

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

WORK SESSION / REGULAR BOARD MEETING
District Office, 130 South Willow Street, Belle Plaine, MN 56011
5:30 PM Monday, April 22, 2019

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 Work Session:

Time: _____

Members Absent: _____

2. Discussion:

1. 2019-20 Health and Dental Rates:

4

2. Capture Rates:

3. Principal Positions:

4. Revised Budget - Projections:

10

5. Employee Release:

6. Elective Registration Numbers and Schedules:

3. Adjourn Work Session:

4. Call to Order Regular Meeting:

Time: _____

Members Absent: _____

5. Acknowledgment of Visitors and Special Presentations:

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

7. <u>Consensus Items:</u>	Chair Kahle	
1. <u>Previous Board Meeting Minutes:</u>		<u>21</u>
2. <u>Approve Monthly Expenditures:</u>		<u>24</u>
3. <u>Personnel:</u>		<u>55</u>
4. <u>Donations:</u>		<u>56</u>
8. <u>Discussion Items:</u>		
1. <u>Superintendent Update:</u>	Dr. Laager	
1. <u>Mailing Calendar vs Not Mailing:</u>		
2. <u>Update on Clinical Mental Health Therapist:</u>		
3. <u>Facility Conversation:</u>		
4. <u>Six-Year Planning Process:</u>		
2. <u>Board Member Reports:</u>	Board Members	
3. <u>Building Administrator Reports:</u>		<u>57</u>
9. <u>Action Items:</u>		
1. <u>2019-20 Health and Dental Rates:</u>	Mr. Keller	<u>62</u>
2. <u>2018-19 Revised Budget:</u>	Mr. Chuck Keller	<u>66</u>
3. <u>Resolutions Relating to the Termination and Nonrenewal of Teaching Contracts:</u>	Dr. Ryan Laager	<u>75</u>
4. <u>Oak Crest Principal Position:</u>	Dr. Ryan Laager	
5. <u>Policy Review:</u>		<u>77</u>
10. <u>Upcoming Meetings:</u>		
11. <u>Adjourn Regular Meeting:</u>		
12. <u>Call to Order Closed Session:</u>		
Time: _____		

Members Absent: _____

13. Discussion Items:

14. Adjourn Closed Session:

Board Clerk

Date

Belle Plaine Public Schools				
Health Insurance Rates for 2019-20- 4% Rate Increase				
Open Network		Current	New	Increase
Low Plan	E	682.21	709.50	27.29
	E+1	1,370.67	1,425.50	54.83
	Family	1,841.12	1,914.76	73.64
Mid Plan	E	644.72	670.51	25.79
	E+1	1,295.66	1,347.49	51.83
	Family	1,739.51	1,809.09	69.58
High Plan	E	610.85	635.28	24.43
	E+1	1,225.53	1,274.55	49.02
	Family	1,646.36	1,712.21	65.85
ACO Ridgeview Network				
Low Plan	E	656.95	683.23	26.28
	E+1	1,319.90	1,372.70	52.80
	Family	1,772.93	1,843.85	70.92
Mid Plan	E	620.84	645.67	24.83
	E+1	1,247.68	1,297.59	49.91
	Family	1,675.09	1,742.09	67.00
High Plan	E	588.22	611.75	23.53
	E+1	1,180.14	1,227.35	47.21
	Family	1,585.39	1,648.81	63.42

Plan Year 2019/20

BPEA and Tier I (2080 hours) Staff

Open Network								Ridgeview Network							
	Monthly Premium	Annual Premium	District Contribution	HSA	District Pays	Employee Pays	Per 24 paychecks		Monthly Premium	Annual Premium	District Contributio	HSA	District Pays	Employee Pays	Per 24 paychecks
Low Plan								Low Plan							
Single	709.50	8,514.00	7,140.08	1,350.00	5,790.08	2,723.92	113.50	Single	683.23	8,198.76	7,140.08	1,350.00	5,790.08	2,408.68	100.36
1350	709.50	8,514.00	7,140.08	675.00	6,465.08	2,048.92	85.37	1350	683.23	8,198.76	7,140.08	675.00	6,465.08	1,733.68	72.24
	709.50	8,514.00	7,140.08	-	7,140.08	1,373.92	57.25		683.23	8,198.76	7,140.08	-	7,140.08	1,058.68	44.11
E + 1	1,425.50	17,106.00	11,971.57	2,700.00	9,271.57	7,834.43	326.43	E + 1	1,372.70	16,472.40	11,971.57	2,700.00	9,271.57	7,200.83	300.03
2700	1,425.50	17,106.00	11,971.57	1,350.00	10,621.57	6,484.43	270.18	2700	1,372.70	16,472.40	11,971.57	1,350.00	10,621.57	5,850.83	243.78
	1,425.50	17,106.00	11,971.57	-	11,971.57	5,134.43	213.93		1,372.70	16,472.40	11,971.57	-	11,971.57	4,500.83	187.53
Family	1,914.76	22,977.12	15,484.37	2,700.00	12,784.37	10,192.75	424.70	Family	1,843.85	22,126.20	15,484.37	2,700.00	12,784.37	9,341.83	389.24
2700	1,914.76	22,977.12	15,484.37	1,350.00	14,134.37	8,842.75	368.45	2700	1,843.85	22,126.20	15,484.37	1,350.00	14,134.37	7,991.83	332.99
	1,914.76	22,977.12	15,484.37	-	15,484.37	7,492.75	312.20		1,843.85	22,126.20	15,484.37	-	15,484.37	6,641.83	276.74
Mid Plan								Mid Plan							
Single	670.51	8,046.12	7,140.08	1,850.00	5,290.08	2,756.04	114.84	Single	645.67	7,748.04	7,140.08	1,850.00	5,290.08	2,457.96	102.42
1850	670.51	8,046.12	7,140.08	925.00	6,215.08	1,831.04	76.29	1850	645.67	7,748.04	7,140.08	925.00	6,215.08	1,532.96	63.87
	670.51	8,046.12	7,140.08	-	7,140.08	906.04	37.75		645.67	7,748.04	7,140.08	-	7,140.08	607.96	25.33
E + 1	1,347.49	16,169.88	11,971.57	3,700.00	8,271.57	7,898.31	329.10	E + 1	1,297.59	15,571.08	11,971.57	3,700.00	8,271.57	7,299.51	304.15
3700	1,347.49	16,169.88	11,971.57	1,850.00	10,121.57	6,048.31	252.01	3700	1,297.59	15,571.08	11,971.57	1,850.00	10,121.57	5,449.51	227.06
	1,347.49	16,169.88	11,971.57	-	11,971.57	4,198.31	174.93		1,297.59	15,571.08	11,971.57	-	11,971.57	3,599.51	149.98
Family	1,809.09	21,709.08	15,484.37	3,700.00	11,784.37	9,924.71	413.53	Family	1,742.09	20,905.08	15,484.37	3,700.00	11,784.37	9,120.71	380.03
3700	1,809.09	21,709.08	15,484.37	1,850.00	13,634.37	8,074.71	336.45	3700	1,742.09	20,905.08	15,484.37	1,850.00	13,634.37	7,270.71	302.95
	1,809.09	21,709.08	15,484.37	-	15,484.37	6,224.71	259.36		1,742.09	20,905.08	15,484.37	-	15,484.37	5,420.71	225.86
High Plan								High Plan							
Single	635.28	7,623.36	7,140.08	2,250.00	4,890.08	2,733.28	113.89	Single	611.75	7,341.00	7,140.08	2,250.00	4,890.08	2,450.92	102.12
2250	635.28	7,623.36	7,140.08	1,125.00	6,015.08	1,608.28	67.01	2250	611.75	7,341.00	7,140.08	1,125.00	6,015.08	1,325.92	55.25
	635.28	7,623.36	7,140.08	-	7,140.08	483.28	20.14		611.75	7,341.00	7,140.08	-	7,140.08	200.92	8.37
E + 1	1,274.55	15,294.60	11,971.57	4,500.00	7,471.57	7,823.03	325.96	E + 1	1,227.35	14,728.20	11,971.57	4,500.00	7,471.57	7,256.63	302.36
4500	1,274.55	15,294.60	11,971.57	2,250.00	9,721.57	5,573.03	232.21	4500	1,227.35	14,728.20	11,971.57	2,250.00	9,721.57	5,006.63	208.61
	1,274.55	15,294.60	11,971.57	-	11,971.57	3,323.03	138.46		1,227.35	14,728.20	11,971.57	-	11,971.57	2,756.63	114.86
Family	1,712.21	20,546.52	15,484.37	4,500.00	10,984.37	9,562.15	398.42	Family	1,648.81	19,785.72	15,484.37	4,500.00	10,984.37	8,801.35	366.72
4500	1,712.21	20,546.52	15,484.37	2,250.00	13,234.37	7,312.15	304.67	4500	1,648.81	19,785.72	15,484.37	2,250.00	13,234.37	6,551.35	272.97
	1,712.21	20,546.52	15,484.37	-	15,484.37	5,062.15	210.92		1,648.81	19,785.72	15,484.37	-	15,484.37	4,301.35	179.22

Plan Year 2019/20

Tier II Staff 1560 - 2079 hours

Open Network								Ridgeview Network							
	Monthly Premium	Annual Premium	District Contribution	HSA	District Pays	Employee Pays	Per 18 paychecks		Monthly Premium	Annual Premium	District Contributio	HSA	District Pays	Employee Pays	Per 18 paychecks
Low Plan								Low Plan							
Single	709.50	8,514.00	5,354.28	1,350.00	4,004.28	4,509.72	250.54	Single	683.23	8,198.76	5,354.28	1,350.00	4,004.28	4,194.48	233.03
1350	709.50	8,514.00	5,354.28	675.00	4,679.28	3,834.72	213.04	1350	683.23	8,198.76	5,354.28	675.00	4,679.28	3,519.48	195.53
	709.50	8,514.00	5,354.28	-	5,354.28	3,159.72	175.54		683.23	8,198.76	5,354.28	-	5,354.28	2,844.48	158.03
E + 1	1,425.50	17,106.00	8,979.46	2,700.00	6,279.46	10,826.54	601.47	E + 1	1,372.70	16,472.40	8,979.46	2,700.00	6,279.46	10,192.94	566.27
2700	1,425.50	17,106.00	8,979.46	1,350.00	7,629.46	9,476.54	526.47	2700	1,372.70	16,472.40	8,979.46	1,350.00	7,629.46	8,842.94	491.27
	1,425.50	17,106.00	8,979.46	-	8,979.46	8,126.54	451.47		1,372.70	16,472.40	8,979.46	-	8,979.46	7,492.94	416.27
Family	1,914.76	22,977.12	11,612.75	2,700.00	8,912.75	14,064.37	781.35	Family	1,843.85	22,126.20	11,612.75	2,700.00	8,912.75	13,213.45	734.08
2700	1,914.76	22,977.12	11,612.75	1,350.00	10,262.75	12,714.37	706.35	2700	1,843.85	22,126.20	11,612.75	1,350.00	10,262.75	11,863.45	659.08
	1,914.76	22,977.12	11,612.75	-	11,612.75	11,364.37	631.35		1,843.85	22,126.20	11,612.75	-	11,612.75	10,513.45	584.08
Mid Plan								Mid Plan							
Single	670.51	8,046.12	5,354.28	1,850.00	3,504.28	4,541.84	252.32	Single	645.67	7,748.04	5,354.28	1,850.00	3,504.28	4,243.76	235.76
1850	670.51	8,046.12	5,354.28	925.00	4,429.28	3,616.84	200.94	1850	645.67	7,748.04	5,354.28	925.00	4,429.28	3,318.76	184.38
	670.51	8,046.12	5,354.28	-	5,354.28	2,691.84	149.55		645.67	7,748.04	5,354.28	-	5,354.28	2,393.76	132.99
E + 1	1,347.49	16,169.88	8,979.46	3,700.00	5,279.46	10,890.42	605.02	E + 1	1,297.59	15,571.08	8,979.46	3,700.00	5,279.46	10,291.62	571.76
3700	1,347.49	16,169.88	8,979.46	1,850.00	7,129.46	9,040.42	502.25	3700	1,297.59	15,571.08	8,979.46	1,850.00	7,129.46	8,441.62	468.98
	1,347.49	16,169.88	8,979.46	-	8,979.46	7,190.42	399.47		1,297.59	15,571.08	8,979.46	-	8,979.46	6,591.62	366.20
Family	1,809.09	21,709.08	11,612.75	3,700.00	7,912.75	13,796.33	766.46	Family	1,742.09	20,905.08	11,612.75	3,700.00	7,912.75	12,992.33	721.80
3700	1,809.09	21,709.08	11,612.75	1,850.00	9,762.75	11,946.33	663.69	3700	1,742.09	20,905.08	11,612.75	1,850.00	9,762.75	11,142.33	619.02
	1,809.09	21,709.08	11,612.75	-	11,612.75	10,096.33	560.91		1,742.09	20,905.08	11,612.75	-	11,612.75	9,292.33	516.24
High Plan								High Plan							
Single	635.28	7,623.36	5,354.28	2,250.00	3,104.28	4,519.08	251.06	Single	611.75	7,341.00	5,354.28	2,250.00	3,104.28	4,236.72	235.37
2250	635.28	7,623.36	5,354.28	1,125.00	4,229.28	3,394.08	188.56	2250	611.75	7,341.00	5,354.28	1,125.00	4,229.28	3,111.72	172.87
	635.28	7,623.36	5,354.28	-	5,354.28	2,269.08	126.06		611.75	7,341.00	5,354.28	-	5,354.28	1,986.72	110.37
E + 1	1,274.55	15,294.60	8,979.46	4,500.00	4,479.46	10,815.14	600.84	E + 1	1,227.35	14,728.20	8,979.46	4,500.00	4,479.46	10,248.74	569.37
4500	1,274.55	15,294.60	8,979.46	2,250.00	6,729.46	8,565.14	475.84	4500	1,227.35	14,728.20	8,979.46	2,250.00	6,729.46	7,998.74	444.37
	1,274.55	15,294.60	8,979.46	-	8,979.46	6,315.14	350.84		1,227.35	14,728.20	8,979.46	-	8,979.46	5,748.74	319.37
Family	1,712.21	20,546.52	11,612.75	4,500.00	7,112.75	13,433.77	746.32	Family	1,648.81	19,785.72	11,612.75	4,500.00	7,112.75	12,672.97	704.05
4500	1,712.21	20,546.52	11,612.75	2,250.00	9,362.75	11,183.77	621.32	4500	1,648.81	19,785.72	11,612.75	2,250.00	9,362.75	10,422.97	579.05
	1,712.21	20,546.52	11,612.75	-	11,612.75	8,933.77	496.32		1,648.81	19,785.72	11,612.75	-	11,612.75	8,172.97	454.05

Plan Year 2019/20

Tier IIIa Staff 1000 - 1559 hours

Open Network								Ridgeview Network							
	Monthly Premium	Annual Premium	District Contribution	HSA	District Pays	Employee Pays	Per 18 paychecks		Monthly Premium	Annual Premium	District Contributio	HSA	District Pays	Employee Pays	Per 18 paychecks
Low Plan								Low Plan							
Single	709.50	8,514.00	4,428.04	1,350.00	3,078.04	5,435.96	302.00	Single	683.23	8,198.76	4,428.04	1,350.00	3,078.04	5,120.72	284.48
1350	709.50	8,514.00	4,428.04	675.00	3,753.04	4,760.96	264.50	1350	683.23	8,198.76	4,428.04	675.00	3,753.04	4,445.72	246.98
	709.50	8,514.00	4,428.04	-	4,428.04	4,085.96	227.00		683.23	8,198.76	4,428.04	-	4,428.04	3,770.72	209.48
E + 1	1,425.50	17,106.00	7,423.53	2,700.00	4,723.53	12,382.47	687.92	E + 1	1,372.70	16,472.40	7,423.53	2,700.00	4,723.53	11,748.87	652.72
2700	1,425.50	17,106.00	7,423.53	1,350.00	6,073.53	11,032.47	612.92	2700	1,372.70	16,472.40	7,423.53	1,350.00	6,073.53	10,398.87	577.72
	1,425.50	17,106.00	7,423.53	-	7,423.53	9,682.47	537.92		1,372.70	16,472.40	7,423.53	-	7,423.53	9,048.87	502.72
Family	1,914.76	22,977.12	9,599.05	2,700.00	6,899.05	16,078.07	893.23	Family	1,843.85	22,126.20	9,599.05	2,700.00	6,899.05	15,227.15	845.95
2700	1,914.76	22,977.12	9,599.05	1,350.00	8,249.05	14,728.07	818.23	2700	1,843.85	22,126.20	9,599.05	1,350.00	8,249.05	13,877.15	770.95
	1,914.76	22,977.12	9,599.05	-	9,599.05	13,378.07	743.23		1,843.85	22,126.20	9,599.05	-	9,599.05	12,527.15	695.95
Mid Plan								Mid Plan							
Single	670.51	8,046.12	4,428.04	1,850.00	2,578.04	5,468.08	303.78	Single	645.67	7,748.04	4,428.04	1,850.00	2,578.04	5,170.00	287.22
1850	670.51	8,046.12	4,428.04	925.00	3,503.04	4,543.08	252.39	1850	645.67	7,748.04	4,428.04	925.00	3,503.04	4,245.00	235.83
	670.51	8,046.12	4,428.04	-	4,428.04	3,618.08	201.00		645.67	7,748.04	4,428.04	-	4,428.04	3,320.00	184.44
E + 1	1,347.49	16,169.88	7,423.53	3,700.00	3,723.53	12,446.35	691.46	E + 1	1,297.59	15,571.08	7,423.53	3,700.00	3,723.53	11,847.55	658.20
3700	1,347.49	16,169.88	7,423.53	1,850.00	5,573.53	10,596.35	588.69	3700	1,297.59	15,571.08	7,423.53	1,850.00	5,573.53	9,997.55	555.42
	1,347.49	16,169.88	7,423.53	-	7,423.53	8,746.35	485.91		1,297.59	15,571.08	7,423.53	-	7,423.53	8,147.55	452.64
Family	1,809.09	21,709.08	9,599.05	3,700.00	5,899.05	15,810.03	878.34	Family	1,742.09	20,905.08	9,599.05	3,700.00	5,899.05	15,006.03	833.67
3700	1,809.09	21,709.08	9,599.05	1,850.00	7,749.05	13,960.03	775.56	3700	1,742.09	20,905.08	9,599.05	1,850.00	7,749.05	13,156.03	730.89
	1,809.09	21,709.08	9,599.05	-	9,599.05	12,110.03	672.78		1,742.09	20,905.08	9,599.05	-	9,599.05	11,306.03	628.11
High Plan								High Plan							
Single	635.28	7,623.36	4,428.04	2,250.00	2,178.04	5,445.32	302.52	Single	611.75	7,341.00	4,428.04	2,250.00	2,178.04	5,162.96	286.83
2250	635.28	7,623.36	4,428.04	1,125.00	3,303.04	4,320.32	240.02	2250	611.75	7,341.00	4,428.04	1,125.00	3,303.04	4,037.96	224.33
	635.28	7,623.36	4,428.04	-	4,428.04	3,195.32	177.52		611.75	7,341.00	4,428.04	-	4,428.04	2,912.96	161.83
E + 1	1,274.55	15,294.60	7,423.53	4,500.00	2,923.53	12,371.07	687.28	E + 1	1,227.35	14,728.20	7,423.53	4,500.00	2,923.53	11,804.67	655.82
4500	1,274.55	15,294.60	7,423.53	2,250.00	5,173.53	10,121.07	562.28	4500	1,227.35	14,728.20	7,423.53	2,250.00	5,173.53	9,554.67	530.82
	1,274.55	15,294.60	7,423.53	-	7,423.53	7,871.07	437.28		1,227.35	14,728.20	7,423.53	-	7,423.53	7,304.67	405.82
Family	1,712.21	20,546.52	9,599.05	4,500.00	5,099.05	15,447.47	858.19	Family	1,648.81	19,785.72	9,599.05	4,500.00	5,099.05	14,686.67	815.93
4500	1,712.21	20,546.52	9,599.05	2,250.00	7,349.05	13,197.47	733.19	4500	1,648.81	19,785.72	9,599.05	2,250.00	7,349.05	12,436.67	690.93
	1,712.21	20,546.52	9,599.05	-	9,599.05	10,947.47	608.19		1,648.81	19,785.72	9,599.05	-	9,599.05	10,186.67	565.93

Dental insurance

Plan Year	Single	Dependents	
2009/10	47.87	63.62	
2010/11	47.87	63.62	
2011/12	47.87	71.25	
2012/13	50.07	74.52	
2013/14	50.07	74.52	Delta Dental
2014/15	50.07	74.52	
2015/16	50.07	74.52	
2016/17	50.07	74.52	
2017/18	50.07	74.52	
2018/19	50.07	74.52	
2019/20	50.07	74.52	No Increase

BELLE PLAINE PUBLIC SCHOOLS

	Adopted Budget <u>2018-19</u>	Revised Budget <u>2018-19</u>
Revenues		
General Fund	\$ 16,710,237	\$ 16,435,085
Food Services Fund	\$ 705,000	\$ 685,000
Community Services Fund	\$ 712,181	\$ 717,500
Construction Fund	\$ -	\$ -
Debt Redemption Fund	\$ 3,919,271	\$ 3,919,271
Totals All Funds	\$ 22,046,689	\$ 21,756,856
Expenditures		
General Fund	\$ 16,623,991	\$ 16,325,140
Food Services Fund	\$ 700,000	\$ 685,000
Community Services Fund	\$ 713,535	\$ 726,854
Construction Fund	\$ 465,572	\$ 465,572
Debt Redemption Fund	\$ 6,876,021	\$ 6,955,000
Totals All Funds	\$ 25,379,119	\$ 25,157,565

18/19 Operating Capital

RESERVE 07/01/2018	\$688,795.04
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REVENUES:	Budget FY19	Fin Code	Projects	2019 Budget Amount	2019 Revised Budget Amount	Acct Code
Operating Cap. Aid	\$268,523	302	Property Taxes/Special Assessments	\$13,608	\$13,689	01-005-850-000-302-896
Operating Cap Levy	-\$2,441	302	Lease Levy	\$15,419	\$9,404	01-005-850-000-302-370
Lease Levy	\$9,404	302	Textbooks/Software- Instructional	\$0	\$0	01-xxx-630-000-302-406
Donation For Trailer	\$5,000	302	Textbooks/Software- Non-Instructional	\$0	\$0	01-005-108-000-302-405
Equipment Sale	\$101,470		Activities	\$15,000	\$113,710	01-020-292-000-302-530
Total levy/aid	<u>\$381,956</u>		Technology Equipment	\$52,713	\$117,738	01-005-630-000-302-555
			Chatfield Music Equip	\$500	\$500	01-010-258-000-302-530
			Oak Crest Music Equip	\$2,000	\$2,000	01-011-258-000-302-530
Operating Capital Revenues	\$381,956		H.S. Music Equipment	\$3,500	\$3,500	01-020-258-000-302-530
Operating Capital Exp. Budget	\$432,630		Site/Grounds Equipment	\$58,600	\$70,008	01-005-850-000-302-530
Remaining	<u>-\$50,674</u>		Chatfield Library Books	\$1,500	\$1,500	01-010-620-000-302-470
			Oak Crest Library Books	\$1,500	\$1,500	01-011-620-000-302-470
			ESG- Deferred Maintenance- Lease	\$99,081	\$99,081	01-010-850-000-302-580
			Total Obligations	<u>\$263,421</u>	<u>\$432,630</u>	

ENDING RESERVE 06/30/2019	\$638,121.00
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Belle Plaine Public Schools
LTFM Plan for 2018-19

Location	Item	Description	Reason	Age Built	LTFM Budget	LTFM Actual	Capital Budget	Capital Actual	Acct Code
Outdoor	Re-seeding/grading	Practice football field	wind eroded- unplayable		60,000				01-005-865-000-384-350
Outdoor	Grounds	Grounds work at buildings	Misc. repairs/enhancements to better outside grounds		20,000				01-005-865-000-384-350
Outdoor	Parking Lot Sealed	Stadium parking lot	chip sealed crack filled	2007	21,000	17,506			01-005-865-000-384-350
Outdoor	Irrigation	Nelson Water Train Overland Irrigator w/5 HP Booster Pump	500 L.F. 1 1/2" hose- replacement of existing hose 72" mower deck, 47" snow blower, 60" rotary brush, 54" bush blade-	2007			400		01-005-865-000-381-350 Capital
Outdoor	Tractor	John Deere 1435 Series II w/Cozy Cab	Trade in- over 1000 hours	2012			21,000	21,000	01-005-810-000-302-530 Capital
DW	Misc.	Misc.	Repairs throuout school year		80,027	9,879			01-005-865-000-384-350
DW	File Storage	Converting student files to electronic	Storage is full and getting damaged				19,188	19,188	Capital
DW	Building Signage	Block signage for school building entrances	Repair and maintenance of existing		15,000	14,053			01-xxx-865-000-384-350
DW	Health and Safety	Health and Saftey	Additional H&S- Fire Safety, Safety Management, Inspections etc		125,845	130,500			
JH/SH	School Store	Renovation	Renovate space for a school store, equipment Not being used, safety, kids playing on/around, utilize space in a different manner			2,852	4,000		01-020-810-000-302-520 Capital
JH/SH	North Gym	Closing off the stage			5,000				01-020-865-000-379-350
JH/SH	Carpet	Band, # 418, #416, #408	Existing carpet has large runs. Tripping hazard	2000 2015	15,000	17,632			01-020-865-000-379-350
JH/SH	Roofs	Roof Bay C	8,880 sq. ft.- Fully adhered	1990	72,000	70,200			01-020-865-000-383-350
Oak Crest	Emulsion Seal	O. C. south / Playground	Safety	2006	12,000	13,051			01-011-865-000-384-350
Oak Crest	Playground Fence	add 4' fence along bus lane	Potential hazard		5,400				Health & Safety
Oak Crest	Rest Rooms	Replacement of stall walls	Damaged	2006	3,000				01-011-865-000-369-350
Oak Crest	Equipent	Replacement of floor scrubber	Too costly to repair	2000			11,220	11,220	01-011-850-000-302-530 Capital
Chatfield	Carpet	Music and rm #13	2 rm's large runs - 4 with small area, runs all trip hazerds	2010	8,500	5,778			01-010-865-000-379-350
Chatfield	Roof Top Ducting	ext. insolation wrapping	1/2 repaired 2016, 1/2 remaining	2010	20,000				01-010-865-000-383-350
Chatfield	Lunch Rm Tables	12 portable bench sytle tables	Existing are worn out.	1994			13,300	13,194	01-010-810-000-302-530 Capital
Chatfield	Room Numbers	Install new room numbers	New room numbering for 911 system	1966	2,800				Health & Safety
Chatfield	Hand Sink	Hand Sink in Kitchen	Hand sink is needed as required by the Department of Health				900		02-005-770-000-701-401 Food Service
Totals					\$ 465,572	\$ 281,450	\$ 70,008	\$ 64,602	

