

# Regular School Board Meeting

Monday, August 26, 2024 7:00 PM

Conference Room 1148 MS/HS, 1401 7th St SW, Pipestone, MN 56164

## 1. Call to Order

## 2. Pledge of Allegiance

## 3. Approval of Agenda

## 4. Public Forum

## 5. Presentation

### 5.1. Tremco

## 6. Consent Agenda

6.1. Approve Minutes of the Regular School Board Meeting of July 22, 2024

6.2. Personnel Report: Action Required (new subs, contracts, resignations, volunteers) (Other personnel items potentially brought forward for approval)

## 7. Financials

7.1. Review of Budget Year-to-Date

7.2. Approve Treasurer's Report for July

7.3. Approve 2023A Bonds Treasurer's Report for July

7.4. Approve Regular Bills for August

7.5. Approve High School Activity Bills for August

## 8. Board Forum/Information

8.1. Board Reports and Updates

## 9. Administrator's Report

9.1. Superintendent's Board Report - Projected 2024-2025 Enrollment

9.2. Principal's Board Report

9.3. Curriculum, Teaching, and Learning Report

## 10. Discussion Items

10.1. First Reading of Policies 403 - Discipline, Suspension, and Dismissal of a School District Employee; 504 - Student Dress and Appearance; 522 - Title IX Nondiscrimination Policy, Grievance Procedure, and Process; 606.5 - Library Materials; 606.5 - Form; and 616 - School

District System Accountability

**11. Board Action**

11.1. Resolution Accepting Donations

11.2. Approve Transportation Contract with SWMN  
Christian

11.3. Approve 2024-2025 MS/HS Handbook

11.4. Approve 2024-2025 Employee Handbook

11.5. Approve MDE Minimum Adult Breakfast and  
Lunch Prices for 2024-2025

11.6. Superintendent Evaluation  
The meeting will close as permitted by section  
13D.05, subdivision 3 (a), to evaluate the  
performance of the School District's  
superintendent.

11.6.1. Summary Statement of Superintendent  
Evaluation

11.7. Amend 2024-2025 School Calendar

11.8. Approve Policies 204 - School Board  
Meeting Minutes; 214 - Out of State Travel by  
School Board Members; 401 - Equal Employment  
Opportunity; 402 - Disability Nondiscrimination;  
405 - Veteran's Preference; 419 - Tobacco-Free  
Environment; Possession and Use of Tobacco,  
Tobacco-Related Devices, and Electronic Delivery  
Devices; Vaping Awareness and Prevention  
Instruction; 501 - School Weapons; 509 -  
Enrollment of Nonresident Students; 512 - School  
Sponsored School Publications and Activities; 516  
- Student Medication and Telehealth; 517 -  
Student Recruiting; 520 - Survey Form; 707 -  
Transportation of Public School Students; 709 -  
Student Transportation Safety; and 802 -  
Disposition of Obsolete Equipment

11.9. Declare Textbooks Obsolete

11.10. Authorize Administration to Pursue the  
Adoption of Trapshooting, as a School Recognized  
Activity with the Minnesota State High School  
League

11.11. Consider Approving Parameters for Charter  
Bus Use for District Activities

**12. Adjourn**



# Peace of Mind Roofing & Waterproofing

## Tremco Roofing & Building Maintenance

### Pipestone Area Schools

Presented By:

