSI-COLA	CONCESSIONS - POP DELIVERY	10/9/2017 0	N	USD	1,309.19
0716	43372	HSAC	8064	CH	3	4848	PEPSI-COLA	CONCESSIONS - POP DELIVERY	10/9/2017 0	N	USD	1,194.61
0716	43372	HSAC	8064	CH	3	4848	PEPSI-COLA	CONCESSIONS - POP	10/9/2017 0	N	USD	611.23
0716	43382	HSAC	8065	CH	3	4946	CASH	XC - Cash for cash box/ Spag Fund raisor	10/13/2017	N	USD	100.00
0716	43383	HSAC	8066	CH	3	6886	CHERRY FUNDRAISING SERVICE	Invoice #2421/Happenings Book Fundraiser	10/13/2017	N	USD	4,186.00
0716	43460	HSAC	8067	CH	3	4777	ANDERSON'S SCHOOL SPIRIT	SEGW9663, Tiara Sissy 1 1/4"	10/19/2017	N	USD	19.99
0716	43460	HSAC	8067	CH	3	4777	ANDERSON'S SCHOOL SPIRIT	SESANHCRWHT, HC Royalty Satin Sash Wht	10/19/2017	N	USD	21.98
0716	43460	HSAC	8067	CH	3	4777	ANDERSON'S SCHOOL SPIRIT	SHIPPING	10/19/2017	N	USD	14.99
0716	43461	HSAC	8068	CH	3	7356	JEFFREY HANSON	TENNIS LODGING-TRIP	10/19/2017	N	USD	100.00

October 2017 Student Activities

Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Payment Description	Pay Date	Void	Curr	Amount
0716	43458	HSAC	8069	CH	1	1787	MASSP	MN Assoc of Honor Students	10/19/2017	N	USD	75.00
0716	43459	HSAC	8070	CH	3	4758	REGION VII MAAE	Region CDE fee	10/19/2017	N	USD	75.00
0716	43484	HSAC	8071	CH	3	4721	BELLE PLAINE SCHOOL DISTRICT	TRANSFER MSHSL \$ FROM TIGER CLUB TO GENERAL ACC	10/27/2017	N	USD	3,691.61
0716	43485	HSAC	8072	CH	3	4946	CASH	CASH FOR CONCESSION STAND	10/27/2017	N	USD	200.00
0716	43481	HSAC	8073	CH	1	7416	COACHCOMM, LLC	Headset Repair	10/27/2017	N	USD	85.00
0716	43482	HSAC	8074	CH	1	7421	TESSA WRIGHT	REFUND NY CHOIR TRIP DEPOSIT - KATE WRIGHT	10/27/2017	N	USD	100.00
0716	43483	HSAC	8075	CH	1	7422	TINA JACOBS	REFUND NY CHOIR TRIP DEPOSIT - SKYE JACOBS	10/27/2017	N	USD	200.00
0716	43488	HSAC	8076	CH	1	2590	FAME AWARDS	TENNIS AWARDS	10/31/2017	N	USD	146.00
0716	43489	HSAC	8077	CH	1	7138	HEGGIES PIZZA	PIZZA Fundraiser payment	10/31/2017	N	USD	1,712.97
0716	43487	HSAC	8078	CH	1	1787	MASSP	MASC Leadership Conference	10/31/2017	N	USD	360.00
Total											21,330.80	

October 2017 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle P Activities	9/27/2017	10/27/2017	Purchase Berry Blendz.	760.50	
Belle P Activities	9/27/2017	10/27/2017	Purchase Best Buy Mht 00006114	439.97	
Belle P Activities	9/27/2017	10/27/2017	Credit Voucher Bestbuycom80469	(471.98)	
Belle P Activities	9/27/2017	10/27/2017	Purchase Bestbuycom8046910402	471.98	
Belle P Activities	9/28/2017	10/27/2017	Purchase Kwik Trip 33000003301	38.42	
Belle P Activities	10/4/2017	10/27/2017	Purchase Ace Hardware & Paint	26.52	
Belle P Activities	10/4/2017	10/27/2017	Purchase Superamerica 4720	7.35	
Belle P Activities	10/4/2017	10/27/2017	Purchase Ace Hardware & Paint	14.95	
Belle P Activities	10/4/2017	10/27/2017	Purchase A. H. Hermel Company	497.06	
Belle P Activities	10/5/2017	10/27/2017	Purchase Pizza Plus	53.00	
Belle P Activities	10/5/2017	10/27/2017	Purchase Beef And Boards Dinner	2,310.00	
Belle P Activities	10/5/2017	10/27/2017	Purchase Rochester Centerstone	1,091.40	
Belle P Activities	10/6/2017	10/27/2017	Purchase Pizza Plus	101.00	
Belle P Activities	10/6/2017	10/27/2017	Purchase Sams Club #6311	143.53	
Belle P Activities	10/10/2017	10/27/2017	Purchase Pizza Plus	53.00	
Belle P Activities	10/10/2017	10/27/2017	Purchase Bsn*sport Supply Group	2,723.09	
Belle P Activities	10/11/2017	10/27/2017	Purchase Kwik Trip 33000003301	39.42	
Belle P Activities	10/12/2017	10/27/2017	Purchase Erbert & Gerbert S	139.75	
Belle P Activities	10/13/2017	10/27/2017	Purchase Pizza Plus	101.00	
Belle P Activities	10/14/2017	10/27/2017	Purchase Pizza Plus	69.00	
Belle P Activities	10/16/2017	10/27/2017	Purchase Coborn S Superstore	44.99	
Belle P Activities	10/18/2017	10/27/2017	Purchase Pizza Plus	85.00	
Belle P Activities	10/18/2017	10/27/2017	Purchase A. H. Hermel Company	646.39	
Belle P Activities	10/18/2017	10/27/2017	Purchase Register.Cordonco.Com	105.75	
Belle P Activities	10/18/2017	10/27/2017	Purchase Register.Cordonco.Com	105.75	
Belle P Activities	10/21/2017	10/27/2017	Purchase Party City #765	104.31	
Belle P Activities	10/24/2017	10/27/2017	Purchase Domino S 7300	164.54	
Belle P Activities	10/24/2017	10/27/2017	Purchase Pizza Plus	93.00	
Belle P Activities	10/24/2017	10/27/2017	Purchase Pizza Plus	133.00	
Belle P Activities	10/26/2017	10/27/2017	Purchase Pizza Plus	37.00	
Belle P Activities	10/26/2017	10/27/2017	Purchase Berry Blendz.	585.00	
Belle Plaine Comm Ed	9/28/2017	10/27/2017	Purchase Coborn S Superstore	23.56	
Belle Plaine Comm Ed	10/9/2017	10/27/2017	Purchase Coborn S Superstore	33.37	
Belle Plaine Comm Ed	10/13/2017	10/27/2017	Purchase Coborn S Superstore	34.65	

October 2017 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle Plaine Comm Ed	10/21/2017	10/27/2017	Purchase Amazon Mktplace Pmts	57.38	
Belle Plaine Comm Ed	10/21/2017	10/27/2017	Purchase Wm Supercenter #3513	10.00	
Belle Plaine Comm Ed	10/21/2017	10/27/2017	Purchase Dollar Tree	16.00	
Belle Plaine Comm Ed	10/21/2017	10/27/2017	Purchase Joann Stores #2283	48.47	
Belle Plaine Comm Ed	10/21/2017	10/27/2017	Purchase Michaels Stores 6733	58.93	
Belle Plaine Comm Ed	10/27/2017	10/27/2017	Purchase Marriott Minneapolis N	153.63	
Belle Plaine High School	9/29/2017	10/27/2017	Credit Voucher Cbi*parallels	(5.90)	
Belle Plaine High School	10/4/2017	10/27/2017	Purchase Menards Burnsville Mn	174.36	
Belle Plaine High School	10/4/2017	10/27/2017	Purchase Herman S Landscape Sup	250.00	
Belle Plaine High School	10/4/2017	10/27/2017	Purchase Herman S Landscape Sup	250.00	
Belle Plaine High School	10/4/2017	10/27/2017	Purchase Herman S Landscape Sup	250.00	
Belle Plaine High School	10/6/2017	10/27/2017	Purchase Ruck S Meat Processing	93.34	
Belle Plaine High School	10/6/2017	10/27/2017	Purchase Coborn S Superstore	51.71	
Belle Plaine High School	10/12/2017	10/27/2017	Purchase Amazon.Com	31.79	
Belle Plaine High School	10/12/2017	10/27/2017	Purchase Sams Club #6311	78.32	
Belle Plaine High School	10/12/2017	10/27/2017	Purchase 1st-In-Padlocks.Com, L	97.04	
Belle Plaine High School	10/12/2017	10/27/2017	Purchase Coborn S Superstore	36.27	
Belle Plaine High School	10/12/2017	10/27/2017	Purchase Coborn S Superstore	14.16	
Belle Plaine High School	10/13/2017	10/27/2017	Purchase Sealmaster Of Wisc	432.76	
Belle Plaine High School	10/13/2017	10/27/2017	Purchase Leagueathletics.Com Ll	500.00	
Belle Plaine High School	10/14/2017	10/27/2017	Purchase Amazon.Com	111.98	
Belle Plaine High School	10/17/2017	10/27/2017	Purchase Wpy*adhd Life Tools	155.00	
Belle Plaine High School	10/18/2017	10/27/2017	Purchase Chard - Sibley Agg	128.90	
Belle Plaine High School	10/18/2017	10/27/2017	Credit Voucher Chard - Sibley Agg	(137.76)	
Belle Plaine High School	10/18/2017	10/27/2017	Purchase Chard - Sibley Agg	137.76	
Belle Plaine High School	10/19/2017	10/27/2017	Purchase Menards Burnsville Mn	120.87	
Belle Plaine High School	10/23/2017	10/27/2017	Purchase Coborn S Superstore	80.96	
Belle Plaine High School	10/26/2017	10/27/2017	Purchase Craguns Lodge And Golf	96.63	
Belle Plaine High School	10/26/2017	10/27/2017	Purchase Menards Burnsville Mn	112.83	
Belle Plaine High School	10/26/2017	10/27/2017	Purchase Craguns Lodge And Golf	96.63	
Belle Plaine High School	10/26/2017	10/27/2017	Purchase Craguns Lodge And Golf	96.63	
Belle Plaine High School	10/26/2017	10/27/2017	Purchase Menards Burnsville Mn	292.44	
Belle Plaine High School	10/26/2017	10/27/2017	Credit Voucher Menards Burnsville	(120.87)	
Belle Plaine High School	10/26/2017	10/27/2017	Purchase Sherwin Williams 70316	247.65	