BELLE PLAINE PUBLIC SCHOOLS

	Adopted Budget	Revised Budget
	<u>2018-19</u>	<u>2018-19</u>
Revenues		
General Fund	\$ 16,710,237	\$ 16,453,085
Construction Fund (LTFM)	\$ -	\$ -
Debt Redemption Fund	\$ 3,919,271	\$ 3,919,271
Totals All Funds	\$ 20,629,508	\$ 20,372,356
Expenditures		
General Fund	\$ 16,623,991	\$ 16,317,142
Construction Fund (LTFM)	\$ 465,572	\$ 465,572
Debt Redemption Fund	\$ 6,876,021	\$ 6,955,000
Totals All Funds	\$ 23,965,584	\$ 23,737,714

**BELLE PLAINE PUBLIC SCHOOLS - ISD 716
GENERAL FUND REVENUE & EXPENDITURES BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2019**

YTD March 2019

Full Year 75.00%
School Year 77.78%

REVENUE

REVENUE CATEGORIES	Actual YE 2016-17	Actual YE 2017-18	Adopted Budget 2018-19	Revised Budget 2018-19	Change	Percent Change	Received 2019 YTD	Budget Remaining	Current
									Year % of Budget Received
STATE	14,018,217	14,278,825	14,514,672	14,077,948	(436,724)	-3.10%	9,296,924	4,781,024	66.04%
FEDERAL	323,123	344,945	368,460	422,349	53,889	12.76%	175,046	247,303	41.45%
LEVY	1,646,362	1,804,845	1,348,658	1,354,314	5,656	0.42%	540,785	813,529	39.93%
TUITION	14,274	5,082	3,200	5,000	1,800	36.00%	-	5,000	0.00%
LOCAL (FEES, INTEREST, ETC.)	492,494	699,097	475,247	593,475	118,227	19.92%	558,101	35,373	94.04%
TOTALS	16,494,469	17,132,794	16,710,238	16,453,086	(257,152)	-1.54%	10,570,856	5,882,230	64.25%

EXPENDITURES - BY OBJECT

OBJECT SERIES	Actual YE 2016-17	Actual YE 2017-18	Adopted Budget 2018-19	Revised Budget 2018-19	Change	Percent Change	Total Expenses 2019 YTD	Budget Remaining	Current
									Year % of Budget Expended
SALARIES & WAGES	9,034,155	8,663,318	9,012,438	8,866,757	(145,680)	-1.64%	5,521,932	3,344,826	62.28%
EMPLOYEE BENEFITS	3,029,806	2,966,659	3,156,219	3,168,219	12,000	0.38%	2,106,109	1,062,110	66.48%
PURCHASED SERVICES	2,423,899	2,536,642	2,544,553	2,616,939	72,385	2.77%	1,723,599	893,340	65.86%
SUPPLIES	750,540	766,628	808,173	879,253	71,080	8.08%	681,116	198,137	77.47%
EQUIPMENT EXPENDITURES	590,782	861,642	587,307	768,095	180,788	23.54%	580,205	187,891	75.54%
DEBT SERVICE	819	-	-	-	-	0.00%	-	-	0.00%
OTHER EXPENDITURES	535,719	82,236	515,301	17,879	(497,422)	-2782.14%	48,150	(30,271)	269.31%
TOTALS	16,365,720	15,877,124	16,623,991	16,317,142	(306,849)	-1.85%	10,661,112	5,656,031	65.34%

**BELLE PLAINE PUBLIC SCHOOLS - ISD 716
ADOPTED BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2019**

Fund	Balance July 1	Revenues	Expenditures	Projected Balance June 30,
	2018			2019
General				
Unreserved	1,853,250	15,258,790	15,093,268	2,018,771
Reserved (Committed)				13.38%
Student Activities (Committed)	117,879	0	0	117,879
Severance (Committed)	81,607	0	0	81,607
Learning & Development	0	371,407	371,407	0
Basic Skills	(0)	216,244	216,244	(0)
Operating Capital	688,795	381,956	432,630	638,121
Safe Schools	25,173	62,367	87,540	0
MA Billing	105,848	65,000	36,500	134,348
LTFM	402,728	24,525	0	427,253
Gifted & Talented	0	22,798	22,798	0
Staff Development	55,328	50,000	56,756	48,572
Total Reserved	<u>1,477,358</u>	<u>1,194,296</u>	<u>1,223,874</u>	<u>1,447,780</u>
Total General	<u><u>3,330,608</u></u>	<u><u>16,453,086</u></u>	<u><u>16,317,142</u></u>	<u><u>3,466,551</u></u>
Construction (LTFM)	991,454	0	465,572	525,882
Debt Redemption	3,579,740	3,919,271	6,955,000	544,011

Projected Fund Balance

June 30, 2019

<i>General Fund</i>	<u>June 30, 2017</u>	<u>June 30, 2018</u>	Revised Budget June 30, 2019	Net Change vs. FY18
Total Nonspendable	\$20,250	\$0	\$20,000	\$20,000
Unassigned				
Unreserved/Undesignated	\$1,245,388	\$1,761,398	\$1,872,595	\$111,197
Ipad Insurance Account	(\$7,268)	\$18,069	\$24,406	\$6,337
Chatfield Special Account	\$23,537	\$25,080	\$29,959	\$4,879
Oak Crest Special Account	\$20,989	\$64,018	\$71,811	\$7,793
Health & Safety	(\$37,842)	(\$37,842)	\$0	\$37,842
Total Unassigned	\$1,244,804	\$1,830,723	\$1,998,771	\$168,048
Total Unassigned and Nonspendable	\$1,265,054	\$1,830,723	\$2,018,771	\$188,048
Committed				
Student Activities	\$159,880	\$117,879	\$117,879	\$0
Severance	\$81,607	\$81,607	\$81,607	\$0
Total Committed	\$241,487	\$199,486	\$199,486	\$0
Reserved				
Staff Development	\$16,616	\$55,328	\$48,572	(\$6,756)
Achievement/Integration	\$0	\$22,527	\$0	(\$22,527)
Safe Schools	\$0	\$25,173	\$0	(\$25,173)
Long-Term Facilities Maintenance	\$67,101	\$402,728	\$427,253	\$24,525
Operating Capital (facilities & equipment)	\$456,233	\$688,795	\$638,121	(\$50,674)
Medical Assistance	\$45,652	\$105,848	\$134,348	\$28,500
Total Reserved	\$585,602	\$1,300,398	\$1,248,294	(\$52,104)
Total General Fund	\$2,092,143	\$3,330,607	\$3,466,551	\$135,944
Total Construction Fund (LTFM Bonds)	\$0	\$991,454	\$525,882	(\$465,572)
Debt Service	\$3,619,164	\$3,579,740	\$544,011	(\$3,035,729)

18/19 Operating Capital

RESERVE 07/01/2018 \$688,795.04

	Budget FY19	Fin Code	Projects	2019 Budget Amount	2019 Revised Budget Amount	Acct Code
REVENUES:						
Operating Cap. Aid	\$268,523	302	Property Taxes/Special Assessments	\$13,608	\$13,689	01-005-850-000-302-896
Operating Cap Levy	-\$2,441	302	Lease Levy	\$15,419	\$9,404	01-005-850-000-302-370
Lease Levy	\$9,404	302	Textbooks/Software- Instructional	\$0	\$0	01-xxx-630-000-302-406
Donation For Trailer	\$5,000	302	Textbooks/Software- Non-Instructional	\$0	\$0	01-005-108-000-302-405
Equipment Sale	\$101,470		Activities	\$15,000	\$113,710	01-020-292-000-302-530
Total levy/aid	<u>\$381,956</u>		Technology Equipment	\$52,713	\$117,738	01-005-630-000-302-555
			Chatfield Music Equip	\$500	\$500	01-010-258-000-302-530
Operating Capital Revenues	\$381,956		Oak Crest Music Equip	\$2,000	\$2,000	01-011-258-000-302-530
Operating Capital Exp. Budget	\$432,630		H.S. Music Equipment	\$3,500	\$3,500	01-020-258-000-302-530
Remaining	-\$50,674		Site/Grounds Equipment	\$58,600	\$70,008	01-005-850-000-302-530
			Chatfield Library Books	\$1,500	\$1,500	01-010-620-000-302-470
			Oak Crest Library Books	\$1,500	\$1,500	01-011-620-000-302-470
			ESG- Deferred Maintenance- Lease	\$99,081	\$99,081	01-010-850-000-302-580
			Total Obligations	<u>\$263,421</u>	<u>\$432,630</u>	

ENDING RESERVE 06/30/2019 \$638,121.00

2018-19 Activities Capital Budget

Description	Adopted Budget	Revised Budget	Actual	
Batting Cages- Replace existing in North Gym	15,000.00	15,000.00		
Activity Bus		53,728.20	53,728.20	Transportation
Enclosed Trailer		4,959.18	4,959.18	Donation of \$5,000
Football Scoreboard		28,672.00	28,672.00	
Softball Scoreboard		11,351.00	11,351.00	
Total	15,000.00	113,710.38	98,710.38	

2018-19 Technology Capital Budget

(2018-2019 School Year) Staff	Adopted Budget	Revised Budget	Actual	
Ashley Jans (look into vintage)	1,300	1,300		
Julie Miner*	1,300	1,300		
Stephanie Baima	1,300	1,300		
Jackie Braun	1,300	1,300		
Erin Salaba	1,300	1,300		
Emily Berg*	1,300	1,300		
Megan Doebbling*	1,300	1,300		
Amy Fahey*	1,300	1,300		
Sam Schroers*	1,300	1,300		
Steve Schroeder*	1,300	1,300		
Melanie McDonald	1,300	1,300		
Dorothy Saulsbury	1,300	1,300		
Kevin Robinson	1,300	1,300		
Jack Gernbacher	1,300	1,300		
Rachel Benson	1,300	1,300		
Kami Miller*	1,300	1,300		
Cindy Hoffmann*	1,300	1,300		
Sarah Vycital*	1,300	1,300		
Jeanine Kruschke	1,300	1,300	19,780.00	
Kris Davis	1,300	1,300	2,339.97	
	26,000	26,000	22,119.97	01-005-630-000-302-556
Apple TV's (20 @ \$179)	3,580	3,580	3,580.00	01-005-108-000-302-555
Classroom Projectors	13,000	13,000	12,521.10	01-005-108-000-302-555
Other TBD	10,133	10,133		01-005-108-000-302-555
Jaguar Phone System		28,284	28,284.29	01-005-108-000-302-555 From 2017-18
Implementation of new switches/equipment		14,706	14,706.35	01-005-108-000-000-305 From 2017-18
Netwrok Cabeling		22,034	22,034.48	01-005-108-000-000-305 From 2017-18
Total	52,713.00	117,738.12	103,246.19	

Belle Plaine Public Schools
LTFM Plan for 2018-19

Location	Item	Description	Reason	Age Built	LTFM Budget	LTFM Actual	Capital Budget	Capital Actual	Acct Code
Outdoor	Re-seeding/grading	Practice football field	wind eroded- unplayable		60,000				01-005-865-000-384-350
Outdoor	Grounds	Grounds work at buildings	Misc. repairs/enhancements to better outside grounds		20,000				01-005-865-000-384-350
Outdoor	Parking Lot Sealed	Stadium parking lot	chip sealed crack filled	2007	21,000	17,506	400		01-005-865-000-384-350
Outdoor	Irrigation	Nelson Water Train Overland Irrigator w/S HP Booster Pump	500 L.F. 1 1/2" hose- replacement of existing hose	2007					01-005-865-000-381-350
Outdoor	Tractor	John Deere 1435 Series II w/Cozy Cab	72" mower deck, 47" snow blower, 60" rotary brush, 54" bush blade-	2012			21,000	21,000	01-005-810-000-302-530
DW	Misc.	Misc.	Repairs thruout school year		80,027	9,879	19,188	19,188	01-005-865-000-384-350
DW	File Storage	Converting student files to electronic	Storage is full and getting damaged		15,000	14,053			01-xxx-865-000-384-350
DW	Building Signage	Block signage for school building entrances	Repair and maintenance of existing		125,845	130,500	4,000	2,852	01-020-810-000-302-520
DW	Health and Safety	Health and Safety	Additional H&S- Fire Safety, Safety Management, Inspections etc						
JH/SH	School Store	Renovation	Renovate space for a school store, equipment						
JH/SH	North Gym	Closing off the stage	Not being used, safety, kids playing on/around, utilize space in a different manner		5,000				01-020-865-000-379-350
JH/SH	Carpet	Band, # 418, #416, #408	Existing carpet has large runs. Tripping hazard	2000	15,000	17,632			01-020-865-000-379-350
JH/SH	Roofs	Roof Bay C	8,880 sq. ft.- Fully adhered	1990	72,000	70,200			01-020-865-000-383-350
Oak Crest	Emulsion Seal	O. C. south / Playground	Safety	2006	12,000	13,051			01-011-865-000-384-350
Oak Crest	Playground Fence	add 4' fence along bus lane	Potential hazard		5,400				
Oak Crest	Rest Rooms	Replacement of stall walls	Damaged	2006	3,000				01-011-865-000-369-350
Oak Crest	Equipment	Replacement of floor scrubber	Too costly to repair	2000			11,220	11,220	01-011-850-000-302-530
Chatfield	Carpet	Music and rm #13	2 rm's large runs - 4 with small area, runs all trip hazards	2010	8,500	5,778			01-010-865-000-379-350
Chatfield	Roof Top Ducting	ext. insulation wrapping	1/2 repaired 2016, 1/2 remaining	2010	20,000				01-010-865-000-383-350
Chatfield	Lunch Rm Tables	12 portable bench style tables	Existing are worn out.	1994			13,300	13,194	01-010-810-000-302-530
Chatfield	Room Numbers	Install new room numbers	New room numbering for 911 system	1966	2,800		900		02-005-770-000-701-401
Chatfield	Hand Sink	Hand Sink in Kitchen	Hand sink is needed as required by the Department of Health						
Totals					\$ 465,572	\$ 278,598	\$ 70,008	\$ 67,454	

Health & Safety

Capital

Capital

Capital

Health & Safety

Health & Safety

Food Service

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, March 18, 2019, beginning at 6:00 PM in the District Center - Board Room.

1. Call to Order:

Chairperson Kahle will call the meeting to order.

The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Kahle on Monday, March 18, 2019 at 6:00 pm at the District Center Board Room with the following members present: Kahle, O'Brien, Lenz, Gregory, Morrison and Supt. Laager. The following members were absent: Keup.

2. Acknowledgment of Visitors and Special Presentations:

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

2. 1. Wrestling:

2. 2. One-Act Play:

2. 3. Hockey:

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

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

Motion by Morrison and second by Lenz to approve the agenda as presented. Motion carried unanimously.

4. Consensus Items:

If any board member has concerns about the adoption of the following consensus items, please acknowledge the Chairperson prior to the final vote. If there are no concerns, these items will be voted on as a group.

Presenter: Chair Kahle

Motion by Gregory and second by O'Brien to approve all of the following consensus items. Motion carried unanimously.

4. 1. Previous Board Meeting Minutes:

Enclosed are the February 25, 2019 Regular Board Meeting minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of March were reviewed. Administration recommends approval of the March 2019 disbursements totaling \$1,411,547.71. This includes board payables of \$138,055.36, hand payments of \$351,275.76, electronic payments of \$891,404.60 and student activity payments of \$30,811.99.

4. 3. Personnel:

See the attached Personnel Changes spreadsheet.

4. 4. Donations:

Donations totaling \$3,859.07 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!

5. Discussion Items:

5. 1. Superintendent Update:

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

5. 1. 1. Parent/Teacher Conference Committee Update:

- *Looking at a different format*

5. 1. 2. Pathways Update:

- *Normandale visit*

5. 1. 3. Developers Looking for Building Space:

5. 1. 4. Facility Improvements:

5. 1. 5. Community Facility Use Policy:

- *Clear policy and fees*
- *Consistent practice in place in April*

5. 1. 6. Oak Crest Principal Position:

- *Open position*
- *Feedback from staff of what they want to see*

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

- *FFA Breakfast – 545 people attended*
- *Community Ed Meeting – great job expanding programming to all ages*
- *Insurance Meeting – more to come in April*

5. 3. Building Administrator Reports:

6. Action Items:

6. 1. Choir Drama Fundraiser:

~~Choir~~ Drama would like to sell coffee as a fundraiser this spring. This fundraiser was not on the original fundraiser list previously approved by the board.

Presenter: Bri Bergstrom

Motion by Gregory and second by Lenz to approve the additional fundraiser to benefit the Drama group. Motion carried unanimously.

6. 2. No School Days and E-Learning Days Make-Up Time:

Some BPESP employees have been significantly impacted with all of the school cancellations and late starts because of no student contact days. We propose to pay them for the no school days and offer them options to make-up time for eLearning Day's. This would be consistent with how we have handled the teaching positions. The teachers were responsible to be available and work on the eLearning Days. Below are the days that have been impacted because of no student contact:

-No School on January 28th, 29th and 30th- Pay for these days.

-eLearning: January 31st, February 8th and 20th- Make up days

Presenter: Ryan Laager

Motion by Gregory and second by Lenz to approve compensation for no school days and make-up options for eLearning days. Motion carried unanimously.

6. 3. Revise 2018-19 School Calendar:

The school calendar was revised to reflect the numerous snow and e-learning days due to the weather this winter. Attached is the revised 2018-19 school calendar. Approval is recommended.

Presenter: Ryan Laager

Motion by Morrison and second by Lenz to approve the revisions to the 2018-19 School Calendar. Motion carried unanimously.

6. 4. Policy Review:

The following policies are recommended for approval. These policies have slight changes as recommended by MSBA.

Policy 504 Student Dress Appearance

- Change verbiage from "hats" to "headgear, including hats and head coverings"
- Add an exception for "Student religious practice or belief"

Policy 505 Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees

- Minor change in Legal Reference numbers

Policy 509 Enrollment of Nonresident Students

- Update to website to find the enrollment form
- Update to enrollment priorities

Policy 510 School Activities

- Minor Change in verbiage and Legal/Cross References

Policy 511 Student Fundraising

- Minor Change in verbiage and Legal/Cross References

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

Motion by O'Brien and second by Gregory to approve the revisions on all of the above policies. Motion carried unanimously.

7. Upcoming Meetings:

Wednesday, March 20:	3:25 p.m. Wellness Committee Meeting - Board Room
Monday, April 1:	6:00 p.m. Curriculum Advisory Meeting - Board Room
Monday, April 8:	6:00 p.m. Board Work Session
Monday, April 22:	5:30 p.m. Finance Committee
	6:00 p.m. Regular Board Meeting

8. Adjourn:

Motion by Lenz and second by O'Brien to adjourn at 6:49 pm. Motion carried unanimously.

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63037	7736		ALL FLAGS LLC		Check		
				E 01	010 810 000 000 401	US flags		\$232.87	
		PO#: 17928	Voucher #:	66814	Invoice	Invoice No: 148217	4/23/2019	Paid Amt:	\$232.87
								Check Amount:	\$232.87
0716	SBC	63038	7024		APEX LEARNING		Check		
				E 01	011 630 000 000 406	COMPREHENSIVE COURSES - UNLIMITED I		\$1,400.00	
		PO#: 17888	Voucher #:	66659	Invoice	Invoice No: SOINV00109504	4/23/2019	Paid Amt:	\$1,400.00
								Check Amount:	\$1,400.00
0716	SBC	63039	4589		BANC OF AMERICA LEASING		Check		
				E 01	010 850 000 302 581	Interest Cap. Lease		\$1,910.42	
				E 01	010 850 000 302 580	Elem Op Cap. Principal On Lease		\$6,346.32	
		PO#:	Voucher #:	66545	Invoice	Invoice No: 119	4/23/2019	Paid Amt:	\$8,256.74
								Check Amount:	\$8,256.74
0716	SBC	63040	1125		BELLE PLAINE HERALD		Check		
				E 01	005 605 000 000 402	POSTERS/BANNERS		\$237.50	
		PO#:	Voucher #:	66533	Invoice	Invoice No: 26570	4/23/2019	Paid Amt:	\$237.50
				E 01	005 110 000 000 306	LEGAL: SCHOOL BOARD MINUTES 2/25/19		\$103.50	
		PO#:	Voucher #:	66655	Invoice	Invoice No: 26832	4/23/2019	Paid Amt:	\$103.50
				E 04	005 505 047 321 434	Drivers Ed Stickers		\$79.48	
		PO#: 17874	Voucher #:	66679	Invoice	Invoice No: 26822	4/23/2019	Paid Amt:	\$79.48
								Check Amount:	\$420.48
0716	SBC	63041	7512		BELLE PLAINE ROYALTY		Check		
				E 04	005 505 000 321 305	PRINCESS TEA PARTY		\$216.00	
		PO#:	Voucher #:	66798	Invoice	Invoice No: 04062019	4/23/2019	Paid Amt:	\$216.00
								Check Amount:	\$216.00
0716	SBC	63042	1160		BIO CORPORATION		Check		
				E 01	020 211 000 000 430	EW1215J		\$29.00	
				E 01	020 211 000 000 430	EW1215F Earthworms		\$12.20	
				E 01	020 211 000 000 430	FP1314D Fetal Pigs		\$95.10	
				E 01	020 211 000 000 430	FREIGHT		\$25.62	
		PO#: 17666	Voucher #:	66519	Invoice	Invoice No: v541607	4/23/2019	Paid Amt:	\$161.92
								Check Amount:	\$161.92
0716	SBC	63043	1197		BRUCE MATHIOWETZ		Check		
				E 01	020 255 000 000 401	SUPPLIES FOR 8TH GRADE PROJECTS		\$95.64	
		PO#: 17843	Voucher #:	66521	Invoice	Invoice No: 03162019	4/23/2019	Paid Amt:	\$95.64
								Check Amount:	\$95.64
0716	SBC	63044	4514		BSN Sports		Check		
				R 01	020 211 039 000 619	LANYARDS -SCHOOL STORE & HEINE		\$697.50	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63044	4514		BSN Sports		Check
				R 01 020 211 039 000 619	Freight		\$13.91
PO#: 17535	Voucher #:	66530		Invoice	Invoice No: 904369668	4/23/2019	Paid Amt: \$711.41
				R 01 020 292 000 000 619	COTTON BASEBALL SHIRTS		\$1,013.26
PO#: 17713	Voucher #:	66531		Invoice	Invoice No: 904594537	4/23/2019	Paid Amt: \$1,013.26
				R 01 020 292 000 000 619	STATE QUALIFIER SHIRTS		\$174.93
				R 01 020 292 000 000 619	Freight		\$8.91
PO#: 17754	Voucher #:	66532		Invoice	Invoice No: 904578907	4/23/2019	Paid Amt: \$183.84
				E 01 020 810 000 000 401	CUSTODIAN SHIRTS - DS		\$77.94
				E 01 020 810 000 000 401	FREIGHT		\$7.36
PO#: 17727	Voucher #:	66540		Invoice	Invoice No: 904609690	4/23/2019	Paid Amt: \$85.30
				E 04 005 505 000 321 401	Softball Camp Shirts		\$154.12
PO#: 17816	Voucher #:	66652		Invoice	Invoice No: 904826664	4/23/2019	Paid Amt: \$154.12
				R 01 020 211 039 000 619	VINTAGE HOODIES		\$249.95
				R 01 020 211 039 000 619	FREIGHT		\$9.37
PO#: 17841	Voucher #:	66678		Invoice	Invoice No: 904868810	4/23/2019	Paid Amt: \$259.32
				R 01 020 292 000 000 619	SENIOR JERSEYS		\$1,919.84
				R 01 020 292 000 000 619	Freight		\$19.36
PO#: 17250	Voucher #:	66717		Invoice	Invoice No: 904944273	4/23/2019	Paid Amt: \$1,939.20
				R 01 020 292 000 000 619	BAND POLO		\$59.99
				R 01 020 292 000 000 619	freight		\$8.37
PO#: 17847	Voucher #:	66737		Invoice	Invoice No: 904901885	4/23/2019	Paid Amt: \$68.36
				R 01 020 211 039 000 618	Golf jackets		\$60.00
				R 01 020 211 039 000 618	freight		\$6.31
PO#: 17819	Voucher #:	66747		Invoice	Invoice No: 904989407	4/23/2019	Paid Amt: \$66.31
				E 04 005 505 000 321 401	Basketball Cart		\$279.38
PO#: 17970	Voucher #:	66802		Invoice	Invoice No: 905037962	4/23/2019	Paid Amt: \$279.38
							Check Amount: \$4,760.50
0716	SBC	63045	7395		CARLY GERBACHER		Check
				E 01 011 203 000 000 366	MILEAGE - C GERBACHER		\$13.92
PO#:	Voucher #:	66756		Invoice	Invoice No: 03222019	4/23/2019	Paid Amt: \$13.92
				E 01 011 203 000 000 366	MILEAGE - C GERBACHER		\$5.22
PO#:	Voucher #:	66800		Invoice	Invoice No: 02282019	4/23/2019	Paid Amt: \$5.22
							Check Amount: \$19.14
0716	SBC	63046	6896		CAROLYN GLEASON		Check
				E 01 020 259 000 000 305	Large Group High School Contest		\$150.00
				E 01 020 259 000 000 305	High School Concert and Rehearsals		\$225.00
PO#: 17844	Voucher #:	66538		Invoice	Invoice No: 109	4/23/2019	Paid Amt: \$375.00
							Check Amount: \$375.00