Keri Hacker - Market Manager

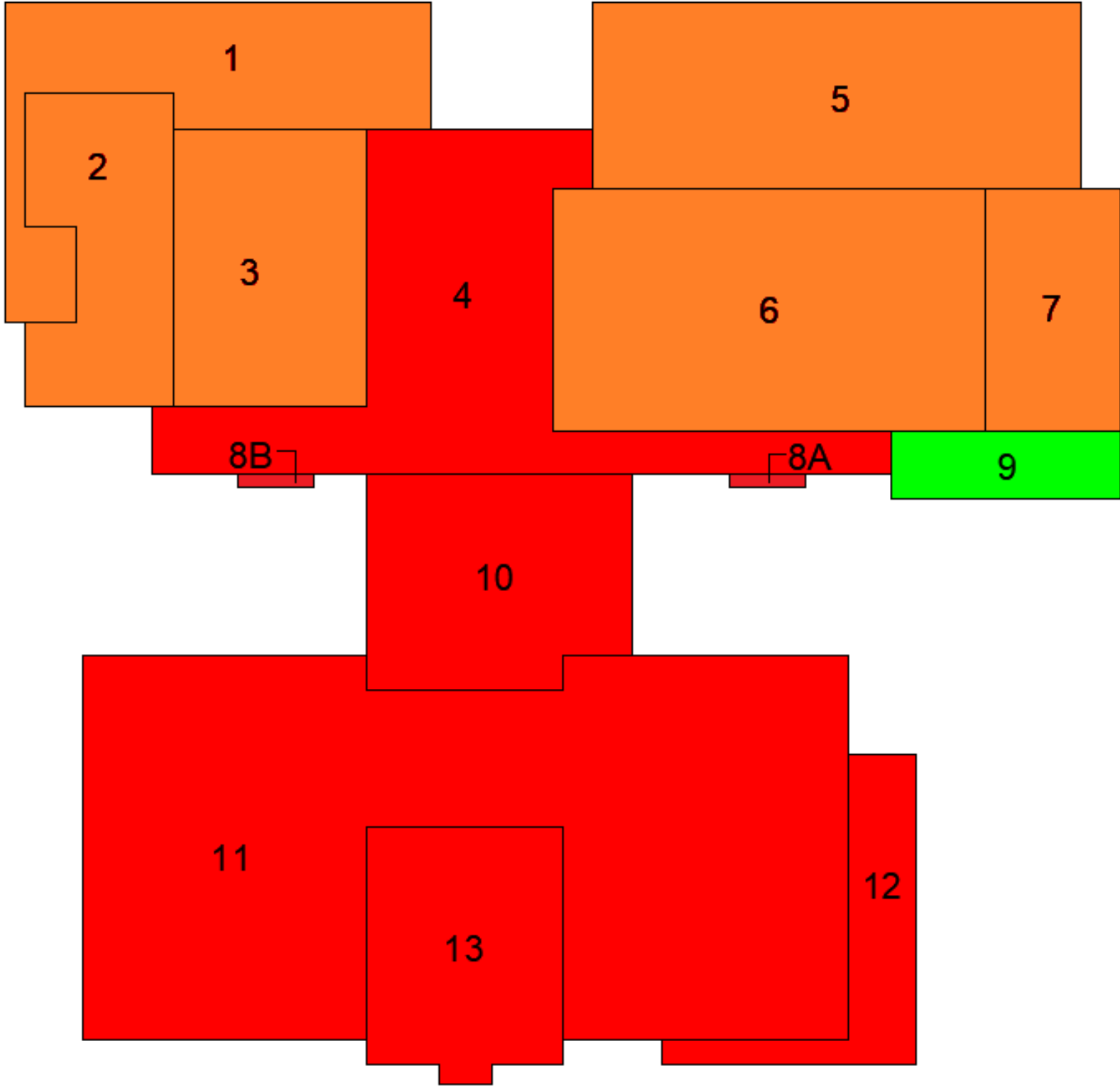
Ryan Palmer - Sr. Roofing Advisor

# Project Process

## Full Turnkey Project Process From Conception To Completion



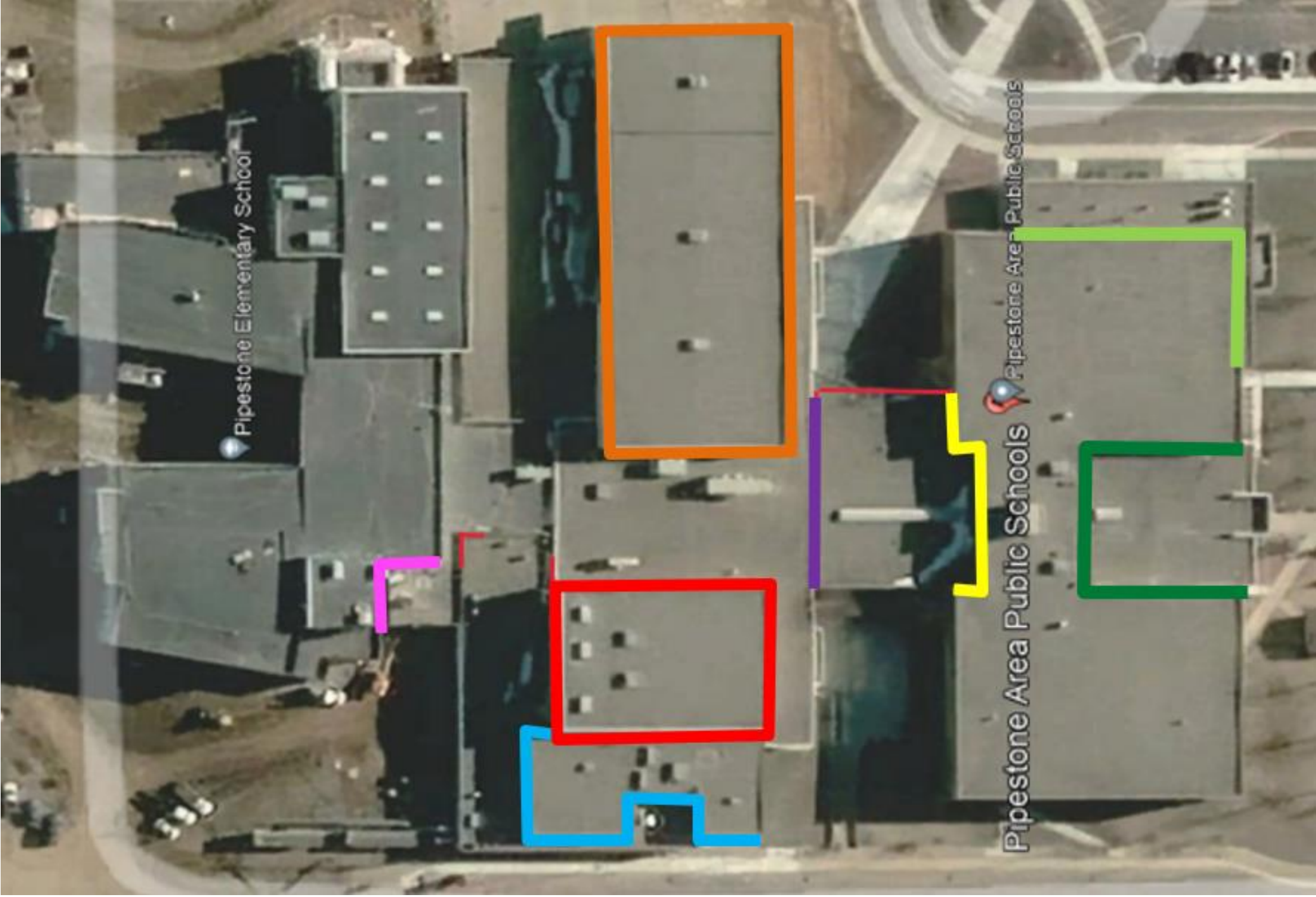
# 2 Year Roof Replacement Phasing



Pipestone Area High School 2002 Ballasted EPDM Roofs



# FACADE REPAIRS

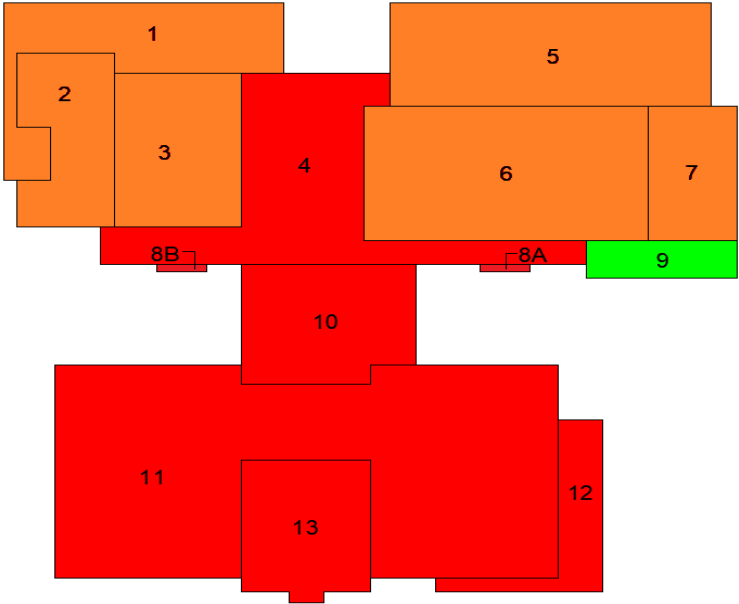


# Facade Summary

<b>FAÇADE BUDGET SUMMARY</b> <b>PIPESTONE HIGH SCHOOL</b>	
Project Year	Needs
<b>2025</b> <b>Or 2026</b>	<ul style="list-style-type: none"> <li>• <b>Through wall flashing install. Remove 4 courses of brick above roof line and windows and install a complete stainless steel through wall flashing system.</b> <ul style="list-style-type: none"> <li>○ DARK GREEN</li> <li>○ LIGHT GREEN</li> <li>○ Yellow</li> <li>○ LIGHT BLUE</li> <li>○ PINK</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Metal Panel over masonry</b> <ul style="list-style-type: none"> <li>○ PURPLE</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Spot Tuckpointing brick masonry walls above through wall flashing and apply sealer</b> <ul style="list-style-type: none"> <li>○ Spot Tuckpointing – 5 areas</li> <li>○ Sealer</li> </ul> </li> </ul>
	<p><b>100% Removal of joint sealants on all masonry expansion joints, window perimeters, door perimeters. Install new backer rod and silicone joint sealant directly associated with masonry repair areas.</b></p>
	<ul style="list-style-type: none"> <li>• <b>Spot Brick Replacement throughout work area in localized areas</b> <ul style="list-style-type: none"> <li>○ Approximately 80 bricks</li> </ul> </li> </ul>
<b>2030-2032</b> (5-8 years)	<ul style="list-style-type: none"> <li>• <b>100% removal of joint sealants precast structure</b> <ul style="list-style-type: none"> <li>○ Red</li> <li>○ Orange</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Pressure wash and seal with penetrating sealer to precast</b> <ul style="list-style-type: none"> <li>○ Red</li> <li>○ Orange</li> </ul> </li> </ul>
<b>2025 or 2026 Budget Totals: \$390,000 - \$416,500</b> <b>(5-8 Years) Budget Totals: \$218,000- \$230,000</b> <small>*prices in 2025 dollars</small>	

# 2 Year Budget Summary

2 YEAR PROJECT BUDGET SUMMARY ROOFING & FACADE REPAIRS		
YEAR	ROOF AREAS	BUDGETS
2025	11, 13, 12, 10, 4, 8a, 8b	\$2,022,462 - \$2,178,036
2025 or 2026	2025 or 2026 façade repairs	\$390,000 - \$416,500
2026	1, 2, 3, 5, 6, 7	\$1,568,632 - \$1,689,296
<b>Budget Totals:</b>		<b>\$3,981,094 - \$4,283,832</b>



Alternate Bid Item(s)

- (3) Access Ladders for Mechanical Equipment
- Roof Area 11 - Reinsulate Rooftop Ductwork



# Bidding Timeline

Contract #AEPA 021-D



**Tremco's roof management solutions are available through our bid award for Roofing Services with the Association of Educational Purchasing Agencies (AEPA). Project will be turnkey through the Contractor Network Program.**

- **Mandatory Pre-Bid Construction Meeting at Pipestone Area Schools Wednesday, September 18<sup>th</sup> at 2:00pm** with interested contractors
- **Bids Due Friday October 4<sup>th</sup> at 2:00pm**
- **Review Bids, Recommendations, Formal Board Approval at October 2024 Board Meeting**
  - **November 2024** – Contract preparation and execution
  - **December/February 2024-2025** – Project submittals (insurance, bonds, etc.) & State of Mn permitting process
  - **May 2025** – Pre-construction meeting to review project setup, staging and safety
  - **June 2025** – Phase 1 project start
  - **August 2025** – Phase 1 substantial completion
  - **June 2026** – Phase 2 project start
  - **August 2026** – Phase 2 substantial completion
  - **September 2026** – Final completion, inspection and project closeout



## **Minutes of the Regular School Board Meeting Pipestone Area Schools**

A Regular School Board Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, July 22, 2024 beginning at 7:00PM in Conference Room 1148, MS/HS.

**Members Present:** Directors Daphne Likness, Katie Wiese, Mark Hiniker, Tyler Fruechte, and Chrissy DeBates. Absent: Lance Oye and Brad Carson. Also present: Jacque Kennedy, Klint Willert, Jennifer Moravetz, Sonja Ortman, and Deb Peschon.

**Visitors Present:** Nancy Stiles, Kyle Kuphal, Jay Buchholz, Gabe Twellman.

**Call to Order:** Clerk Wiese called the meeting to order at 7:00pm.

**Pledge of Allegiance**

**Approval of Agenda**

**Additions:**

**Approve 24-25 Contracts with SWWC:**

**Deletions:**

**Approve MOU with Southwest Health and Human Services:**

Motion by Wiese, second by DeBates, approved the agenda as presented. Motion carried unanimously.

**Public Comment:** None.

**Presentation:** None.

**Consent Agenda**

**Approve Minutes of the Regular School Board Meeting of June 24, 2024:**

**Approve Minutes of the Special School Board Meeting of July 11, 2024:**

**Personnel Report: Action Required (new subs, contracts, resignations, volunteers):** Anne Shelton, pre-school teacher; Matthew Quaintance, para; Samantha Rowden, SpEd teacher; Kylie Wahl, paraprofessional; Scott Boomgaarden, head football; Shane Reinhard and Andy Yost, assistant football; Trevor Tiefenthaler, B-football; Cole Maly and Sean Kallevig, 9<sup>th</sup> football; Ryan Wielenberg, Mitchel Carson, Michael Slaba and Paul Young, Jr Hi football; Mark Moeller, head cross country; Todd Texley, assistant cross country; James Skyberg, head girls tennis; Tanya Schroyer, assistant girls tennis; Skylar Mendro, Jr Hi girls tennis; Dave Dulas, head volleyball; Shelly Hennager, assistant volleyball; Morgan Taubert, B volleyball; Jennifer Evans, 9<sup>th</sup> volleyball; Morgyn Carson, 8<sup>th</sup> volleyball; Shelby Bloemendaal, 7<sup>th</sup> volleyball; Mariah Swanson, fall cheer; Natalie Resch, head FFA, Matti Boomgaarden, Jr Hi FFA; Zach Ploeger, head band; Pete Hansen, band assistant; Emileigh Stukel, summer tech; Rick Zollner, Community Ed Coordinator; new subs: Kyleen Isle, nurse sub.

Motion by DeBates, second by Hiniker, approved all items in the Consent Agenda. Motion carried unanimously.

**Financials**

**Review of Budget Year-to-Date:** The budget year-to-date shows expenditures as of July 19, 2024 at \$16,261,590.73 or 97%. This was non-action.

**Approve Treasurer's Report for June 30, 2024:** The treasurer's report for month ended June 30, 2024 shows a cash balance of 10,152,810.75. Motion by Likness, second by Fruechte, approved the treasurer's report for May. Motion carried unanimously.

**Approve 2023A Bonds Treasurer's Report:** The MN Trust 2023A Bonds treasurer's report for month ended June 30, 2024 has a cash balance of \$2,794,267.37. Motion by DeBates, second by Fruechte, approved the 2023A bonds treasurer's report. Motion carried unanimously.

**Approve Regular Bills:** Regular bills paid through July 16, 2024 totaled \$1,097,887.87. Motion by DeBates, second by Likness, approved payment of the regular bills. Motion carried unanimously.

**Approve High School Activity Bills:** High school activity bills paid through July 17, 2024 totaled \$3,864.71. Motion by Hiniker, second by DeBates, approved payment of the high school activity bills. Motion carried unanimously.

**Board Forum/Information**

**Board Reports and Updates:** The policy committee met to review policies and the negotiations committee has met with the classified staff.