October 2017 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle Plaine High School	10/26/2017	10/27/2017	Purchase Amazon Mktplace Pmts	84.95	
Belle Plaine High School	10/27/2017	10/27/2017	Purchase Domino S 7300	136.49	
Belle Plaine Sd	9/26/2017	10/27/2017	Credit Voucher N2y Llc	(958.00)	
Belle Plaine Sd	9/28/2017	10/27/2017	Purchase Amazon.Com	38.41	
Belle Plaine Sd	9/29/2017	10/27/2017	Purchase N2y Llc	338.00	
Belle Plaine Sd	10/4/2017	10/27/2017	Purchase Coborn S Superstore	55.95	
Belle Plaine Sd	10/5/2017	10/27/2017	Purchase Pro Ed Inc	39.80	
Belle Plaine Sd	10/5/2017	10/27/2017	Purchase Pro Ed Inc	467.50	
Belle Plaine Sd	10/9/2017	10/27/2017	Purchase Coborn S Superstore	12.65	
Belle Plaine Sd	10/11/2017	10/27/2017	Purchase Pro Ed Inc	79.00	
Belle Plaine Sd	10/12/2017	10/27/2017	Purchase Sponsel S Mn Harvest	46.00	
Belle Plaine Sd	10/13/2017	10/27/2017	Purchase Asha 3	225.00	
Belle Plaine Sd	10/17/2017	10/27/2017	Purchase William V Macgill & Co	171.00	
Belle Plaine Sd	10/24/2017	10/27/2017	Purchase Fair Oaks Farms	660.00	
Belle Plaine Sd	10/25/2017	10/27/2017	Purchase Acapulco Joe S	150.97	
Belle Plaine Sd	10/26/2017	10/27/2017	Purchase Conner Prairie Box Off	90.00	
Belle Plaine Sd	10/26/2017	10/27/2017	Purchase Conner Prairie Box Off	424.00	
Chatfield Elementary	10/2/2017	10/27/2017	Purchase Teacherspayteachers.Co	40.00	
Chatfield Elementary	10/11/2017	10/27/2017	Purchase Amazon Mktplace Pmts	30.95	
Chatfield Elementary	10/13/2017	10/27/2017	Purchase Paypal *mn Shape	125.00	
Chatfield Elementary	10/13/2017	10/27/2017	Purchase Paypal *mn Shape	125.00	
Chatfield Elementary	10/16/2017	10/27/2017	Purchase Emma Krumbes Orchar	203.50	
Chatfield Elementary	10/18/2017	10/27/2017	Purchase Ruck S Meat Processing	178.50	
Chatfield Elementary	10/23/2017	10/27/2017	Purchase Giving Greetings	22.64	
Chatfield Elementary	10/24/2017	10/27/2017	Purchase Ablenet, Inc	108.90	
Chuck Keller	10/2/2017	10/27/2017	Purchase Emma Krumbes Orchar	104.47	
Chuck Keller	10/2/2017	10/27/2017	Purchase Coborn S Superstore	87.56	
Chuck Keller	10/3/2017	10/27/2017	Purchase Amazon.Com	20.25	
Chuck Keller	10/5/2017	10/27/2017	Purchase Coborn S Superstore	34.99	
Chuck Keller	10/12/2017	10/27/2017	Purchase Jordan Ace Hardware	31.54	
Chuck Keller	10/13/2017	10/27/2017	Purchase Eb Equity Amp Inclusi	275.00	
Chuck Keller	10/13/2017	10/27/2017	Purchase Eb Equity Amp Inclusi	275.00	
Chuck Keller	10/17/2017	10/27/2017	Purchase Amazon Mktplace Pmts	493.49	
Chuck Keller	10/19/2017	10/27/2017	Purchase Emma Krumbes Restau	152.24	

October 2017 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Kris Davis	9/26/2017	10/27/2017	Purchase Innovative Office Solu	966.43	
Kris Davis	9/28/2017	10/27/2017	Purchase Usps Po 2607300172	245.00	
Kris Davis	9/29/2017	10/27/2017	Purchase Nationalpumpsupply	1,675.55	
Kris Davis	9/29/2017	10/27/2017	Purchase Innovative Office Solu	22.95	
Kris Davis	9/29/2017	10/27/2017	Purchase Amazonprime Membersl	99.00	
Kris Davis	9/29/2017	10/27/2017	Purchase Usps Po 2607300172	6.65	
Kris Davis	10/1/2017	10/27/2017	Purchase Plunketts	158.06	
Kris Davis	10/1/2017	10/27/2017	Purchase Plunketts	189.56	
Kris Davis	10/1/2017	10/27/2017	Purchase Plunketts	218.25	
Kris Davis	10/1/2017	10/27/2017	Purchase Plunketts	242.96	
Kris Davis	10/3/2017	10/27/2017	Purchase Biffs Inc - Online	458.14	
Kris Davis	10/4/2017	10/27/2017	Purchase Metro Sales Inc.	705.75	
Kris Davis	10/5/2017	10/27/2017	Purchase Waste Mgmt Wm Ezpay	1,065.64	
Kris Davis	10/5/2017	10/27/2017	Purchase Waste Mgmt Wm Ezpay	464.74	
Kris Davis	10/5/2017	10/27/2017	Purchase Waste Mgmt Wm Ezpay	1,471.77	
Kris Davis	10/5/2017	10/27/2017	Purchase Waste Mgmt Wm Ezpay	1,143.96	
Kris Davis	10/5/2017	10/27/2017	Purchase Amazon Mktplace Pmts	8.99	
Kris Davis	10/6/2017	10/27/2017	Purchase Metro Sales Inc.	81.50	
Kris Davis	10/10/2017	10/27/2017	Purchase Innovative Office Solu	391.04	
Kris Davis	10/12/2017	10/27/2017	Credit Voucher Metro Sales Inc.	(81.50)	
Kris Davis	10/13/2017	10/27/2017	Purchase Biffs Inc - Online	428.14	
Kris Davis	10/13/2017	10/27/2017	Purchase Usps Po 2607300172	17.25	
Kris Davis	10/17/2017	10/27/2017	Purchase Metro Sales Inc.	3,676.28	
Kris Davis	10/24/2017	10/27/2017	Purchase Genesis - Belle Plaine	664.87	
Kris Davis	10/26/2017	10/27/2017	Purchase Usps Po 2607300172	321.00	
Kris Davis	10/26/2017	10/27/2017	Purchase Vzwrlss*apocc Visb	859.26	
Oak Crest Elementary	9/30/2017	10/27/2017	Purchase Amz*ssi Magazines	31.00	
Oak Crest Elementary	9/30/2017	10/27/2017	Purchase Amz*ssi Magazines	31.95	
Oak Crest Elementary	9/30/2017	10/27/2017	Purchase Amz*ssi Magazines	32.00	
Oak Crest Elementary	10/2/2017	10/27/2017	Purchase Amazon Mktplace Pmts	12.75	
Oak Crest Elementary	10/4/2017	10/27/2017	Purchase Nationalgeo	120.00	
Oak Crest Elementary	10/5/2017	10/27/2017	Purchase Amz*magazine Express	34.95	
Oak Crest Elementary	10/5/2017	10/27/2017	Purchase Amz*magazine Express	22.95	
Oak Crest Elementary	10/12/2017	10/27/2017	Purchase Michaels Stores 6733	45.86	