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63047	5310		CHUCK KELLER		Check		
				E 01 010 203 110 000 401	Gold Medals for I Love to Read Month		\$99.95		
PO#:	17738	Voucher #:	66507	Invoice	Invoice No: 112-9772738-9220228	4/23/2019	Paid Amt:	\$99.95	
				E 04 005 580 000 325 430	art smok 2 pk long sleeve		\$19.98		
				E 04 005 580 000 325 430	Infantino Gaga wrist rattle		\$5.99		
				E 04 005 580 000 325 430	Bright Stars Zippy Zoo activity gym		\$24.88		
PO#:	17735	Voucher #:	66508	Invoice	Invoice No: 114-3738088-8224214	4/23/2019	Paid Amt:	\$50.85	
				E 04 005 505 035 321 430	Kid O 0-9 Learn your numbers		\$58.44		
				E 04 005 505 035 321 430	A to Z lower case magna board		\$65.97		
PO#:	17736	Voucher #:	66509	Invoice	Invoice No: 114-3738088-8224214	4/23/2019	Paid Amt:	\$124.41	
				E 04 005 505 035 321 430	DYMO LetraTag LT-100H Plus with refills		\$29.99		
				E 04 005 505 035 321 430	Magnetic Drawing board uppercase letters		\$47.97		
PO#:	17736	Voucher #:	66510	Invoice	Invoice No: 114-4077149-6828230	4/23/2019	Paid Amt:	\$77.96	
				E 04 005 580 000 325 430	kinetic sand 3 lb bag		\$20.76		
PO#:	17735	Voucher #:	66511	Invoice	Invoice No: 114-5216383-9210628	4/23/2019	Paid Amt:	\$20.76	
				E 04 005 505 035 321 430	Sterilite 18qt Ultra Latch box 6 pack		\$42.88		
PO#:	17810	Voucher #:	66512	Invoice	Invoice No: 114-3504564-7605833	4/23/2019	Paid Amt:	\$42.88	
				E 01 011 203 111 000 401	Snow Boots for Students		\$34.99		
				E 01 011 203 111 000 401	Freight		\$6.50		
PO#:	17813	Voucher #:	66513	Invoice	Invoice No: 114-3017663-7266611	4/23/2019	Paid Amt:	\$41.49	
				E 01 011 203 000 000 430	Crystal Clear Thermal Laminating Pouches Pack		\$37.98		
PO#:	17744	Voucher #:	66514	Invoice	Invoice No: 114-6711154-5771405	4/23/2019	Paid Amt:	\$37.98	
				E 01 011 203 000 000 430	Extra Large 2" Binder Clips		\$7.99		
				E 01 011 203 000 000 430	Lovly Cute Blnder Clips		\$7.99		
				E 01 011 203 000 000 430	Scotch 600-6pk Transparent Tape		\$13.69		
PO#:	17798	Voucher #:	66515	Invoice	Invoice No: 114-9425028-1529810	4/23/2019	Paid Amt:	\$29.67	
				E 01 011 203 000 000 430	Paper Maite Flair Felt Tip Pens, Asst. colors		\$20.02		
				E 01 011 203 000 000 430	3M Scotch Masking Tape for Hard to stick Surfa		\$46.60		
PO#:	17798	Voucher #:	66516	Invoice	Invoice No: 114-7019424-6051459	4/23/2019	Paid Amt:	\$66.62	
				E 01 011 203 000 000 430	Expo Low-Odor Dry Erase Markers, Vibrant Colc		\$12.87		
PO#:	17798	Voucher #:	66517	Invoice	Invoice No: 114-6349397-3311423	4/23/2019	Paid Amt:	\$12.87	
								Check Amount:	\$605.44
0716	SBC	63048	2730		DAVE KREFT		Check		
				E 01 020 211 000 000 366	Mileage Watertown-Mayer HS GBB Sub Section		\$38.28		
				E 01 020 211 000 000 366	Mileage Glencoe - GBB Subsection		\$34.80		
				E 01 020 211 000 000 366	New Prague HS BBB Sub Section		\$18.56		
				E 01 005 640 000 316 366	SD19.37 D KREFT - MILEAGE		\$61.48		
PO#:	17999	Voucher #:	66816	Invoice	Invoice No: 04102019	4/23/2019	Paid Amt:	\$153.12	
								Check Amount:	\$153.12

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63049	5152		DISTRICT 112 COMMUNITY ED		Check		
				E 04	005 520 000 322 430	Magnifying Abilities		\$1,500.00	
		PO#: 17917	Voucher #:	66721	Invoice	Invoice No: 03262019	4/23/2019	Paid Amt:	\$1,500.00
								Check Amount:	\$1,500.00
0716	SBC	63050	5579		EDUCATORS BENEFIT CONSULTANTS		Check		
				E 01	005 105 000 000 305	403(b) ADMIN & COMPLIANCE - APRIL 2019		\$215.84	
		PO#:	Voucher #:	66657	Invoice	Invoice No: 8761	4/23/2019	Paid Amt:	\$215.84
								Check Amount:	\$215.84
0716	SBC	63051	6870		EMILY AUST		Check		
				E 01	005 420 000 419 366	Mileage - February		\$20.18	
				E 01	010 412 000 740 366	Mileage - Frbruary		\$64.26	
		PO#: 17849	Voucher #:	66539	Invoice	Invoice No: 02282019	4/23/2019	Paid Amt:	\$84.44
								Check Amount:	\$84.44
0716	SBC	63052	6911		FULL COMPASS SYSTEMS		Check		
				E 01	011 810 000 000 401	replacement mic's		\$309.96	
		PO#: 17540	Voucher #:	66518	Invoice	Invoice No: INC00839245	4/23/2019	Paid Amt:	\$309.96
								Check Amount:	\$309.96
0716	SBC	63053	2404		GRAPHIC EDGE		Check		
				R 01	020 292 000 000 619	JH TRACK T-Shirts		\$389.14	
		PO#: 17908	Voucher #:	66738	Invoice	Invoice No: 1317286	4/23/2019	Paid Amt:	\$389.14
								Check Amount:	\$389.14
0716	SBC	63054	4460		HILDI INC		Check		
				E 01	005 110 000 000 305	ACTUARIAL VALUATIONS FOR GASB 75 ANI		\$5,900.00	
		PO#:	Voucher #:	66520	Invoice	Invoice No: 10196	4/23/2019	Paid Amt:	\$5,900.00
								Check Amount:	\$5,900.00
0716	SBC	63055	1566		HILLYARD / HUTCHINSON		Check		
				E 01	020 810 000 000 401	trash can		\$152.50	
		PO#: 17824	Voucher #:	66527	Invoice	Invoice No: 603367766	4/23/2019	Paid Amt:	\$152.50
				E 01	010 810 000 000 401	trash bags & disinfectant		\$757.20	
		PO#: 17927	Voucher #:	66719	Invoice	Invoice No: 603386894	4/23/2019	Paid Amt:	\$757.20
								Check Amount:	\$909.70
0716	SBC	63056	3278		HUMERATECH		Check		
				E 01	020 810 000 000 350	HS KITCHEN MUA REPAIR		\$1,055.00	
		PO#:	Voucher #:	66647	Invoice	Invoice No: 190241	4/23/2019	Paid Amt:	\$1,055.00
				E 01	011 810 000 000 350	OC VAV REPAIR		\$5,285.50	
		PO#:	Voucher #:	66648	Invoice	Invoice No: 190230	4/23/2019	Paid Amt:	\$5,285.50

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63056	3278		HUMERATECH		Check
				E 01	020 810 000 000 350	HS/OC REPROGRAMMING	\$4,031.25
PO#:	Voucher #:	66649	Invoice	Invoice No:	190231	4/23/2019	Paid Amt: \$4,031.25
							Check Amount: \$10,371.75
0716	SBC	63057	7402		JAMIE OLSON		Check
				E 01	005 420 000 419 366	Mileage - February	\$41.76
PO#: 17830	Voucher #:	66541	Invoice	Invoice No:	02282019	4/23/2019	Paid Amt: \$41.76
			E 01	005 420 000 419 366	Mileage - March	\$36.19	
PO#: 17965	Voucher #:	66746	Invoice	Invoice No:	03222019	4/23/2019	Paid Amt: \$36.19
							Check Amount: \$77.95
0716	SBC	63058	1202		JANIS BUESGENS		Check
				E 01	011 203 000 000 366	MILEAGE - J BUESGENS	\$20.88
PO#:	Voucher #:	66751	Invoice	Invoice No:	03222019	4/23/2019	Paid Amt: \$20.88
							Check Amount: \$20.88
0716	SBC	63059	3168		JENAE STOTERAU		Check
				E 01	011 408 000 419 433	THE BFG MOVIE TIE-IN	\$28.32
				E 01	011 408 000 419 433	FOOTBALL STICKERS	\$6.99
				E 01	011 408 000 419 433	FOOTBALL THEMED SUPPLIES	\$72.46
				E 01	011 408 000 419 433	CHALKBOARD ROOM DIVIDER	\$114.99
				E 01	011 408 000 419 433	BOOKS	\$9.98
				E 01	011 408 000 419 433	BOARD GAME	\$12.99
				E 01	011 408 000 419 433	BOOK	\$5.09
				E 01	011 408 000 419 433	SHOE BOX LEARNING CENTERS: SCIENCE	\$14.14
				E 01	011 408 000 419 433	MATH GAMES	\$29.94
				E 01	011 408 000 419 433	FILE FOLDER GAMES	\$28.08
				E 01	011 408 000 419 433	SHOE BOX MATH	\$5.10
				E 01	011 408 000 419 433	GAMES	\$60.78
				E 01	011 408 000 419 433	WORD FAMILIES	\$11.70
				E 01	011 408 000 419 433	WORD FAMILIES	\$10.47
				E 01	011 408 000 419 433	FILE FOLDER GAMES	\$6.00
				E 01	011 408 000 419 433	FILE FOLDER GAMES	\$13.16
				E 01	011 408 000 419 433	WORKBOOKS	\$56.19
				E 01	011 408 000 419 433	CUT AND PASTE, 180 DAYS OF SCIENCE	\$26.38
				E 01	011 408 000 419 433	FILE FOLDER GAMES	\$8.63
PO#: 17939	Voucher #:	66714	Invoice	Invoice No:	04082019	4/23/2019	Paid Amt: \$521.39
			E 01	011 408 000 419 433	Executive Funtioning for Little Leaners, Social St	\$15.50	
			E 01	011 408 000 419 433	Letter Recogn Activities Upper and Lower case,	\$12.49	
			E 01	011 408 000 419 433	COIN PUZZLES, WORKBOXES	\$22.50	
			E 01	011 408 000 419 433	SOCIAL STORY ACTIVITES	\$44.24	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63059	3168		JENAE STOTERAU		Check		
				E 01	011 408 000 419 433	SOCIAL SKILLS		\$48.25	
	PO#: 17939	Voucher #: 66715		Invoice	Invoice No: 04082019	4/23/2019	Paid Amt:	\$142.98	
							Check Amount:	\$664.37	
0716	SBC	63060	5438		KATIE ANN GRAFF		Check		
				E 01	005 640 000 308 366	MILEAGE - PBIS		\$129.69	
				E 01	005 640 000 316 366	SD19.43 K GRAFF - MILEAGE		\$45.24	
	PO#:	Voucher #: 66752		Invoice	Invoice No: 03130219	4/23/2019	Paid Amt:	\$174.93	
							Check Amount:	\$174.93	
0716	SBC	63061	7656		KELSEY JANNI		Check		
				E 01	030 416 000 419 366	Mileage - March		\$7.42	
	PO#: 17882	Voucher #: 66574		Invoice	Invoice No: 03112019	4/23/2019	Paid Amt:	\$7.42	
							Check Amount:	\$7.42	
0716	SBC	63062	3120		KENNEDY & GRAVEN, CHARTERED		Check		
				E 01	005 105 000 000 305	CONSULTING SERVICES THRU FEB 2019		\$279.50	
	PO#:	Voucher #: 66660		Invoice	Invoice No: 147624	4/23/2019	Paid Amt:	\$279.50	
							Check Amount:	\$279.50	
0716	SBC	63063	3753		KIBBLE EQUIPMENT LLC		Check		
				E 01	020 810 000 000 401	BALL BEARINGS, SCREWS, NUTS		\$21.78	
	PO#:	Voucher #: 66749		Invoice	Invoice No: 1806702	4/23/2019	Paid Amt:	\$21.78	
				E 01	020 810 000 000 401	V belts		\$15.78	
	PO#: 17885	Voucher #: 66812		Invoice	Invoice No: 1783819	4/23/2019	Paid Amt:	\$15.78	
				E 01	020 810 000 000 401	BELT, BLADE, SHOE, MISC		\$312.36	
	PO#:	Voucher #: 66813		Invoice	Invoice No: 1782379	4/23/2019	Paid Amt:	\$312.36	
							Check Amount:	\$349.92	
0716	SBC	63064	6693		LANA BECK		Check		
				E 04	005 505 000 321 305	PAINTING CLASS 3/19/19		\$320.00	
	PO#:	Voucher #: 66529		Invoice	Invoice No: 03192019	4/23/2019	Paid Amt:	\$320.00	
							Check Amount:	\$320.00	
0716	SBC	63065	6287		LANA HANSON		Check		
				E 01	011 407 000 419 366	Mileage - March		\$20.88	
	PO#: 17883	Voucher #: 66575		Invoice	Invoice No: 03222019	4/23/2019	Paid Amt:	\$20.88	
							Check Amount:	\$20.88	
0716	SBC	63066	1713		LAVONNE MOORE		Check		
				R 01	000 000 000 000 099	REFUND DENTAL INS - L MOORE		\$50.07	
	PO#:	Voucher #: 66718		Invoice	Invoice No: 25450	4/23/2019	Paid Amt:	\$50.07	
							Check Amount:	\$50.07	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63067	5357		LIANN HANSON		Check		
				E 01 011 203 000 000 366	MILEAGE - L HANSON			\$84.68	
PO#:	Voucher #:	66763	Invoice	Invoice No:	03132019	4/23/2019	Paid Amt:	\$84.68	
							Check Amount:	\$84.68	
0716	SBC	63068	2408		LISA TREML		Check		
				E 01 005 640 000 316 366	SD19.25 L TREML - MILEAGE			\$40.60	
PO#:	Voucher #:	66524	Invoice	Invoice No:	03132019	4/23/2019	Paid Amt:	\$40.60	
							Check Amount:	\$40.60	
0716	SBC	63069	4535		MATHESON TRI-GAS, INC		Check		
				E 01 020 301 000 830 433	tanks of oxy for welding			\$82.31	
				E 01 020 301 000 830 433	tank of CO2/Argon			\$77.50	
				E 01 020 301 000 830 433	HAZARDOUS MATERIAL CHARGE			\$6.00	
				E 01 020 301 000 830 433	set of flints for oxy/acetylene			\$2.26	
				E 01 020 301 000 830 433	Freight			\$22.00	
PO#: 17794	Voucher #:	66525	Invoice	Invoice No:	19336140	4/23/2019	Paid Amt:	\$190.07	
				E 01 020 301 000 830 433	Acetylene tank refill			\$114.94	
				E 01 020 301 000 830 433	Ellis Bandsaw blades			\$70.65	
				E 01 020 301 000 830 433	Tip Cleaners			\$2.11	
				E 01 020 301 000 830 433	Freight			\$22.00	
				E 01 020 301 000 830 433	HAZARDOUS MATERIAL CHARGE			\$6.00	
				E 01 020 301 000 830 433	TANKS OF CO2/ARGON			\$185.28	
PO#: 17945	Voucher #:	66762	Invoice	Invoice No:	19507086	4/23/2019	Paid Amt:	\$400.98	
							Check Amount:	\$591.05	
0716	SBC	63070	6420		MEI		Check		
				E 01 030 865 000 347 305	QUARTERLY INSPECTION - APR-JUN 2019			\$360.50	
PO#:	Voucher #:	66654	Invoice	Invoice No:	796240	4/23/2019	Paid Amt:	\$360.50	
							Check Amount:	\$360.50	
0716	SBC	63071	2653		MN ZOO		Check		
				E 01 010 203 110 000 401	Zoo Mobile 1st Grade			\$325.00	
PO#: 17971	Voucher #:	66745	Invoice	Invoice No:	2580529	4/23/2019	Paid Amt:	\$325.00	
							Check Amount:	\$325.00	
0716	SBC	63072	2647		MSU - MANKATO		Check		
				E 01 020 211 000 000 390	CONCURRENT ENROLLMENT - US GOV PO			\$1,100.00	
PO#:	Voucher #:	66542	Invoice	Invoice No:	01093952	4/23/2019	Paid Amt:	\$1,100.00	
				E 01 020 211 000 000 390	PSEO - SPRING 2019			\$4,973.28	
PO#:	Voucher #:	66543	Invoice	Invoice No:	01093914	4/23/2019	Paid Amt:	\$4,973.28	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63072	2647		MSU - MANKATO		Check		
				E 01 020 211 000 000 390	CONCURRENT ENROLLMENT - PUBLIC SPE			\$3,200.00	
PO#:	Voucher #:	66544	Invoice	Invoice No:	01093862	4/23/2019	Paid Amt:	\$3,200.00	
							Check Amount:	\$9,273.28	
0716	SBC	63073	1889		MULTILINGUAL WORD INC		Check		
				E 01 011 401 000 740 394	Interpreter Services			\$126.00	
PO#: 17901	Voucher #:	66716	Invoice	Invoice No:	2771	4/23/2019	Paid Amt:	\$126.00	
							Check Amount:	\$126.00	
0716	SBC	63074	4652		NARDINI FIRE EQUIP COMPANY INC		Check		
				E 06 020 865 000 363 305	Kitchen hood hydrostatic testint			\$1,345.52	
PO#: 17700	Voucher #:	66759	Invoice	Invoice No:	IN00104409	4/23/2019	Paid Amt:	\$1,345.52	
				E 06 011 865 000 363 305	Kitchen hood hydrostatic testing			\$1,094.87	
PO#: 17700	Voucher #:	66815	Invoice	Invoice No:	IN00104394	4/23/2019	Paid Amt:	\$1,094.87	
							Check Amount:	\$2,440.39	
0716	SBC	63075	7499		NORMANDEALE COMMUNITY COLLEGE		Check		
				E 01 020 211 000 000 390	PSEO - SPRING 2019			\$40,275.00	
PO#:	Voucher #:	66535	Invoice	Invoice No:	00742852	4/23/2019	Paid Amt:	\$40,275.00	
				E 01 020 710 000 000 461	ACCUPLACER EXAM			\$118.00	
PO#:	Voucher #:	66676	Invoice	Invoice No:	00743315	4/23/2019	Paid Amt:	\$118.00	
							Check Amount:	\$40,393.00	
0716	SBC	63076	6275		NORTH AMERICAN SAFETY INC		Check		
				R 01 020 292 000 000 619	SHIRTS FOR ROBOTICS			\$568.00	
PO#: 17782	Voucher #:	66554	Invoice	Invoice No:	40966	4/23/2019	Paid Amt:	\$568.00	
							Check Amount:	\$568.00	
0716	SBC	63077	2002		PROTECTION SYSTEMS INC		Check		
				E 01 020 810 000 000 350	service call to repair KERI system			\$300.00	
PO#: 17759	Voucher #:	66650	Invoice	Invoice No:	43586	4/23/2019	Paid Amt:	\$300.00	
							Check Amount:	\$300.00	
0716	SBC	63078	2030		REGION V		Check		
				E 01 005 110 000 000 316	FY19 4TH QUARTER MEMBERSHIP			\$5,804.50	
				E 01 005 110 000 000 366	SPRING CONFERENCE REGISTRATION			\$220.00	
PO#:	Voucher #:	66760	Invoice	Invoice No:	12518	4/23/2019	Paid Amt:	\$6,024.50	
							Check Amount:	\$6,024.50	
0716	SBC	63079	6827		REINHART FOOD SERVICES, LLC		Check		
				E 01 011 203 111 000 401	Invoice #942843 OC Snack Cart			\$294.50	
PO#: 17881	Voucher #:	66522	Invoice	Invoice No:	942843	4/23/2019	Paid Amt:	\$294.50	
				E 01 011 203 111 000 401	Invoice #940526 OC Snack Cart			\$326.62	
PO#: 17881	Voucher #:	66523	Invoice	Invoice No:	940526	4/23/2019	Paid Amt:	\$326.62	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63079	6827		REINHART FOOD SERVICES, LLC		Check		
				E 01 010 203	110 000 401	Snack Cart Inv #941514		\$401.73	
	PO#: 17854	Voucher #:	66534	Invoice	Invoice No: 941514	4/23/2019		Paid Amt:	\$401.73
				E 01 010 203	110 000 401	Snack Cart Inv #944600		\$494.86	
	PO#: 17894	Voucher #:	66680	Invoice	Invoice No: 944600	4/23/2019		Paid Amt:	\$494.86
				E 01 010 203	110 000 401	Snack Cart Inv #947749		\$195.26	
	PO#: 17946	Voucher #:	66761	Invoice	Invoice No: 947749	4/23/2019		Paid Amt:	\$195.26
				E 01 010 203	110 000 401	Snack Cart Inv #949959		\$403.20	
	PO#: 17981	Voucher #:	66799	Invoice	Invoice No: 949959	4/23/2019		Paid Amt:	\$403.20
								Check Amount:	\$2,116.17
0716	SBC	63080	3380		RENEE MALECHA		Check		
				E 01 011 203	000 000 366	MILEAGE - R MALECHA		\$13.57	
	PO#:	Voucher #:	66753	Invoice	Invoice No: 01252019	4/23/2019		Paid Amt:	\$13.57
				E 01 011 203	000 000 366	MILEAGE - R MALECHA		\$9.80	
	PO#:	Voucher #:	66754	Invoice	Invoice No: 02272019	4/23/2019		Paid Amt:	\$9.80
				E 01 011 203	000 000 366	MILEAGE - R MALECHA		\$10.56	
	PO#:	Voucher #:	66755	Invoice	Invoice No: 03222019	4/23/2019		Paid Amt:	\$10.56
								Check Amount:	\$33.93
0716	SBC	63081	7670		RING THE BELL FITNESS, LLC		Check		
				E 04 005 505	000 321 305	RING THE BELL - SESSION 3 - 3/4/19-5/3/19		\$258.75	
	PO#:	Voucher #:	66651	Invoice	Invoice No: 03042019	4/23/2019		Paid Amt:	\$258.75
								Check Amount:	\$258.75
0716	SBC	63082	7292		RIVER BEND BUSINESS PRODUCTS		Check		
				E 01 005 108	000 000 455	TONER CF211A		\$50.00	
				E 01 005 108	000 000 455	TONER CF212A		\$50.00	
				E 01 005 108	000 000 455	TONER CF213A		\$50.00	
	PO#: 17890	Voucher #:	66744	Invoice	Invoice No: 237632-0	4/23/2019		Paid Amt:	\$150.00
								Check Amount:	\$150.00
0716	SBC	63083	4395		RM COTTON COMPANY INC		Check		
				E 01 011 810	000 000 350	IGNITION/STEPPER BOARD		\$1,314.50	
	PO#:	Voucher #:	66750	Invoice	Invoice No: 0111801-IN	4/23/2019		Paid Amt:	\$1,314.50
								Check Amount:	\$1,314.50
0716	SBC	63084	2047		ROCKLER		Check		
				E 01 020 810	000 000 401	13/16 t-molding		\$50.48	
	PO#: 17717	Voucher #:	66748	Invoice	Invoice No: 6064203	4/23/2019		Paid Amt:	\$50.48
								Check Amount:	\$50.48
0716	SBC	63085	3336	1	SCHOOL SPECIALTY		Check		
				E 01 010 212	000 000 430	027300 PAPER ROLL RAINBOW KRAFT 36 IN		\$64.34	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63085	3336	1	SCHOOL SPECIALTY		Check
				E 01	010 212 000 000 430	027276 PAPER ROLL RAINBOW KRAFT 36 IN	\$50.50
				E 01	010 212 000 000 430	027279 PAPER ROLL RAINBOW KRAFT 36 IN	\$46.79
				E 01	010 212 000 000 430	027291 PAPER ROLL RAINBOW KRAFT 36 IN	\$57.65
				E 01	010 212 000 000 430	067167 PAPER ROLL RAINBOW KRAFT 36 IN	\$63.69
				E 01	010 212 000 000 430	027282 PAPER ROLL RAINBOW KRAFT 36 IN	\$48.09
				E 01	010 212 000 000 430	027297 PAPER ROLL RAINBOW KRAFT 36 IN	\$57.65
	PO#: 17852	Voucher #: 66658	Invoice	Invoice No: 208122578939		4/23/2019	Paid Amt: \$388.71
							Check Amount: \$388.71
0716	SBC	63086	3124		SCHOOLFINANCES.COM		Check
				E 01	005 110 000 000 401	2019-21 NEGOTIATIONS COSTING MODEL F	\$400.00
	PO#:	Voucher #: 66526	Invoice	Invoice No: 1532		4/23/2019	Paid Amt: \$400.00
							Check Amount: \$400.00
0716	SBC	63087	2080		SCIENCE MUSEUM OF MINN.		Check
				E 01	010 203 110 000 401	2nd Grade Assembly Program	\$375.00
	PO#: 17998	Voucher #: 66801	Invoice	Invoice No: 19-0456		4/23/2019	Paid Amt: \$375.00
							Check Amount: \$375.00
0716	SBC	63088	2124		SMALL ENGINE SPECIALTIES		Check
				E 01	020 810 000 000 401	STIHL BLOWER	\$513.00
	PO#:	Voucher #: 66720	Invoice	Invoice No: 0823743		4/23/2019	Paid Amt: \$513.00
							Check Amount: \$513.00
0716	SBC	63089	2137		SOUTH CENTRAL ECSU		Check
				E 01	005 865 000 347 305	H & S Physical Has.	\$177.38
				E 01	005 865 000 349 305	H & S Haz. substance	\$88.69
				E 01	005 865 000 352 305	H & S mamagement	\$613.57
				E 01	005 865 000 358 305	H & S asbestos	\$88.69
				E 01	005 865 000 363 305	H & S fire	\$88.69
				E 01	005 865 000 352 305	H & S indoor air	\$133.03
	PO#: 18001	Voucher #: 66817	Invoice	Invoice No: 18701		4/23/2019	Paid Amt: \$1,190.05
				E 01	005 865 000 347 305	H & S Physical Haz.	\$953.45
				E 01	005 865 000 349 305	H & S Haz. substance	\$620.85
				E 01	005 865 000 352 305	H & S management	\$800.75
				E 01	005 865 000 358 305	H & S Asbestos	\$288.25
				E 01	005 865 000 363 305	H & S fire	\$155.21
				E 01	005 865 000 363 305	H & S indorr air	\$978.62
	PO#: 18001	Voucher #: 66818	Invoice	Invoice No: 18733		4/23/2019	Paid Amt: \$3,797.13
							Check Amount: \$4,987.18