**Administrator's Report**

**Superintendent's Board Report:**

1. **Property damage** – We are moving forward with the replacement of the concrete and block structure that was damaged due to the porta-john fire. We have worked with our insurance company, Liberty Mutual, and we are also asking for restitution for the cost of the district deductible which is \$10,000. I am hopeful we can recover the damages that resulted from the arson.
2. **Negotiations** – The negotiations subcommittee has started the negotiations process with the Education Support Professionals group. We had our first meeting on July 15 and we have our next meeting scheduled for July 29.
3. **Strategic plan and portrait of a graduate** – We are still working to find a partner to support our strategic design work. We have been communicating with an organization called World Savvy. They partner with schools on facilitating the Portrait of a Graduate. This would be part of the grant within the district.
4. **Community education coordinator** – We are recommending Rick Zollner to serve as the Community Education Coordinator. I will still serve as the Community Education Director and Mr. Zollner will manage the scheduling and coordination of community education activities. I believe this is a good fit and will help us create a more robust community education program in the district.
5. **Roofing** – The Tremco team has been challenged to complete the comprehensive review of our roof given the weather challenges we have experienced. However, I believe their team will be on site later this week. We are hoping that Tremco can present their findings at the regular August board meeting.
6. **School board candidacy** – We are nearing the timeline to file for the school board. Filings for school board will begin on July 30, 2024 and will close on August 13, 2024. The terms that expire are Chrissy DeBates, Lance Oye, Katie Wiese, and Tyler Fruechte. Here is a link to the Secretary of State website for more information on elections: [Minnesota Secretary Of State - Candidate Filing Periods](#).
7. **Cell phone policy** – I have started to communicate the changes with the policy and expectations. I wrote an article for the paper and discussed it on the radio show this week. I am planning to continue to share this information so parents and students are aware of the changes and expectations.
8. **Air handler replaced** – We had a large crane set up at the school to replace a roof top air handler. This was a project in the works for quite some time.
9. **Student loss** – I want to say a big thank you to the staff members who were present and community members present on Sunday and Monday to provide support for students or families needing someone to talk to due to the passing of Davina Darveaux. I was deeply moved to see the support and teamwork as the students, staff, and community grieve this loss.
10. **Title IX training** – Rick and I will be going through some Title IX training provided by MSBA. We know this continues to be an evolving topic at the national level. We are going to do our best to be informed and provide the necessary guidance per board policy with Title IX in the district.

#### **Discussion Items**

**Activities Transportation Discussion:** Informational purposes only. A recommendation will be made at the August meeting.

**First Reading of the MS/HS Handbook:** Non-action.

**First Reading of Policy 503 - Student Attendance:** Non-action.

#### **Board Action**

**Resolution Accepting Donations:**

#### **RESOLUTION ACCEPTING DONATIONS**

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”, and

WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full." and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Pipestone Area Schools, ISD 2689, gratefully accepts the following donations as identified below:

Christ the King	\$100.00	Wellness Room
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The motion for adoption of the foregoing resolution made by Member Fruechte, and duly seconded by Member Hiniker, and upon vote being taken thereon, the following voted in favor thereof: Likness, Wiese, Hiniker, Fruechte, and DeBates.

and the following voted against the same: None.

The foregoing resolution was approved 5-0 this 22nd day of July, 2024

**Approve 2024-2025 Little Arrows Pre-School Handbook:** Motion by Hiniker, second by Fruechte, approved the 2024-2025 Little Arrows Pre-School handbook. Motion carried unanimously.

**Approve 2024-2025 Elementary Handbook:** Motion by Fruechte, second by Likness, approved the 2024-2025 elementary handbook. Motion carried unanimously.

**Approve 2024-2025 Activities Handbook:** Motion by DeBates, second by Fruechte, approved the 2024-2025 activities handbook with the correction on page 9 to reflect the intent of the student attendance policy. Motion carried unanimously.

**Approve Heartland Colony Lease for 2024-2025:** Motion by Hiniker, second by Fruechte, approved the 2024-2025 lease with Heartland Colony . Motion carried unanimously.

**Approve Federal Title Representative and Homeless Liaison, Jennifer Moravetz:** Motion by DeBates, second by Fruechte, approved Jennifer Moravetz as the Federal Title Representative and Homeless Liaison. Motion carried unanimously.

**Resolution Approving School District No. 2689 Long-Term Facility Maintenance Ten Year Plan:**

**SCHOOL BOARD RESOLUTION  
INDEPENDENT SCHOOL DISTRICT NO. 2689  
ADOPTING THE SCHOOL DISTRICT'S FISCAL YEAR (FY) 26  
LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

**WHEREAS**, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2023, section 123B.595, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year LTFM facilities plan by July 31 for commissioner approval.

**WHEREAS**, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member Hiniker moved for the resolution adoption and the motion was duly seconded by School Board Member DeBates and, upon vote being thereon, the following voted in favor of the motion: Likness, Wiese, Fruechte, DeBates, and Hiniker.

And the following voted against: None. Passed 5-0.

**THEREFORE, BE IT RESOLVED THAT**, the School Board of Independent School District No. 2689 approves and adopts the ten-year Long-Term Facilities Maintenance plan for FY 25 on the 22nd day of July, 2024.

/s/ Katie Wiese, Clerk

**Approve Policies 102 - Equal Educational Opportunities; 207 - Public Hearings; 418 - Drug-Free Workplace/Drug-Free School; 521 - Student Disability and Non-Discrimination; 532 - Use of Peace Officers & Crisis Teams to Remove Students with IEP's from School Grounds; 602 - Organization of School Calendar**

**and School Day; 608 - Instructional Services - Special Education; 621 - Literacy and The Read Act; 722 - Public Data and Data Subject Requests:**

Motion by DeBates, second by Likness, approved the policies listed above. Motion carried unanimously.

**Second Reading of Policies 406 - Public and Private Personnel Data; 410 - Family and Medical Leave; 413 - Harassment and Violence and Form; 506 - Student Discipline and Forms; 507 - Corporal Punishment and Prone Restraint; 507.5 - School Resource Officers; 514 - Bullying Prohibition; 515 - Protection and Privacy of Pupil Records and Form; 524 - Internet, Technology, and Cell Phone Acceptable Use and Safety Policy and Foms; 534 - School Meals Policy; 601 - School District Curriculum and Instruction Goals; 603 - Curriculum Development; 708 - Transportation of Nonpublic School Students; 806 - Crisis Management Policy:**

Motion by Hiniker, second by DeBates, approved the policies listed above. Motion carried unanimously.

**Approve MOU with Sioux Valley Energy:** Motion by DeBates, second by Hiniker, approved all documents as presented. Motion carried 4-1 (Fruechte).

**Approve 24-25 Contracts with SWWC:** Motion by Hiniker, second by DeBates, approved the contracts with SWWC Service cooperative in the amount of \$1,006,807.09. Motion carried unanimously.

**Adjourn**

Motion by Hiniker, second by DeBates, to adjourn the meeting (8:08pm). Motion carried unanimously.

/s/ Brad Carson

Brad Carson, Chairman

/s/ Katie Wiese

Katie Wiese, Clerk

Approved and dated by the board August 26, 2024

Submitted, Deb Peschon

A Regular School Board Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, July 22, 2024 beginning at 7:00PM in Conference Room 1148, MS/HS. This is a summary of those proceedings, which are not to be confused with the official minutes of the PAS School Board meetings, which are maintained by the Superintendent's Office. Complete official minutes, and resolutions are available at <https://meetings.boardbook.org/Public/Agenda/1058?meeting=636179> or in the District Office located at 1401 7<sup>th</sup> St SW, Pipestone, MN 56164.

**Called to order** by acting Chair Wiese at 7:00 PM. Present: Hiniker, Likness, Wiese, Fruechte, and DeBates. Absent: Oye and Carson. Also present: Kennedy, Willert, Moravetz, Ortman, and Peschon. Others: N. Stiles, K. Kuphal, J. Buchholz, and G. Twellman.

**Board Action:**

1. Wiese/DeBates/All in favor: approve agenda as presented.
2. DeBates/Hiniker/All in favor: Consent Agenda as presented.
3. Financials: Likness/Fruechte/All in favor: treasurer's report for June 30, 2024 (\$10,152,810.75). DeBates/Fruechte/All in favor: 2023A bonds treasurer's report (\$2,794,267.37). DeBates/Likness/All in favor: regular bills for July (\$1,097,887.87). Hiniker/DeBates/All in favor: high school activity bills for July (\$3,864.71).
4. Fruechte/Hiniker/All in favor: Donation to school: Christ the King, \$100 to wellness room.
5. Hiniker/Fruechte/All in favor: approve 24-25 Little Arrows pre-school handbook.
6. Fruechte/Likness/All in favor: approve 24-25 elementary handbook.
7. DeBates/Fruechte/All in favor: approve 24-25 activities handbook with the correction on page 9 to reflect the intent of the student attendance policy.
8. Hiniker/Fruechte/All in favor: approve 24-25 Heartland Colony lease.
9. DeBates/Fruechte/All in favor: approve Jennifer Moravetz as Federal Title Representative and Homeless Liaison.
10. Hiniker/DeBates/All in favor: Resolution Approving School District No. 2689 Long-Term Facility Maintenance Ten Year Plan.
11. DeBates/Likness/All in favor: approve policies 102, 207, 418, 521, 532, 602, 608, 621, and 722.
12. Hiniker/DeBates/All in favor: approve second reading of policies 406, 410, 413, 506, 507, 507.5, 514, 515, 524, 534, 601, 603, 708, and 806.
13. DeBates/Hiniker/4-1 (Fruechte): approve all documents as presented with Sioux Valley Energy.
14. Hiniker/DeBates/All in favor: 24-25 contracts with SWWC in the amount of \$1,006,807.09.

**Other:** Admin and board reports, budget year-to-date, activities transportation discussion, first reading of ms/hs handbook, first reading of policy 503 – student attendance.

**Adjourn:** Hiniker/DeBates/All in favor: 8:08pm.

/s/ Brad Carson, Chair /s/ Katie Wiese, Clerk

Approved and dated by the board August 26, 2024. /s/ Deb Peschon, Administrative Assistant/Recording Clerk, District Clerk

**Personnel Report - Action Requested  
August 26, 2024 Regular School Meeting**

**Notice of New Contract**

	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
1.	Monica Kennedy	.25 FTE Art	24-25 School Year
2.	Heather DeWilde	Para	8-15-2024
3.	Lynne Dalen	Para	8-15-2024
4.	Paige Slovek	Para	8-27-2024
5.	Catalina Garcia	PT Custodian	8-21-2024
6.	Pedro Medina	Night Custodian	8-21-2024
7.	Maia Morrison	Summer Asst. Colorguard	Summer 2024
8.	Nick Welsh	6 <sup>th</sup> Assignment	9-3-24
9.	Jaime Danks	6 <sup>th</sup> Assignment	9-3-24
10.	Sean Kallevig	6 <sup>th</sup> Assignment	9-3-24
11.	Nancy Stiles	6 <sup>th</sup> Assignment	9-3-24
12.	Amy Thompson	6 <sup>th</sup> Assignment	9-3-24
13.	Stacy Popma	6 <sup>th</sup> Assignment	9-3-24
14.	Shane Reinhard	6 <sup>th</sup> Assignment	9-3-24
15.	Mark Moeller	6 <sup>th</sup> Assignment	9-3-24
16.	Lisa VanDyke	6 <sup>th</sup> Assignment	9-3-24
17.	Matti Boomgaarden	6 <sup>th</sup> Assignment	9-3-24
18.	Natalie Resch	6 <sup>th</sup> Assignment	9-3-24
19.	Tiffany Fritsch	6 <sup>th</sup> Assignment	9-3-24
20.	Michael Slaba	6 <sup>th</sup> Assignment	9-3-24
21.	Jacque Kennedy	Business Manager	7-1-2024
22.	Jennifer Dunn	HR/Payroll	7-1-2024
23.	Jim Baustian	Lights Technician	7-1-2024
24.	Jennifer Dunn	Audio/Visual Tech	7-1-2024
25.	Robert Wrenn	SpEd Teacher	8-20-2024
26.	Phoebe Sheldon	Elem Para	8-27-2024
27.	Oscar Hansen	Summer Band Sound	Summer 2024