October 2017 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Oak Crest Elementary	10/12/2017	10/27/2017	Purchase Best Buy Mht 00006114	276.96	
Oak Crest Elementary	10/13/2017	10/27/2017	Purchase Otc Brands, Inc.	101.18	
Oak Crest Elementary	10/13/2017	10/27/2017	Purchase Amazon.Com Amzn.Com	49.21	
Oak Crest Elementary	10/14/2017	10/27/2017	Purchase Amazon Mktplace Pmts	52.91	
Oak Crest Elementary	10/16/2017	10/27/2017	Purchase Otc Brands, Inc.	22.98	
Oak Crest Elementary	10/16/2017	10/27/2017	Credit Voucher Otc Brands Inc.	(11.31)	
Oak Crest Elementary	10/17/2017	10/27/2017	Purchase Sams Club #6311	477.27	
Oak Crest Elementary	10/19/2017	10/27/2017	Credit Voucher Samsclub #6311	(106.65)	
Total				35,889.18	

John Bergs
Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director



Chuck Keller
Business Manager
Mary Mesler
Student Support Services Director
Mindy Chevalier
Community Ed Director

DATE OF BOARD MEETING: November 27, 2017
 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
10/15/17	Pheasants Forever	Trap Team	250.00
10/18/17	Spaghetti Feed Free Will Donations	Cross Country Team	1594.00
10/04/17	Belle Plaine Elementary PTO	Chatfield – Kindergarten Grade Level Request	177.73
10/13/17	Belle Plaine Elementary PTO	Oak Crest – Roller Skating Unit	3840.00
10/13/17	Belle Plaine Elementary PTO	Oak Crest – Scholastic News – Grade 3	375.40
10/20/17	Mary Nesgoda	Food Service – Assist Underfunded Students	50.00
10/30/17	Belle Plaine Elementary PTO	Chatfield – Grade Level Request	258.91
10/31/17	Kopp Family Foundation	High School – Assist Students in Need	500.00
10/31/17	Anonymous Donation	Food Service – Assist Underfunded Students	200.00
10/19/17	Theresa Kuhlmann	General Support	67.50

Advertising Plan

One of the most significant roles we play as a school district includes Investing in our community to help everyone grow and prosper. *The city cannot be successful if the school district doesn't succeed, and the school district cannot be successful if the city does not succeed.* The aesthetic quality of our facilities provides the first impression to visitors to our families looking to set down roots, businesses looking to grow and develop, and entrepreneurs who are looking to take a chance on creating a new opportunity for others and themselves. As a school district, we play a significant role in creating the impression to authentically appeal to each of these community stakeholders. The school will also play a significant role in getting people from other groups to visit Belle Plaine and help our schools, families, businesses and the community thrive.

The advertising plan we move forward is going to provide significant exposure to thousands of people who will visit our school district events for athletic activities, music concerts, family events, and business and community activities. This advertising plan will help us improve our facilities as well as provide great visibility to businesses who join this endeavor. It will allow us to provide something that is attractive and of which we can all be proud.

The strengths of this plan include providing static and personal advertising options that all businesses may access to track the amount of traffic they are receiving by being a part of the program. The plan will be laid out in a specific, systemic approach so each business can see exactly what they are receiving in return for their commitment to the program.

“The Why? It is time to reinvest in our community to grow our community.”

- Five business for 5 years \$5,000
 - Static advertising at 40 Belle Plaine Public School events
 - Wind Screens surrounding stadiums
 - Logos displayed in our facilities
 - Ability to place leaflets at concessions with specific offers so businesses can track the amount of traffic they are receiving
 - Leaflets available 30 Belle Plaine Public School events
 - Public address announcements about sponsoring our event read in the first and second half of ten events put on by the Belle Plaine Public Schools
 - Matt Saxe
 - Cambria
 - Coborns
 - Genesis
 - The State Bank
 - Kibble Equipment

- Five business for 5 years \$2,500
 - Static at 20 tiger events
 - Ability to place leaflets at concessions with specific offers so businesses can track the amount of traffic they are receiving
 - Leaflets available 15 Belle Plaine Public School events
 - Public address announcements about sponsoring our event read in the first and second half of ten events put on by the Belle Plaine Public Schools
 - State Farm Insurance
 - Cornerstone Bank
 - Kwik Trip
 - Emma Krumbes
 - Bowling Alley



BELLE PLAIN

“ Expecting Excellence from Everyone, Everyday ”

iPad Fixes 2017 SY - Current

	2016-2017 SY	2017-2018 SY
Glass Screen (includes digitizer)	69	30
LCD	46	17
Digitizer	106	
Headphone Jack	1	2
Home Button	0	9
Battery	2	5
Total Repairs	122	68
Total Unrepairable	1	8

2016-2017 (12 month period)

- 1625 devices
- 122 fixes
- 1 Unrepairable

7.5% of devices needed service

2017-2018 (5 month period)

- 1625 devices
- 68 fixes
- 8 Unrepairable

4.2 % of devices needed service to date

BELLE PLAIN

One-to-One District Refresh Cycles (iPads)

West St. Paul:

- 3 year rotation

Little Falls:

- 4 year rotation

Shakopee:

- iPads 1:1 (home)
 - 3 year rotation
- iPads 1:1 (carts)
 - 4 year rotation

Farmington:

- 3 year rotation

Sibley East:

- 4 year rotation

Prior Lake:

- 4 year rotation

Spring Lake Park:

- 3 years rotation

Cost Analysis

iPad Minis (4 years)

$\$394 \div 4 \text{ years} \div 174 \text{ school days} = \mathbf{\$0.57/\text{day}}$

$\$80 \div 4 \text{ years} \div 174 \text{ school days} = \mathbf{\$0.11/\text{day}}$

Total Cost per day/student = \$0.46/day

iPad 5th Gen (4 years)

$\$294 \div 4 \text{ years} \div 174 \text{ school days} = \mathbf{\$0.42/\text{day}}$

$\$80 \div 4 \text{ years} \div 174 \text{ school days} = \mathbf{\$0.11/\text{day}}$

Total Cost per day/student = \$0.31/day

Technology Purchase Budget

The technology lease for the 2015-2018 Ipads for four years

\$266,613.37

- K-12 Ipads Minis and Cases

The new lease cost for the 2018-2022 Ipads for four years

\$127,772

- 3-6 Full Size Ipads Cases
- 9-12 Full Size Ipads & Keyboard Cases

Amount Remaining for Infrastructure Improvements and other technology needs

\$138,841.37

Money Remaining from Sell back of current devices

\$70,000



Recommendation

NO Districts are keeping the devices on a 6 year rotation

NO districts have a 5 year rotation. Some districts keep devices 5 years but are not 1:1 districts, and they would be on carts.

- **K-2 Keep the current minis and save some of the old ones to cycle through**
 - **In two years we will be looking for a full replacement of K-2**
- **3-6 Purchase new full size Ipads**
- **7-12 Purchase new full size Ipads and keyboards**



Dave Kreft
Jr/Sr High Principal
Mindy Chevalier
Asst. Jr/Sr High Principal
Community Ed Director
Liann Hanson, Ph.D.
Oak Crest Elementary Principal
Kim DeWitte
Chatfield Elementary Principal



Ryan Laager, Ed.D., Superintendent

Mary Mesler
Student Support Services Director
John Bergs
Activities Director
Margot Hansen
Curriculum & Assessment Director
Jeff Heine
Buildings & Grounds Director
Chuck Keller
Business Manager

November 2017 Board Report

Belle Plaine School District #0716 Student Support Services Update

- Due Process Monitoring
 - Staff working on a program and classroom summary for the due process monitor
 - MDE randomly selected 31 files for us to review by 1/1/18. Mary Mesler, Emily Aust, Jessica Emerson, and Jamie Olson has been reviewing files when there is time.
- Fiscal monitoring
 - Mary Mesler, Chuck Keller, and Kelly Poppler have been working on collecting and submitting data/paperwork for requests 1 and 2 for the fiscal monitors.
- Para interviews to fill a para resignation
- Participated in a Homeless Liaison conference call on 11/10. Topics included funding for transportation for foster students, as well as homeless students, incarcerated parents, and preschoolers in foster care.. How can the Counties support?
- Will be attending a Homeless Liaison training on 12/8
- Special Education Advisory Council (SEAC) on 11/13/17
 - We are still partnering with Jordan for SEAC. There was a great turn-out of parents and BP staff. The SOAR transition students prepared snacks for the meeting using a Thanksgiving theme.
 - Topics discussed: due process and fiscal monitoring updates; ways to acknowledge Teacher Appreciation Week and Paraprofessional Appreciation Week; training topics for future SEAC meetings
- Mary Mesler, Jessica Emerson, Megan Voigt, Emily Berg, and Melissa Brueske participated in a 2 hour ADSIS webinar on 11/14. Focus of the webinar included a definition of ADSIS and progress reporting requirements
- Ryan Laager and Mary Mesler attended a Southwest Metro Superintendent/Special Ed Director Summit in Shakopee on 11/16/17. The focus of the meeting was a comparison spreadsheet comparing surrounding districts' child count, staffing, transportation, and programs. The purpose was to initiate conversation regarding possible partnering with other districts.