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63090	6138		SOUTHWEST METRO - ISD 288		Check		
				E 01 020 211 000 000 391	FY19 REFLECTIONS TUITION - 1ST SEM			\$11,050.85	
PO#:	Voucher #:	66537	Invoice	Invoice No: 1527		4/23/2019	Paid Amt:	\$11,050.85	
				E 01 005 760 000 723 361	Special Transportation - Field Trip			\$1,136.73	
PO#: 17911	Voucher #:	66677	Invoice	Invoice No: 1542		4/23/2019	Paid Amt:	\$1,136.73	
				E 01 005 640 000 316 366	SD19.57 S OLSON - REGISTRATION			\$20.00	
PO#: 17985	Voucher #:	66797	Invoice	Invoice No: 1504041		4/23/2019	Paid Amt:	\$20.00	
							Check Amount:	\$12,207.58	
0716	SBC	63091	3287		SPARETIME INVESTMENT GROUP		Check		
				E 01 020 810 000 000 337	snow removal			\$410.00	
PO#: 18002	Voucher #:	66819	Invoice	Invoice No: 2829		4/23/2019	Paid Amt:	\$410.00	
				E 01 030 810 000 000 337	snow removal			\$81.25	
PO#: 18002	Voucher #:	66820	Invoice	Invoice No: 2830		4/23/2019	Paid Amt:	\$81.25	
				E 01 010 810 000 000 337	snow removal			\$443.75	
PO#: 18002	Voucher #:	66821	Invoice	Invoice No: 2831		4/23/2019	Paid Amt:	\$443.75	
				E 01 010 810 000 000 337	snow removal			\$832.50	
PO#: 18002	Voucher #:	66822	Invoice	Invoice No: 2832		4/23/2019	Paid Amt:	\$832.50	
							Check Amount:	\$1,767.50	
0716	SBC	63092	2164		STIER TRANSPORTATION SERVICES		Check		
				E 04 005 505 000 321 366	Disney On Ice Trip			\$342.73	
PO#: 17958	Voucher #:	66757	Invoice	Invoice No: 040519		4/23/2019	Paid Amt:	\$342.73	
							Check Amount:	\$342.73	
0716	SBC	63093	7711		SUNBELT STAFFING		Check		
				E 01 005 401 000 740 394	Speech Services			\$2,954.00	
PO#: 17864	Voucher #:	66528	Invoice	Invoice No: 10355098		4/23/2019	Paid Amt:	\$2,954.00	
				E 01 005 401 000 740 394	Speech Services			\$2,954.00	
PO#: 17884	Voucher #:	66576	Invoice	Invoice No: 10371440		4/23/2019	Paid Amt:	\$2,954.00	
				E 01 005 401 000 740 394	Speech Services			\$2,954.00	
PO#: 17900	Voucher #:	66661	Invoice	Invoice No: 10387180		4/23/2019	Paid Amt:	\$2,954.00	
							Check Amount:	\$8,862.00	
0716	SBC	63094	5669		TITAN ENERGY SYSTEMS INC		Check		
				E 01 011 865 000 363 305	Gen. set service			\$428.95	
PO#: 18003	Voucher #:	66823	Invoice	Invoice No: 181009-009		4/23/2019	Paid Amt:	\$428.95	
				E 01 020 865 000 363 305	Gen. set service			\$528.95	
PO#: 18003	Voucher #:	66824	Invoice	Invoice No: 181009-038		4/23/2019	Paid Amt:	\$528.95	
							Check Amount:	\$957.90	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63095	3931		TRAILBLAZER TRANSIT		Check
				E 04	005 505 035 321 360	BUS SERVICE	\$34.00
PO#:	Voucher #:	66681	Invoice	Invoice No:	2019-02-1H8	4/23/2019	Paid Amt: \$34.00
							Check Amount: \$34.00
0716	SBC	63096	6335		TRUSTED EMPLOYEES		Check
				E 01	005 760 075 720 305	JEANINE KRUSCHKE	\$15.00
PO#:	Voucher #:	66656	Invoice	Invoice No:	0320199775S	4/23/2019	Paid Amt: \$15.00
							Check Amount: \$15.00
0716	SBC	63097	5898		U OF M - OFC OF STUDENT FINANCE - TPB		Check
				E 01	020 211 000 000 390	CONCURRENT ENROLLMENT - SPRING 201	\$3,335.00
PO#:	Voucher #:	66536	Invoice	Invoice No:	0000212614	4/23/2019	Paid Amt: \$3,335.00
							Check Amount: \$3,335.00
0716	SBC	63098	7467		UNIQUE SOFTWARE COPORATION		Check
				E 01	005 605 000 000 351	IPad Repairs/Replacement	\$55.00
PO#:	Voucher #:	66646	Invoice	Invoice No:	246776	4/23/2019	Paid Amt: \$55.00
				E 01	005 605 000 000 351	IPad Repairs/Replacement	\$1,526.00
PO#:	Voucher #:	66758	Invoice	Invoice No:	246843	4/23/2019	Paid Amt: \$1,526.00
							Check Amount: \$1,581.00
0716	SBC	63099	2290		WASECA PUBLIC SCHOOLS		Check
				E 01	005 020 000 000 820	FY19 MASA DUES	\$35.00
PO#:	Voucher #:	66653	Invoice	Invoice No:	77933	4/23/2019	Paid Amt: \$35.00
							Check Amount: \$35.00
0716	SBC	63100	5150		ZEPHYR		Check
				R 01	020 211 039 000 619	HATS	\$845.75
PO#: 17933	Voucher #:	66736	Invoice	Invoice No:	633965-211	4/23/2019	Paid Amt: \$845.75
							Check Amount: \$845.75
Report Total:							\$139,441.78

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62978	1123		BELLE PLAINE ED ASSOC		Check		
				B 01 215 030	MEADUES			\$4,928.31	
	PO#:	Voucher #:	66472	Invoice	Invoice No: S2019180	3/20/2019		Paid Amt:	\$4,928.31
								Check Amount:	\$4,928.31
0716	SBC	62979	1134		BELLE PLAINE SCHOOL		Check		
				B 01 215 027	MED EXP-CAF			\$319.17	
				B 01 215 029	DAY CARE-CAF			\$3,961.92	
	PO#:	Voucher #:	66473	Invoice	Invoice No: S2019180	3/20/2019		Paid Amt:	\$4,281.09
								Check Amount:	\$4,281.09
0716	SBC	62980	6482		Belle Plaine Schools Health Ins Acct		Check		
				B 01 215 019	HEALTH INS. FLEXED EMPL DED			\$33,033.13	
				B 01 215 032	HEALTH BD SHARE			\$303.73	
				B 01 215 018	Retirees inc L Moore rd			\$6,437.53	
	PO#:	Voucher #:	66475	Invoice	Invoice No: S2019180	3/20/2019		Paid Amt:	\$39,774.39
								Check Amount:	\$39,774.39
0716	SBC	62981	1178		BPESPA		Check		
				B 01 215 080	MESP/NEA DUES NON CE			\$1,002.47	
	PO#:	Voucher #:	66474	Invoice	Invoice No: S2019180	3/20/2019		Paid Amt:	\$1,002.47
								Check Amount:	\$1,002.47
0716	SBC	62982	2329		BLUE CROSS BLUE SHIELD of MN		Check		
				B 01 215 018	Health Ret/Cobra Ins			\$386.00	
	PO#:	Voucher #:	66501	Invoice	Invoice No: 190301133731395	3/20/2019		Paid Amt:	\$386.00
								Check Amount:	\$386.00
0716	SBC	62983	4145		MEDICAREBLUE RX		Check		
				B 01 215 018	RETIREE INS			\$367.00	
	PO#:	Voucher #:	66499	Invoice	Invoice No: 190650289611	3/20/2019		Paid Amt:	\$367.00
								Check Amount:	\$367.00
0716	SBC	62984	3223		METRO ECSU		Check		
				E 01 005 640 000 316 366	19.38 A HOHENSTEIN - REGISTRATION			\$75.00	
				E 01 005 640 000 316 366	19.38 S OLSON - REGISTRATION			\$75.00	
	PO#:	Voucher #:	66504	Invoice	Invoice No: 01092019	3/20/2019		Paid Amt:	\$150.00
								Check Amount:	\$150.00
0716	SBC	62985	2647		MSU - MANKATO		Check		
				E 01 020 292 027 000 369	TRACK MEET 3/23/19			\$250.00	
	PO#: 17840	Voucher #:	66503	Invoice	Invoice No: 03202019	3/20/2019		Paid Amt:	\$250.00
								Check Amount:	\$250.00

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	62986	6111		RAM MUTUAL INSURANCE COMPANY		Check		
				E 01	005 930 000 000 270 Workers Compensation			\$2,648.15	
	PO#:	Voucher #:	66500	Invoice	Invoice No: 162728	3/20/2019	Paid Amt:	\$2,648.15	
							Check Amount:	\$2,648.15	
0716	SBC	62987	2147		ST OLAF		Check		
				E 01	020 292 037 000 369 CC 8/29/19 ATTN: ERICA MAKER			\$400.00	
	PO#: 17835	Voucher #:	66502	Invoice	Invoice No: 08292019	3/20/2019	Paid Amt:	\$400.00	
							Check Amount:	\$400.00	
0716	SBC	62988	6707		MSU MANKATO - ATHLETICS		Check		
				E 01	020 292 027 000 369 BP Track Invite 3/23 at MSU			\$250.00	
	PO#: 17878	Voucher #:	66546	Invoice	Invoice No: 03232019	3/29/2019	Paid Amt:	\$250.00	
							Check Amount:	\$250.00	
0716	SBC	62989	2027		REGION 2A - MSHSL		Check		
				E 01	020 291 072 000 430 ADDITIONAL LARGE INST GROUP FEES			\$300.00	
	PO#: 17826	Voucher #:	66547	Invoice	Invoice No: 09302018	3/29/2019	Paid Amt:	\$300.00	
							Check Amount:	\$300.00	
0716	SBC	62990	2188		TAHER INC		Check		
				E 02	005 770 000 701 305 OPERATING EXPENSES - FEBRUARY 2019			\$58,274.01	
	PO#:	Voucher #:	66608	Invoice	Invoice No: 0054478-IN	3/29/2019	Paid Amt:	\$58,274.01	
							Check Amount:	\$58,274.01	
0716	SBC	62991	1123		BELLE PLAINE ED ASSOC		Check		
				B 01	215 030 MEA DUES			\$4,928.31	
	PO#:	Voucher #:	66688	Invoice	Invoice No: S2019190	4/5/2019	Paid Amt:	\$4,928.31	
							Check Amount:	\$4,928.31	
0716	SBC	62992	1134		BELLE PLAINE SCHOOL		Check		
				B 01	215 027 MED EXP-CAF			\$319.17	
				B 01	215 029 DAY CARE-CAF			\$3,961.92	
	PO#:	Voucher #:	66689	Invoice	Invoice No: S2019190	4/5/2019	Paid Amt:	\$4,281.09	
							Check Amount:	\$4,281.09	
0716	SBC	62993	6451		Belle Plaine Schools Dental Ins Account		Check		
				B 01	215 025 DENTAL INSURANCE			\$5,507.06	
				B 01	215 031 DENTAL BD SHARE			\$6,119.47	
				B 01	215 017 Retiree Dental			\$1,326.27	
	PO#:	Voucher #:	66694	Invoice	Invoice No: S2019190	4/5/2019	Paid Amt:	\$12,952.80	
							Check Amount:	\$12,952.80	
0716	SBC	62994	6482		Belle Plaine Schools Health Ins Acct		Check		
				B 01	215 019 HEALTH INS. FLEXED EMPL DED			\$33,281.13	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	62994	6482		Belle Plaine Schools Health Ins Acct		Check
				B 01 215 032	HEALTH BD SHARE	\$96,609.73	
PO#:	Voucher #:	66695	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt: \$129,890.86
							Check Amount: \$129,890.86
0716	SBC	62995	1178		BPESPA		Check
				B 01 215 080	MESP/NEA DUES NON CE	\$1,002.47	
PO#:	Voucher #:	66690	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt: \$1,002.47
							Check Amount: \$1,002.47
0716	SBC	62996	7052		FIDELITY SECURITY LIFE INS EYE MED		Check
				B 01 215 037	EYEMED-EMPLOYEE W/H	\$588.54	
				B 01 215 037	K Laj credit	(\$12.27)	
				B 01 215 037	L Green	\$4.17	
PO#:	Voucher #:	66696	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt: \$580.44
							Check Amount: \$580.44
0716	SBC	62997	5017		GURSTEL CHARGO		Check
				B 01 215 084	MN COLLECTION	\$57.59	
PO#:	Voucher #:	66692	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt: \$57.59
							Check Amount: \$57.59
0716	SBC	62998	6122		NATIONAL INSURANCE SERVICE of WI		Check
				B 01 215 016	Life Ret/Cobra Ins	\$23.60	
				B 01 215 021	SUPPLEMENTAL LIFE	\$375.00	
				B 01 215 022	LONG TERM DISABILITY	\$1,172.68	
				B 01 215 023	LIFE INSURANCE	\$1,310.05	
				B 01 215 016	COBRA Green Kruschk Selle	\$17.70	
				B 01 215 016	COBRA Supp Life Krusch	\$7.50	
PO#:	Voucher #:	66693	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt: \$2,906.53
							Check Amount: \$2,906.53
0716	SBC	62999	1836		NCPERS MINNESOTA		Check
				B 01 215 024	PERA LIFE	\$32.00	
PO#:	Voucher #:	66691	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt: \$32.00
							Check Amount: \$32.00
0716	SBC	63000	4715		PAULA RUDD		Check
				R 01 020 292 000 000 052	REFUND FOR ACTIVITY FEE-MAX	\$100.00	
PO#: 17892	Voucher #:	66685	Invoice	Invoice No:	04042019	4/5/2019	Paid Amt: \$100.00
							Check Amount: \$100.00

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0716	SBC	63001	2029		REGION 4A		Check	
				E 01	020 291 032 000 369	SECTION 4A SPEECH MEET 2019	\$375.00	
		PO#: 17925	Voucher #:	66713	Invoice	Invoice No: 04052019	4/5/2019	
							Paid Amt:	\$375.00
							Check Amount:	\$375.00
0716	SBC	63002	4480		SARA FAHEY		Check	
				R 04	000 505 000 321 049	REFUND SOCCER LEAGUE FEE - ZACHARY	\$55.00	
		PO#:	Voucher #:	66684	Invoice	Invoice No: 04042019	4/5/2019	
							Paid Amt:	\$55.00
							Check Amount:	\$55.00
0716	SBC	63003	5801		TRI-CITY UNITED PUBLIC SCHOOL		Check	
				E 01	020 294 024 000 369	7TH MRC TOURNEY 4/13/19	\$100.00	
		PO#: 17912	Voucher #:	66682	Invoice	Invoice No: 02132019	4/5/2019	
							Paid Amt:	\$100.00
				E 01	020 292 027 000 369	MEET 4/13 - TRACK/TRI CITY	\$200.00	
		PO#: 17913	Voucher #:	66683	Invoice	Invoice No: 04132019	4/5/2019	
							Paid Amt:	\$200.00
							Check Amount:	\$300.00
0716	SBC	63004	3809		CRAIG JOHNSON		Check	
				E 01	020 296 029 000 305	SB VS MAPLE RIVER	\$85.00	
		PO#:	Voucher #:	66729	Invoice	Invoice No: 04022019	4/10/2019	
							Paid Amt:	\$85.00
							Check Amount:	\$85.00
0716	SBC	63005	4119		KRIS DAVIS		Check	
				E 01	005 110 000 000 366	MILEAGE - K DAVIS	\$131.08	
		PO#:	Voucher #:	66735	Invoice	Invoice No: 03222019	4/10/2019	
							Paid Amt:	\$131.08
							Check Amount:	\$131.08
0716	SBC	63006	4020		MARTIN COUNTY WEST HIGH SCHOOL		Check	
				E 01	020 294 024 000 369	TOURNEY 4/13/19 - MCW-B Squad	\$50.00	
		PO#: 17937	Voucher #:	66725	Invoice	Invoice No: 04132019	4/10/2019	
							Paid Amt:	\$50.00
							Check Amount:	\$50.00
0716	SBC	63007	3223		METRO ECSU		Check	
				E 01	005 640 000 316 366	SD19.37 J OLSON - REGISTRATION	\$15.00	
		PO#: 17538	Voucher #:	66723	Invoice	Invoice No: 04102019	4/10/2019	
							Paid Amt:	\$15.00
				E 01	005 640 000 316 366	SD19.37 K KNOTT - REGISTRATION	\$15.00	
		PO#: 17538	Voucher #:	66724	Invoice	Invoice No: 04102019	4/10/2019	
							Paid Amt:	\$15.00
							Check Amount:	\$30.00
0716	SBC	63008	7265		MISSY FAHEY		Check	
				R 01	020 292 000 000 052	REFUND MAX/ACTIVITY FEES	\$70.00	
		PO#: 17962	Voucher #:	66741	Invoice	Invoice No: 04102019	4/10/2019	
							Paid Amt:	\$70.00
							Check Amount:	\$70.00

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63009	1866		MN SCHOOL COUNSELOR ASSOC		Check		
				E 01	005 640 000 316 366	SD19.59 K QUAST - REGISTRATION		\$95.00	
	PO#: 17940	Voucher #:	66726	Invoice	Invoice No: 21725	4/10/2019	Paid Amt:	\$95.00	
				E 01	005 640 000 316 366	SD19.59 L TREML - REGISTRATION		\$95.00	
	PO#: 17940	Voucher #:	66727	Invoice	Invoice No: 21748	4/10/2019	Paid Amt:	\$95.00	
							Check Amount:	\$190.00	
0716	SBC	63010	5947		MN TRUE TEAM TRACK		Check		
				E 01	020 292 027 000 369	2019 TRUE TEAM TRACK MEET 5/7/19		\$160.00	
	PO#: 17941	Voucher #:	66742	Invoice	Invoice No: 04102019	4/10/2019	Paid Amt:	\$160.00	
							Check Amount:	\$160.00	
0716	SBC	63011	1992		PRAIRIE TRUCKING INC		Check		
				E 01	005 760 000 720 361	Regular Transportation		\$39,252.80	
	PO#:	Voucher #:	66740	Invoice	Invoice No: MARCH 2019	4/10/2019	Paid Amt:	\$39,252.80	
							Check Amount:	\$39,252.80	
0716	SBC	63012	2164		STIER TRANSPORTATION SERVICES		Check		
				E 01	005 760 000 720 361	Regular Transportation		\$76,230.10	
	PO#:	Voucher #:	66739	Invoice	Invoice No: MARCH 2019	4/10/2019	Paid Amt:	\$76,230.10	
							Check Amount:	\$76,230.10	
0716	SBC	63013	3389		WILLIAM BARDAL		Check		
				E 01	020 296 029 000 305	SB VS MAPLE RIVER		\$85.00	
	PO#:	Voucher #:	66728	Invoice	Invoice No: 04022019	4/10/2019	Paid Amt:	\$85.00	
							Check Amount:	\$85.00	
0716	SBC	63014	6210		ALICIA GOODLOE		Check		
				E 01	010 203 000 000 430	Reimbursement for classroom supplies (Really C		\$33.11	
	PO#: 12998	Voucher #:	45716	Invoice	Invoice No: 09302014	4/12/2019	Paid Amt:	\$33.11	
							Check Amount:	\$33.11	
0716	SBC	63015	7403		KAITLIN SENN		Check		
				E 01	005 420 000 419 366	Supervisor Meeting - SW Metro		\$38.52	
	PO#: 15190	Voucher #:	60148	Invoice	Invoice No: 09222017	4/12/2019	Paid Amt:	\$38.52	
							Check Amount:	\$38.52	
0716	SBC	63016	6299		KELLY OTTESON		Check		
				E 01	020 291 041 000 305	MRC DANCE		\$90.00	
	PO#:	Voucher #:	47344	Invoice	Invoice No: 01232014	4/12/2019	Paid Amt:	\$90.00	
							Check Amount:	\$90.00	
0716	SBC	63017	1769		MARCI SCHROEDER		Check		
				E 01	011 203 000 000 366	MILEAGE - M SCHROEDER		\$17.44	
	PO#:	Voucher #:	62530	Invoice	Invoice No: 05072018	4/12/2019	Paid Amt:	\$17.44	
							Check Amount:	\$17.44	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	63018	2920		PETER JACOBSON		Check		
				E 01	020 211 000 000 366	MILEAGE - P JACOBSON		\$18.03	
				E 01	020 211 000 000 366	MILEAGE - P JACOBSON		\$25.76	
PO#:	Voucher #:	49301	Invoice	Invoice No:	06302015	4/12/2019	Paid Amt:	\$43.79	
							Check Amount:	\$43.79	
0716	SBC	63019	6893		RYAN LAAGER		Check		
				E 01	005 020 000 000 366	STATE VOLLEYBALL PARKING		\$20.00	
				E 01	005 020 000 000 366	STATE VOLLEYBALL ADMISSION		\$14.00	
PO#:	Voucher #:	51806	Invoice	Invoice No:	11142015	4/12/2019	Paid Amt:	\$34.00	
							Check Amount:	\$34.00	
0716	SBC	63020	4959		SIBEL DIKMEN		Check		
				E 01	005 605 000 000 366	MILEAGE - S DIKMEN		\$65.55	
PO#:	Voucher #:	50545	Invoice	Invoice No:	09302015	4/12/2019	Paid Amt:	\$65.55	
							Check Amount:	\$65.55	
0716	SBC	63021	2264		TROY KOESTER		Check		
				E 01	020 294 024 000 305	BB VS TCU		\$80.00	
PO#:	Voucher #:	53627	Invoice	Invoice No:	04212016	4/12/2019	Paid Amt:	\$80.00	
							Check Amount:	\$80.00	
0716	SBC	63022	2329		BLUE CROSS BLUE SHIELD of MN		Check		
				B 01	215 018	RETIREE INS		\$965.00	
PO#:	Voucher #:	66764	Invoice	Invoice No:	100312089000	4/17/2019	Paid Amt:	\$965.00	
							Check Amount:	\$965.00	
0716	SBC	63023	2631		DAVE SMISEK		Check		
				E 01	020 296 029 000 305	SB VS LSH		\$85.00	
PO#:	Voucher #:	66766	Invoice	Invoice No:	04082019	4/17/2019	Paid Amt:	\$85.00	
							Check Amount:	\$85.00	
0716	SBC	63024	1561		HENRY HENTGES		Check		
				E 01	020 294 024 000 305	BB VS ST PETER		\$85.00	
PO#:	Voucher #:	66769	Invoice	Invoice No:	04092019	4/17/2019	Paid Amt:	\$85.00	
							Check Amount:	\$85.00	
0716	SBC	63025	6485		JASON PALO		Check		
				E 01	020 296 029 000 305	SB VS ST PETER		\$85.00	
PO#:	Voucher #:	66768	Invoice	Invoice No:	04052019	4/17/2019	Paid Amt:	\$85.00	
							Check Amount:	\$85.00	
0716	SBC	63026	6455		JOHN MASBERG		Check		
				E 01	020 294 024 000 305	BB VS TCU		\$85.00	
PO#:	Voucher #:	66795	Invoice	Invoice No:	04152019	4/17/2019	Paid Amt:	\$85.00	
							Check Amount:	\$85.00	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	63027	6432		JON RADMACHER		Check
				E 01 020 294 024 000 305	BB VS ST PETER	\$85.00	
	PO#:	Voucher #:	66770	Invoice	Invoice No: 04092019	4/17/2019	Paid Amt: \$85.00
							Check Amount: \$85.00
0716	SBC	63028	7035		KEITH HERD		Check
				E 01 020 294 024 000 305	BB VS ST PETER	\$85.00	
	PO#:	Voucher #:	66793	Invoice	Invoice No: 04092019	4/17/2019	Paid Amt: \$85.00
							Check Amount: \$85.00
0716	SBC	63029	7742		LEE MONSSEN		Check
				E 01 020 296 029 000 305	SB VS LSH	\$85.00	
	PO#:	Voucher #:	66767	Invoice	Invoice No: 04082019	4/17/2019	Paid Amt: \$85.00
							Check Amount: \$85.00
0716	SBC	63030	4068		MARK KOTEK		Check
				E 01 020 294 024 000 305	BB VS ST PETER	\$85.00	
	PO#:	Voucher #:	66771	Invoice	Invoice No: 04092019	4/17/2019	Paid Amt: \$85.00
							Check Amount: \$85.00
0716	SBC	63031	2009		RACHEL PALMER		Check
				E 01 020 296 029 000 305	SB VS ST PETER	\$85.00	
	PO#:	Voucher #:	66772	Invoice	Invoice No: 04052019	4/17/2019	Paid Amt: \$85.00
							Check Amount: \$85.00
0716	SBC	63032	7294		RYAN GRAMS		Check
				E 01 020 294 024 000 305	BB VS TCU	\$85.00	
	PO#:	Voucher #:	66794	Invoice	Invoice No: 04152019	4/17/2019	Paid Amt: \$85.00
							Check Amount: \$85.00
							Report Total: \$388,974.90