**Rationale**

1. Retire/Rehire
2. Replace Jacey Burnett
3. New position due to IEP needs
4. Replace Kayla Hailey
5. Replacing Dakota English (sub)
6. Replacing Matt Derby who is going to days for Jason Garcia
7. Replaced Emily Savage (Contract is voided)
8. American History
9. Heritage Speakers
10. Psych/Sociology
11. AP Calculus
12. Geometry
13. Int Algebra 1
14. Elementary PE
15. Diet/Nutrition

16. Elementary PE
17. Plant/Vet Science
18. Natural Resources
19. Painting
20. Diversity of Life/Forensics
21. Renewal of contract
22. Renewal of contract
23. Yearly assignment
24. Yearly assignment
25. Replace Jessica Quissell
26. New position due to high special ed needs in preschool
27. Replaced Trinity Endsley as she found a different job

### **Lane Change**

1. Amanda Hussein – BS+20
2. Brittany Wentzel – MA
3. Cole Maly - MA

### **New Subs**

1. Rhonda VanDeBrake, sub custodian
2. Tony Arreola, sub custodian
3. Jason Garza, para sub

### **Letter of Resignation**

1. Dakota English – Sub Custodian
2. Kayla Hailey, paraprofessional
3. Riley Shane, Tech Assistant

### **Note:**

- Kylie Wahl who was approved last month as a para stated she got a different job. Contract is amended to be voided.
- Trinity Endsley was approved early summer as a band sound tech, but she took a different job. Contract is amended to be voided.

Budget Presentation to the Board				
Expenditures as of 08/20/2024				
General Fund	FY2024		8/20/2024	Year to
Classification	Code	FY2024REVISED	Year to Date	Date %
Administrative Salaries	110	\$502,821.00	\$501,644.95	100%
Teacher Salaries	140	\$4,887,770.00	\$4,911,400.51	100%
Non-Licensed Classroom Personnel	141	\$75,566.00	\$75,146.52	99%
Licensed Instructional Support Personnel	143	\$148,636.00	\$147,962.10	100%
Non-License Instructional Support Personnel	144	\$0.00	\$0.00	#DIV/0!
Substitute Salaries	145	\$136,500.00	\$136,340.46	100%
Substitute Non-Licensed Classroom Salaries	146	\$30,000.00	\$27,894.42	93%
Language Pathologist	152	\$55,583.00	\$21,547.50	39%
School Nurse	154	\$104,650.00	\$105,098.56	100%
School Social Worker	156	\$53,750.00	\$53,523.02	100%
Certified Paraprofessional	161	\$549,839.00	\$566,946.81	103%
Certified One-to-One Paraprofessional	162	\$264,411.00	\$224,787.70	85%
School Counselor	165	\$136,175.00	\$129,310.45	95%
Non-Instructional Support	170	\$874,920.00	\$824,624.13	94%
DAPE Specialist	174	\$0.00	\$0.00	#DIV/0!
Other Salary Payment	185	\$673,381.00	\$673,833.89	100%
Severance	191	\$15,653.00	\$14,024.36	90%
Third Party Pay Expense Salaries	195	\$0.00	\$0.00	#DIV/0!
FICA	210	\$633,835.00	\$620,308.69	98%
PERA	214	\$139,275.00	\$134,170.96	96%
TRA	218	\$561,398.00	\$549,922.68	98%
Health Insurance	220	\$655,496.00	\$618,957.04	94%
Life Insurance	230	\$11,249.00	\$6,757.34	60%
Dental Insurance	235	\$1,463.00	\$1,403.16	96%
Long Term Disability	240	\$0.00	\$0.00	#DIV/0!
TSA Match	250	\$88,688.00	\$89,435.94	101%
Employer Sponsored HSA's	251	\$160,567.00	\$139,747.24	87%
Workmens Comp	270	\$45,461.00	\$44,988.59	99%
Unemployment Compensation	280	\$36,000.00	\$213.00	1%
Unemployment Summer Employees	281	\$35,000.00	\$38,249.65	109%
Other Post-Employment Benefits	291	\$45,480.00	\$45,480.00	100%
Third Party Pay Benefits	295	\$0.00	\$0.00	#DIV/0!
Total Salaries and Fringe		\$10,923,567.00	\$10,703,719.67	98%
Other Employee Benefits	299	\$0.00	\$0.00	#DIV/0!
Fed Sub Awards Under \$25,000	303	\$23,750.00	\$23,627.69	99%
Fed Sub Awards Over \$25,000	304	\$0.00	\$0.00	#DIV/0!
Consulting and Servicing Fees	305	\$229,515.00	\$232,615.97	101%
School Resource Officer	310	\$51,504.00	\$51,252.00	100%
Services Purchased from Coop	316	\$172,151.00	\$168,259.85	98%
Computer and Technology Services	319	\$0.00	\$0.00	#DIV/0!
Communications/Phone	320	\$39,502.00	\$38,455.27	97%
Postage and Express	329	\$10,225.00	\$7,593.44	74%
Utility Services	330	\$283,549.00	\$294,273.02	104%
Short Term Rentals	335	\$107,643.00	\$108,794.26	101%
Property Insurance	340	\$147,285.00	\$148,609.96	101%
Repairs and Maintenance	350	\$257,170.00	\$259,065.34	101%
Transportation	360	\$1,196,588.00	\$1,149,974.16	96%
Travel	366	\$75,244.00	\$75,553.25	100%
Entry Fees/Student Travel	369	\$41,760.00	\$34,682.65	83%
Rentals and Leases	370	\$0.00	\$0.00	#DIV/0!
Mental Health Professional Services	379	\$5,000.00	\$2,625.00	53%
Short Term Lease	380	\$0.00	\$0.00	#DIV/0!
Third Party Reimbursement Services	385	\$0.00	\$0.00	0%
To Other MN School Districts	390	\$50,315.00	\$53,657.42	107%
To Out of State Districts	392	\$33,030.00	\$32,065.45	97%
Special Ed Contracted Services	393	\$206,500.00	\$223,294.10	108%
To Non-Ed Agency	394	\$405,990.00	\$401,685.28	99%
Spec Ed Salary Purchased from Co-op	396	\$438,366.00	\$473,682.27	108%
Spec Ed Benefits Purchased from Co-op	397	\$28,478.00	\$28,692.07	101%
Charge Back	398	\$0.00	\$0.00	0%
Purchase Sped Contracted Services	399	\$87,210.00	\$97,545.00	112%
General Supplies	401	\$356,378.00	\$359,388.95	101%
Non instructional Computer Software	405	\$68,248.00	\$53,530.90	78%
Instructional Software License	406	\$110,011.00	\$109,004.65	99%
Instructional Supplies	430	\$130,483.00	\$123,669.00	95%
Individualized Materials	433	\$42,630.00	\$37,597.54	88%
Fuel for Buildings	440	\$60,173.00	\$44,130.32	73%
Noninstructional Tech Supplies	455	\$20,000.00	\$20,988.26	105%
Instructional Tech Supplies	456	\$3,000.00	\$3,199.34	107%
Textbooks/Workbooks	460	\$57,628.00	\$57,508.39	100%
Standardized Tests	461	\$4,000.00	\$2,406.40	60%
Non-Instructional Tech Devices	465	\$75,052.00	\$76,348.51	102%
Instructional Technology Devices	466	\$65,000.00	\$64,176.06	99%
Library Books	470	\$17,800.00	\$10,252.29	58%
Audio Visual Aids	480	\$0.00	\$0.00	0%
Electronic Format	485	\$0.00	\$0.00	#DIV/0!
Capital Non-Instruction Tech Software	505	\$9,500.00	\$9,500.00	100%
Site or Grounds Acquisition	510	\$61,650.00	\$61,650.00	100%
Building Acquisition and Construction	520	\$532,375.00	\$442,855.01	83%
Equipment Purchased	530	\$115,116.00	\$99,269.77	86%
Special Education Equipment	533	\$0.00	\$0.00	#DIV/0!
Eligible Pupil Transportation	548	\$0.00	\$0.00	0%
Vehicles Purchased	550	\$0.00	\$0.00	#DIV/0!
Non-Instructional Technology Hardware	555	\$17,000.00	\$13,319.06	78%
Capitalized Instructional Technology Hardware	556	\$0.00	\$0.00	#DIV/0!
Principal on Long Term Lease	570	\$15,612.00	\$11,838.78	76%
Interest Long Term Lease	571	\$2,128.00	\$1,466.22	69%
Principal on Capital Lease	580	\$80,000.00	\$80,000.00	100%
Interest on Capital Lease	581	\$12,159.00	\$12,124.00	100%
Dues and Memberships	820	\$13,420.00	\$12,273.27	91%
Taxes and Special Assessments	896	\$1,275.00	\$231.00	18%
Affordable Care Act Penalties	897	\$16,240.00	\$16,239.84	100%
Miscellaneous Other Expenses	899	\$4,000.00	\$697.10	17%
Contingency		\$0.00	\$0.00	#DIV/0!
Total		\$16,705,220.00	\$16,333,387.78	98%
The prior year to date percentage was 96%				