**Community Education/Community Services
School Board Report
Mindy Chevalier
November, 2017**

Youth Rec/Youth Enrichment/Drivers Training

- The 5th/6th grade Community Ed VB tournament brought a record number of teams and families to town and we utilized all of Oak Crest and the High School. Thank you to all of our volunteer kids and parents!
- We have officially kicked off 5/6th basketball and numbers are great!
- Drivers Training begins February 19th.
- Wrestling is off and running with a successful parent meeting under our belt!
- Sign language is an option for students at Oak Crest this Winter! Teaching it is one of 5th grade teachers Jill Provancha!
- Mrs. Amanda Berg is offering multiple art classes this brochure for all ages!

Preschool/Kids Co/Wraparound

- We have been learning the "Tiger Way." Being responsible, safe, kind, positive.
- Building Self Help skills.
- We have completed our Fall Assessments.
- Teachers recently went through training on Reading and Math interventions.
- We are starting to prepare our Holiday Express Projects and activities.
- We are building friendships and learning how to work in a large and small group settings.
- We are learning how to write our first names.
- We are learning to count and identify numbers in both a direct and integrated format.
- We are looking forward to welcoming our students' families (parents, grandparents) to our Holiday parties to make gingerbread houses, as well as fun Holiday crafts.

ECFE

- ECFE and PAC had a successful Halloween party!
- Next up: Holiday Express on December 2nd, location Oak Crest!

Adult Rec/Enrichment

- Lot's of exercise classes in this next brochure, pilotes is our newest offering! Indoor walking, Wednesday night Volleyball and more!
- We are partnering with Ridgeview to offer some classes in their multi-purpose room. More to come!
- Intro to Mosaics with Belle Plaine's very own Marie Ricke is teaching our very first Mosaics class! We are very excited to have a professional artist teaching a course for us!
- Paper, Flower Workshop is another new art offering for adults!

Outreach & City Programs & Communication

- I want to thank Cynthia Smith-Strack, Community Development Director, for her efforts in pulling together the community arts grant through Scott County. We will continue to look to partner for ways to beautify the downtown area.
- The Winter Brochure is off to the press! Chelsea and Dorothy have put in tons of

work to make this happen. Pulling our community together and providing offerings of interest is always at the forefront of our conversations.

- **Ice Rink times have been set and approval of ice rink workers was approved at the Council meeting Monday night.**
- **The Community Center small group meetings were held on Nov. 2nd in the District office Board room. Great feedback was provided on all specific areas of the Community Center. Dr. Laager then presented on Thursday, Nov 16th with the Large group committee, putting it all together with the feedback given. Chelsea and I presented to Park Board Nov. 19th and Dr. Laager presented at the City Council Work session Nov 19th. It is fun to see the excitement surrounding the Community Center and and the wheels in full motion!**

**Belle Plaine High School
School Board Report
Submitted by Dave Kreft and Mindy Chevalier
November, 2017**

Appreciation:

- Our Grading for Learning Committee has focused on a couple of key topics, as we continue to analyze our grading practices with semester grading and focusing on grades reflecting knowledge of the material.
 - Pass/fail procedures - With the shift to semester grading, we have identified the deadline to designate a class pass/fail as one week from the second academic check, with 70% representing the threshold for passing the class. Pass/fail may only be taken in a class that is not required to meet graduation requirements. This is something we are going to revisit later in the year.
 - Rubrics - We have had extensive conversations within our English and Social Studies PLCs on how to evaluate rubrics. Should the “far right” or “bottom” category represent a grade of a D or should it be 25% if it is scored as a 1 out of 4? These are healthy questions that make one reflect on their grading practices. We will be offering professional development during the year on rubrics and the impact a zero has on a grade.
- Conferences are complete. We had about 175 parents sign in between both of the nights. As always, we had the Financial Aid Information Night for parents and the required senior meeting with presentations by National Recognition Products and our local Dollars for Scholars.

Acceleration:

- We (Laurie Green, Margot Hansen, Dave Kreft) have presented to the juniors on their testing options for April 3rd. We want students to make an informed choice on which test best fits their educational and career path, with the choices being the ACT, the ASVAB, and the Accuplacer. We will be eliciting responses from the junior families and will again provide practice opportunities relative to their designated test.
- A meeting was held with the math department to monitor the success of the sub-less classroom. The practices we laid out as the year started have been effective. The small tweak to the system has been designated a class “expert” or “leader” to help students who are struggling with what the assignment or task is.
- A joint meeting of the science, math, and technology PLCs was held, as there is crossover in the material they cover. Since we have new offerings at the junior high level in technology and STEM, teachers shared how they are coverings such topics as measurement, graphing, and presenting. Individual conversations on these topics will follow with the staff members who do have some crossover.

Anticipation:

- At our next staff meeting we will be conducting an activity, just like the elementary buildings, to have staff help identify the Top Five things we do well as a district. I am looking forward to the staff feedback in these areas and we sharpen our district focus and strengths.
- Excellent opportunities await to see our arts in action, as our 7-12 Choir Concert is December 11th and our 7-12 Band Concert is December 18th. These are always tremendous experiences for our students and community.

Appreciation:

- Thank you to the Climb Theatre for coming to Chatfield.
- Thank you to all of the Paraprofessionals in our district for the work that you do every day to help our kids be successful academically and socially.
- Thank you to the Chatfield Physical Education Department for sponsoring the 5rd Annual Turkey Trot and supporting the backpack program via donations.
- Thank you to all the families that attended conferences and continued to build home/school relationships!

Acceleration:

- First and Second Grade Flex programs for reading and math are continuing to provide instructional directly related to each student's proximal level of development. The teachers were able to share current academic knowledge with families.
- The early learning team is working on differentiating and implementing specific interventions applicable to individual academic needs.
- The Kindergarten team has accomplished their tasks of creating a standards based report cards and assessments. They continue to learn about integrating technology into their students' academic school day by utilizing LEXIA, IXL and RAZ kids. This team is also working on progress monitoring using FAST on a more consistent basis, which allows all kids to be talked about during data weeks.

Anticipation:

- Schoolstore.com is a great resource for purchases. Every purchase you make through schoolstore.com provides money to help us pay for field trips, recess equipment, and other wonderful items.
- Holiday Express is on December 2 at Oak Crest from 9am-12 noon. Thank you to the PTO, ECFE and PAC for teaming up to create this wonderful event for the community. Thank you to Chatfield staff and students for helping make wonderful decorations.
- The first letter to gather information regarding 2018-2019 Kindergarten/Beginndergarten students was sent home to families.
- The high school students are completing a community service project led by Sibel on December 20. The Chatfield students will be paired with one high school student for 20 minutes. They will read and talk about the holidays. They might even participate in a fun Brain Break activity!

RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES
OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK
TO PERFORM OTHER ELECTION RELATED DUTIES

WHEREAS, the board has canvassed the general election for school board members held on November 7th, 2017.

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

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 716 to the following candidates:

- a. Matthew Lenz
- b. Karl Keup
- c. Amanda Gregory

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto (see APPENDIX 59 for sample forms).

Motion

Terry

Second

Joe

5-0

Diane ~~Abbeduto~~

CERTIFICATE OF ELECTION
(Full 4 Year Term)


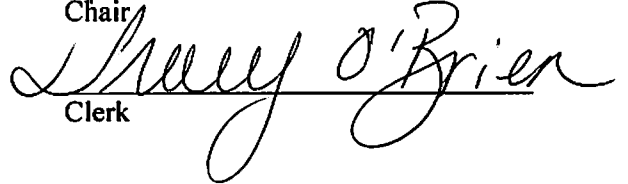
This is to certify as follows:

1. The School Board of Independent School District No. 716 on November 13, 2017, canvassed the general election of school board members held on November 7, 2017.
2. Amanda Gregory received the third largest number of votes cast for the office of school board member of Independent School District No. 716 for a full four year term.
3. There are three full four year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore ~~Terry Kahle~~ ^{Amanda Gregory} is elected to the office of school board member of Independent School District No. 716 for a full four year term beginning the first Monday in January, 2018 and expiring the first Monday in January, 2022.

By authority of the School Board of Independent School District No. 716, pursuant to resolution dated November 7, 2017.