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	CSBA	2092	4926		BELLE PLAINE HERALD		Check		
				E 20	200 298 926 000 401	Ad for Pancake Breakfast		\$108.00	
	PO#: 17763	Voucher #:	66222	Invoice	Invoice No: 26598	3/1/2019		Paid Amt:	\$108.00
				E 20	200 298 926 000 401	Ad for FFA fruit sales		\$195.75	
	PO#: 17763	Voucher #:	66223	Invoice	Invoice No: 26596	3/1/2019		Paid Amt:	\$195.75
								Check Amount:	\$303.75
0716	CSBA	2093	4721		BELLE PLAINE SCHOOL DISTRICT		Check		
				E 20	200 298 938 000 401	VISORS		\$959.40	
	PO#: 17432	Voucher #:	66221	Invoice	Invoice No: 904054602	3/1/2019		Paid Amt:	\$959.40
								Check Amount:	\$959.40
0716	CSBA	2094	5825		BREVARD PRODUCTION		Check		
				E 20	200 298 913 000 401	REGISTRATION FEE		\$250.00	
				E 20	200 298 913 000 401	HOTEL ROOMS		\$9,039.20	
	PO#: 17751	Voucher #:	66226	Invoice	Invoice No: 904	3/1/2019		Paid Amt:	\$9,289.20
								Check Amount:	\$9,289.20
0716	CSBA	2095	2053		RUCKS MEAT		Check		
				E 20	200 298 926 000 401	Sausage for Pancake Breakfast		\$618.45	
	PO#: 17764	Voucher #:	66224	Invoice	Invoice No: 028313	3/1/2019		Paid Amt:	\$618.45
								Check Amount:	\$618.45
0716	CSBA	2096	7268		U-SAVE AUTO RENTAL		Check		
				E 20	200 298 913 000 401	FLORIDA CAR RENTAL		\$2,664.64	
	PO#: 17761	Voucher #:	66225	Invoice	Invoice No: 03242019	3/1/2019		Paid Amt:	\$2,664.64
								Check Amount:	\$2,664.64
0716	CSBA	2097	4721		BELLE PLAINE SCHOOL DISTRICT		Check		
				E 20	200 298 922 000 401	CONCESSIONS - FEB TRANSACTIONS		\$2,191.42	
				E 20	200 298 915 000 401	SH CLUB - SAMS CLUB		\$74.10	
				E 20	200 298 914 000 401	BBB - DOMINOS		\$128.69	
				E 20	200 298 928 000 401	GBB - DOMINOS		\$88.81	
	PO#:	Voucher #:	66358	Invoice	Invoice No: 03052019	3/8/2019		Paid Amt:	\$2,483.02
				E 20	200 298 933 000 401	OAP - NOOK		\$140.00	
				E 20	200 298 921 000 401	CHOIR - STAGE ACCENTS		\$93.00	
				E 20	200 298 926 000 401	FFA - CUB FOODS		\$30.35	
				E 20	200 298 926 000 401	FFA - SAMS CLUB		\$523.72	
				E 20	200 298 926 000 401	FFA - WALMART		\$161.23	
				E 20	200 298 926 000 401	FFA - COBORNS		\$70.08	
				E 20	200 298 926 000 401	FFA - COBORNS		\$12.79	
				E 20	200 298 926 000 401	FFA - COBORNS		\$10.03	
				E 20	200 298 926 000 401	FFA - KWIK TRIP		\$42.84	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	CSBA	2097	4721		BELLE PLAINE SCHOOL DISTRICT		Check		
				E 20	200 298 926 000 401	FFA - WLAGREENS		\$12.94	
				E 20	200 298 926 000 401	FFA - COBORNS		\$27.80	
PO#:	Voucher #:	66359	Invoice	Invoice No:	03052019	3/8/2019	Paid Amt:	\$1,124.78	
			E 20	200 298 914 000 401	BBB - AMAZON		\$147.00		
PO#:	Voucher #:	66361	Invoice	Invoice No:	03052019	3/8/2019	Paid Amt:	\$147.00	
							Check Amount:	\$3,754.80	
0716	CSBA	2098	1197		BRUCE MATHIOWETZ		Check		
				E 20	200 298 926 000 401	Kwik Trip - MILK		\$37.99	
				E 20	200 298 926 000 401	Cards direct- bday cards for members		\$50.00	
PO#: 17770	Voucher #:	66360	Invoice	Invoice No:	03062019	3/8/2019	Paid Amt:	\$87.99	
							Check Amount:	\$87.99	
0716	CSBA	2099	4721		BELLE PLAINE SCHOOL DISTRICT		Check		
				E 20	200 298 936 000 401	REIMBURSE WRESTLING QUALIFIER SHIRT		\$183.84	
PO#: 17755	Voucher #:	66494	Invoice	Invoice No:	904578907	3/20/2019	Paid Amt:	\$183.84	
			E 20	200 298 913 000 401	REIMBURSE BASEBALL CLOTHING		\$1,013.26		
PO#: 17714	Voucher #:	66496	Invoice	Invoice No:	904594537	3/20/2019	Paid Amt:	\$1,013.26	
							Check Amount:	\$1,197.10	
0716	CSBA	2100	1528		GROTH MUSIC		Check		
				E 20	200 298 937 000 401	S/E MUSIC		\$26.94	
PO#: 17845	Voucher #:	66492	Invoice	Invoice No:	2870259	3/20/2019	Paid Amt:	\$26.94	
			E 20	200 298 937 000 401	04474580 - Chamber Music for 3 Woodwinds, v		\$6.29		
PO#: 17862	Voucher #:	66505	Invoice	Invoice No:	2880816	3/20/2019	Paid Amt:	\$6.29	
							Check Amount:	\$33.23	
0716	CSBA	2101	7138		HEGGIES PIZZA		Check		
				E 20	200 298 949 000 401	HEGGIES PIZZA ORDER		\$652.40	
PO#: 17823	Voucher #:	66498	Invoice	Invoice No:	82156	3/20/2019	Paid Amt:	\$652.40	
							Check Amount:	\$652.40	
0716	CSBA	2102	5875		HIGHPOINT CENTER FOR PRINTMAKING		Check		
				E 20	200 298 912 000 401	MONOPRINT CLASS 12/17/18		\$160.00	
				E 20	200 298 912 000 401	EMULSION SCR CLASS 12/20/18		\$250.00	
PO#: 17821	Voucher #:	66495	Invoice	Invoice No:	7194	3/20/2019	Paid Amt:	\$410.00	
							Check Amount:	\$410.00	
0716	CSBA	2103	2027		REGION 2A - MSHSL		Check		
				E 20	200 298 937 000 401	MUSIC CONTEST 4/3/19		\$40.00	
				E 20	200 298 921 000 401	MUSIC CONTEST 4/3/19		\$110.00	
PO#: 17846	Voucher #:	66493	Invoice	Invoice No:	03202019	3/20/2019	Paid Amt:	\$150.00	
							Check Amount:	\$150.00	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	CSBA	2104	6374		WORLDSTRIDES		Check		
				E 20	200 298 949 000 401	PIZZA FUNDRAISER		\$521.60	
		PO#: 17822	Voucher #:	66497	Invoice	Invoice No: 157523		3/20/2019	
								Paid Amt:	\$521.60
								Check Amount:	\$521.60
0716	CSBA	2105	1125		BELLE PLAINE HERALD		Check		
				E 20	200 298 926 000 401	Ad for 3/17 pancake breakfast		\$108.00	
		PO#: 17850	Voucher #:	66552	Invoice	Invoice No: 26756		3/29/2019	
								Paid Amt:	\$108.00
								Check Amount:	\$108.00
0716	CSBA	2106	4721		BELLE PLAINE SCHOOL DISTRICT		Check		
				E 20	200 298 950 000 401	REIMBURSEMENT ROBOTICS SHIRTS		\$568.00	
		PO#: 17783	Voucher #:	66548	Invoice	Invoice No: 40966		3/29/2019	
								Paid Amt:	\$568.00
								Check Amount:	\$568.00
0716	CSBA	2107	7205		KORNDER FARMS BEEF		Check		
				E 20	200 298 926 000 401	Beef sticks for FFA fundraiser		\$130.00	
		PO#: 17871	Voucher #:	66551	Invoice	Invoice No: 03192019		3/29/2019	
								Paid Amt:	\$130.00
								Check Amount:	\$130.00
0716	CSBA	2108	5025		MINNTEX CITRUS, INC.		Check		
				E 20	200 298 926 000 401	Fruit for fundraiser		\$1,661.02	
		PO#: 17872	Voucher #:	66550	Invoice	Invoice No: 11142		3/29/2019	
								Paid Amt:	\$1,661.02
								Check Amount:	\$1,661.02
0716	CSBA	2109	4882		MN FFA ASSOCIATION		Check		
				E 20	200 298 926 000 401	H20 Conference REGISTRATION		\$180.00	
		PO#: 17851	Voucher #:	66553	Invoice	Invoice No: 03152019		3/29/2019	
								Paid Amt:	\$180.00
								Check Amount:	\$180.00
0716	CSBA	2110	6700		TRUE FRIENDS		Check		
				E 20	200 298 926 000 401	Pancake Breakfast		\$3,018.00	
		PO#: 17873	Voucher #:	66549	Invoice	Invoice No: 03272019		3/29/2019	
								Paid Amt:	\$3,018.00
								Check Amount:	\$3,018.00
								Report Total:	\$26,307.58

Belle Plaine Public Schools
April 2019 Electronic Payments Summary

March 2019 PCARD	25,836.62
Payroll 3/20/2019	243,639.04
Payroll 4/5/2019	269,562.84
Other Electronic Payments (See attached report)	402,439.17
Total	\$ 941,477.67

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	1873			MN.TEACHERS RETIRE.ASSOC		Wire		
				B 01 215 004	TEACHER RETIREMENT			\$44,917.12	
PO#:	Voucher #:	66476	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:	\$44,917.12	
							Check Amount:	\$44,917.12	
0716	SBC	1977			PERA		Wire		
				B 01 215 005	PERA			\$11,615.29	
PO#:	Voucher #:	66477	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:	\$11,615.29	
							Check Amount:	\$11,615.29	
0716	SBC	2330			FEDERAL		Wire		
				B 01 215 001	FEDERAL			\$22,621.97	
PO#:	Voucher #:	66478	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:	\$22,621.97	
				B 01 215 003	FICA			\$10,187.24	
PO#:	Voucher #:	66479	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:	\$10,187.24	
				B 01 215 003	FICA			\$43,558.54	
PO#:	Voucher #:	66480	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:	\$43,558.54	
							Check Amount:	\$76,367.75	
0716	SBC	2331			STATE OF MINNESOTA		Wire		
				B 01 215 002	STATE TAX			\$12,362.44	
PO#:	Voucher #:	66481	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:	\$12,362.44	
							Check Amount:	\$12,362.44	
0716	SBC	2735			MII LIFE - VEBA/HSA		Wire		
				B 01 215 038	MFS SERVICE CENTER INC			\$2,207.25	
PO#:	Voucher #:	66482	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:	\$2,207.25	
							Check Amount:	\$2,207.25	
0716	SBC	5579			EDUCATORS BENEFIT CONSULTANTS		Wire		
				B 01 215 035	AMERIEXF BRD SHARE ANNUITY			\$821.31	
				B 01 215 065	IDS			\$1,131.31	
PO#:	Voucher #:	66483	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:	\$1,952.62	
				B 01 215 061	FIDELITY FDS.			\$474.26	
PO#:	Voucher #:	66484	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:	\$474.26	
				B 01 215 053	HORACE MANN INSURANC			\$4,828.71	
PO#:	Voucher #:	66485	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:	\$4,828.71	
				B 01 215 008	ING -ANNUITIES			\$34.00	
PO#:	Voucher #:	66486	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:	\$34.00	
				B 01 215 043	ING ANNUITY			\$108.80	
PO#:	Voucher #:	66487	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:	\$108.80	
				B 01 215 033	MEA ESI BRD SHARE ANNUITY			\$488.71	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	5579			EDUCATORS BENEFIT CONSULTANTS		Wire		
				B 01 215 076	MEA-ESI			\$463.71	
PO#:	Voucher #:	66488	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:		\$952.42
				B 01 215 095	OPPENHEIMER FUNDS			\$9,010.88	
PO#:	Voucher #:	66489	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:		\$9,010.88
				B 01 215 059	LUTHERAN BROTHERHOOD			\$1,918.20	
PO#:	Voucher #:	66490	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:		\$1,918.20
				B 01 215 034	VALIC BRD SHARE ANNUITY			\$117.55	
				B 01 215 042	VALIC ANNUITY CO			\$342.55	
PO#:	Voucher #:	66491	Invoice	Invoice No:	S2019180	3/20/2019	Paid Amt:		\$460.10
							Check Amount:		\$19,739.99
0716	SBC	5194			MN REVENUE		Wire		
				E 01 005 110 000 000 401	February 2019 Sales Tax			\$916.00	
PO#:	Voucher #:	66506	Invoice	Invoice No:	February	3/20/2019	Paid Amt:		\$916.00
							Check Amount:		\$916.00
0716	SBC	1977			PERA		Wire		
				B 01 215 005	PERA			\$2,047.22	
PO#:	Voucher #:	66555	Invoice	Invoice No:	S201918S0	3/29/2019	Paid Amt:		\$2,047.22
							Check Amount:		\$2,047.22
0716	SBC	2330			FEDERAL		Wire		
				B 01 215 001	FEDERAL			\$51.78	
PO#:	Voucher #:	66556	Invoice	Invoice No:	S201918S0	3/29/2019	Paid Amt:		\$51.78
				B 01 215 003	FICA			\$434.50	
PO#:	Voucher #:	66557	Invoice	Invoice No:	S201918S0	3/29/2019	Paid Amt:		\$434.50
				B 01 215 003	FICA			\$1,857.80	
PO#:	Voucher #:	66558	Invoice	Invoice No:	S201918S0	3/29/2019	Paid Amt:		\$1,857.80
							Check Amount:		\$2,344.08
0716	SBC	2331			STATE OF MINNESOTA		Wire		
				B 01 215 002	STATE TAX			\$50.23	
PO#:	Voucher #:	66559	Invoice	Invoice No:	S201918S0	3/29/2019	Paid Amt:		\$50.23
							Check Amount:		\$50.23
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
				E 01 011 810 000 000 440	Oak Crest Gas			\$7,130.10	
PO#:	Voucher #:	66636	Invoice	Invoice No:	7216089-8	3/14/2019	Paid Amt:		\$7,130.10
				E 01 020 810 000 000 440	Fuel-Gas			\$8,387.62	
PO#:	Voucher #:	66637	Invoice	Invoice No:	6024135-3	3/14/2019	Paid Amt:		\$8,387.62
							Check Amount:		\$15,517.72

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	1262			CITY OF BELLE PLAINE		Wire		
			E 01 010 810	000 000 332	Elem Oper & Maint Water/Sewer			\$3.74	
PO#:	Voucher #:	66638	Invoice	Invoice No:	01-00000374-55-7	3/21/2019	Paid Amt:	\$3.74	
			E 01 011 810	000 000 332	Oak Crest Water-sewer			\$33.26	
PO#:	Voucher #:	66639	Invoice	Invoice No:	01-00002265-00-6	3/21/2019	Paid Amt:	\$33.26	
			E 01 030 810	000 000 332	Jr Hi Oper & Maint Water/Sewer			\$190.59	
PO#:	Voucher #:	66640	Invoice	Invoice No:	01-00000352-00-9	3/21/2019	Paid Amt:	\$190.59	
			E 01 011 810	000 000 332	Oak Crest Water-sewer			\$863.53	
PO#:	Voucher #:	66641	Invoice	Invoice No:	01-00002232-00-4	3/21/2019	Paid Amt:	\$863.53	
			E 01 010 810	000 000 332	Elem Oper & Maint Water/Sewer			\$1,551.72	
PO#:	Voucher #:	66642	Invoice	Invoice No:	01-00000374-00-7	3/21/2019	Paid Amt:	\$1,551.72	
			E 01 020 810	000 000 332	HS Oper & Maint Water/Sewer			\$2,057.94	
PO#:	Voucher #:	66643	Invoice	Invoice No:	01-00002187-00-7	3/21/2019	Paid Amt:	\$2,057.94	
							Check Amount:	\$4,700.78	
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
			E 01 010 810	000 000 440	Elem Oper & Maint Fuel-Gas			\$6,219.78	
PO#:	Voucher #:	66644	Invoice	Invoice No:	6024145-2	3/29/2019	Paid Amt:	\$6,219.78	
							Check Amount:	\$6,219.78	
0716	SBC	2800			FURTHER		Wire		
			E 01 010 203	000 000 260	Elem Other Employee Ins			\$141.75	
			E 01 011 203	000 000 260	Oak Crest Other Employee Ins			\$142.90	
			E 01 030 211	000 000 260	Jr High Gen Ed Other Employee Ins			\$23.70	
			E 01 020 211	000 000 260	HS General Flex			\$202.05	
			E 04 005 505	000 321 260	CE Flex Fees			\$15.80	
PO#:	Voucher #:	66645	Invoice	Invoice No:	MARCH 2019	3/22/2019	Paid Amt:	\$526.20	
							Check Amount:	\$526.20	
0716	SBC	1873			MN.TEACHERS RETIRE.ASSOC		Wire		
			B 01 215 004		TEACHER RETIREMENT			\$45,632.26	
PO#:	Voucher #:	66697	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$45,632.26	
							Check Amount:	\$45,632.26	
0716	SBC	1977			PERA		Wire		
			B 01 215 005		PERA			\$13,875.87	
PO#:	Voucher #:	66698	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$13,875.87	
							Check Amount:	\$13,875.87	
0716	SBC	2330			FEDERAL		Wire		
			B 01 215 001		Bryanna sb BRYN			\$123.92	
PO#:	Voucher #:	66675	Invoice	Invoice No:	01312019	4/5/2019	Paid Amt:	\$123.92	

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	2330			FEDERAL		Wire		
				B 01 215 001	FEDERAL			\$23,102.95	
PO#:	Voucher #:	66699	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$23,102.95	
				B 01 215 003	FICA			\$10,719.18	
PO#:	Voucher #:	66700	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$10,719.18	
				B 01 215 003	FICA			\$45,834.84	
PO#:	Voucher #:	66701	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$45,834.84	
								Check Amount:	\$79,780.89
0716	SBC	2331			STATE OF MINNESOTA		Wire		
				B 01 215 002	STATE TAX			\$12,760.08	
PO#:	Voucher #:	66702	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$12,760.08	
								Check Amount:	\$12,760.08
0716	SBC	2735			MII LIFE - VEBA/HSA		Wire		
				B 01 215 038	MFS SERVICE CENTER INC			\$2,207.25	
PO#:	Voucher #:	66703	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$2,207.25	
								Check Amount:	\$2,207.25
0716	SBC	5579			EDUCATORS BENEFIT CONSULTANTS		Wire		
				B 01 215 035	AMERIEXF BRD SHARE ANNUITY			\$816.31	
				B 01 215 065	IDS			\$1,131.31	
PO#:	Voucher #:	66704	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$1,947.62	
				B 01 215 061	FIDELITY FDS.			\$474.26	
PO#:	Voucher #:	66705	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$474.26	
				B 01 215 053	HORACE MANN INSURANC			\$4,628.71	
PO#:	Voucher #:	66706	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$4,628.71	
				B 01 215 008	ING -ANNUITIES			\$34.00	
PO#:	Voucher #:	66707	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$34.00	
				B 01 215 043	ING ANNUITY			\$108.80	
PO#:	Voucher #:	66708	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$108.80	
				B 01 215 033	MEA ESI BRD SHARE ANNUITY			\$238.71	
				B 01 215 076	MEA-ESI			\$463.71	
PO#:	Voucher #:	66709	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$702.42	
				B 01 215 095	OPPENHEIMER FUNDS			\$6,850.88	
PO#:	Voucher #:	66710	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$6,850.88	
				B 01 215 059	LUTHERAN BROTHERHOOD			\$1,918.20	
PO#:	Voucher #:	66711	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$1,918.20	
				B 01 215 034	VALIC BRD SHARE ANNUITY			\$117.55	
				B 01 215 042	VALIC ANNUITY CO			\$342.55	
PO#:	Voucher #:	66712	Invoice	Invoice No:	S2019190	4/5/2019	Paid Amt:	\$460.10	
								Check Amount:	\$17,124.99

Belle Plaine Public Schools Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
			E 01	030 810 000 000 440	Jr Hi Oper & Maint Fuel-Gas			\$2,848.11	
PO#:	Voucher #:	66803	Invoice	Invoice No:	6024226-0	4/5/2019	Paid Amt:	\$2,848.11	
							Check Amount:	\$2,848.11	
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
			E 01	020 810 000 000 440	Fuel-Gas			\$231.32	
PO#:	Voucher #:	66804	Invoice	Invoice No:	6124633-6	4/5/2019	Paid Amt:	\$231.32	
							Check Amount:	\$231.32	
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
			E 01	011 810 000 000 440	Oak Crest Gas			\$153.40	
PO#:	Voucher #:	66805	Invoice	Invoice No:	7216495-7	4/5/2019	Paid Amt:	\$153.40	
							Check Amount:	\$153.40	
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
			E 01	010 810 000 000 440	Elem Oper & Maint Fuel-Gas			\$113.67	
PO#:	Voucher #:	66806	Invoice	Invoice No:	6024140-3	4/5/2019	Paid Amt:	\$113.67	
							Check Amount:	\$113.67	
0716	SBC	3414			CENTERPOINT ENERGY		Wire		
			E 01	020 810 000 000 440	Fuel-Gas			\$6,800.88	
PO#:	Voucher #:	66807	Invoice	Invoice No:	6024135-3	4/8/2019	Paid Amt:	\$6,800.88	
			E 01	010 810 000 000 440	Elem Oper & Maint Fuel-Gas			\$5,881.20	
PO#:	Voucher #:	66808	Invoice	Invoice No:	6024145-2	4/8/2019	Paid Amt:	\$5,881.20	
			E 01	011 810 000 000 440	Oak Crest Gas			\$4,623.61	
PO#:	Voucher #:	66809	Invoice	Invoice No:	7216089-8	4/8/2019	Paid Amt:	\$4,623.61	
							Check Amount:	\$17,305.69	
0716	SBC	2336			XCEL ENERGY		Wire		
			E 01	011 810 000 000 330	OAK CREST			\$4,407.54	
			E 01	020 810 000 000 330	STREET LIGHT			\$0.40	
PO#:	Voucher #:	66811	Invoice	Invoice No:	631448494	4/12/2019	Paid Amt:	\$4,407.94	
							Check Amount:	\$4,407.94	
0716	SBC	2336			XCEL ENERGY		Wire		
			E 01	010 810 000 000 330	CHATFIELD			\$4,817.05	
			E 01	020 810 000 000 330	POLE BY TENNS COURT			\$406.04	
			E 01	030 810 000 000 330	DO			\$858.16	
			E 01	020 810 000 000 330	HS			\$6,077.42	
			E 01	020 294 026 000 330	ATHLETIC FIELD			\$302.63	
			E 01	011 810 000 000 330	UNIT FIRE PUMP			\$13.05	
			E 01	011 810 000 000 330	SOFTBALL COMPLEX			\$14.53	
			E 01	020 810 000 000 330	STREET LIGHT			\$4.41	

Belle Plaine Public Schools

Detail Payment Register By Check No.

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0716	SBC	2336			XCEL ENERGY		Wire
			E 01	020 810 000 000 330	PREVIOUS CREDITS		(\$6,027.44)
	PO#:	Voucher #:	66810	Invoice	Invoice No: 631325511	4/11/2019	Paid Amt: \$6,465.85
							Check Amount: \$6,465.85
							Report Total: \$402,439.17

March 2019 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Belle P Activities	3/1/2019	3/27/2019	Rockler 012	142.20	Dust Collection Hoses
Belle P Activities	3/21/2019	3/27/2019	Opusevent	100.00	CHOIR - State Recordings
Belle Plaine Act	2/28/2019	3/27/2019	Berry Blendz	2,047.50	CONCESSIONS - Smoothies
Belle Plaine Act	3/4/2019	3/27/2019	Apl* Itunes.Com/Bill	85.89	Apple Remote Desktop
Belle Plaine Act	3/4/2019	3/27/2019	Barnes&noble.Com-Bn	18.23	HS Library Books
Belle Plaine Act	3/5/2019	3/27/2019	Barnes&noble.Com-Bn	28.97	HS Library Books
Belle Plaine Act	3/5/2019	3/27/2019	Pizza Plus	37.00	CONCESSIONS - Pizza
Belle Plaine Act	3/5/2019	3/27/2019	Barnes&noble.Com-Bn	200.61	HS Library Books
Belle Plaine Act	3/6/2019	3/27/2019	Suncntry	767.19	BASEBALL - Baggage Fees
Belle Plaine Act	3/8/2019	3/27/2019	Barnes&noble.Com-Bn	(17.02)	Refund Tax
Belle Plaine Act	3/15/2019	3/27/2019	Coborn S Superstore	33.24	TRACK - Treats
Belle Plaine Act	3/20/2019	3/27/2019	Apl* Itunes.Com/Bill	(5.90)	Refund Tax
Belle Plaine High School	3/1/2019	3/27/2019	Coborn S Superstore	44.61	PBIS Celebration - Cocoa, Donuts, M&M's
Belle Plaine High School	3/1/2019	3/27/2019	Bureau Of Education An	259.00	SD19.43 K Graff - Registration (101 Strategies for Strengthening your PE Program)
Belle Plaine High School	3/1/2019	3/27/2019	Bureau Of Education An	259.00	SD19.43 C Young - Registration (101 Strategies for Strengthening your PE Program)
Belle Plaine High School	3/13/2019	3/27/2019	Coborn S Superstore	17.46	Water, Cookies
Belle Plaine Sd	2/28/2019	3/27/2019	Blt*fun And Function	827.79	Weighted Vest, Lap Pads, Cords for Chewies
Belle Plaine Sd	3/1/2019	3/27/2019	Innovative Office Solu	71.35	Staplers, Indexed Sorter
Belle Plaine Sd	3/1/2019	3/27/2019	Coborn S Superstore	21.25	Life Skills Groceries
Belle Plaine Sd	3/6/2019	3/27/2019	Attainment Company, In	197.40	Safety Skills Introductory Kit
Belle Plaine Sd	3/7/2019	3/27/2019	Everyday Speech	(49.99)	Cancelled Subscription
Belle Plaine Sd	3/11/2019	3/27/2019	Handi Medical Supply I	139.40	Mesh Sling
Belle Plaine Sd	3/13/2019	3/27/2019	4md Medical.Com	97.25	Gait Belt
Belle Plaine Sd	3/15/2019	3/27/2019	Estr Publications	88.00	Scoring Booklets
Belle Plaine Sd	3/15/2019	3/27/2019	Marcus Southbridge Box	66.00	Life Skills - Movie Admission
Belle Plaine Sd	3/18/2019	3/27/2019	Innovative Office Solu	32.75	Cardstock, Glue, 3-Hole Punch
Belle Plaine Sd	3/20/2019	3/27/2019	Handi Medical Supply I	139.40	Mesh Sling
Belle Plaine Sd	3/22/2019	3/27/2019	Rehabmart.Com	467.26	Wheelchair Accessible Desk
Belle Plaine Sd	3/22/2019	3/27/2019	Amazon.Com*mw8yx3ev0 A	59.72	Wooden Puzzles
Belle Plaine Sd	3/27/2019	3/27/2019	Minnesota Speech And H	270.00	SD19.46 E Aust - Registration (Mn Speech-Language Hearing Association Convention)
Belle Plaine Sd	3/27/2019	3/27/2019	Minnesota Speech And H	270.00	SD19.46 E Salaba - Registration (Mn Speech-Language Hearing Association Convention)
Belle Plaine Sd	3/27/2019	3/27/2019	Minnesota Speech And H	270.00	SD19.46 J Miller - Registration (Mn Speech-Language Hearing Association Convention)
Chuck Keller	3/4/2019	3/27/2019	Dollartree	110.56	Prizes for Math Night
Chuck Keller	3/18/2019	3/27/2019	Sprint *wireless	45.00	Jet Packs
Jerold Stauffacher	3/1/2019	3/27/2019	Cossetta S	11.72	State Wrestling Meal
Jerold Stauffacher	3/1/2019	3/27/2019	Xcel Energy Center	396.00	State Wrestling Passes - Coaches/Wrestlers/Stats
Jerold Stauffacher	3/1/2019	3/27/2019	Cossetta S	146.37	State Wrestling Meal
Jerold Stauffacher	3/1/2019	3/27/2019	Cossetta S	62.50	State Wrestling Meal
Jerold Stauffacher	3/1/2019	3/27/2019	Jimmy Johns 1746	122.91	State Wrestling Meal
Jerold Stauffacher	3/1/2019	3/27/2019	Cossetta S	176.23	State Wrestling Meal
Jerold Stauffacher	3/1/2019	3/27/2019	Cossetta S	59.07	State Wrestling Meal
Jerold Stauffacher	3/4/2019	3/27/2019	Holiday Inn St Paul Do	592.74	State Wrestling Lodging
Jerold Stauffacher	3/4/2019	3/27/2019	Holiday Inn St Paul Do	560.38	State Wrestling Lodging
Jerold Stauffacher	3/4/2019	3/27/2019	Holiday Inn St Paul Do	622.26	State Wrestling Lodging
Jerold Stauffacher	3/4/2019	3/27/2019	Xcel Energy Center	30.00	State Wrestling Pass
Jerold Stauffacher	3/4/2019	3/27/2019	Holiday Inn St Paul Do	689.82	State Wrestling Lodging
Jerold Stauffacher	3/4/2019	3/27/2019	Holiday Inn St Paul Do	592.74	State Wrestling Lodging
Jerold Stauffacher	3/4/2019	3/27/2019	Culver S Of Bloomi	5.04	State Wrestling Meal
Jerold Stauffacher	3/4/2019	3/27/2019	Culver S Of Bloomi	117.70	State Wrestling Meal
Jerold Stauffacher	3/4/2019	3/27/2019	Holiday Inn St Paul Do	560.38	State Wrestling Lodging
Jerold Stauffacher	3/4/2019	3/27/2019	Holiday Inn St Paul Do	560.38	State Wrestling Lodging
Jerold Stauffacher	3/4/2019	3/27/2019	Holiday Inn St Paul Do	560.38	State Wrestling Lodging
Jerold Stauffacher	3/4/2019	3/27/2019	Xcel Energy Center	60.00	State Wrestling Passes
Kris Davis	3/1/2019	3/27/2019	Amzn Mktp Us*mi1xo2m52	33.98	Buen Viaje! Spanish Teacher Book
Kris Davis	3/4/2019	3/27/2019	Amzn Mktp Us*mi8dp4mj2	22.88	Buen Viaje! Spanish Book