INDEPENDENT SCHOOL DISTRICT NO. 2689								
PIPESTONE AREA SCHOOLS								
TREASURER'S REPORT TO SCHOOL BOARD								
FOR THE MONTH ENDED JULY 31, 2024								
		CASH BALANCE			CASH BALANCE		CASH BALANCE	CASH BALANCE
FUNDS	FUND NUMBER	BEGINNING OF MONTH	NET CASH ACTIVITY		END OF MONTH	ADJUSTMENTS	END OF MONTH FY25	END OF MONTH FY24
GENERAL FUND	01,03,05	\$7,220,489.95	(\$1,874,493.95)		\$5,345,996.00		\$5,345,996.00	\$5,516,282.21
FOOD SERVICE FUND	02	\$832,304.43	(\$20,289.41)		\$812,015.02		\$812,015.02	\$648,334.42
COMMUNITY SERVICE FUND	04	\$572,941.77	(\$43,966.78)		\$528,974.99		\$528,974.99	\$620,163.12
TOTAL OPERATING FUNDS		\$8,625,736.15	(\$1,938,750.14)		\$6,686,986.01		\$6,686,986.01	\$6,784,789.75
BUILDING FUND	06	\$30.00	\$0.00		\$30.00		\$30.00	\$0.00
DEBT SERVICE FUND	07	\$1,526,699.60	(\$350,621.86)		\$1,176,077.74		\$1,176,077.74	\$812,214.47
AGENCY FUND	09	\$345.00	\$0.00		\$345.00		\$345.00	\$345.00
CERTIFICATES OF DEPOSIT		\$0.00	\$0.00		\$0.00		\$0.00	\$0.00
TOTAL		\$10,152,810.75	(\$2,289,372.00)		\$7,863,438.75	\$0.00	\$7,863,438.75	\$7,597,349.22
RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS								
DESCRIPTION	ACCOUNT NUMBER	CURRENT RATE OF INTEREST	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS	BALANCE PER TREASURER'S BOOKS
FIRST NATIONAL BANK-PAYROLL		0.05%	\$328,408.23	(\$153.85)	\$0.00	\$0.00	\$328,254.38	\$174,658.47
FIRST NATIONAL BANK-MM		0.45%	\$764,436.21	\$0.00	\$0.00	\$0.00	\$764,436.21	\$1,549,096.41
FIRST F&M		0.20%	\$1,135,860.73	(\$280,639.19)	\$0.00	\$0.00	\$855,221.54	\$1,080,511.28
MNTrust		5.20%	\$1,024,041.47	\$0.00	\$0.00	\$0.00	\$1,968,785.28	\$2,336,000.10
TOTAL			\$3,252,746.64	(\$280,793.04)	\$0.00	\$0.00	\$3,916,697.41	\$5,140,266.26
CERTIFICATES OF DEPOSIT	CD #	Date Purchased	Maturity Date	Maturity Period	Interest Rate		Dollar Amount	Dollar Amount
MNTrust Full Flex					5.25%		\$550,388.93	
Cornerstone Bank	1348781-1	5/9/2023	11/5/2024	18 Months	5.008%		\$232,350.00	
Charles Schwab Bank	59763-1	5/11/2023	11/5/2024	18 Months	4.906%		\$243,497.10	
Patriot Bank TN	1357604-1	1/4/2024	7/7/2025	18 Months	4.834%		\$232,900.00	
Financial Federal Bank TN	1357602-1	1/4/2024	7/7/2025	18 Months	5.250%		\$231,550.00	
First Interstate Bank of Indiana	1357603-1	1/4/2024	1/5/2026	24 Months	4.509%		\$228,850.00	
American Plus Bank	1357605-1	1/4/2024	1/5/2026	24 Months	4.940%		\$229,200.00	
Amer Natl BK/FX Cities	58664-1	2/24/2023	8/23/2024	18 Months	4.420%		\$249,647.62	
Fist United Bank and Trust	58665-1	2/8/2023	2/10/2025	24 MOnths	4.360%		\$248,666.44	
Veritx Community Bank NA	58635-1	2/13/2023	2/13/2025	24 Months	4.355%		\$249,691.25	
MN Trust Term Series	296283-1	8/23/2023	1/27/2025	18 Months	5.130%		\$500,000.00	
MN Trust Term Series	297801-1	5/17/2024	11/18/2025	18 Months	4.197%		\$750,000.00	
Total							\$3,946,741.34	\$2,457,082.96
<b>Grand Total</b>							<b>\$7,863,438.75</b>	<b>\$7,597,349.22</b>
						Signed	Jacque Kennedy	

<b>INDEPENDENT SCHOOL DISTRICT NO. 2689</b>							
<b>PIPESTONE AREA SCHOOLS</b>							
<b>MNTRUST 2023A BONDS</b>							
<b>FOR THE MONTH ENDED JULY 31, 2024</b>							
		<b>CASH BALANCE</b>			<b>CASH BALANCE</b>		<b>CASH BALANCE</b>
	<b>FUND</b>	<b>BEGINNING</b>			<b>END OF</b>		<b>END OF</b>
<b>FUNDS</b>	<b>NUMBER</b>	<b>OF MONTH</b>	<b>NET CASH ACTIVITY</b>		<b>MONTH</b>	<b>ADJUSTMENTS</b>	<b>MONTH FY2025</b>
MNTRUST 2023A BONDS	06	\$2,794,267.37	\$12,345.76		\$2,806,613.13		\$2,806,613.13
TOTAL		\$2,794,267.37	\$12,345.76		\$2,806,613.13	\$0.00	<b>\$2,806,613.13</b>
<b>RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS</b>							
		<b>CURRENT</b>	<b>BALANCE</b>			<b>OTHER</b>	<b>BALANCE PER</b>
<b>DESCRIPTION</b>	<b>ACCOUNT</b>	<b>RATE OF</b>	<b>PER BANK</b>	<b>OUTSTANDING</b>	<b>OUTSTANDING</b>	<b>RECONCILING</b>	<b>TREASURER'S</b>
	<b>NUMBER</b>	<b>INTEREST</b>	<b>STATEMENT</b>	<b>CHECKS</b>	<b>DEPOSITS</b>	<b>ITEMS</b>	<b>BOOKS</b>
MNTRUST		5.20%	\$2,794,267.37	\$0.00	\$0.00	\$0.00	\$2,806,613.13
MNTRUST TERM SERIES		1.95%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SECURITY(BONDS OR TREASURY NOTES)		Various	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CERTIFICATES OF DEPOSIT		Various	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL			\$2,794,267.37	\$0.00	\$0.00	\$0.00	\$2,806,613.13
						Signed	Jacque Kennedy