Dated: 11-27-2017

Dated: 12-8-2017


Chair

Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 716 on November 13, 2017, canvassed the general election of school board members held on November 7, 2017.
2. Karl Keup received the second largest number of votes cast for the office of school board member of Independent School District No. 716 for a full four year term.
3. There are three full four year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore ^{Karl Keup}~~Diane Skelley~~ is elected to the office of school board member of Independent School District No. 716 for a full four year term beginning the first Monday in January, 2018 and expiring the first Monday in January, 2022.

By authority of the School Board of Independent School District No. 716, pursuant to resolution dated November 13, 2017.

Dated: 11-27-2017

Dated: 12-4-2017


Chair


Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 716 on November 13, 2017, canvassed the general election of school board members held on November 7, 2017.
2. Matthew Lenz received the largest number of votes cast for the office of school board member of Independent School District No. 716 for a full four year term.
3. There are three full four year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Matthew Lenz is elected to the office of school board member of Independent School District No. 716 for a full four year term beginning the first Monday in January, 2018 and expiring the first Monday in January, 2022.

By authority of the School Board of Independent School District No. 716, pursuant to resolution dated November 13, 2017.

Dated: 11-27-2017

Dated: 12-8-2017


Chair


Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 716 on November 13, 2017, canvassed the general election of school board members held on November 7, 2017.
2. Matthew Lenz received the largest number of votes cast for the office of school board member of Independent School District No. 716 for a full four year term.
3. There are three full four year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Matthew Lenz is elected to the office of school board member of Independent School District No. 716 for a full four year term beginning the first Monday in January, 2018 and expiring the first Monday in January, 2022.

By authority of the School Board of Independent School District No. 716, pursuant to resolution dated November 23, 2017.

Dated: _____

Chair

Dated: _____

Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 716 on November 13, 2017, canvassed the general election of school board members held on November 7, 2017.
2. Karl Keup received the second largest number of votes cast for the office of school board member of Independent School District No. 716 for a full four year term.
3. There are three full four year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Karl Keup is elected to the office of school board member of Independent School District No. 716 for a full four year term beginning the first Monday in January, 2018 and expiring the first Monday in January, 2022.

By authority of the School Board of Independent School District No. 716, pursuant to resolution dated November 23, 2017.

Dated: _____

Chair

Dated: _____

Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 716 on November 13, 2017, canvassed the general election of school board members held on November 7, 2017.
2. Amanda Gregory received the third largest number of votes cast for the office of school board member of Independent School District No. 716 for a full four year term.
3. There are three full four year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Amanda Gregory is elected to the office of school board member of Independent School District No. 716 for a full four year term beginning the first Monday in January, 2018 and expiring the first Monday in January, 2022.

By authority of the School Board of Independent School District No. 716, pursuant to resolution dated November 23, 2017.

Dated: _____

Chair

Dated: _____

Clerk

ACCEPTANCE OF OFFICE
AND OATH OF OFFICE

To: Matthew Lenz

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 716 for a term beginning the first Monday in January, 2018 and expiring the first Monday in January, 2022.

Date: _____

Signature

STATE OF MINNESOTA)

)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2017 by Matthew Lenz.

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 716 to the best of my judgment and ability.

Date: _____

Signature

STATE OF MINNESOTA)

)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2017 by Matthew Lenz.

Notary Public

ACCEPTANCE OF OFFICE
AND OATH OF OFFICE

To: Karl Keup

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 716 for a term beginning the first Monday in January, 2018 and expiring the first Monday in January, 2022.

Date: _____

Signature

STATE OF MINNESOTA)

)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2017 by Karl Keup.

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 716 to the best of my judgment and ability.

Date: _____

Signature

STATE OF MINNESOTA)

)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2017 by Karl Keup.

Notary Public

ACCEPTANCE OF OFFICE
AND OATH OF OFFICE

To: Amanda Gregory

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 716 for a term beginning the first Monday in January, 2018 and expiring the first Monday in January, 2022.

Date: _____

Signature

STATE OF MINNESOTA)

)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2017 by
Amanda Gregory.

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 716 to the best of my judgment and ability.

Date: _____

Signature

STATE OF MINNESOTA)

)

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2017 by
Amanda Gregory.

Notary Public

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 716
(BELLE PLAINE)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 716 was held on the 27th day of November, 2017, at 6:00 o'clock p.m.

The following Board members were present: *Terry Kahle, Tracy O'Brien, Dan Gieson, Dan Gardner, Joe Vandermark*

and the following were absent: *Diane Skelley*

Member *Joe Vandermark* introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING THAT
SCHOOL BOARD GENERAL ELECTIONS HELD AFTER 2017
SHALL BE HELD IN THE EVEN-NUMBERED YEARS;
ESTABLISHING A TRANSITION PLAN

WHEREAS, the school board has previously determined that the school district should hold its general election in November of the odd-numbered year in 1999 and thereafter; and

WHEREAS, the school board now believes that voter participation would be greater and election administration easier if school district general elections were held in conjunction with state general elections in November of the even-numbered year; and

WHEREAS, Laws 1994, Chapter 646, Section 26, Subdivision 1, provides that a political subdivision that initially chooses odd-numbered year elections and later determines to change to even-numbered year elections may do so by the adoption of a new resolution that contains an orderly plan for the transition;

NOW, THEREFORE, BE IT ENACTED by the school board of Independent School District No. 716, State of Minnesota, as follows:

1. School board general elections held after 2017 in Independent School District No. 716 shall be held on the first Tuesday after the first Monday in November of the even-numbered year.

Member Terry Kahle introduced the following resolution and moved its adoption, which motion was seconded by Member Joe Vandermark :

RESOLUTION DESIGNATING COMBINED POLLING PLACE

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 716 (Belle Plaine), Minnesota (the District) as follows:

It is hereby found, determined and declared as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the Board may designate combined polling places at which the voters in those precincts may vote in District elections when no other election is being held in the District.

2. Taking into account both geographical and population distribution, the Board hereby designates the following combined polling place, which is at a location designated for use as a polling place by the county or municipality, to serve the precincts identified below for use in a District election when no other election is being held:

Combined Polling Place:

District Precincts:

Belle Plaine Government Center
218 North Meridian Street
Belle Plaine, Minnesota 56011

All District precincts

3. The Clerk is directed to give nonforwardable mailed notice stating any new combined polling place location to every affected household with at least one registered voter at least twenty-five (25) days before the next District election when no other election is being held. The Clerk is directed to immediately forward to the county auditors any notice that is returned as undeliverable.

4. The Clerk is directed to file a certified copy of this resolution with the county auditors within thirty (30) days of the date of its adoption.

5. A single set of election judges shall be appointed to serve in each combined polling place.

Upon vote being taken thereon, the following voted in favor thereof:

Terry Kahle, Tracy O'Brien, Dan Giesen, Dan Gardner, Joe Vandermark

and the following voted against the same: None

whereupon the resolution was declared duly passed and adopted.

CERTIFICATION OF MINUTES RELATING TO COMBINED POLLING PLACES

Issuer: Independent School District No. 716 (Belle Plaine), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on November 27, 2017, at 6:00 p.m., at the School District offices.

Members present: Terry Kahle, Tracy O'Brien, Dan Giesen, Dan Gardner,
Joe

Members absent: Diane Skolby

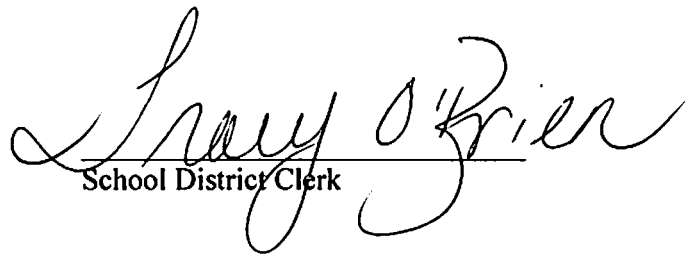
Documents attached:

Minutes of said meeting (including):

RESOLUTION DESIGNATING COMBINED POLLING PLACE

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this 27th day of November, 2017.