March 2019 Pcard

Card Holder	Transaction Date	Statement Date	Merchant Name	Transaction Amount	Notes
Kris Davis	3/4/2019	3/27/2019	Amzn Mktp Us*mi3a63ms2	16.97	Buen Viaje! Spanish Book
Kris Davis	3/5/2019	3/27/2019	Amzn Mktp Us*mi4202u01	79.00	Headphones
Kris Davis	3/6/2019	3/27/2019	Waste Mgmt Wm Ezipay	960.43	Garbage Service
Kris Davis	3/6/2019	3/27/2019	Amzn Mktp Us*mi5130rn1	134.00	Epson Projector Lamp
Kris Davis	3/6/2019	3/27/2019	Amzn Mktp Us*mi62898t2	335.84	Charging Cords, Quick Charger
Kris Davis	3/6/2019	3/27/2019	Waste Mgmt Wm Ezipay	546.11	Garbage Service
Kris Davis	3/6/2019	3/27/2019	Amzn Mktp Us*mi1534q32	40.47	Charging Cords
Kris Davis	3/6/2019	3/27/2019	Metro Sales Inc.	573.51	Copier Lease/Maintenance
Kris Davis	3/6/2019	3/27/2019	Waste Mgmt Wm Ezipay	489.51	Garbage Service
Kris Davis	3/6/2019	3/27/2019	Waste Mgmt Wm Ezipay	273.12	Garbage Service
Kris Davis	3/7/2019	3/27/2019	Amzn Mktp Us*mi49w7y61	125.46	Projector Assembly
Kris Davis	3/11/2019	3/27/2019	Innovative Office Solu	353.69	HS Office Supplies
Kris Davis	3/15/2019	3/27/2019	Metro Sales Inc.	3,554.63	Copier Lease / Maintenance / PAPER CUT
Kris Davis	3/19/2019	3/27/2019	Amazon.Com*mb3z45ub2	25.93	Speech Books
Kris Davis	3/22/2019	3/27/2019	Genesis - Belle Plaine	330.43	Fuel
Kris Davis	3/25/2019	3/27/2019	Holiday Inn Austin Con	117.52	Lodging - Region V Conference - K Davis
Kris Davis	3/25/2019	3/27/2019	Holiday Inn Austin Con	117.52	Lodging - Region V Conference - A Franck
Kris Davis	3/26/2019	3/27/2019	Vzwrlls*apocc Visb	1,904.85	Cell Phone Usage
Oak Crest Elementary	3/1/2019	3/27/2019	Coborn S Superstore	357.83	Be RED Celebration - Donuts, Juice
Oak Crest Elementary	3/1/2019	3/27/2019	Subway 03164670	115.42	T.I.M.E. Reward - Subway Box Lunches
Oak Crest Elementary	3/4/2019	3/27/2019	Northeast Foundation F	37.40	Elementary Coaching Guide Bundle
Oak Crest Elementary	3/6/2019	3/27/2019	Target Center Arena	666.50	Disney on Ice Tickets
Oak Crest Elementary	3/8/2019	3/27/2019	Bureau Of Education An	269.00	SD19.47 A Goodloe - Registration (Help Young Children with Delays and Behaviors)
Oak Crest Elementary	3/13/2019	3/27/2019	Domino S 7300	74.20	Parent MCA Meeting Pizzas
Oak Crest Elementary	3/15/2019	3/27/2019	Coborn S Superstore	174.42	Backpack Program
Oak Crest Elementary	3/20/2019	3/27/2019	Usps Po 2607300172	26.20	Postage - Milk Moola
Oak Crest Elementary	3/22/2019	3/27/2019	Groth Music	575.06	OC Music Supplies
Oak Crest Elementary	3/22/2019	3/27/2019	Childremsuseumsom	437.00	Kindergarten Field Trip - Admission

Total	25,836.62
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PERSONNEL CONSENSUS ITEMS:

(New Hires, Resignations, Retirements, Terminations, Leave Requests, Assignment Changes)

RETIREMENT/RESIGNATION/RELEASE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Jack Schuneman	Resignation	1.0 FTE Lead Custodian Belle Plaine High School	BPESP	May 31, 2019
Janis Buesgens	Resignation	1.0 FTE Administrative Assistant Oak Crest Elementary	BPESP	May 31, 2019
Liann Hanson	Resignation	1.0 FTE Principal Oak Crest Elementary	Administration	June 30, 2019
Angela Schueren	Resignation	PreSchool Pals Paraprofessional Chatfield Elementary	BPESP	May 23, 2019
Dave Kreft	Resignation	1.0 FTE Principal Belle Plaine High School	Administration	June 30, 2019

LEAVES OF ABSENCE

NAME	STATUS	ASSIGNMENT	GROUP	EFFECTIVE DATE
Dorothy Koller	Approve	1.0 FTE Programming Coordinator Belle Plaine Community Education	Administration	May 8, 2019 - July 10, 2019
Julie Miner	Approve	1.0 FTE PreSchool Pals Teacher Chatfield Elementary	BPEA	April 9, 2019 - April 18, 2019
Martha Hartmann	Approve	Long Term Disability	BPEA	August 2019 - June 2020
Linda Trondson	Approve	Oak Crest Paraprofessional	BPESP	April 22, 2019 - May 30, 2019

HIRES/REHIRES/CONTRACT RENEWALS

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	REASON	GROUP	EFFECTIVE DATE
Kayla Wills	1.0 FTE Speech Language Pathologist Belle Plaine School District	2018-19 \$9,106.95	Addition	BPEA	April 22, 2019

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



Chuck Keller
Business Manager
Jessica Emerson
Student Support Services Director
Mindy Chevalier
Community Ed Director

DATE OF BOARD MEETING: April 22, 2019
 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
03.01.2019	Rotary Club of Belle Plaine	ECFE – In Memory of Carol Lubovich	250.00
03.01.2019	Mary Nesgoda	Food Service – Underfunded Students	50.00
03.08.2019	Jon Thoennes	General Support	32.65
03.08.2019	Theresa Kuhlmann	General Support	48.00
03.15.2019	Chris & Lavonne Moore	ECFE – In Memory of Carol Lubovich	20.00
03.15.2019	Tom Lubovich	ECFE – In Memory of Carol Lubovich	500.00
03.29.2019	Schoeppner & Assoc, PA	General Support	100.00
03.29.2019	Mary Nesgoda	Food Service – Underfunded Students	50.00

**Community Education
City Council Report
Mindy Chevalier
May 2019**

Youth Rec/Youth Enrichment/Drivers Training -

- **Child and Babysitting clinic: May 4th from 8:30am-12:30am - ages 11+**
- **Grandparent and Me Painting Class June 11th - Union Square Park - ages 5-12**
- **Floor Hockey Grades 3-6 has begun with a great first turnout of 16 kids!**
- **Point of Impact Meeting for Drivers Training is Monday, April 15th. Parents and the student should attend and it reduces required practice driving time by 10 hours.**

Preschool/Kids Co/ECFE

- **Preschool registration is open and filling up fast!**
- **I attended the ECFE class Senior Connections on Friday at Kingsway - This was a great experience for both the residents and families involved! The theme was spring and they made bird feeders to hang in the garden at Kingsway!**

Adult Rec/Enrichment

- **Ring The Bell Fitness - Next Session starts May 6th - M/Tu/W/F 5:00am-6:00am**
- **Pickleball at the Belle Plaine Tennis Courts starts May 6th - June 24 on Monday's. 6:30-8:00pm!**
 - **Pickleball Tournament on Saturday, May 18th - Fundraiser for the BPHS Tennis Team**

Outreach & City Programs & Communication

- **Community Conversations Dates Hosted by the Belle Plaine City Council and Staff**
 - **Wednesday, May 15 - Downtown Plaza**
 - **Wednesday, June 5 - Union Square Park**
 - **Wednesday, July 10 - Aquatic Center**
 - **Tuesday, August 6th - National Night Out at Heritage Park**
 - **Wednesday, September 4th - Food Truck Night at the Downtown Plaza**

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

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

April 2019 Board Report

Student Support Services Update
Jessica Emerson

Appreciation

- Thank you Amy Franck for fielding all my questions regarding payroll and providing support for the paraprofessionals MOU for make up time.
- Thank you to Rachel Benson for connecting our students to opportunities in the community to gain work experience.

Acceleration

- Attended the Olmstead Act meeting in St. Paul on March 25, 2019. I attended as a member of the MASE Olmstead work group. Information on the Olmstead Act https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=opc_home
- Continued to attend Child Study, PLC meetings, related services and IEP meetings with special education staff.
- Continued work with the Student Support Team to develop a plan to support Social Emotional Learning (SEL).
- Working on establishing Extended School Year plans.
- Attended RDC and Southwest Directors Meeting on 4/12/19
- Last Due Process Learning Night held on 4/16/19
- Continued planning for the 2019-2020 school year.

Anticipation

- Will be holding the last SEAC meeting of the school year.
- Continued work on Extended School Year planning
- Working on establishing an American Indian Parent Advisory Committee

Board Report
April 22, 2019
Chatfield Elementary
Kimberly DeWitte

Appreciation:

- Thank you to Taher and the custodians for setting up for our Bring Someone Special to School For Breakfast Events. It is wonderful to welcome family and friends of our students into the buildings.
- Thank you to the PTO for sponsoring field trips for the Chatfield students.
- Thank you to Patti Edberg and Ann Woelfel for Administrative Assistant day on April 24th!
- Thank you Melanie McDonald on another great musical performance.
- Thank you to the PTO for all of their support of Chatfield families and students.
- Thank you to Chelsey and Katie, phy. ed. teachers, for starting to organize Field Day for our students. Field Day this year is on May 28th!

Acceleration:

- We are currently in the spring benchmarking season. The schedule has been shared with the teachers and we are looking forward to seeing the progress the students have made throughout the school year on grade level standards.
- Thank you to all of the staff at Chatfield for continuing to focus on learning and growing the whole child!
- Chatfield has been accepted for PBIS training for the 19-20 and 20-21 school years.

Anticipation:

- Jump Into 3rd Grade will be on May 3. The second grade students will go out to Oak Crest from 8:45-10:30.
- Second Grade Field Trip on May 6th
- DARE Walk/Run on May 8th
- All School Morning Meeting on May 10th. We will be honoring our wonderful Para Professionals.
- May 7th-Second Grade Bring Someone Special to Breakfast.
- Teacher Appreciation Week is May 6-10
- Field Day is May 28th.
- Master Gardners will be visiting Chatfield on May 24th to help each grade level plant their gardens.
- Kindergarten music performance on April 26th. Doors open at 1:45 and the performance starts at 2:15.

**Belle Plaine High School
School Board Report
Submitted by Dave Kreft and Mindy Chevalier
April, 2019**

Appreciation:

- We are so fortunate to have an effective team within the school and with local organizations. This was evident as we dealt with the missing student situation. Our local team demonstrated outstanding dedication and flexibility: custodians with searching buildings, technology staff with using our access logs, teaching staff with continuing with instruction, and counselling staff with offering support to our students. We were able to partner with outside agencies to provide the information and resources that they needed as well. I am so pleased to be part of a highly functioning, student-centered team.

Acceleration:

- Our plans for Social-Emotional Learning are becoming clearer for next year. Some actions that have taken place:
 - Staff trained on the connection between SEL and PBIS
 - Crafting a schedule to allow for the “Move this World” videos
 - Analyzing the content of the “Move this World” curriculum
 - Game planning strategies for teachers to be able to preview the activities without sacrificing precious academic preparation time.
 - Making sure that all students receive the SEL information
 - Detailing the staff development that is necessary for seamless, effective implementation as the year begins
- All formal observations are complete! The most powerful part of our observation model is the ongoing feedback. Some of the elements that staff reflect on include:
 - Their progress on their goals from the beginning of the year to the end
 - Their ENVoY experiences
 - Reflections on formal observations
 - Preview into goals for next year
 - Within the learning log there is feedback from administrators

Anticipation:

- Prom is nearly here! The event will take place on May 4th. The Grand March will take place in the South Gym. For the first time the reception and dance will be held at the Belle Plaine Event Center. Our parents volunteers will again be hosting a safe event for our students with the After Prom Party at the Mall of America. Transportation is an option for our students back and forth from MOA.

Plan Year 2019/20

BPEA and Tier I (2080 hours) Staff

Open Network								Ridgeview Network							
	Monthly Premium	Annual Premium	District Contribution	HSA	District Pays	Employee Pays	Per 24 paychecks		Monthly Premium	Annual Premium	District Contributio	HSA	District Pays	Employee Pays	Per 24 paychecks
Low Plan								Low Plan							
Single	709.50	8,514.00	7,140.08	1,350.00	5,790.08	2,723.92	113.50	Single	683.23	8,198.76	7,140.08	1,350.00	5,790.08	2,408.68	100.36
1350	709.50	8,514.00	7,140.08	675.00	6,465.08	2,048.92	85.37	1350	683.23	8,198.76	7,140.08	675.00	6,465.08	1,733.68	72.24
	709.50	8,514.00	7,140.08	-	7,140.08	1,373.92	57.25		683.23	8,198.76	7,140.08	-	7,140.08	1,058.68	44.11
E + 1	1,425.50	17,106.00	11,971.57	2,700.00	9,271.57	7,834.43	326.43	E + 1	1,372.70	16,472.40	11,971.57	2,700.00	9,271.57	7,200.83	300.03
2700	1,425.50	17,106.00	11,971.57	1,350.00	10,621.57	6,484.43	270.18	2700	1,372.70	16,472.40	11,971.57	1,350.00	10,621.57	5,850.83	243.78
	1,425.50	17,106.00	11,971.57	-	11,971.57	5,134.43	213.93		1,372.70	16,472.40	11,971.57	-	11,971.57	4,500.83	187.53
Family	1,914.76	22,977.12	15,484.37	2,700.00	12,784.37	10,192.75	424.70	Family	1,843.85	22,126.20	15,484.37	2,700.00	12,784.37	9,341.83	389.24
2700	1,914.76	22,977.12	15,484.37	1,350.00	14,134.37	8,842.75	368.45	2700	1,843.85	22,126.20	15,484.37	1,350.00	14,134.37	7,991.83	332.99
	1,914.76	22,977.12	15,484.37	-	15,484.37	7,492.75	312.20		1,843.85	22,126.20	15,484.37	-	15,484.37	6,641.83	276.74
Mid Plan								Mid Plan							
Single	670.51	8,046.12	7,140.08	1,850.00	5,290.08	2,756.04	114.84	Single	645.67	7,748.04	7,140.08	1,850.00	5,290.08	2,457.96	102.42
1850	670.51	8,046.12	7,140.08	925.00	6,215.08	1,831.04	76.29	1850	645.67	7,748.04	7,140.08	925.00	6,215.08	1,532.96	63.87
	670.51	8,046.12	7,140.08	-	7,140.08	906.04	37.75		645.67	7,748.04	7,140.08	-	7,140.08	607.96	25.33
E + 1	1,347.49	16,169.88	11,971.57	3,700.00	8,271.57	7,898.31	329.10	E + 1	1,297.59	15,571.08	11,971.57	3,700.00	8,271.57	7,299.51	304.15
3700	1,347.49	16,169.88	11,971.57	1,850.00	10,121.57	6,048.31	252.01	3700	1,297.59	15,571.08	11,971.57	1,850.00	10,121.57	5,449.51	227.06
	1,347.49	16,169.88	11,971.57	-	11,971.57	4,198.31	174.93		1,297.59	15,571.08	11,971.57	-	11,971.57	3,599.51	149.98
Family	1,809.09	21,709.08	15,484.37	3,700.00	11,784.37	9,924.71	413.53	Family	1,742.09	20,905.08	15,484.37	3,700.00	11,784.37	9,120.71	380.03
3700	1,809.09	21,709.08	15,484.37	1,850.00	13,634.37	8,074.71	336.45	3700	1,742.09	20,905.08	15,484.37	1,850.00	13,634.37	7,270.71	302.95
	1,809.09	21,709.08	15,484.37	-	15,484.37	6,224.71	259.36		1,742.09	20,905.08	15,484.37	-	15,484.37	5,420.71	225.86
High Plan								High Plan							
Single	635.28	7,623.36	7,140.08	2,250.00	4,890.08	2,733.28	113.89	Single	611.75	7,341.00	7,140.08	2,250.00	4,890.08	2,450.92	102.12
2250	635.28	7,623.36	7,140.08	1,125.00	6,015.08	1,608.28	67.01	2250	611.75	7,341.00	7,140.08	1,125.00	6,015.08	1,325.92	55.25
	635.28	7,623.36	7,140.08	-	7,140.08	483.28	20.14		611.75	7,341.00	7,140.08	-	7,140.08	200.92	8.37
E + 1	1,274.55	15,294.60	11,971.57	4,500.00	7,471.57	7,823.03	325.96	E + 1	1,227.35	14,728.20	11,971.57	4,500.00	7,471.57	7,256.63	302.36
4500	1,274.55	15,294.60	11,971.57	2,250.00	9,721.57	5,573.03	232.21	4500	1,227.35	14,728.20	11,971.57	2,250.00	9,721.57	5,006.63	208.61
	1,274.55	15,294.60	11,971.57	-	11,971.57	3,323.03	138.46		1,227.35	14,728.20	11,971.57	-	11,971.57	2,756.63	114.86
Family	1,712.21	20,546.52	15,484.37	4,500.00	10,984.37	9,562.15	398.42	Family	1,648.81	19,785.72	15,484.37	4,500.00	10,984.37	8,801.35	366.72
4500	1,712.21	20,546.52	15,484.37	2,250.00	13,234.37	7,312.15	304.67	4500	1,648.81	19,785.72	15,484.37	2,250.00	13,234.37	6,551.35	272.97
	1,712.21	20,546.52	15,484.37	-	15,484.37	5,062.15	210.92		1,648.81	19,785.72	15,484.37	-	15,484.37	4,301.35	179.22

Plan Year 2019/20

Tier II Staff 1560 - 2079 hours

Open Network								Ridgeview Network							
	Monthly Premium	Annual Premium	District Contribution	HSA	District Pays	Employee Pays	Per 18 paychecks		Monthly Premium	Annual Premium	District Contributio	HSA	District Pays	Employee Pays	Per 18 paychecks
Low Plan								Low Plan							
Single	709.50	8,514.00	5,354.28	1,350.00	4,004.28	4,509.72	250.54	Single	683.23	8,198.76	5,354.28	1,350.00	4,004.28	4,194.48	233.03
1350	709.50	8,514.00	5,354.28	675.00	4,679.28	3,834.72	213.04	1350	683.23	8,198.76	5,354.28	675.00	4,679.28	3,519.48	195.53
	709.50	8,514.00	5,354.28	-	5,354.28	3,159.72	175.54		683.23	8,198.76	5,354.28	-	5,354.28	2,844.48	158.03
E + 1	1,425.50	17,106.00	8,979.46	2,700.00	6,279.46	10,826.54	601.47	E + 1	1,372.70	16,472.40	8,979.46	2,700.00	6,279.46	10,192.94	566.27
2700	1,425.50	17,106.00	8,979.46	1,350.00	7,629.46	9,476.54	526.47	2700	1,372.70	16,472.40	8,979.46	1,350.00	7,629.46	8,842.94	491.27
	1,425.50	17,106.00	8,979.46	-	8,979.46	8,126.54	451.47		1,372.70	16,472.40	8,979.46	-	8,979.46	7,492.94	416.27
Family	1,914.76	22,977.12	11,612.75	2,700.00	8,912.75	14,064.37	781.35	Family	1,843.85	22,126.20	11,612.75	2,700.00	8,912.75	13,213.45	734.08
2700	1,914.76	22,977.12	11,612.75	1,350.00	10,262.75	12,714.37	706.35	2700	1,843.85	22,126.20	11,612.75	1,350.00	10,262.75	11,863.45	659.08
	1,914.76	22,977.12	11,612.75	-	11,612.75	11,364.37	631.35		1,843.85	22,126.20	11,612.75	-	11,612.75	10,513.45	584.08
Mid Plan								Mid Plan							
Single	670.51	8,046.12	5,354.28	1,850.00	3,504.28	4,541.84	252.32	Single	645.67	7,748.04	5,354.28	1,850.00	3,504.28	4,243.76	235.76
1850	670.51	8,046.12	5,354.28	925.00	4,429.28	3,616.84	200.94	1850	645.67	7,748.04	5,354.28	925.00	4,429.28	3,318.76	184.38
	670.51	8,046.12	5,354.28	-	5,354.28	2,691.84	149.55		645.67	7,748.04	5,354.28	-	5,354.28	2,393.76	132.99
E + 1	1,347.49	16,169.88	8,979.46	3,700.00	5,279.46	10,890.42	605.02	E + 1	1,297.59	15,571.08	8,979.46	3,700.00	5,279.46	10,291.62	571.76
3700	1,347.49	16,169.88	8,979.46	1,850.00	7,129.46	9,040.42	502.25	3700	1,297.59	15,571.08	8,979.46	1,850.00	7,129.46	8,441.62	468.98
	1,347.49	16,169.88	8,979.46	-	8,979.46	7,190.42	399.47		1,297.59	15,571.08	8,979.46	-	8,979.46	6,591.62	366.20
Family	1,809.09	21,709.08	11,612.75	3,700.00	7,912.75	13,796.33	766.46	Family	1,742.09	20,905.08	11,612.75	3,700.00	7,912.75	12,992.33	721.80
3700	1,809.09	21,709.08	11,612.75	1,850.00	9,762.75	11,946.33	663.69	3700	1,742.09	20,905.08	11,612.75	1,850.00	9,762.75	11,142.33	619.02
	1,809.09	21,709.08	11,612.75	-	11,612.75	10,096.33	560.91		1,742.09	20,905.08	11,612.75	-	11,612.75	9,292.33	516.24
High Plan								High Plan							
Single	635.28	7,623.36	5,354.28	2,250.00	3,104.28	4,519.08	251.06	Single	611.75	7,341.00	5,354.28	2,250.00	3,104.28	4,236.72	235.37
2250	635.28	7,623.36	5,354.28	1,125.00	4,229.28	3,394.08	188.56	2250	611.75	7,341.00	5,354.28	1,125.00	4,229.28	3,111.72	172.87
	635.28	7,623.36	5,354.28	-	5,354.28	2,269.08	126.06		611.75	7,341.00	5,354.28	-	5,354.28	1,986.72	110.37
E + 1	1,274.55	15,294.60	8,979.46	4,500.00	4,479.46	10,815.14	600.84	E + 1	1,227.35	14,728.20	8,979.46	4,500.00	4,479.46	10,248.74	569.37
4500	1,274.55	15,294.60	8,979.46	2,250.00	6,729.46	8,565.14	475.84	4500	1,227.35	14,728.20	8,979.46	2,250.00	6,729.46	7,998.74	444.37
	1,274.55	15,294.60	8,979.46	-	8,979.46	6,315.14	350.84		1,227.35	14,728.20	8,979.46	-	8,979.46	5,748.74	319.37
Family	1,712.21	20,546.52	11,612.75	4,500.00	7,112.75	13,433.77	746.32	Family	1,648.81	19,785.72	11,612.75	4,500.00	7,112.75	12,672.97	704.05
4500	1,712.21	20,546.52	11,612.75	2,250.00	9,362.75	11,183.77	621.32	4500	1,648.81	19,785.72	11,612.75	2,250.00	9,362.75	10,422.97	579.05
	1,712.21	20,546.52	11,612.75	-	11,612.75	8,933.77	496.32		1,648.81	19,785.72	11,612.75	-	11,612.75	8,172.97	454.05

Plan Year 2019/20

Tier IIIa Staff 1000 - 1559 hours

Open Network								Ridgeview Network							
	Monthly Premium	Annual Premium	District Contribution	HSA	District Pays	Employee Pays	Per 18 paychecks		Monthly Premium	Annual Premium	District Contribution	HSA	District Pays	Employee Pays	Per 18 paychecks
Low Plan								Low Plan							
Single	709.50	8,514.00	4,428.04	1,350.00	3,078.04	5,435.96	302.00	Single	683.23	8,198.76	4,428.04	1,350.00	3,078.04	5,120.72	284.48
1350	709.50	8,514.00	4,428.04	675.00	3,753.04	4,760.96	264.50	1350	683.23	8,198.76	4,428.04	675.00	3,753.04	4,445.72	246.98
	709.50	8,514.00	4,428.04	-	4,428.04	4,085.96	227.00		683.23	8,198.76	4,428.04	-	4,428.04	3,770.72	209.48
E + 1	1,425.50	17,106.00	7,423.53	2,700.00	4,723.53	12,382.47	687.92	E + 1	1,372.70	16,472.40	7,423.53	2,700.00	4,723.53	11,748.87	652.72
2700	1,425.50	17,106.00	7,423.53	1,350.00	6,073.53	11,032.47	612.92	2700	1,372.70	16,472.40	7,423.53	1,350.00	6,073.53	10,398.87	577.72
	1,425.50	17,106.00	7,423.53	-	7,423.53	9,682.47	537.92		1,372.70	16,472.40	7,423.53	-	7,423.53	9,048.87	502.72
Family	1,914.76	22,977.12	9,599.05	2,700.00	6,899.05	16,078.07	893.23	Family	1,843.85	22,126.20	9,599.05	2,700.00	6,899.05	15,227.15	845.95
2700	1,914.76	22,977.12	9,599.05	1,350.00	8,249.05	14,728.07	818.23	2700	1,843.85	22,126.20	9,599.05	1,350.00	8,249.05	13,877.15	770.95
	1,914.76	22,977.12	9,599.05	-	9,599.05	13,378.07	743.23		1,843.85	22,126.20	9,599.05	-	9,599.05	12,527.15	695.95
Mid Plan								Mid Plan							
Single	670.51	8,046.12	4,428.04	1,850.00	2,578.04	5,468.08	303.78	Single	645.67	7,748.04	4,428.04	1,850.00	2,578.04	5,170.00	287.22
1850	670.51	8,046.12	4,428.04	925.00	3,503.04	4,543.08	252.39	1850	645.67	7,748.04	4,428.04	925.00	3,503.04	4,245.00	235.83
	670.51	8,046.12	4,428.04	-	4,428.04	3,618.08	201.00		645.67	7,748.04	4,428.04	-	4,428.04	3,320.00	184.44
E + 1	1,347.49	16,169.88	7,423.53	3,700.00	3,723.53	12,446.35	691.46	E + 1	1,297.59	15,571.08	7,423.53	3,700.00	3,723.53	11,847.55	658.20
3700	1,347.49	16,169.88	7,423.53	1,850.00	5,573.53	10,596.35	588.69	3700	1,297.59	15,571.08	7,423.53	1,850.00	5,573.53	9,997.55	555.42
	1,347.49	16,169.88	7,423.53	-	7,423.53	8,746.35	485.91		1,297.59	15,571.08	7,423.53	-	7,423.53	8,147.55	452.64
Family	1,809.09	21,709.08	9,599.05	3,700.00	5,899.05	15,810.03	878.34	Family	1,742.09	20,905.08	9,599.05	3,700.00	5,899.05	15,006.03	833.67
3700	1,809.09	21,709.08	9,599.05	1,850.00	7,749.05	13,960.03	775.56	3700	1,742.09	20,905.08	9,599.05	1,850.00	7,749.05	13,156.03	730.89
	1,809.09	21,709.08	9,599.05	-	9,599.05	12,110.03	672.78		1,742.09	20,905.08	9,599.05	-	9,599.05	11,306.03	628.11
High Plan								High Plan							
Single	635.28	7,623.36	4,428.04	2,250.00	2,178.04	5,445.32	302.52	Single	611.75	7,341.00	4,428.04	2,250.00	2,178.04	5,162.96	286.83
2250	635.28	7,623.36	4,428.04	1,125.00	3,303.04	4,320.32	240.02	2250	611.75	7,341.00	4,428.04	1,125.00	3,303.04	4,037.96	224.33
	635.28	7,623.36	4,428.04	-	4,428.04	3,195.32	177.52		611.75	7,341.00	4,428.04	-	4,428.04	2,912.96	161.83
E + 1	1,274.55	15,294.60	7,423.53	4,500.00	2,923.53	12,371.07	687.28	E + 1	1,227.35	14,728.20	7,423.53	4,500.00	2,923.53	11,804.67	655.82
4500	1,274.55	15,294.60	7,423.53	2,250.00	5,173.53	10,121.07	562.28	4500	1,227.35	14,728.20	7,423.53	2,250.00	5,173.53	9,554.67	530.82
	1,274.55	15,294.60	7,423.53	-	7,423.53	7,871.07	437.28		1,227.35	14,728.20	7,423.53	-	7,423.53	7,304.67	405.82
Family	1,712.21	20,546.52	9,599.05	4,500.00	5,099.05	15,447.47	858.19	Family	1,648.81	19,785.72	9,599.05	4,500.00	5,099.05	14,686.67	815.93
4500	1,712.21	20,546.52	9,599.05	2,250.00	7,349.05	13,197.47	733.19	4500	1,648.81	19,785.72	9,599.05	2,250.00	7,349.05	12,436.67	690.93
	1,712.21	20,546.52	9,599.05	-	9,599.05	10,947.47	608.19		1,648.81	19,785.72	9,599.05	-	9,599.05	10,186.67	565.93