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68862	9489		<b>TECH TO SCHOOL</b>		Check		
				E 01	103 203 150 000 466	SEE ATTACHED		\$25,060.00	
		<b>PO#:</b> 18527	<b>Voucher #:</b>	<b>97538</b>	Invoice	<b>Invoice No:</b> MTS77046	<b>7/15/2024</b>	<b>Paid Amt:</b>	<b>\$25,060.00</b>
								<b>Check Amount:</b>	<b>\$25,060.00</b>
2689	FIN	68863	00226	00226	<b>CENTER SPORTS INC</b>		Check		
				E 01	300 296 207 000 401	General Supplies		\$763.25	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>97542</b>	Invoice	<b>Invoice No:</b> AAD014699	<b>7/16/2024</b>	<b>Paid Amt:</b>	<b>\$763.25</b>
								<b>Check Amount:</b>	<b>\$763.25</b>
2689	FIN	68864	8396		<b>DAKOTA LETTERING</b>		Check		
				E 01	207 240 172 000 430	Instructional Supply		\$345.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>97541</b>	Invoice	<b>Invoice No:</b> 146658	<b>7/16/2024</b>	<b>Paid Amt:</b>	<b>\$345.00</b>
								<b>Check Amount:</b>	<b>\$345.00</b>
2689	FIN	68865	9755		<b>HANDER INC PLUMBING AND HEATING</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$911.47	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>97544</b>	Invoice	<b>Invoice No:</b> 001102790000	<b>7/16/2024</b>	<b>Paid Amt:</b>	<b>\$911.47</b>
								<b>Check Amount:</b>	<b>\$911.47</b>
2689	FIN	68866	7345		<b>MILLBORN SEEDS, INC</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$900.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>97543</b>	Invoice	<b>Invoice No:</b> 0198153	<b>7/16/2024</b>	<b>Paid Amt:</b>	<b>\$900.00</b>
								<b>Check Amount:</b>	<b>\$900.00</b>
2689	FIN	68867	00890	00890	<b>STOUT &amp; EVINK</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$143.88	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>97545</b>	Invoice	<b>Invoice No:</b> 99548	<b>7/16/2024</b>	<b>Paid Amt:</b>	<b>\$143.88</b>
								<b>Check Amount:</b>	<b>\$143.88</b>
2689	FIN	68868	8925		<b>BLUEPEAK</b>		Check		
				E 01	005 810 000 000 320	Communications/Phone		\$1,614.67	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>97546</b>	Invoice	<b>Invoice No:</b> 000459101	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$1,614.67</b>
								<b>Check Amount:</b>	<b>\$1,614.67</b>
2689	FIN	68869	7882		<b>C &amp; B OPERATIONS LLC</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$116.28	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>97547</b>	Invoice	<b>Invoice No:</b> 12827962	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$116.28</b>
								<b>Check Amount:</b>	<b>\$116.28</b>
2689	FIN	68870	5836		<b>CAROLINA BIOLOGICAL SUPPLY CO.</b>		Check		
				E 01	300 260 172 000 430	#706392 Latex Free Gloves, Powder Free, Lar		\$47.00	
				E 01	300 260 172 000 430	#455074 Owl Pellet Chart Set		\$39.95	
				E 01	300 260 172 000 430	#291114 Hair Comparison Microscope Slide S		\$83.50	
				E 01	300 260 172 000 430	#699875 Fiber Identification Kit		\$102.00	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68870	5836		<b>CAROLINA BIOLOGICAL SUPPLY CO.</b>		Check		
				E 01	300 260 172 000 430	#292136 Biology Microscope Slide Set		\$237.00	
	<b>PO#:</b> 18610	<b>Voucher #:</b>	<b>97553</b>	Invoice	<b>Invoice No:</b> 52620790	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$509.45</b>	
							<b>Check Amount:</b>	<b>\$509.45</b>	
2689	FIN	68871	8791		<b>CHRISTENSEN BROADCASTING</b>		Check		
				E 01	005 020 000 000 305	Consult & Serv.fees		\$4,800.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97554</b>	Invoice	<b>Invoice No:</b> 07/17/2024	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$4,800.00</b>	
							<b>Check Amount:</b>	<b>\$4,800.00</b>	
2689	FIN	68872	5604		<b>GOPHER STAGE LIGHTING</b>		Check		
				E 01	300 865 000 370 520	STAGE LIGHTING		\$123,599.85	
	<b>PO#:</b> 18496	<b>Voucher #:</b>	<b>97558</b>	Invoice	<b>Invoice No:</b> 23499	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$123,599.85</b>	
							<b>Check Amount:</b>	<b>\$123,599.85</b>	
2689	FIN	68873	00256		<b>HILLYARD INC/ SIOUX FALLS</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$439.35	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97555</b>	Invoice	<b>Invoice No:</b> 700596937	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$439.35</b>	
				E 01	005 810 000 000 401	General Supplies, GYM FLOOR FINISH		\$9,443.72	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97548</b>	Invoice	<b>Invoice No:</b> 605529129	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$9,443.72</b>	
				E 01	005 810 000 000 401	General Supplies		\$470.19	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97549</b>	Invoice	<b>Invoice No:</b> 700597108	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$470.19</b>	
							<b>Check Amount:</b>	<b>\$10,353.26</b>	
2689	FIN	68874	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check		
				E 01	300 230 172 000 430	See attached cart#4486045		\$252.58	
	<b>PO#:</b> 18546	<b>Voucher #:</b>	<b>97556</b>	Invoice	<b>Invoice No:</b> 4576618	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$252.58</b>	
							<b>Check Amount:</b>	<b>\$252.58</b>	
2689	FIN	68875	9992		<b>IT OUTLET</b>		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$217.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97552</b>	Invoice	<b>Invoice No:</b> 10000864	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$217.00</b>	
							<b>Check Amount:</b>	<b>\$217.00</b>	
2689	FIN	68877	6836		<b>Midwest Alarm</b>		Check		
				E 02	005 770 000 701 350	Repair&maint Service		\$87.33	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97551</b>	Invoice	<b>Invoice No:</b> 381271	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$87.33</b>	
							<b>Check Amount:</b>	<b>\$87.33</b>	
2689	FIN	68878	7441		<b>NCS PEARSON, INC</b>		Check		
				E 01	300 401 000 740 433	#0158658965 PLS-5 Record Forms Qty 15 (Pr		\$164.00	
				E 01	300 401 000 740 433	Shipping		\$10.00	
	<b>PO#:</b> 18582	<b>Voucher #:</b>	<b>97559</b>	Invoice	<b>Invoice No:</b> 25624736	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$174.00</b>	
							<b>Check Amount:</b>	<b>\$174.00</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor				Pmt/Void Date		Pmt Type
2689	FIN	68879	7062		PRO-ED						Check
				E 01	300 401 000 740 433				#14850 TOLD-1:5 Examiner Record Booklets (	\$91.00	
				E 01	300 401 000 740 433				#W-688 Arizona-4: Articulation & Phonology sc	\$126.00	
				E 01	300 401 000 740 433				#14569 CASL-2 Comprehensive Forms (10) C	\$160.00	
				E 01	300 401 000 740 433				Shipping	\$37.70	
		<b>PO#: 18581</b>	<b>Voucher #: 97563</b>	Invoice	<b>Invoice No: 3043613</b>				<b>7/17/2024</b>		<b>Paid Amt: \$414.70</b>
											<b>Check Amount: \$414.70</b>
2689	FIN	68880	7367		Steve Weiss Music						Check
				E 01	300 258 233 000 430				#PEA-PTT1215MP :earl Marching Trap Table	\$172.95	
				E 01	300 258 233 000 430				Freight	\$8.00	
		<b>PO#: 18621</b>	<b>Voucher #: 97561</b>	Invoice	<b>Invoice No: 1296444.2</b>				<b>7/17/2024</b>		<b>Paid Amt: \$180.95</b>
				E 01	300 258 233 000 430				#GRO-PW-TA-MA Grover Pro Trioangle Arm w	\$33.00	
				E 01	300 258 233 000 430				#SW-LMS Liberty One LMS Soft Yarn Birch M	\$92.45	
				E 01	300 258 233 000 430				#LP-LP261 LP Clave - Grenadilla (LP261)	\$29.99	
				E 01	300 258 233 000 430				#PRO-R22 Promark Cymbal Rattler	\$35.85	
				E 01	300 258 233 000 430				#VIC-GB4 Vic Firth Soundpower GB4 Gong Be	\$64.99	
				E 01	300 258 233 000 430				DO NOT SHIP/INVOICE PRIOR TO 7/1/24	\$0.00	
				E 01	300 258 233 000 430				Freight	\$9.95	
		<b>PO#: 18623</b>	<b>Voucher #: 97562</b>	Invoice	<b>Invoice No: 1296445.1</b>				<b>7/17/2024</b>		<b>Paid Amt: \$266.23</b>
				E 01	300 258 233 000 430				DO NOT SHIP/INVOICE PRIOR TO 7/1/24	\$0.00	
				E 01	300 258 233 000 430				#SW-FFC-200 Liberty One Universial Field Fra	\$89.85	
				E 01	300 258 233 000 430				#LUD-LAP256STH Ludwig Atlas Double Tom F	\$89.00	
				E 01	300 258 233 000 430				#MAJ-RUBA Majestic Quantum Mount Clamp	\$107.85	
				E 01	300 258 233 000 430				#SW-10HH-XHAT Weiss 10" Traditioal Cast Hi	\$119.95	
				E 01	300 258 233 000 430				#SW-FFCM Weiss Field Frame Cymbal Mount	\$269.70	
				E 01	300 258 233 000 430				Freight	\$9.95	
		<b>PO#: 18621</b>	<b>Voucher #: 97560</b>	Invoice	<b>Invoice No: 1296444.1</b>				<b>7/17/2024</b>		<b>Paid Amt: \$686.30</b>
											<b>Check Amount: \$1,133.48</b>
2689	FIN	68881	5168		J. W. PEPPER & SON, INC.						Check
				E 01	103 203 171 000 430				SKU:1683283Sail Away Book Eleanor LockeB	\$34.99	
				E 01	103 203 171 000 430				SKU:3057619150 Rounds for Singing and Tea	\$19.99	
		<b>PO#: 18658</b>	<b>Voucher #: 97550</b>	Invoice	<b>Invoice No: 366529093</b>				<b>7/17/2024</b>		<b>Paid Amt: \$54.98</b>
				E 01	300 258 233 000 430				#958I231 Green - JW Pepper 1001 Instrument	\$139.00	
				E 01	300 258 233 000 430				#958249 Black - JW Pepper 1001 Instrumenta	\$62.55	
				E 01	300 258 233 000 430				DO NOT SHIP/INVOICE UNTIL AFTER 7/1/24	\$0.00	
				E 01	300 258 233 000 430				SHIPPING	\$17.99	
		<b>PO#: 18622</b>	<b>Voucher #: 97557</b>	Invoice	<b>Invoice No: 366511936</b>				<b>7/17/2024</b>		<b>Paid Amt: \$219.54</b>
											<b>Check Amount: \$274.52</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68882	5983		<b>SIOUX VALLEY ENERGY</b>		Check		
				E 01	300 810 184 000 330	Utilities - Electricity JUNE FLASHING LIGHT		\$92.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97566</b>	Invoice		<b>Invoice No:</b> 7058684200	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$92.00</b>	
				E 01	300 810 184 000 330	Utilities - Electricity JUNE 2024		\$18,497.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97565</b>	Invoice		<b>Invoice No:</b> 7058684000	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$18,497.00</b>	
							<b>Check Amount:</b>	<b>\$18,589.00</b>	
2689	FIN	68883	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	300 211 172 000 369	Entry Fees/Student Travel		\$53.26	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97564</b>	Invoice		<b>Invoice No:</b> 76141	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$53.26</b>	
							<b>Check Amount:</b>	<b>\$53.26</b>	
2689	FIN	68884	00276		<b>XCEL ENERGY</b>		Check		
				E 01	005 810 184 000 330	Electricity - MAY 2024		\$1,238.03	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97567</b>	Invoice		<b>Invoice No:</b> 51-6709448-8	<b>7/17/2024</b>	<b>Paid Amt:</b>	<b>\$1,238.03</b>	
							<b>Check Amount:</b>	<b>\$1,238.03</b>	
2689	FIN	68885	5949		<b>CDW GOVERNMENT, INC.</b>		Check		
				E 01	005 020 000 000 455	NonInstructional Tech Supplies		\$704.60	
				E 01	005 110 000 000 455	NonInstructional Tech Supplies		\$704.60	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97577</b>	Invoice		<b>Invoice No:</b> SF89133	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$1,409.20</b>	
				E 01	005 610 000 000 455	NonInstructional Tech Supplies		\$187.99	
				E 01	005 810 000 000 455	NonInstructional Tech Supplies		\$13.12	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97575</b>	Invoice		<b>Invoice No:</b> SH68615	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$201.11</b>	
				E 01	005 110 000 000 455	NonInstructional Tech Supplies		\$216.18	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97576</b>	Invoice		<b>Invoice No:</b> SH72618	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$216.18</b>	
							<b>Check Amount:</b>	<b>\$1,826.49</b>	
2689	FIN	68886	00511		<b>G &amp; R CONTROLS</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$3,520.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97574</b>	Invoice		<b>Invoice No:</b> S11393	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$3,520.00</b>	
							<b>Check Amount:</b>	<b>\$3,520.00</b>	
2689	FIN	68887	10221		<b>GREAT AMERICAN FINANCIAL SERVICES CORPORATION</b>		Check		
				E 01	005 110 000 000 335	Short Term Rentals, JUNE 2024		\$5,077.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97571</b>	Invoice		<b>Invoice No:</b> 37021658	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$5,077.00</b>	
				E 01	005 110 000 000 335	Short Term Rentals, JUNE 2024		\$1,340.82	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97570</b>	Invoice		<b>Invoice No:</b> 37021659	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$1,340.82</b>	
							<b>Check Amount:</b>	<b>\$6,417.82</b>	
2689	FIN	68888	10412		<b>HEAVY METAL MACHINING</b>		Check		
				E 01	300 292 000 000 401	General Supplies		\$485.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97572</b>	Invoice		<b>Invoice No:</b> 7704-9	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$485.00</b>	
							<b>Check Amount:</b>	<b>\$485.00</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68889	3551		<b>HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY</b>		Check		
				E 01	207 203 173 302 460	Reader's Notebook Grade 6 ISBN-13/EAN: 97:		\$1,585.00	
				E 01	207 203 173 302 460	Shipping		\$253.60	
	<b>PO#:</b> 18615	<b>Voucher #:</b>	<b>97573</b>	Invoice	<b>Invoice No:</b> 956066246	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$1,838.60</b>	
							<b>Check Amount:</b>	<b>\$1,838.60</b>	
2689	FIN	68890	7716		<b>VERIZON WIRELESS</b>		Check		
				E 01	005 810 000 000 320	Communications/Phone, JUNE 2024		\$390.54	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97569</b>	Invoice	<b>Invoice No:</b> 982981850-00001	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$390.54</b>	
							<b>Check Amount:</b>	<b>\$390.54</b>	
2689	FIN	68891	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check		
				E 01	300 212 172 000 430	CYO510400 Colored Drawing Chalk		\$35.88	
				E 01	300 212 172 000 430	DIX14412 No. 2 Pencil Value Pack, HB #2, Bla		\$16.57	
				E 01	300 212 172 000 430	EPIE503 Disappearing Purple All Purpose Glu		\$56.14	
				E 01	300 212 172 000 430	SAN2083009 Black Sharpie Fine Point 36 Pac		\$48.65	
				E 01	300 212 172 000 430	UNV10210 Binder Clips Medium Black 12/box		\$0.68	
				E 01	300 212 172 000 430	UNV55150 Pencil Cap Erasers Pink 15 Pack		\$7.34	
	<b>PO#:</b> 18584	<b>Voucher #:</b>	<b>97580</b>	Invoice	<b>Invoice No:</b> 4586020	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$165.26</b>	
				E 01	300 341 172 830 433	See attached cart #4464678		\$219.10	
	<b>PO#:</b> 18576	<b>Voucher #:</b>	<b>97581</b>	Invoice	<b>Invoice No:</b> 4586013	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$219.10</b>	
				E 01	300 408 000 740 433	See Attached Cart #4481948		\$219.69	
	<b>PO#:</b> 18570	<b>Voucher #:</b>	<b>97582</b>	Invoice	<b>Invoice No:</b> 4586012	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$219.69</b>	
				E 01	300 260 172 000 430	See attached cart #4484296		\$294.55	
	<b>PO#:</b> 18569	<b>Voucher #:</b>	<b>97583</b>	Invoice	<b>Invoice No:</b> 4586011	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$294.55</b>	
				E 01	300 260 172 000 430	See attached cart #s4471276 and 4479767		\$33.38	
	<b>PO#:</b> 18566	<b>Voucher #:</b>	<b>97584</b>	Invoice	<b>Invoice No:</b> 4586009	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$33.38</b>	
				E 01	300 260 172 000 430	Instructional Supply		\$203.89	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97585</b>	Invoice	<b>Invoice No:</b> 4586008	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$203.89</b>	
				E 01	300 260 172 000 430	See attached cart #4510865		\$275.06	
	<b>PO#:</b> 18565	<b>Voucher #:</b>	<b>97586</b>	Invoice	<b>Invoice No:</b> 4586007	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$275.06</b>	
				E 01	300 240 172 000 430	See Cart ATtached #4486049		\$25.74	
	<b>PO#:</b> 18561	<b>Voucher #:</b>	<b>97587</b>	Invoice	<b>Invoice No:</b> 4586006	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$25.74</b>	
				E 01	103 203 171 000 430	CLO30112CT Disinfecting Wipes, 1-Ply, 7 x 8, l		\$183.56	
	<b>PO#:</b> 18644	<b>Voucher #:</b>	<b>97578</b>	Invoice	<b>Invoice No:</b> 4577971	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$183.56</b>	
				E 01	300 050 172 000 401	#DUC1118393 Tape, Duck, 1.88x55yd, gy		\$11.48	
				E 01	300 050 172 000 401	#MMM6545SSW Note, Note, 3x3,SS,WH,5		\$16.24	
				E 01	300 050 172 000 401	#UNV56300 Pad, Jr. Legal, 6/PK, WE		\$4.34	
				E 01	300 050 172 000 401	#MMM1426 Tape, MLNG,2"x800",6/PK,CR		\$16.35	
				E 01	300 050 172 000 401	#UNV83436VP Tap, Write on, 3/4x36 Yd, 12		\$14.04	
				E 01	300 050 172 000 401	#BICWOTAP10 Tap, Correction, 10/Box,Wh		\$16.92	