School District Clerk

Member Joe Vandermark introduced the following resolution and moved its adoption, which motion was seconded by Member Terry Kahle:

RESOLUTION DETERMINING THE NECESSITY OF ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL ELECTION THEREON

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 716 (Belle Plaine), Minnesota (the School District) as follows:

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to issue general obligation bonds of the School District in an aggregate amount not to exceed \$33,105,000 (the Bonds) for acquisition and betterment of school sites and facilities, including a School District Community Center, all pursuant to Minnesota Statutes, Chapter 475.
2. The projects described in paragraph 1 will be submitted to the Commissioner of Education of the State of Minnesota for Review and Comment. The actions of the School District administration in applying to the Minnesota Department of Education, for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby authorized and approved in all respects. The Board's determination to hold the election to authorize the issuance of the Bonds is contingent upon receiving a favorable Review and Comment. When the Commissioner's favorable Review and Comment is received, the Clerk is authorized and directed to publish a summary of the Review and Comment in a legal newspaper of general circulation in the School District not less than twenty (20) nor more than sixty (60) days before the special election date and the School District will hold a public meeting on the Review and Comment prior to the date of the election.
3. The question on the issuance of the Bonds shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held on Tuesday, May 8, 2018, between the hours of 7:00 a.m. and 8:00 p.m.
4. Pursuant to Minnesota Statutes, Section 205A.11, the School District's combined polling place and the precincts served by the polling place, as established and designated by resolution of the Board is hereby designated for this special election.
5. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to the County Auditors at least seventy-four (74) days before the date of the special election; (b) provided to the Commissioner of Education at least seventy-four (74) days prior to the date of the special election; (c) sent by nonforwardable mail to every affected household in the District with at least one registered voter at least fourteen (14) days before the date of the special election; (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (e) published in the official newspaper of the School District once each week for at least two consecutive

weeks, with the last publication being at least one week before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

NOTICE OF SPECIAL ELECTION

**INDEPENDENT SCHOOL DISTRICT NO. 716
(BELLE PLAINE), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 716 (Belle Plaine), Minnesota, on Tuesday, May 8, 2018 between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following question:

**SCHOOL DISTRICT BALLOT QUESTION
APPROVAL OF SCHOOL BUILDING BONDS**

Shall the School Board of Independent School District No. 716 (Belle Plaine), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$33,105,000 for acquisition and betterment of school sites and facilities, including a School District Community Center?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR
A PROPERTY TAX INCREASE.**

The polling place and precincts served by the polling place for the special election will be as follows:

Combined Polling Place:

Belle Plaine Government Center
218 North Meridian Street
Belle Plaine, Minnesota 56011

District Precincts:

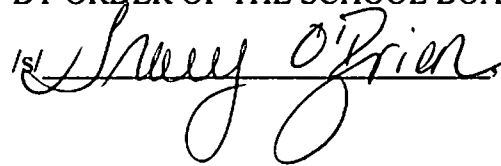
All District precincts

All qualified electors residing in the School District may cast a ballot at the polling place designated above during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling place on election day.

Dated: November 27, 2017.

BY ORDER OF THE SCHOOL BOARD

 Clerk


6. If paper ballots are being used, the Clerk is authorized and directed to secure a ballot box for the deposit of ballots at the polling place and to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting any other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

7. If paper ballots are being used, the Clerk is authorized and directed to cause a printed ballot for the question to be prepared in accordance with Minnesota Statutes, Section 205A.08, subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at the polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

Special Election Ballot

School District Ballot
Independent School District No. 716
(Belle Plaine), Minnesota
May 8, 2018

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this: 

To vote for a question, fill in the oval next to the word "Yes" for that question.
To vote against a question, fill in the oval next to the word "No" for that question.

SCHOOL DISTRICT BALLOT QUESTION
APPROVAL OF SCHOOL BUILDING BONDS

- YES** Shall the School Board of Independent School District No. 716
 NO (Belle Plaine), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$33,105,000 for acquisition and betterment of school sites and facilities, including a School District Community Center?

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE.

(Reverse side of ballot)

OFFICIAL BALLOT

May 8, 2018

Judge

Judge

(The ballot is to be initialed by two judges)

8. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for

layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

9. The Clerk shall prepare and have ready for use absentee ballots at least 46 days before the special election in accordance with Minnesota Statutes, Section 204B.35, subdivision 4.

10. The Board shall appoint election judges and alternates in accordance with Minnesota Statutes, Section 204B.21. The appointments will be made at least twenty-five (25) days prior to the special election.

11. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day, May 11, 2018, and the tenth day, May 18, 2018, after the special election for the purpose of canvassing the results thereof.

12. Pursuant to Minnesota Statutes, Section 205A.07, subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the special election and to provide the certified vote totals for the ballot question in written form within fifteen (15) days after the results have been certified by the Board.

Upon vote being taken thereon, the following voted in favor thereof:

Terry Kahle, Tracy O'Brien, Dan Giosen, Dan Gardner,
Joe Vundermark

and the following voted against the same: None

whereupon the resolution was declared duly passed and adopted.

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 716 (Belle Plaine), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on November 27, 2017, at 6:00 p.m., at the School District offices.

Members present: Terry Kahle, Tracy O'Brien, Dan Giesen, Dan Gardner,
Joe Vandermark

Members absent: Diane Skolby

Documents attached:

Minutes of said meeting (including):

RESOLUTION DETERMINING THE NECESSITY OF ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL ELECTION THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this 27th day of November, 2017.



School District Clerk

BELLE PLAIN

World's Best Workforce Plan
2017-2018



What is the World's Best Workforce Plan?

The WBWF plan is a comprehensive, long-term strategic plan for the district. Based on legislated guidelines, we must address the following goals in this plan:

- All students ready for kindergarten
- All students in third grade achieving grade-level literacy
- Close the achievement gap between all groups
- All students graduate from high school
- All students career and college ready by graduation

2016-2017 All Students Ready for Kindergarten



Goal:

Student's will show at least 3% growth in all areas of reading readiness and math readiness assessments by the end of Kindergarten, May 2017.

Goal Not Met

- Adoption of FASTBridge Learning Assessments district-wide; results do not reflect accurate comparison

All Students Ready for Kindergarten



Current:

Reading Benchmark Assessment (Assesses Broad reading ability [concepts of print, comprehension, vocabulary, phonemic awareness])	63%
Early Reading Readiness (letter naming, letter sounds, phoneme segmentation, nonsense word fluency)	55%
Math Benchmark Assessment (Assesses number and operations, algebraic thinking, measurement and data, and geometry)	67%
Early Math Readiness (oral counting, number identification, quantity discrimination, missing number)	77%

Goal:

- 70% of students will reach the 40th percentile or above (nationally) as determined by FASTBridge Learning aMath and aReading Assessments by the end of Kindergarten, May 2018.

Plan:

- PK-2: PLC Work: Learning Target, Feedback, Assessments, Intervention
- Begin Kindergarten
- Daily 5 - Balanced Literacy Process
- Technology Embedded Instruction and Support

BELLE PLAINE

2016-2017 All Students in Third Grade Achieving Grade Level Literacy



Goal:

Student's will show 3% growth in reading proficiency as measured by the MCA III, and adjusted by average by May, 2017.

Goal Met

- The state average proficiency actually decreased among 3rd graders by 0.7% from 2016-2017. Belle Plaine 3rd graders increased their average proficiency by 7% scoring 14.1% higher than the state average.
- Our district-wide reading proficiency also increased by 3.9% over 2016 scores.

BELLE PLAINE

All Students in Third Grade Achieving Grade Level Literacy



MCA Reading Proficiency in Grade 3

	BP	State
2016	63.9%	57.3%
2017	70.9%	56.8%

81% of our 3rd grade students showed growth at or above the 40th percentile nationally based on the FASTbridge aReading Assessment (40% or above considered proficient growth.)

MCA Reading Proficiency District - Wide

	BP	State
2016	61.3%	59.7%
2017	65.2%	60.2%

Goal:

- 73.9 % of 3rd grade students will be proficient as determined by the MCA III/MTAS (state accountability assessments) by May, 2018.
- District-wide it is our goal that all subject and grade level assessed areas will be above state average as measured by the MCAIII/MTAS (state accountability assessments) each year.

Plan:

- PLC work - Purpose, Feedback, Assessment, Intervention
- Balanced Literacy
- Flex Groups (expanded)
- Targeted Services (3-6)

BELLE PLAINE

2016-2017 Close the Achievement Gap Among All Groups



Goal:

Student's will show 3% growth in reading and math proficiencies as measured by the MCA III and adjusted by state average, by May, 2017.

Goal Not Met

- We have been focused on the gap in all subgroups; however, we have been paying specific attention to the gap between our students who are in FRP and those that are not. Although we met the goal in Reading, we did not meet it in math.

	Reading District Wide	State	Math District Wide	State
2016	61.4%	59.9%	62.7%	59.5%
2017	65.1%	60.2%	60.1%	58.7%

BELLE PLAINE

Close the Achievement Gap Among All Groups



Math Proficiency	BP		State
Receiving F/R Lunch (173 students)	41.4%	Gap of 25.5%	38.5%
Not receiving F/R Lunch	66.9%		
Non-White Students (97 students)	41.3%	Gap of 20%	42.0%
White students (465 students)	61.3%		67.6%

Reading Proficiency	BP		State
Receiving F/R Lunch (171 students)	43.0%	Gap of 27.8%	40.9%
Not receiving F/R Lunch	70.8%		
Students of Color (98 students)	59.2%	Gap of 6.2%	49.8%
White students (499 students)	65.4%		68.8%

Goal:

We will reduce the gap in proficiency between our students of color and those in FRP by 5% as based on MCA/MTAS (student accountability assessment) Reading and Math, by May, 2018.