BELLE PLAINE PUBLIC SCHOOLS

	Adopted Budget	Revised Budget
	<u>2018-19</u>	<u>2018-19</u>
Revenues		
General Fund	\$ 16,710,237	\$ 16,435,085
Food Services Fund	\$ 705,000	\$ 685,000
Community Services Fund	\$ 712,181	\$ 717,500
Construction Fund	\$ -	\$ -
Debt Redemption Fund	\$ 3,919,271	\$ 3,919,271
Totals All Funds	\$ 22,046,689	\$ 21,756,856
Expenditures		
General Fund	\$ 16,623,991	\$ 16,325,140
Food Services Fund	\$ 700,000	\$ 685,000
Community Services Fund	\$ 713,535	\$ 726,854
Construction Fund	\$ 465,572	\$ 465,572
Debt Redemption Fund	\$ 6,876,021	\$ 6,955,000
Totals All Funds	\$ 25,379,119	\$ 25,157,565

BELLE PLAINE PUBLIC SCHOOLS

	Adopted Budget	Revised Budget
	<u>2018-19</u>	<u>2018-19</u>
Revenues		
General Fund	\$ 16,710,237	\$ 16,453,085
Construction Fund (LTFM)	\$ -	\$ -
Debt Redemption Fund	\$ 3,919,271	\$ 3,919,271
Totals All Funds	\$ 20,629,508	\$ 20,372,356
Expenditures		
General Fund	\$ 16,623,991	\$ 16,317,142
Construction Fund (LTFM)	\$ 465,572	\$ 465,572
Debt Redemption Fund	\$ 6,876,021	\$ 6,955,000
Totals All Funds	\$ 23,965,584	\$ 23,737,714

**BELLE PLAINE PUBLIC SCHOOLS - ISD 716
GENERAL FUND REVENUE & EXPENDITURES BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2019**

YTD March 2019

Full Year 75.00%
School Year 77.78%

REVENUE

REVENUE CATEGORIES	Actual YE 2016-17	Actual YE 2017-18	Adopted Budget 2018-19	Revised Budget 2018-19	Change	Percent Change	Received 2019 YTD	Budget Remaining	Current Year % of Budget Received
STATE	14,018,217	14,278,825	14,514,672	14,077,948	(436,724)	-3.10%	9,296,924	4,781,024	66.04%
FEDERAL	323,123	344,945	368,460	422,349	53,889	12.76%	175,046	247,303	41.45%
LEVY	1,646,362	1,804,845	1,348,658	1,354,314	5,656	0.42%	540,785	813,529	39.93%
TUITION	14,274	5,082	3,200	5,000	1,800	36.00%	-	5,000	0.00%
LOCAL (FEES, INTEREST, ETC.)	492,494	699,097	475,247	593,475	118,227	19.92%	558,101	35,373	94.04%
TOTALS	16,494,469	17,132,794	16,710,238	16,453,086	(257,152)	-1.54%	10,570,856	5,882,230	64.25%

EXPENDITURES - BY OBJECT

OBJECT SERIES	Actual YE 2016-17	Actual YE 2017-18	Adopted Budget 2018-19	Revised Budget 2018-19	Change	Percent Change	Total Expenses 2019 YTD	Budget Remaining	Current Year % of Budget Expended
SALARIES & WAGES	9,034,155	8,663,318	9,012,438	8,866,757	(145,680)	-1.64%	5,521,932	3,344,826	62.28%
EMPLOYEE BENEFITS	3,029,806	2,966,659	3,156,219	3,168,219	12,000	0.38%	2,106,109	1,062,110	66.48%
PURCHASED SERVICES	2,423,899	2,536,642	2,544,553	2,616,939	72,385	2.77%	1,723,599	893,340	65.86%
SUPPLIES	750,540	766,628	808,173	879,253	71,080	8.08%	681,116	198,137	77.47%
EQUIPMENT EXPENDITURES	590,782	861,642	587,307	768,095	180,788	23.54%	580,205	187,891	75.54%
DEBT SERVICE	819	-	-	-	-	0.00%	-	-	0.00%
OTHER EXPENDITURES	535,719	82,236	515,301	17,879	(497,422)	-2782.14%	48,150	(30,271)	269.31%
TOTALS	16,365,720	15,877,124	16,623,991	16,317,142	(306,849)	-1.85%	10,661,112	5,656,031	65.34%

**BELLE PLAINE PUBLIC SCHOOLS - ISD 716
ADOPTED BUDGET
FOR THE FISCAL YEAR ENDING JUNE 30, 2019**

Fund	Balance July 1	Revenues	Expenditures	Projected Balance June 30,
	2018			2019
General				
Unreserved	1,853,250	15,258,790	15,093,268	2,018,771
Reserved (Committed)				13.38%
Student Activities (Committed)	117,879	0	0	117,879
Severance (Committed)	81,607	0	0	81,607
Learning & Development	0	371,407	371,407	0
Basic Skills	(0)	216,244	216,244	(0)
Operating Capital	688,795	381,956	432,630	638,121
Safe Schools	25,173	62,367	87,540	0
MA Billing	105,848	65,000	36,500	134,348
LTFM	402,728	24,525	0	427,253
Gifted & Talented	0	22,798	22,798	0
Staff Development	55,328	50,000	56,756	48,572
Total Reserved	<u>1,477,358</u>	<u>1,194,296</u>	<u>1,223,874</u>	<u>1,447,780</u>
Total General	<u><u>3,330,608</u></u>	<u><u>16,453,086</u></u>	<u><u>16,317,142</u></u>	<u><u>3,466,551</u></u>
Construction (LTFM)	991,454	0	465,572	525,882
Debt Redemption	3,579,740	3,919,271	6,955,000	544,011

Projected Fund Balance

June 30, 2019

<u>General Fund</u>	<u>June 30, 2017</u>	<u>June 30, 2018</u>	<u>Revised Budget June 30, 2019</u>	<u>Net Change vs. FY18</u>
Total Nonspendable	\$20,250	\$0	\$20,000	\$20,000
Unassigned				
Unreserved/Undesignated	\$1,245,388	\$1,761,398	\$1,872,595	\$111,197
Ipad Insurance Account	(\$7,268)	\$18,069	\$24,406	\$6,337
Chatfield Special Account	\$23,537	\$25,080	\$29,959	\$4,879
Oak Crest Special Account	\$20,989	\$64,018	\$71,811	\$7,793
Health & Safety	(\$37,842)	(\$37,842)	\$0	\$37,842
Total Unassigned	\$1,244,804	\$1,830,723	\$1,998,771	\$168,048
Total Unassigned and Nonspendable	\$1,265,054	\$1,830,723	\$2,018,771	\$188,048
Committed				
Student Activities	\$159,880	\$117,879	\$117,879	\$0
Severance	\$81,607	\$81,607	\$81,607	\$0
Total Committed	\$241,487	\$199,486	\$199,486	\$0
Reserved				
Staff Development	\$16,616	\$55,328	\$48,572	(\$6,756)
Achievement/Integration	\$0	\$22,527	\$0	(\$22,527)
Safe Schools	\$0	\$25,173	\$0	(\$25,173)
Long-Term Facilities Maintenance	\$67,101	\$402,728	\$427,253	\$24,525
Operating Capital (facilities & equipment)	\$456,233	\$688,795	\$638,121	(\$50,674)
Medical Assistance	\$45,652	\$105,848	\$134,348	\$28,500
Total Reserved	\$585,602	\$1,300,398	\$1,248,294	(\$52,104)
Total General Fund	\$2,092,143	\$3,330,607	\$3,466,551	\$135,944
Total Construction Fund (LTFM Bonds)	\$0	\$991,454	\$525,882	(\$465,572)
Debt Service	\$3,619,164	\$3,579,740	\$544,011	(\$3,035,729)

18/19 Operating Capital

RESERVE 07/01/2018 \$688,795.04

	Budget FY19	Fin Code	Projects	2019 Budget Amount	2019 Revised Budget Amount	Acct Code
REVENUES:						
Operating Cap. Aid	\$268,523	302	Property Taxes/Special Assessments	\$13,608	\$13,689	01-005-850-000-302-896
Operating Cap Levy	-\$2,441	302	Lease Levy	\$15,419	\$9,404	01-005-850-000-302-370
Lease Levy	\$9,404	302	Textbooks/Software- Instructional	\$0	\$0	01-xxx-630-000-302-406
Donation For Trailer	\$5,000	302	Textbooks/Software- Non-Instructional	\$0	\$0	01-005-108-000-302-405
Equipment Sale	\$101,470		Activities	\$15,000	\$113,710	01-020-292-000-302-530
Total levy/aid	<u>\$381,956</u>		Technology Equipment	\$52,713	\$117,738	01-005-630-000-302-555
			Chatfield Music Equip	\$500	\$500	01-010-258-000-302-530
Operating Capital Revenues	\$381,956		Oak Crest Music Equip	\$2,000	\$2,000	01-011-258-000-302-530
Operating Capital Exp. Budget	\$432,630		H.S. Music Equipment	\$3,500	\$3,500	01-020-258-000-302-530
Remaining	-\$50,674		Site/Grounds Equipment	\$58,600	\$70,008	01-005-850-000-302-530
			Chatfield Library Books	\$1,500	\$1,500	01-010-620-000-302-470
			Oak Crest Library Books	\$1,500	\$1,500	01-011-620-000-302-470
			ESG- Deferred Maintenance- Lease	\$99,081	\$99,081	01-010-850-000-302-580
			Total Obligations	<u>\$263,421</u>	<u>\$432,630</u>	

ENDING RESERVE 06/30/2019 \$638,121.00

2018-19 Activities Capital Budget

Description	Adopted Budget	Revised Budget	Actual	
Batting Cages- Replace existing in North Gym	15,000.00	15,000.00		
Activity Bus		53,728.20	53,728.20	Transportation
Enclosed Trailer		4,959.18	4,959.18	Donation of \$5,000
Football Scoreboard		28,672.00	28,672.00	
Softball Scoreboard		11,351.00	11,351.00	
Total	15,000.00	113,710.38	98,710.38	

2018-19 Technology Capital Budget

(2018-2019 School Year) Staff	Adopted Budget	Revised Budget	Actual	
Ashley Jans (look into vintage)	1,300	1,300		
Julie Miner*	1,300	1,300		
Stephanie Baima	1,300	1,300		
Jackie Braun	1,300	1,300		
Erin Salaba	1,300	1,300		
Emily Berg*	1,300	1,300		
Megan Doebbling*	1,300	1,300		
Amy Fahey*	1,300	1,300		
Sam Schroers*	1,300	1,300		
Steve Schroeder*	1,300	1,300		
Melanie McDonald	1,300	1,300		
Dorothy Saulsbury	1,300	1,300		
Kevin Robinson	1,300	1,300		
Jack Gernbacher	1,300	1,300		
Rachel Benson	1,300	1,300		
Kami Miller*	1,300	1,300		
Cindy Hoffmann*	1,300	1,300		
Sarah Vycital*	1,300	1,300		
Jeanine Kruschke	1,300	1,300	19,780.00	
Kris Davis	1,300	1,300	2,339.97	
	26,000	26,000	22,119.97	01-005-630-000-302-556
Apple TV's (20 @ \$179)	3,580	3,580	3,580.00	01-005-108-000-302-555
Classroom Projectors	13,000	13,000	12,521.10	01-005-108-000-302-555
Other TBD	10,133	10,133		01-005-108-000-302-555
Jaguar Phone System		28,284	28,284.29	01-005-108-000-302-555 From 2017-18
Implementation of new switches/equipment		14,706	14,706.35	01-005-108-000-000-305 From 2017-18
Netwrok Cabeling		22,034	22,034.48	01-005-108-000-000-305 From 2017-18
Total	52,713.00	117,738.12	103,246.19	

Belle Plaine Public Schools
LTFM Plan for 2018-19

Location	Item	Description	Reason	Age Built	LTFM Budget	LTFM Actual	Capital Budget	Capital Actual	Acct Code
Outdoor	Re-seeding/grading	Practice football field	wind eroded- unplayable		60,000				01-005-865-000-384-350
Outdoor	Grounds	Grounds work at buildings	Misc. repairs/enhancements to better outside grounds		20,000				01-005-865-000-384-350
Outdoor	Parking Lot Sealed	Stadium parking lot	chip sealed crack filled	2007	21,000	17,506	400		01-005-865-000-384-350
Outdoor	Irrigation	Nelson Water Train Overland Irrigator w/S HP Booster Pump	500 L.F. 1 1/2" hose- replacement of existing hose	2007					01-005-865-000-381-350
Outdoor	Tractor	John Deere 1435 Series II w/Cozy Cab	72" mower deck, 47" snow blower, 60" rotary brush, 54" bush blade-	2012			21,000	21,000	01-005-810-000-302-530
DW	Misc.	Misc.	Repairs thruout school year		80,027	9,879			01-005-865-000-384-350
DW	File Storage	Converting student files to electronic	Storage is full and getting damaged		15,000	14,053	19,188	19,188	01-005-865-000-384-350
DW	Building Signage	Block signage for school building entrances	Repair and maintenance of existing		125,845	130,500			01-xxx-865-000-384-350
DW	Health and Safety	Health and Safety	Additional H&S- Fire Safety, Safety Management, Inspections etc				4,000	2,852	01-020-810-000-302-520
JH/SH	School Store	School Store	Renovate space for a school store, equipment						01-020-810-000-302-520
JH/SH	North Gym	Closing off the stage	Not being used, safety, kids playing on/around, utilize space in a different manner		5,000				01-020-865-000-379-350
JH/SH	Carpet	Band, # 418, #416, #408	Existing carpet has large runs. Tripping hazard	2000	15,000	17,632			01-020-865-000-379-350
JH/SH	Roofs	Roof Bay C	8,880 sq. ft.- Fully adhered	1990	72,000	70,200			01-020-865-000-383-350
Oak Crest	Emulsion Seal	O. C. south / Playground	Safety	2006	12,000	13,051			01-011-865-000-384-350
Oak Crest	Playground Fence	add 4' fence along bus lane	Potential hazard		5,400				01-011-865-000-369-350
Oak Crest	Rest Rooms	Replacement of stall walls	Damaged	2006	3,000				01-011-865-000-369-350
Oak Crest	Equipment	Replacement of floor scrubber	Too costly to repair	2000			11,220	11,220	01-011-850-000-302-530
Chatfield	Carpet	Music and rm #13	2 rm's large runs - 4 with small area, runs all trip hazards	2010	8,500	5,778			01-010-865-000-379-350
Chatfield	Roof Top Ducting	ext. insulation wrapping	1/2 repaired 2016, 1/2 remaining	2010	20,000				01-010-865-000-383-350
Chatfield	Lunch Rm Tables	12 portable bench style tables	Existing are worn out.	1994			13,300	13,194	01-010-810-000-302-530
Chatfield	Room Numbers	Install new room numbers	New room numbering for 911 system	1966	2,800		900		02-005-770-000-701-401
Chatfield	Hand Sink	Hand Sink in Kitchen	Hand sink is needed as required by the Department of Health						
Totals					\$ 465,572	\$ 278,598	\$ 70,008	\$ 67,454	

Member Lenz introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF KALLEN KNOTT, A
PROBATIONARY TEACHER

WHEREAS, Kallen Knott is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Kallen Knott, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2018-2019 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION
AND NON-RENEWAL

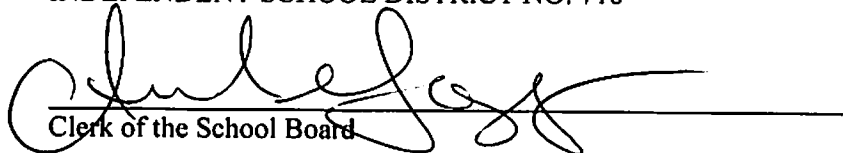
Ms. Kallen Knott

Dear Ms. Knott:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on April 22, 2019, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2019 - 2020 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 716


Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by
O'Brien and upon vote being taken thereon, the

following voted in favor thereof: **Morrison, Gregory, Keup, Lenz, O'Brien, Kahle**

and the following voted against the same: **N/A**

whereupon said resolution was declared duly passed and adopted.

Member Keup introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF ANNA WALTERS, A
PROBATIONARY TEACHER

WHEREAS, Anna Walters is a probationary teacher in Independent School District No. 716.

BE IT RESOLVED by the School Board of Independent School District No. 716 that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Anna Walters, a probationary teacher in Independent School District No. 716, is hereby terminated at the close of the current 2018-2019 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION
AND NON-RENEWAL

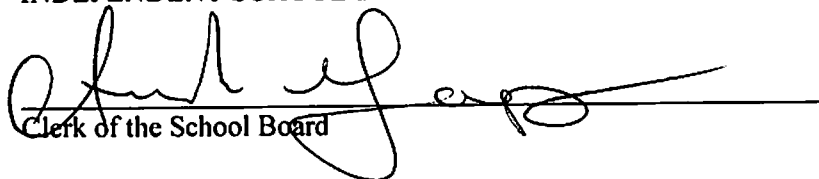
Ms. Anna Walters

Dear Ms. Walters:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 716 held on April 22, 2019, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2019 - 2020 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 716


Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by

Gregory

and upon vote being taken thereon, the

following voted in favor thereof: Morrison, Gregory, Keup, O'Brien, Kahle, Lenz

and the following voted against the same: N/A

whereupon said resolution was declared duly passed and adopted.

1st Reading: 3/27/2006

2nd Reading: 4/24/2006

Approved: 5/22/2006

Reviewed: 11/26/2012, 10/28/2013, 9/22/2014, 11/28/2017

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 7917 of the federal 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 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 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, 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. Redisclosure Not Prohibited

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

C. Classification of Disclosed Data

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

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a 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 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.* (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 “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)

PUBLIC NOTICE

Independent School District No. 716 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with

whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a “legitimate educational interest” if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g, and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

- [optional]* g. That the parent or eligible student has a right to obtain a copy of the school district’s policy regarding the protection and privacy of pupil records; and

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

- [optional]* 2. Independent School District No. 716 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- a. It classifies records as public, private or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
 4. Pursuant to applicable law, Independent School District No. 716 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number ("ID") if the ID may be used to access education records without the use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position or nationality.

- a. **THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY**

DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.

- b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**
 - c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E. SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**
 - (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
 - (2) HOME ADDRESS;**
 - (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;**
 - (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
 - (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.**
5. Pursuant to applicable law, Independent School District No. 716 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, *[DESIGNATE TITLE OF INDIVIDUAL, I.E. BUILDING PRINCIPAL]*, BY *[INSERT DATE]* EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
- (2) HOME ADDRESS;**
- (3) STUDENT'S GRADE LEVEL;**
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;**
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;**
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.**

INDEPENDENT SCHOOL DISTRICT NO. 716
BELLE PLAINE, MINNESOTA

Dated: _____

Chair

**JUVENILE JUSTICE SYSTEM
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

DATE/TIME OF REQUEST: _____

TO: _____
(Superintendent of school district or chief administrative officer of school)

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

- _____ Juvenile delinquency investigation/prosecution
- _____ Child protection assessment/investigation
- _____ Investigation/filing of CHIPS or delinquency petition

REASON FOR REQUEST: (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

RESPONSE TO REQUEST:

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

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

Indicate whether you have data that document the student's:

- _____ Use of a controlled substance, alcohol, or tobacco _____
- _____ Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8 _____

_____ Possession or use of weapons or look-alike weapons _____
_____ Theft _____
_____ Vandalism and damage to property _____

CERTIFICATION: The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

Signature/Title

PUBLIC NOTICE

Independent School District No. _____ gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with

whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a “legitimate educational interest” if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 20 U.S.C. § 7917, part of the federal ~~No Child Left Behind~~ Every Student Succeeds Act *[insert the following bracketed phrase if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* [and data regarding a student’s history of violent behavior,] and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202

[optional]

- g. That the parent or eligible student has a right to obtain a copy of the school district’s policy regarding the protection and privacy of pupil records; and

[optional]

- h. That copies of the school district’s policy regarding the protection and privacy of school records are located at _____ *[insert location]*.

[optional]

2. Independent School District No. _____ has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
 - a. It classifies records as public, private, or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. _____ gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

[Note: The definition of directory information is found on page 515-2 of the school district's policy. 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 include 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. A school district also may specify in this section 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.]

- a. **THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**

- b. **SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**

- c. **IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**
 - (1) **NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
 - (2) **HOME ADDRESS;**
 - (3) **SCHOOL PRESENTLY ATTENDED BY STUDENT;**

- (4) **PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (5) **SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.**

5. Pursuant to applicable law, Independent School District No. _____ hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, *[DESIGNATE TITLE OF INDIVIDUAL, I.E., BUILDING PRINCIPAL]*, BY *[INSERT DATE]* EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) **NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
- (2) **HOME ADDRESS;**
- (3) **STUDENT'S GRADE LEVEL;**
- (4) **SCHOOL PRESENTLY ATTENDED BY STUDENT;**
- (5) **PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (6) **SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY**

RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;

- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.**

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

INDEPENDENT SCHOOL DISTRICT NO. _____
_____, MINNESOTA

Dated: _____

Chair

[Note: The use of this form requesting information about specific activities or behavior is mandated by statute. In addition, the school district is required to maintain such requests and a record of any release in the student's file.]

**JUVENILE JUSTICE SYSTEM
REQUEST FOR INFORMATION**

Family Educational Rights and Privacy Act
Minnesota Government Data Practices Act, Minn. Stat. § 13.32, Subds. 3(i) and 8(b)

DATE/TIME OF REQUEST: _____

TO: _____
(Superintendent of school district or chief administrative officer of school)

FROM: _____
(Requester's name/agency)

STUDENT: _____

BASIS FOR REQUEST:

- _____ Juvenile delinquency investigation/prosecution
- _____ Child protection assessment/investigation
- _____ Investigation/filing of CHIPS or delinquency petition

REASON FOR REQUEST: (Requester must describe why information regarding existence of the data marked below is necessary to effectively serve the student)

RESPONSE TO REQUEST:

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

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

Indicate whether you have data that document the student's:

_____	Use of a controlled substance, alcohol, or tobacco	_____
_____	Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8	_____
_____	Possession or use of weapons or look-alike weapons	_____
_____	Theft	_____
_____	Vandalism and damage to property	_____

CERTIFICATION: The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

Signature/Title

[Note: A principal or chief administrative officer of a school who receives such a request to disclose information about a student to the juvenile justice system shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student's parent or guardian notifies the principal or chief administrative officer within ten (10) days of receiving the certified notice that the parent or guardian objects to the disclosure, the principal or chief administrative officer must not disclose the information. The principal or chief administrative officer 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 principal or chief administrative officer must respond to the data request.]

1st Reading: 03/26/2007

2nd Reading: 04/23/2007

Approved: 05/22/2007

Reviewed: 10/28/2013, 08/22/2016

520 STUDENT SURVEYS

I. PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy

Act) and 34 C.F.R. Part 99.

- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - 1. political affiliations or beliefs of the student or the student's parent;
 - 2. mental and psychological problems of the student or the student's family;
 - 3. sex behavior or attitudes;
 - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 - 5. critical appraisals of other individuals with whom respondents have close family relationships;
 - 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
 - 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.
 - 1. The following policies are to be adopted in consultation with parents:
 - a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is

administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

"Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).
- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

(1) "Personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

(2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for

the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

- (a) college or other postsecondary education recruitment or military;
 - (b) book clubs, magazines, and programs providing access to low cost literary products;
 - (c) curriculum and instructional materials used by elementary and secondary schools;
 - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.
- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
- a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
 - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the

purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

- (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
- (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

- c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
- d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information;
Parent Notice and Opportunity for Opting Out)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d
309 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d 1197 (9th Cir. 2005)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil
Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 520

Orig. 1995

Revised: _____

Rev. ~~2003~~ 2016

520 STUDENT SURVEYS

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

I. PURPOSE

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally

identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
1. political affiliations or beliefs of the student or the student's parent;
 2. mental and psychological problems of the student or the student's family;
 3. sex behavior or attitudes;
 4. illegal, antisocial, self-incriminating, or demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).

e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that

information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

- (1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
 - (a) college or other post-secondary education recruitment or military;
 - (b) book clubs, magazines, and programs providing access to low cost literary products;
 - (c) curriculum and instructional materials used by elementary and secondary schools;
 - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.
- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable

access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.

a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

b. The notice will provide parents with an opportunity to opt out of participation in the following activities:

(1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

(2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.