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	68891	9518		INNOVATIVE OFFICE SOLUTIONS LLC		Check
				E 01	300 050 172 000 401	#SAN37001B Marker, Sharpie, Ultrafn, BK	\$9.00
				E 01	300 050 172 000 401	#SEV13713PK Napkins, Lunch, 250, 1Ply, WE	\$4.70
				E 01	300 050 172 000 401	DXEUX9PATHPK Plate, UltraLX, HD 85/8,125	\$24.82
				E 01	300 050 172 000 401	#DXESXB12WSPK Bowl, Ultra, 12OZ, 125/PK	\$13.28
				E 01	300 050 172 000 401	Cart ED 4481953	\$0.00
	PO#: 18537	Voucher #:	97579	Invoice	Invoice No: 4585987	7/18/2024	Paid Amt: \$131.17
							<b>Check Amount: \$1,751.40</b>
2689	FIN	68892	9518		INNOVATIVE OFFICE SOLUTIONS LLC		Check
				E 01	300 256 172 000 430	See attached Cart #4486975	\$124.90
	PO#: 18560	Voucher #:	97590	Invoice	Invoice No: 4586005	7/18/2024	Paid Amt: \$124.90
				E 01	300 260 172 000 430	See attached cart #4484960	\$298.26
	PO#: 18557	Voucher #:	97591	Invoice	Invoice No: 4586004	7/18/2024	Paid Amt: \$298.26
				E 01	300 740 172 000 430	See attached Cart #4481808	\$271.30
	PO#: 18556	Voucher #:	97592	Invoice	Invoice No: 4586003	7/18/2024	Paid Amt: \$271.30
				E 01	300 301 501 830 433	See attached cart #4469156	\$341.29
	PO#: 18555	Voucher #:	97593	Invoice	Invoice No: 4585999	7/18/2024	Paid Amt: \$341.29
				E 01	300 258 233 000 430	See attached cart #4479985	\$388.56
	PO#: 18553	Voucher #:	97594	Invoice	Invoice No: 4585998	7/18/2024	Paid Amt: \$388.56
				E 01	300 407 000 740 401	See attached Cart #4480492	\$186.97
	PO#: 18547	Voucher #:	97595	Invoice	Invoice No: 4585997	7/18/2024	Paid Amt: \$186.97
				E 01	300 331 172 830 433	See attached Cart #4486092	\$251.54
	PO#: 18551	Voucher #:	97596	Invoice	Invoice No: 4585995	7/18/2024	Paid Amt: \$251.54
				E 01	300 219 172 000 430	See attached cart #4482364 and 4482366	\$41.46
	PO#: 18545	Voucher #:	97597	Invoice	Invoice No: 4585994	7/18/2024	Paid Amt: \$41.46
				E 01	207 203 172 000 401	See attached Cart #4412031	\$264.99
	PO#: 18548	Voucher #:	97588	Invoice	Invoice No: 4585996	7/18/2024	Paid Amt: \$264.99
				E 01	300 230 172 000 401	See attached Cart #4486167	\$285.22
	PO#: 18539	Voucher #:	97589	Invoice	Invoice No: 4585988	7/18/2024	Paid Amt: \$285.22
							<b>Check Amount: \$2,454.49</b>
2689	FIN	68893	9518		INNOVATIVE OFFICE SOLUTIONS LLC		Check
				E 01	300 401 000 740 401	See attached Cart#4495237	\$23.05
	PO#: 18542	Voucher #:	97600	Invoice	Invoice No: 4585990	7/18/2024	Paid Amt: \$23.05
				E 01	207 256 172 000 430	See Cart #4464468	\$90.87
	PO#: 18541	Voucher #:	97601	Invoice	Invoice No: 4585989	7/18/2024	Paid Amt: \$90.87
				E 01	300 219 172 000 430	See attached cart #4482364 and 4482366	\$135.36
	PO#: 18545	Voucher #:	97598	Invoice	Invoice No: 4585992	7/18/2024	Paid Amt: \$135.36