Plan:

- PLC work - Purpose, Feedback, Assessment, Intervention
- Balanced Literacy (K-6)
- Course/Pathway Additions/Realignment
- Blended Learning Environments/Personalized Learning
- Coding programs K-9
- Attention to equal access to academics and activities

BELLE PLAINE

2016-2017 All Students Career and College Ready by Graduation



Goal:

Student's overall average composite score will increase by .2 as determined by the ACT + Writing College Readiness Assessment.

Goal Met

	2016	2017
Belle Plaine	20.2	20.7
State	21.1	21.5

BELLE PLAINE

All Students Career and College Ready by Graduation



Current:

- The average composite ACT score of our graduating class of 2017 was 20.7 compared to 20.2 composite score of the graduating class of 2016.
 - The graduating class of 2018 had a composite score of 20.1 after taking the district-wide assessment in April, 2017.
 - We offered students the option to take the ACT + Writing, Accuplacer or ASVAB assessment on the district-wide college and career readiness testing date last year.

Goal:

Student's overall average composite score will increase by .2 as adjusted by the annual state average composite score.

Plan:

- Advisory Time
- Course Offerings
- Vocational Opportunities- SWM Ed Coop, Pathways/Internships
- College Recruiter Visits

2016-2017 All Students Graduate



Goal:

Belle Plaine Schools will increase the four-year graduation rate cohort model by 2% in 2016-2017 based on the state AYP report.

Goal Not Met

- Although our graduation rate did increase from 2015 to 2016, we did not meet our goal of 2%.

BELLE PLAINE



All Students Graduate

Current:

The four-year graduation rate cohort model shows the number of students graduating from high school within four years of entering their freshman year.

Year	Grad Rate	State Avg
2013	86.7%	79.8%
2014	93.3%	81.2%
2015	89.1%	81.9%
2016	90.2%	82.2%

Goal:

Belle Plaine Schools will continue to maintain a high school graduation rate of at least 8% above the state average.

Plan: Keeping the students in Belle Plaine

- College in the School Course Offerings
- Course Offerings (Math, Coding, Online)
- PSEO
- Grading for Learning - accurately reporting student achievement and feedback for further learning
- Advisory time scheduled for intervention and support

BELLE PLAINE

1st Reading: 10/22/2012
2nd Reading: 11/26/2012
Approved: 12/17/2012

715 FOOD SERVICE ACCOUNT POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

II. DEFINITION

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

1. If a student's account balance is \$10.00 or less, an e-mail is sent to the student's parents to notify them of the current balance shortfall.
2. If the account balance falls below \$5.00, a second e-mail is sent to the student's parents to notify them of the current balance shortfall.
3. If a student's account balance falls to or below \$0, a student is allowed two more meals. If the account balance is still below \$0 after two meals, the student will receive a cheese sandwich and milk until the account has a positive balance. In addition, the account will be referred to the District Office for further review.

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

1. If a student's account balance is \$10.00 or less, an e-mail is sent to the student's parents to notify them of the current balance shortfall.
2. If the account balance falls below \$5.00, a second e-mail is sent to the student's parents to notify them of the current balance shortfall.
3. If the account balance is \$0 or less, the student may **not** charge ala carte items to their accounts.
4. If a student's account balance falls to or below \$0, the student is allowed two more meals. If the account balance is still below \$0 after two meals, the student will receive a cheese sandwich and milk until the account has a positive balance. In addition, the account will be referred to the District Office for further review.

C. Staff Accounts

1. If a staff member's account balance is \$10.00 or less, an e-mail is sent to the staff person to notify them of the current balance shortfall.
2. If the account balance falls below \$5.00, a second e-mail is sent to the staff person to notify them of the current balance shortfall.
3. If the account balance is \$0 or less, the staff member may **not** charge meals or ala carte items to their accounts.
4. If a staff member's account balance falls below \$0, the account will be referred to the District Office for further review.

1st Reading: 10/22/2012, 9/25/2017
2nd Reading: 11/26/2012, 10/26/2017
Approved: 12/17/2012
Revised: 11/27/2017

534 UNPAID MEAL CHARGES

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

Students and staff have use of a meal account. When the balance reaches zero, a student may charge no more than two meals to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Staff members may not charge any items that will put their account into a negative balance.

- A. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- B. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- C. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

- A. Student Accounts
 - 1. If a student's account balance is \$10.00 or less, an e-mail is sent to the student's parents to notify them of the current balance shortfall.
 - 2. If the account balance falls below \$5.00, a second e-mail is sent to the student's parents to notify them of the current balance shortfall.

3. If the account balance is \$0 or less, the student may **not** charge ala carte items to their accounts.
4. If a student's account balance falls to or below \$0, the student is allowed two more meals. If the account balance is still below \$0 after two meals, the account will be referred to the District Office for further review.

B. Staff Accounts

1. If a staff member's account balance is \$10.00 or less, an e-mail is sent to the staff person to notify them of the current balance shortfall.
2. If the account balance falls below \$5.00, a second e-mail is sent to the staff person to notify them of the current balance shortfall.
3. If the account balance is \$0 or less, the staff member may **not** charge meals or ala carte items to their accounts.
4. If a staff member's account balance falls below \$0, the account will be referred to the District Office for further review.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$10.00, not paid prior to the end of the month will be turned over to the District Office for review/collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 1. all households at or before the start of each school year

2. students and families who transfer into the school district, at the time of enrollment; and
 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.08 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

1st Reading: 9/25/2017
2nd Reading: 10/16/2017
Approved:

620 CREDIT FOR LEARNING

I. PURPOSE

The purpose of this policy is to recognize student achievement which occurs in Post-Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. “Accredited school” means a school that is accredited by an accrediting agency, recognized according to Minn. Stat. § 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (MDE).
- B. “Blended learning” is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. “Commissioner” means the Commissioner of MDE.
- D. “Digital learning” is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. “Eligible institution” means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by the North Central Association of Colleges and Schools, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- F. “Nonpublic school” is a private school or home school in which a child is

provided instruction in compliance with the Minnesota compulsory attendance laws.

- G. “Online learning” is a form of digital learning delivered by an approved online learning provider.
- H. “Online learning provider” is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. “Weighted grade” is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools

- 1. The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded.
- 2. Credits and grades awarded from another Minnesota public secondary school may be used to compute class rank if a student has earned at least 5 credits from the Belle Plaine School District.

B. Transfer of Academic Requirements from Other Schools

- 1. The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded.
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute class rank if a student has earned at least 5 credits from the Belle Plaine School District.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully

align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.

- d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
2. Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at a non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
 - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minn. Stat. § 124D.09 that has been approved as meeting the necessary requirements is not required to complete other

requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.

- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
 - 1. Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2. Seven quarter or four semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 - 3. When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 - 4. In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 - 5. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 - 6. When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to

the student.

- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public school as set forth in Section IV.A. above.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

- A. The school district does not offer weighted grades.
- B. The school district will update its website prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal will notify students in writing of the decision as to how credits and grades will be awarded.

- B. A student or the student’s parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student’s parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal’s decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student’s parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit course, the student may appeal the school district’s decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online Learning Options)

1st Reading: 12/18/2006

2nd Reading: 03/26/2007

Approved: 04/23/2007

Revised: 08/26/2013

504 STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the weather.
 - 2. Clothing that does not create a health or safety hazard.
 - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
 - 1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
 - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
 - 3. Apparel promoting products or activities that are illegal for use by minors.
 - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
 - 5. Any apparel or footwear that would damage school property.
- D. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).
- E. It is not the intention of this policy to abridge the rights of students to express

political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

- F. “Gang,” as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
D.B. ex rel. Brogdon v. Lafon, 217 Fed.Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, No. 4:06-cv-1042-TLW, 2012 WL761249 (D.S.C. Mar. 8, 2012)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, I.S.D. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)

Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

Adopted: _____

MSBA/MASA Model Policy 504

Orig. 1995

Revised: _____

Rev. 2002

504 STUDENT DRESS AND APPEARANCE

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 - 1. Clothing appropriate for the weather.
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 - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
 - 3. Apparel promoting products or activities that are illegal for use by minors.
 - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
 - 5. Any apparel or footwear that would damage school property.
- D. Hats are not allowed in the building except with the approval of the building

principal (i.e., student undergoing chemotherapy; medical situations).

- E. ~~It is not the~~ The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- F. “Gang,” as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

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B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed.Appx. 518 (6th Cir. 2007)
~~*Hardwick v. Heyward*, No. 4:06-ev-1042-TLW, 2012 WL761249 (D.S.C. Mar. 8, 2012)~~ 711 F.3d 426 (4th Cir. 2013)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415

(W.D. Okla. 1992)

Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)

Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

1st Reading: 03/26/2007, 10/17/2016

2nd Reading: 04/23/2007, 11/28/2016

Approved: 05/22/2007, 12/19/2016

Revised: 09/23/2013

513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

A. Promotion

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

B. Belle Plaine Elementary School Retention Guide

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement. All decisions regarding retention will be made by a team consisting of the student's parents, teachers, the principal, and the school counselor if indicated.