(3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.

d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations

or screenings that are permitted without parental notification.

V. NOTICE

- ~~D~~ **A.** The school district ~~shall~~ **must** give parents and students notice of ~~their rights under this section~~ **policy at the beginning of each school year and after making substantive changes to this policy.**
- B.** **The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.**
- C.** **The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.**

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

PUBLIC NOTICE

Independent School District No. 716 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district and students currently in attendance in the school district, of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students and students are hereby informed that they have the following rights:
 - a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
 - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - (1) political affiliations or beliefs of the student or the student's parent;
 - (2) mental and psychological problems of the student or the student's family;
 - (3) sex behavior or attitudes;
 - (4) illegal, antisocial, self-incriminating, or demeaning behavior;
 - (5) critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - (7) religious practices, affiliations, or beliefs of the student or the student's parent; or
 - (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
 - c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

- (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- d. This notice does not preempt applicable state law that may require parental notification.
 - e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
 - f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
 - g. The school district will directly notify parents and eligible students, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
 - (1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
 - (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
 - (3) Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

INDEPENDENT SCHOOL DISTRICT NO. 716
BELLE PLAINE, MINNESOTA

Dated: _____

Chair

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **[name of school district or school]** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental and psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s parent; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical examinations and screenings.

Following is a schedule of activities requiring parental notification and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law.

Date:

Grades: [see sample activity notices attached]

Activity:

Summary:

Consent or Opt-out: [or both depending on situation]

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to **[school official, address]**. **[School official]** will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I [parent’s name] give my consent for [child’s name] to take [survey] on [date] .

Parent’s signature

Please return this form no later than [insert date] to [name of school official and mailing address].

EXAMPLES OF ACTIVITIES

Date: On or about October 15, 2010
Grades: Five and Six
Activity: ABC Survey of At-Risk Behaviors
Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parent and children, and use of alcohol and drugs at home.

Consent [for U.S. Department of Education funded, protected information surveys only]: A parent must sign and return the attached consent form no later than **[insert return date]** so that your child may participate in this survey.

Opt-out [for any non-U.S. Department of Education funded protected information survey]: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

Date: November 22-24, 2010
Grades: One through Six
Activity: Flu Shots
Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

Opt-out: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

Below is an example dealing with the collection, use, and distribution of personal information for student-based commercial services.

[Limited to personal information designated as “directory information”]

Date: 2010-2011 School Year
Grades: Nine through Twelve
Activity: Student-Based Commercial Services
Summary: **[School]** collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Opt-out: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

[Note: This information – names, addresses, and telephone listings – may be designated and disclosed as “directory information” under the school district’s student records policy. Instead of using this Model Notice format, schools may meet PPRA notice requirements for specific marketing activities that involve only designated “directory information” by allowing parents to opt out of “directory information” at the start of each school year, which would include all marketing activities.]

[Note: This notice may be given separately or included with the Public Notice in Policy 515.]

PUBLIC NOTICE

Independent School District No. ___ gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students, and students are hereby informed that they have the following rights:
 - a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
 - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - (1) political affiliations or beliefs of the student or the student's parent;
 - (2) mental and psychological problems of the student or the student's family;
 - (3) sex behavior or attitudes;
 - (4) illegal, antisocial, self-incriminating, or demeaning behavior;
 - (5) critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - (7) religious practices, affiliations, or beliefs of the student or the student's parent; or
 - (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

- c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- d. This notice does not preempt applicable state law that may require parental notification.
- e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
- f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
- g. The school district will directly notify parents and eligible students, at least annually at the start of each school year; or, if scheduled thereafter, parents will be provided with reasonable notice of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
 - (1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
 - (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
 - (3) Any nonemergency, invasive physical examination or screening as described above.

[See consent/opt-out for specific activities attached hereto.]

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

INDEPENDENT SCHOOL DISTRICT NO. ____
_____, MINNESOTA

Dated: _____

Chair

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **[name of school district or school]** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental and psychological problems of the student or the student’s family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student’s parent; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical examinations and screenings.

Following is a schedule of activities requiring parental notification and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law.

Date:

Grades: [see sample activity notices attached]

Activity:

Summary:

Consent or Opt-out: [or both depending on situation]

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to **[school official, address]**. **[School official]** will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

I [parent’s name] give my consent for [child’s name] to take [survey] on [date] .

Parent’s signature

Please return this form no later than [insert date] to [name of school official and mailing address].

EXAMPLES OF ACTIVITIES

Date: On or about October 15, 2010
Grades: Five and Six
Activity: ABC Survey of At-Risk Behaviors
Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family make-up, the relationship between parent and children, and use of alcohol and drugs at home.

Consent [for U.S. Department of Education funded, protected information surveys only]: A parent must sign and return the attached consent form no later than **[insert return date]** so that your child may participate in this survey.

Opt-out [for any non-U.S. Department of Education funded protected information survey]: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

Date: November 22-24, 2010
Grades: One through Six
Activity: Flu Shots
Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

Opt-out: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

Below is an example dealing with the collection, use, and distribution of personal information for student-based commercial services.

[Limited to personal information designated as “directory information”]

Date: 2010-2011 School Year
Grades: Nine through Twelve
Activity: Student-Based Commercial Services
Summary: **[School]** collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, and telephone listings. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

Opt-out: Contact **[school official]** at **[telephone number, email, address, etc.]** no later than **[date]** if you do not want your child to participate in this activity.

[Note: This information – names, addresses, and telephone listings – may be designated and disclosed as “directory information” under the school district’s student records policy.

Instead of using this Model Notice format, schools *may* meet PPRA notice requirements for specific marketing activities that involve only designated “directory information” by allowing parents to opt out of “directory information” at the start of each school year, which would include all marketing activities.]

1st Reading: 04/24/2006

2nd Reading: 05/22/2006

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524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

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

passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

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

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

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

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

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

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

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

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

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

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

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

XIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parent, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 999 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: _____

MSBA/MASA Model Policy 524

Orig. 1996

Revised: _____

Rev. 2014

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

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

I. PURPOSE

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II. GENERAL STATEMENT OF POLICY

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IV. USE OF SYSTEM IS A PRIVILEGE

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

employment; or civil or criminal liability under other applicable laws.

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 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information

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

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

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

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or

another individual on social networks, including, but not limited to, social networks such as “MySpace” and “Facebook.”

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet

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

VI. FILTER

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

ALTERNATIVE NO. 1

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

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

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

ALTERNATIVE NO. 2

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

- A. All school district computers with Internet access and available for student use will be equipped to restrict, by use of available software filtering technology or

other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

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

ALTERNATIVE NO. 3

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

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd

exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review,

disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or

servers.

- b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

This notification should include:

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

XIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
~~20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)~~
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)

Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
 MSBA/MASA Model Policy 603 (Curriculum Development)
 MSBA/MASA Model Policy 604 (Instructional Curriculum)
 MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
 MSBA/MASA Model Policy 806 (Crisis Management Policy)
 MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

1st Reading: 4/23/2007

2nd Reading: 5/22/2007

Approved: 9/24/2007

Reviewed: 10/28/2013, 2/23/2015, 9/25/2017

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

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

III. IMPLEMENTATION OF POLICY

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

- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd,

vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

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

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

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

V. STUDENT SUPPORT

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

VI. PERSONNEL

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

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)
18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L. Rep. 828 (W.D. Okla. 1992)
Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

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

Adopted: _____

MSBA/MASA Model Policy 525

Orig. 1996

Revised: _____

Rev. ~~2016~~ 2017

525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

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

III. IMPLEMENTATION OF POLICY

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

policies and procedures related to violence prevention and weapons.

- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- J. This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).

IV. PREVENTION STRATEGIES

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

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

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. In-service training for personnel and school board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.
- EF. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- FG. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- GH. Establish clear school rules that prevent and deter violence.

- HI. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- IJ. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- JK. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- KL. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- LM. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- MN. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- NO. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- OP. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- PQ. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- R. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.
- S. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting

requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

V. STUDENT SUPPORT

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

VI. PERSONNEL

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

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)
Minn. Stat. § 120B.22 (Violence Prevention Education)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.64 (Notification)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)

18 U.S.C. § 921 (Definition of Firearm)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)
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Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
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MSBA/MASA Model Policy 504 (Student Dress and Appearance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

530 IMMUNIZATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
 2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic which administers immunizations. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent

of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.

- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
 - 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;

3. review student health records to determine whether the required information has been provided; and
4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

[See Attachments A, B, C and D.]

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district will keep copies on file of all exemption statements received by the school district to the Commissioner of the Department of Health.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)

Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (Jan. 17, 1968)
Op. Atty. Gen. 169-W (July 23, 1980)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: _____

MSBA/MASA Model Policy 530

Orig. 1999

Revised: _____

Rev. ~~2011~~ 2017

530 IMMUNIZATION REQUIREMENTS

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

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:

1. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), stating affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
2. a medical statement ~~from a physician or a public clinic which provides immunizations, stating affirming~~ that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.

B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement ~~of a physician or public clinic which administers immunizations~~. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent

or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a **physician's** signed **medical** statement **stating affirming** that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 3. review student health records to determine whether the required information has been provided; and
 4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

[See Attachments A, B, C, and D.]

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district

also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

- Legal References:*** Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (July 23, 1980)
Op. Atty. Gen. 169-W (Jan. 17, 1968)
- Cross References:*** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

SAMPLE LETTER A

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

(date)

[Parent(s)]

[Address]

Re: Immunizations

Dear Parent:

As you know, school begins on [date]. Before your child, [name of child], can be enrolled, however, we must receive proof that he/she has received immunization against a number of diseases as required by state law or is excepted therefrom. To date, we have no immunization records for your child nor a claim of exception.

Please complete the enclosed form verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards and return the form to [name of school official], *before school begins*. By state law, we cannot allow [name of child] to stay in school longer than thirty days unless we have received proof that he/she has had the required immunizations or is excepted therefrom.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact [name of school official] at [telephone number] to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person, by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If we do not receive proof of immunization or exception by [date], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact [name of school official] at [telephone number].

Thank you for your cooperation.

Very truly yours,

[School District Official]

SAMPLE LETTER B

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

(date)

[Parent(s)]

[Address]

Re: Immunizations

Dear Parent:

As you know, school began today. To date, we have no immunization records for your child nor any record of a request for an exception. In order for your child, [name of child], to remain enrolled, we must receive proof that he/she has received immunization against a number of diseases as required by state law or that he/she qualifies for one of the statutory exceptions. By this letter, we wish to verify that our records concerning your child are accurate and complete.

Please submit a statement on the enclosed form to [name of school official] from a physician or a public clinic verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards. By state law, we cannot allow [name of child] to stay in school unless we have received proof that he/she has had the required immunizations or has satisfied one of the statutorily recognized exceptions.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact [name of school official] at [telephone number] to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If you have already submitted a statement to us, please indicate how the statement was submitted (i.e. hand-delivered, mailed), when it was delivered and to whom. It may be necessary for you to obtain a duplicate statement if the original cannot be found. If additional time to obtain a duplicate is required, please so indicate in your response.

If we do not receive proof of immunization or exception by [ten school days], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact [name of school official] at [telephone number].

Thank you for your cooperation.

Very truly yours,

[School District Official]

SAMPLE LETTER C

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

(date)

[Parent(s)]

[Address]

Re: Non-Enrollment for Lack of Immunization Proof

Dear Parent:

We are sending your child, [name of child], home today because we have not yet received proof that he or she has received appropriate immunizations or is excepted therefrom. Minnesota law does not allow us to enroll an elementary or secondary school student without proof that the student has received the required immunizations or is excepted therefrom.

As we advised earlier, State law and School District policy allow for a thirty-day grace period and a ten-day due process period during which your child may attend school. Those grace periods have now expired.

[Name of child] may re-enroll as soon as we have received appropriate proof of immunizations. If you have any questions about the proof or the immunizations required, please contact [name of school official] at [telephone number] as soon as possible.

We look forward to having [name of child] back in school soon.

Very truly yours,

[School District Official]

DISTRICT NOTES:

Previous notices sent on _____ by _____

Phone contacts on _____ by _____

_____ by _____

_____ by _____

Pupil Immunization Record

Student Name _____

Birthdate _____ Student Number _____

<p>FOR SCHOOL USE ONLY</p> <p>() Complete; booster required in _____</p> <p>() In process; 8 mos. expires _____</p> <p>() Medical exemption for _____ (</p> <p>) Conscientious objection for _____</p> <p>() Parental/guardian consent _____</p>

Minnesota law requires children enrolled in school to be immunized against certain diseases or file a legal medical or conscientious exemption.

Parent: Enter the MONTH, DAY, and YEAR for all vaccines your child received, MED for vaccines that are medically contraindicated, or CO for vaccines that are conscientiously opposed. Sign appropriate signature boxes on reverse.

MED: Medical contraindication to immunization, history of disease, or laboratory evidence of immunity.

CO: Immunizations are contrary to parent or guardian's conscientiously held beliefs.

School Personnel: Be sure to initial and date any new information that you add to this form after the parent/guardian submits it. Also, record combination vaccines (e.g., DTaP+HepB+IPV, Hib+HepB) in each applicable space.

Type of Vaccine	DO NOT USE (✓) or (X)	1st Dose Mo/Day/Yr	2nd Dose Mo/Day/Yr	3rd Dose Mo/Day/Yr	4th Dose Mo/Day/Yr	5th Dose Mo/Day/Yr
Required (The shaded boxes indicate doses that are not routinely given; however, if your child has received them, please write the date in the shaded box.)						
Diphtheria, Tetanus, and Pertussis (DTaP, DTP)						
Diphtheria and Tetanus (DT) • for 6-year-olds and younger						
Tetanus and Diphtheria (Tdap, Td) • for 7-year-olds and older						
Polio (IPV, OPV)						
Measles, Mumps, and Rubella (MMR) • minimum age: on or after 1st birthday • required for kindergarten and 7th grade						
Hepatitis B (hep B) • required for kindergarten and 7th grade						
Varicella (chickenpox) • minimum age: on or after 1st birthday • vaccine or disease history required for kindergarten and 7th grade						
Recommended						
Meningococcal (MCV, MPSV)						
Human Papillomavirus (HPV)						
Hepatitis A (hep A)						

Additional exemptions:

- **Children less than 7 years of age:** The 5th dose of DTaP/DTP/DT (similarly, the 4th dose of polio vaccine) is not necessary if the 4th DTaP/DTP/DT (3rd dose of polio) was administered after the 4th birthday.
- **Children 7 years of age and older:** A history of 3 doses of DTaP/DTP/DT/Td/Tdap and 3 doses of polio vaccine meets the minimum requirements of the law.
- **Students in grades 7-12:** A Td or Tdap booster at age 11 years or later is not required for students in grades 7-12 whose most recent Td was given after their 7th birthday but before their 11th birthday. Instead, it will be required 10 years after the date of the most recent dose.
- **Students 11-15 years of age:** A 3rd dose of hepatitis B vaccine is not required for students who provide documentation of the alternative 2-dose schedule.
- **Students 10 years or older:** May receive Tdap to fulfill the Td requirement for students in grades 7-12.
- **Students 18 years of age or older:** Do not need polio vaccine.

BOX 1: Certifying Immunization Status
BOX 3A: Medical Exemptions

BOX 2: Consent to Share Immunization Information
BOX 3B: Conscientious Exemptions

1. Choose one of the following to indicate student's immunization status and the source of the information above:

A. I certify that this student has received all immunizations required by law.

Signature of parent/guardian or physician/public clinic

Date

B. I certify that this student has received at least one dose of vaccine for diphtheria, tetanus, and pertussis (if age-appropriate), polio, hepatitis B (K and 7th), varicella (K and 7th), measles, mumps, and rubella and will complete his/her diphtheria, tetanus, pertussis, hepatitis B, and/or polio vaccine series within the next 8 months. The dates on which the remaining doses are to be given are:

Signature of physician/public clinic

Date

2. Parental/Guardian Consent to Share Immunization Information:

Your child's school is asking your permission to share your child's immunization record with Minnesota's immunization registry to help us better protect students from disease. You are not required to sign this consent; it is voluntary. In addition, all the information you provide is legally classified as private data and can only be released to those legally authorized to receive it under Minnesota law.

I agree to allow school personnel to share my student's immunization record with Minnesota's immunization registry:

Signature of parent or legal guardian

Date

3. Exemptions to School Immunization Law:

A. Medical exemption:

No student is required to receive an immunization if they have a medical contraindication, history of disease, or laboratory evidence of immunity. For a student to receive a medical exemption, a physician, nurse practitioner, or physician assistant must sign this statement:

I certify the immunization(s) listed below are contraindicated for medical reasons, laboratory evidence of immunity, or that adequate immunity exists due to a history of disease that was laboratory confirmed. (For varicella disease see * below.)

Exempted immunization(s):

Signature of physician/nurse practitioner/physician assistant

Date

*History of varicella disease only. In the case of varicella disease, it was medically diagnosed or adequately described to me by the parent to indicate past varicella infection in _____.
Year

Signature of physician/nurse practitioner/physician assistant

B. Conscientious exemption:

No student is required to have an immunization that is contrary to the conscientiously held beliefs of his/her parent or guardian. However, not following vaccine recommendations may endanger the health or life of the student or others they come in contact with. In a disease outbreak schools may exclude children who are not vaccinated in order to protect them and others. To receive an exemption to vaccination, a parent or legal guardian must complete and sign the following statement and have it notarized:

I certify by notarization that it is contrary to my conscientiously held beliefs for my child to receive the following vaccine(s):

Signature of parent or legal guardian

Date

Subscribed and sworn to before me this _____ day of _____ 20____

Signature of notary

SAMPLE LETTER A

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]
[Address]

Re: Immunizations

Dear Parent:

As you know, school begins on [date]. Before your child, [name of child], can be enrolled, however, we must receive proof that he/she has received immunization against a number of diseases as required by state law or is excepted therefrom. To date, we have no immunization records for your child nor a claim of exception.

Please complete the enclosed form verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards and return the form to [name of school official], *before school begins*. By state law, we cannot allow [name of child] to stay in school longer than thirty days unless we have received proof that he/she has had the required immunizations or is excepted therefrom.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact [name of school official] at [telephone number] to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person, by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If we do not receive proof of immunization or exception by [date], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact [name of school official] at [telephone number].

Thank you for your cooperation.

Very truly yours,

[School District Official]

SAMPLE LETTER B

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

Re: Immunizations

Dear Parent:

As you know, school began today. To date, we have no immunization records for your child nor any record of a request for an exception. In order for your child, [name of child], to remain enrolled, we must receive proof that he/she has received immunization against a number of diseases as required by state law or that he/she qualifies for one of the statutory exceptions. By this letter, we wish to verify that our records concerning your child are accurate and complete.

Please submit a statement on the enclosed form to [name of school official] from a physician or a public clinic verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards. By state law, we cannot allow [name of child] to stay in school unless we have received proof that he/she has had the required immunizations or has satisfied one of the statutorily recognized exceptions.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact [name of school official] at [telephone number] to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If you have already submitted a statement to us, please indicate how the statement was submitted (i.e. hand-delivered, mailed), when it was delivered and to whom. It may be necessary for you to obtain a duplicate statement if the original cannot be found. If additional time to obtain a duplicate is required, please so indicate in your response.

If we do not receive proof of immunization or exception by [ten school days], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact [name of school official] at [telephone number].

Thank you for your cooperation.

Very truly yours,

[School District Official]

530-6F

SAMPLE LETTER C

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]
[Address]

Re: Non-Enrollment for Lack of Immunization Proof

Dear Parent:

We are sending your child, [name of child], home today because we have not yet received proof that he or she has received appropriate immunizations or is excepted therefrom. Minnesota law does not allow us to enroll an elementary or secondary school student without proof that the student has received the required immunizations or is excepted therefrom.

As we advised earlier, State law and School District policy allow for a thirty-day grace period and a ten-day due process period during which your child may attend school. Those grace periods have now expired.

[Name of child] may re-enroll as soon as we have received appropriate proof of immunizations. If you have any questions about the proof or the immunizations required, please contact [name of school official] at [telephone number] as soon as possible.

We look forward to having [name of child] back in school soon.

Very truly yours,

[School District Official]

DISTRICT NOTES:

Previous notices sent on _____ by _____

Phone contacts on _____ by _____

_____ by _____

_____ by _____

Student Immunization Form

Student Name _____

Birthdate _____ Student Number _____

FOR SCHOOL USE ONLY
 Complete; booster required in _____
 In process; 8 mos. expires _____
 Medical exemption for _____
 Conscientious objection for _____
 Parental/guardian consent _____

Minnesota law requires children enrolled in school to be immunized against certain diseases or file a legal medical or conscientious exemption.

Parent/Guardian:

You may attach a copy of the child's immunization history to this form OR enter the MONTH, DAY, and YEAR for all vaccines your child received. Enter MED to indicate vaccines that are medically contraindicated including a history of disease, or laboratory evidence of immunity and CO for vaccines that are contrary to parent or guardian's conscientiously held beliefs.

Sign or obtain appropriate signatures on reverse. Complete section 1A or 1B to certify immunization status and section 2A to document medical exemptions (including a history of varicella disease) and 2B to document a conscientious exemption.

Additionally, if a parent or guardian would like to give permission to the school to share their child's immunization record with Minnesota's immunization information system, they may sign section 3 (optional).

For updated copies of your child's vaccination history, talk to your doctor or call the Minnesota Immunization Information Connection (MIIC) at 651-201-5503 or 800-657-3970.

School Personnel: Be sure to initial and date any new information that you add to this form after the parent/guardian submits it. Also, record combination vaccines (e.g., DTaP+HepB+IPV, Hib+HepB) in each applicable space.

Type of Vaccine	DO NOT USE (✓) or (X)	1 st Dose Mo/Day/Yr	2 nd Dose Mo/Day/Yr	3 rd Dose Mo/Day/Yr	4 th Dose Mo/Day/Yr	5 th Dose Mo/Day/Yr
Required (The shaded boxes indicate doses that are not routinely given; however, if your child has received them, please write the date in the shaded box.)						
Diphtheria, Tetanus, and Pertussis (DTaP,DTP DT) • for children age 6 years and younger • final dose on or after age 4 years						5 th dose not required if 4 th dose was given on or after the 4 th birthday
Tetanus and Diphtheria (Td) • for children age 7 years and older • 3 doses of Td required for children not up to date with DTaP, DTP, or DT series above						
Tetanus, Diphtheria, and Pertussis (Tdap) • for children in 7 th - 12 th grade						
Polio (IPV, OPV) • final dose on or after age 4 years						4 th dose not required if 3 rd dose was given on or after the 4 th birthday
Measles, Mumps, and Rubella (MMR) • minimum age: on or after 1 st birthday						
Hepatitis B (hep B)						
Varicella (chickenpox) • minimum age: on or after 1 st birthday • vaccine or disease history required						
Meningococcal (MCV, MPSV) • for children in 7 th - 12 th grade • booster given at age 16 years						
Recommended						
Human Papillomavirus (HPV)						
Hepatitis A (hep A)						
Influenza (annually for children 6 months and older)						

Additional exemptions:

- **Children 7 years of age and older:** A history of 3 doses of DTaP/DTP/DT/Td/Tdap and 3 doses of polio vaccine meets the minimum requirements of the law.
- **Students in grades 7-12:** A Tdap at age 11 years or later is required for students in grades 7-12. If a child received Tdap at age 7-10 years, another dose is not needed at age 11-12 years. However, if it was only a Td, a Tdap dose at age 11-12 years is required.
- **Students 11-15 years of age:** A 3rd dose of hepatitis B vaccine is not required for students who provide documentation of the alternative 2-dose schedule.
- **Students 18 years of age and older:** Do not need polio vaccine.

Instructions, please complete:

Box 1 to certify the child's immunization status

Box 2 to file an exemption (medical or conscientious)

Box 3 to provide consent to share immunization information (optional)

1. Certify Immunization Status. Complete A or B to indicate child's immunization status.	
<p>A. Received all required immunizations: I certify that this student has received all immunizations required by law.</p> <p>_____</p> <p>Signature of Parent / Guardian OR Physician / Public Clinic</p> <p>_____ Date</p>	<p>B. Will complete required immunizations within the next 8 months:</p> <p>I certify that this student has received at least one dose of vaccine for diphtheria, tetanus, and pertussis (if age-appropriate), polio, hepatitis B, varicella, measles, mumps, and rubella and will complete his/her diphtheria, tetanus, pertussis, hepatitis B, and/or polio vaccine series within the next 8 months.</p> <p>The dates on which the remaining doses are to be given are:</p> <p>_____</p> <p>Signature of Physician / Public Clinic</p> <p>_____ Date</p>

2. Exemptions to School Immunization Law. Complete A and/or B to indicate type of exemption.	
<p>A. Medical exemption: No student is required to receive an immunization if they have a medical contraindication, history of disease, or laboratory evidence of immunity. For a student to receive a medical exemption, a physician, nurse practitioner, or physician assistant must sign this statement: I certify the immunization(s) listed below are contraindicated for medical reasons, laboratory evidence of immunity, or that adequate immunity exists due to a history of disease that was laboratory confirmed (for varicella disease see * below). List exempted immunization(s):</p> <p>_____</p> <p>Signature of physician/nurse practitioner/physician assistant</p> <p>_____ Date</p> <p>* History of varicella disease only. In the case of varicella disease, it was medically diagnosed or adequately described to me by the parent to indicate past varicella infection in _____ (year)</p> <p>_____</p> <p>Signature of physician/nurse practitioner/physician assistant (If disease occurred before September 2010, a parent can sign.)</p>	<p>B. Conscientious exemption: No student is required to have an immunization that is contrary to the conscientiously held beliefs of his/her parent or guardian. However, not following vaccine recommendations may endanger the health or life of the student or others they come in contact with. In a disease outbreak schools may exclude children who are not vaccinated in order to protect them and others. To receive an exemption to vaccination, a parent or legal guardian must complete and sign the following statement and have it notarized:</p> <p>I certify by notarization that it is contrary to my conscientiously held beliefs for my child to receive the following vaccine(s):</p> <p>_____</p> <p>Signature of parent or legal guardian</p> <p>_____ Date</p> <p>Subscribed and sworn to before me this: _____ day of _____ 20_____</p> <p>_____</p> <p>Signature of notary</p>

<p>3. Parental/Guardian Consent to Share Immunization Information (optional): Your child's school is asking your permission to share your child's immunization documentation with MIIC, Minnesota's immunization information system, to help us better protect students from disease and allow easier access for you to retrieve your child's immunization record. You are not required to sign this consent; it is voluntary. In addition, all the information you provide is legally classified as private data and can only be released to those legally authorized to receive it under Minnesota law.</p> <p>I agree to allow school personnel to share my student's immunization documentation with Minnesota's immunization information system:</p> <p>_____</p> <p>Signature of parent or legal guardian Date</p>
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