The following practices will guide all decisions regarding retention:

1. Initial concerns regarding retention should be addressed between January 1 and March 30, if not sooner. No student shall be retained more than 1 year.
2. Students considered for retention must be reviewed by the iTeam. The student may be referred to the Child Study Team if necessary.
3. No child will be retained unless all data that pertains to that student is reviewed. Data may include, but is not limited to the following:
 - a. FAST
 - b. Reading Formative Assessments
 - c. Reading Summative Assessments

- d. Math Formative Assessments
 - e. Math Summative Assessments
 - f. MCA's
 - g. Social Expectations (SSIS)
 - h. Other standardized tests or assessments
4. The request to retain is a parental right. Retention may occur if the child's teacher is in full support of the request and the data to verify the retention has been reviewed.
 5. A parent conference will be held to inform them of the results and to make the decision whether to promote or retain the student.
 6. A student retention worksheet and signed parent letter must be on file at the school for each student retained.
 7. Notification of the recommendation to retain or promote will be included on the report card for second semester.

C. Belle Plaine Junior High Retention Guide

In cases where it is determined that the child may benefit from retention, the final decision shall be made by the Junior High principal with input from the classroom teacher, counselor and the parents. In all cases the best interests of the student shall be of first consideration, taking into account the whole child: socially, emotionally, academically and physically.

The following procedures shall be followed when considering retention in grades 7-8:

1. Initial concerns regarding retention should be addressed prior to the end of 1st semester.
2. Students considered for retention must be reviewed by the iTeam. The student may be referred to the Child Study Team if necessary.
3. No child will be retained unless all data that pertains to that student is reviewed. Data may include, but is not limited to the following:
 - a. FAST
 - b. OLPA
 - c. MCA's
 - d. Reading Formative Assessments

- e. Reading Summative Assessments
 - f. Math Formative Assessments
 - g. Math Summative Assessments
4. The request to retain is a parental right. Retention may occur if the child's teacher is in full support of the request and the data to verify the retention has been reviewed.
 5. A parent conference will be held to inform them of the results and to make the decision whether to promote or retain the student.
 6. A student retention worksheet and signed parent letter must be on file at the school for each student retained.
 7. Notification of the recommendation to retain or promote will be included on the report card for second semester.

D. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A procedure for screening and identifying students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options.
2. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. assess a student's readiness and motivation for acceleration; and
 - b. match the level, complexity, and pace of the curriculum to a student to achieve the best of academic acceleration for that student.

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

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
 MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
 MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
 MSBA/MASA Model Policy 617 (School District Insurance of

Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: _____

MSBA/MASA Model Policy 513

Orig. 1995

Revised: _____

Rev. ~~2007~~ 2016

513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

A. Promotion

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

B. Retention

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

C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A ~~procedure for screening and identifying process to assess and evaluate~~ students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the world's best workforce.

2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:

a. multiple objective criteria; and

- b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
- 3. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. assess a student’s readiness and motivation for acceleration; and
 - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
- 4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child’s ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The procedures must be sensitive to under-represented groups.

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

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
 MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
 MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
 MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
 MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
 MSBA/MASA Model Policy 620 (Credit for Learning)

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

III. DEFINITIONS

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

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to m a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions, or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent of the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of

the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyber bullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and interventions program;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with

Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232 *g et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
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MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
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Adopted: _____

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. 2014

514 BULLYING PROHIBITION POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

III. DEFINITIONS

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

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school

bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion,

expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

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- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur

during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
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- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate

and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
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 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor

who regularly interacts with students at the time of initial employment with the school district.

- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. ~~§ 124D.10~~ Ch. 124E (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
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Buses)

1st Reading: 3/27/2006

2nd Reading: 4/24/2006

Approved: 5/22/2006

Reviewed: 11/26/2012, 10/28/2013, 9/22/2014

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

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

C. Dates of Attendance

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

D. Directory Information

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

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

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, “education records,” does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.

- b. Records of a law enforcement unit of the school district, provided educational records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.

- c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

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

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

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

F. Eligible Student

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

G. Juvenile Justice System

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

H. Legitimate Educational Interest

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

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

I. Parent

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

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other direct identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

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

L. Responsible Authority

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

M. Student

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

N. School Official

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

O. Summary Data

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

P. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the educational records of such student without first obtaining the consent of the student. In addition, parents or an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in C.F.R. § 99.31(a).

C. Disabled Students

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

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;

- d. specific as to the nature of the information the subject is authorizing to be disclosed;
- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in clause e above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and

- c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act *[INSERT THE FOLLOWING IF THE SCHOOL DISTRICT HAS A POLICY REGARDING STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS:]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with the Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

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

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:

- a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term "organizations" includes, but is not limited to, federal, state and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;

10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the 515-12 information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;

14. To military recruiting officers and post-secondary educational institutions pursuant to Section VII. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students; or
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's educational record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

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

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's educational record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School lunch Act of the Child nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

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

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or

3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

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

C. Present Students and Parents

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

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district, in writing, that any or all of the information so designated should not be disclosed without the

parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.

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

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the

student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

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

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

C. Private Records Not Accessible to Student

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

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

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

classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

- a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative or arbitration proceedings.

D. Chemical Abuse Records

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

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

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

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

- A. The School District will release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data to military recruiters pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 1. may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military; and

2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, the Superintendent, in writing by November 1 each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

- A. Redisclosure

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

B. Redisdisclosure Not Prohibited

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

C. Classification of Disclosed Data

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

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local education authority, a federal agency headed by an official listed in 34 C.F.R. § 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in § 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school

district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY, RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;

- b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
 2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
 3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
 4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and

- c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

The school district shall permit the parent of a student, an eligible student or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

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

C. Right to Inspect and Review

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

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

student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and

- e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

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

B. Right to a Hearing

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

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the

privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.

2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

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

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means *[designate title and actual name of individual]*.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE

A. Where to File Complaints

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

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll including suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

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

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

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

Adopted: _____

MSBA/MASA Model Policy 515

Orig. 1995

Revised: _____

Rev. 2013

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

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

B. Biometric Record

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

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, satellite, internet or other electronic communication technologies for students who

are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

D. Directory Information

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

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

[Note: This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of

those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, “education records,” does not include:
 - a. Records of instructional personnel which:
 - (1) are in the sole possession of the maker of the record; and
 - (2) are not accessible or revealed to any other individual except a substitute teacher; and
 - (3) are destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual’s capacity as an employee; and
 - (3) are not available for use for any other purpose.

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

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records that only contain information about an individual after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student.

F. Eligible Student

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

G. Juvenile Justice System

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

H. Legitimate Educational Interest

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

- 1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
- 2. Perform a supervisory or instructional task directly related to the student's

education; or

3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

I. Parent

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

J. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other direct identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

K. Record

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

L. Responsible Authority

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

M. Student

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

from the school district.

N. School Official

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

[Note: School districts may wish to reference police liaison officers in the definition of a “school official.” Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered “school officials” only when performing duties as a police liaison officer. Consultation with the school district’s legal counsel is recommended.]

O. Summary Data

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

P. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 C.F.R. § 99.31(a).

C. Disabled Students

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

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the

student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is

authorizing to be disclosed;

- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

- 1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and

- c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section ~~7165~~ 7917 of the federal ~~No-Child-Left-Behind~~ Every Student Succeeds Act *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

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

6. To state and local officials or authorities to whom such information is

specifically allowed to be reported or disclosed pursuant to state statute adopted:

- a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers.
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;

8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the

school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student’s education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a

school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

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

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minn. Stat. § 260B.171, Subd. 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may

also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

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

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements.
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 450b of Title 25), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization

to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

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

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

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

C. Present Students and Parents

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

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[Note: Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. which specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.

4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

In certain cases state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be

accessible to the student alone, and to the parent only under special circumstances, if at all.

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

C. Private Records Not Accessible to Student

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

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

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the

school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;

- b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
- c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.

5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

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

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

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

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

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

B. Data released to military recruiting officers under this provision:

- 1. may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military; and
- 2. cannot be further disseminated to any other person except personnel of the

recruiting services of the armed forces.

- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

- A. Redisclosure

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

B. Redisclosure Not Prohibited

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

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

C. Classification of Disclosed Data

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

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information

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

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

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

D. Review of Written Plan for Securing Student Records

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

attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.

3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has

ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.

[Note: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

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

C. Right to Inspect and Review

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

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

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

amend those records.

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

B. Right to a Hearing

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

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion

thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

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

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means *[designate title and actual name of individual]*.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

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

B. Content of Complaint

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

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing

education records to other school officials whom the school district has determined to have legitimate educational interests; and

6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Sharing Disposition Order and Peace Officer Records)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)

18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (~~No-Child-Left-Behind~~ Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)

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