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68893	9518		INNOVATIVE OFFICE SOLUTIONS LLC		Check		
				E 01	300 620 591 000 401	See cart #4485919 attached		\$69.94	
		<b>PO#:</b> 18543	<b>Voucher #:</b>	<b>97599</b>	Invoice	<b>Invoice No:</b> 4585991	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$69.94</b>
								<b>Check Amount:</b>	<b>\$319.22</b>
2689	FIN	68894	10414		PRAIRIELAND LIBRARY EXCHANGE		Check		
				R 01	300 620 591 000 099	Misc Local Revenue		\$283.29	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>97602</b>	Invoice	<b>Invoice No:</b> 07/30/2024	<b>7/18/2024</b>	<b>Paid Amt:</b>	<b>\$283.29</b>
								<b>Check Amount:</b>	<b>\$283.29</b>
2689	FIN	68895	8396		DAKOTA LETTERING		Check		
				E 01	300 294 203 000 401	General Supplies		\$928.95	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>97603</b>	Invoice	<b>Invoice No:</b> 141427	<b>7/19/2024</b>	<b>Paid Amt:</b>	<b>\$928.95</b>
								<b>Check Amount:</b>	<b>\$928.95</b>
2689	FIN	68896	5354		LAKESHORE LEARNING MATERIALS		Check		
				E 04	005 580 000 325 430	JJ907 Classic Dollhouse Furniture		\$179.55	
				E 04	005 580 000 325 430	LC127 Unlock It! Number Match		\$37.99	
		<b>PO#:</b> 18659	<b>Voucher #:</b>	<b>97606</b>	Invoice	<b>Invoice No:</b> 643093070524	<b>7/19/2024</b>	<b>Paid Amt:</b>	<b>\$217.54</b>
				E 01	103 201 171 000 430	Macaroni - 2-Pound BagItem # LC438		\$20.89	
				E 01	103 201 171 000 430	Pom-Poms - Set of 300Item # BA8150		\$10.44	
				E 01	103 201 171 000 430	Foam Sensory Paint - Set of 5Item # PP670		\$28.49	
		<b>PO#:</b> 18661	<b>Voucher #:</b>	<b>97607</b>	Invoice	<b>Invoice No:</b> 643172070524	<b>7/19/2024</b>	<b>Paid Amt:</b>	<b>\$59.82</b>
				E 01	103 203 171 000 430	Lakeshore Fully Washable Liquid Tempera Pai		\$41.33	
				E 01	103 203 171 000 430	Cheerful Cake Birthday CertificatesItem # STE		\$6.17	
				E 01	103 203 171 000 430	Happy Birthday! Pencils - Set of 24Item # SDZ		\$11.38	
		<b>PO#:</b> 18662	<b>Voucher #:</b>	<b>97608</b>	Invoice	<b>Invoice No:</b> 643194070824	<b>7/19/2024</b>	<b>Paid Amt:</b>	<b>\$58.88</b>
				E 01	103 203 171 000 430	Lakeshore Word Family ReadersItem # EE667		\$47.49	
				E 01	103 203 171 000 430	Short Vowels Skill-Building Book SetItem # GC		\$37.99	
				E 01	103 203 171 000 430	Find & Write CVC Words Activity CenterItem #		\$33.24	
				E 01	103 203 171 000 430	Phonics Daily Activity JournalItem # GG474		\$4.74	
				E 01	103 203 171 000 430	Daily Phonological Awareness Practice Journa		\$4.74	
				E 01	103 203 171 000 430	Giant Magnetic Early Writing PageItem # PP5E		\$28.49	
				E 01	103 203 171 000 430	Word Mapping Write & Wipe BoardsItem # GG		\$37.99	
				E 01	103 203 171 000 430	Alphabet Giant Stampers - UppercaseItem # L		\$56.98	
				E 01	103 203 171 000 430	Alphabet Giant Stampers - LowercaseItem # L		\$56.98	
		<b>PO#:</b> 18663	<b>Voucher #:</b>	<b>97609</b>	Invoice	<b>Invoice No:</b> 643236070824	<b>7/19/2024</b>	<b>Paid Amt:</b>	<b>\$308.64</b>
				E 01	006 203 171 000 430	Foam Sensory Paint - Set of 5Item # PP670		\$56.98	
				E 01	006 203 171 000 430	Lakeshore Dough - Set 1 - Set of 6 ColorsItem		\$71.24	
				E 01	006 203 171 000 430	Regular Dot Art Painters - Set of 6Item # EV21		\$37.98	
		<b>PO#:</b> 18664	<b>Voucher #:</b>	<b>97610</b>	Invoice	<b>Invoice No:</b> 643545070824	<b>7/19/2024</b>	<b>Paid Amt:</b>	<b>\$166.20</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68896	5354		<b>LAKESHORE LEARNING MATERIALS</b>		<b>Check</b>		
				E 01	103 203 173 302 460	Reading Comprehension Daily Practice Journa	\$325.78		
	<b>PO#:</b> 18665	<b>Voucher #:</b>	<b>97611</b>	Invoice	<b>Invoice No:</b> 643565070824	<b>7/19/2024</b>		<b>Paid Amt:</b>	<b>\$325.78</b>
				E 01	207 260 172 000 430	#CG987 Crystal Growing Discovery Set	\$119.94		
	<b>PO#:</b> 18598	<b>Voucher #:</b>	<b>97604</b>	Invoice	<b>Invoice No:</b> 596181070224	<b>7/19/2024</b>		<b>Paid Amt:</b>	<b>\$119.94</b>
				E 01	103 201 171 000 430	Letter Crayons Word Building CenterItem # LC	\$31.34		
				E 01	103 201 171 000 430	Snap & Match Phonemic Awareness - Comple	\$80.75		
				E 01	103 201 171 000 430	Splash! Addition Gameltem # LM241	\$11.39		
				E 01	103 201 171 000 430	Mastering Addition DominoesItem # FG741	\$12.34		
				E 01	103 201 171 000 430	Double-Sided Magnetic Write & Wipe Mini Boa	\$28.44		
				E 01	103 201 171 000 430	See-Inside Bucket Balanceltem # BA109	\$23.74		
				E 01	103 201 171 000 430	Alphabet Learning LocksItem # LC126	\$47.49		
				E 01	103 201 171 000 430	Translucent Letter BuildersItem # LE227	\$37.99		
	<b>PO#:</b> 18660	<b>Voucher #:</b>	<b>97605</b>	Invoice	<b>Invoice No:</b> 643143070824	<b>7/19/2024</b>		<b>Paid Amt:</b>	<b>\$273.48</b>
								<b>Check Amount:</b>	<b>\$1,530.28</b>
2689	FIN	68897	7390		<b>BLICK ART MATERIALS</b>		<b>Check</b>		
				E 01	103 203 171 000 430	00007-2006 Crayola Washable Paint -Black	\$5.02		
				E 01	103 203 171 000 430	00020-1006 Crayola Washable Paint - White	\$8.98		
				E 01	103 203 171 000 430	00020-3006 Crayola Washable Paint - Red	\$8.98		
				E 01	103 203 171 000 430	00020-4006 Crayola Washable Paint - Yellow	\$4.49		
				E 01	103 203 171 000 430	00020-4506 Crayola Washable Paint - Orange	\$4.49		
				E 01	103 203 171 000 430	11306-1109 Spectra Deluxe Bleeding Art Tissu	\$3.97		
				E 01	103 203 171 000 430	60974-1001 Roylco Mosaic Paper Squares - 3,	\$15.49		
				E 01	103 203 171 000 430	09649-1001 Roaring Spring Watercolor Pad - 6	\$26.90		
	<b>PO#:</b> 18625	<b>Voucher #:</b>	<b>97617</b>	Invoice	<b>Invoice No:</b> 3317793	<b>7/19/2024</b>		<b>Paid Amt:</b>	<b>\$78.32</b>
				E 01	103 050 171 000 401	11510-1026 Rainbow Duo-Finish Economy Kra	\$114.78		
				E 01	103 050 171 000 401	11510-2006 Rainbow Duo-Finish Economy Kra	\$117.76		
	<b>PO#:</b> 18627	<b>Voucher #:</b>	<b>97618</b>	Invoice	<b>Invoice No:</b> 3317795	<b>7/19/2024</b>		<b>Paid Amt:</b>	<b>\$232.54</b>
								<b>Check Amount:</b>	<b>\$310.86</b>
2689	FIN	68898	00084		<b>DEMCO INC</b>		<b>Check</b>		
				E 01	103 620 591 000 401	W13775490 Holiday Classification Labels Sm.	\$28.89		
				E 01	103 620 591 000 401	W12806060 Subject Classification Label Span	\$4.21		
				E 01	103 620 591 000 401	W13725590 Silhouette Classification Label Hu	\$9.77		
				E 01	103 620 591 000 401	W12802880 Subject Classification Labels Hist	\$9.77		
				E 01	103 620 591 000 401	W13821170 Demco Classic Genre Labels Anir	\$9.77		
				E 01	103 620 591 000 401	W13800480 Subject Classification Labels Nov.	\$9.77		
				E 01	103 620 591 000 401	W16471060 Book Repair Wings Clear Polyprc	\$9.68		
				E 01	103 620 591 000 401	W13735530 DEMCO Premium Book Tape 1-1	\$11.47		
				E 01	103 620 591 000 401	W13787760 Large All Purpose Easel 6" x 5" x	\$11.19		

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
2689	FIN	68898	00084		DEMCO INC		Check	
				E 01	103 620 591 000 401	W13787840 Small All Purpose Easel 4-1/2" x		\$7.99
				E 01	103 620 591 000 401	P16471150 Reddi Corner Clear Polyseter		\$12.74
		<b>PO#: 18628</b>	<b>Voucher #: 97612</b>	Invoice	<b>Invoice No: 7502800</b>	<b>7/19/2024</b>	<b>Paid Amt:</b>	<b>\$125.25</b>
							<b>Check Amount:</b>	<b>\$125.25</b>
2689	FIN	68899	4034		FRED J. MILLER, INC.		Check	
				E 01	300 258 233 000 430	Instructional Supply		\$155.00
		<b>PO#:</b>	<b>Voucher #: 97620</b>	Invoice	<b>Invoice No: 14114</b>	<b>7/19/2024</b>	<b>Paid Amt:</b>	<b>\$155.00</b>
							<b>Check Amount:</b>	<b>\$155.00</b>
2689	FIN	68900	03105		GOPHER		Check	
				E 01	103 203 171 000 430	20-350Rainbow DoubleDuty Nylon Beanbags -		\$78.42
				E 01	103 203 171 000 430	71-524Rainbow SofTex Soccer Balls - Size 5 C		\$92.10
				E 01	103 203 171 000 430	71-521Rainbow SofTex Footballs - Size 3 Juni		\$72.70
				E 01	103 203 171 000 430	93-139Deluxe Vinyl Floor Tape - 180'L x 1"W,R		\$40.46
				E 01	103 203 171 000 430	43-506Rainbow DuraHoop Hoops - 36" dia, Se		\$71.96
				E 01	103 203 171 000 430	01-166Rainbow Fox 40 Classic Pealess Whistl		\$44.96
				E 01	103 203 171 000 430	53-479Gopher Performer Shuttlecocks - Mediu		\$29.00
				E 01	103 203 171 000 430	17-558Shield 47"L Wood-Shaft Floor Hockey S		\$48.51
				E 01	103 203 171 000 430	17-557Shield 47"L Wood-Shaft Floor Hockey S		\$48.51
				E 01	103 203 171 000 430	51-195Rainbow G1000 Aluminum/Steel Badmi		\$71.96
				E 01	103 203 171 000 430	41-123Rainbow AlterTurn Adjustable Length Jt		\$33.90
				E 01	103 203 171 000 430	41-518Rainbow High-Density Premium Fleece		\$53.96
				E 01	103 203 171 000 430	71-606Rainbow Kowabunga! EZInflate Beach I		\$77.55
				E 01	103 203 171 000 430	72-099Rainbow National Dodgeball LeagueDu		\$230.86
				E 01	103 203 171 000 430	72-081Rainbow National Dodgeball League Cr		\$174.50
				E 01	103 203 171 000 430	71-873Rainbow ClassicCoat-Foam Bounce Ba		\$206.10
				E 01	103 203 171 000 430	71-911Rainbow UltraPlay Volleyballs - Size 5 C		\$92.10
				E 01	103 203 171 000 430	Shipping		\$109.99
		<b>PO#: 18632</b>	<b>Voucher #: 97613</b>	Invoice	<b>Invoice No: 382220</b>	<b>7/19/2024</b>	<b>Paid Amt:</b>	<b>\$1,577.54</b>
							<b>Check Amount:</b>	<b>\$1,577.54</b>
2689	FIN	68901	9518		INNOVATIVE OFFICE SOLUTIONS LLC		Check	
				E 01	103 201 171 000 430	AVE47992 Two-Pocket Folder, 40-Sheet Capa		\$11.68
				E 01	103 201 171 000 430	MMM5910121296 Transparent Tape, 1" Core,		\$1.38
		<b>PO#: 18636</b>	<b>Voucher #: 97616</b>	Invoice	<b>Invoice No: 4577923</b>	<b>7/19/2024</b>	<b>Paid Amt:</b>	<b>\$13.06</b>
				E 01	103 203 171 000 430	PAP73015 Arrowhead Eraser Caps, For Pencil		\$9.42
				E 01	103 203 171 000 430	UNV08851 Pocket Highlighters, Fluorescent Y		\$2.13
				E 01	103 203 171 000 430	UNV43651 Dry Erase Marker, Broad Chisel Tip		\$9.16
				E 01	103 203 171 000 430	UNV43118Economy Full-Strip Stapler, 20-She		\$3.57
				E 01	103 203 171 000 430	MMM5910341296 Transparent Tape, 1" Core,		\$7.56

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	68901	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		<b>Check</b>
				E 01	103 203 171 000 430	MMM260018A Economy Masking Tape, 3" Cor	\$0.89
				E 01	103 203 171 000 430	MMM37106PK3710 Packaging Tape, 3" Core,	\$9.51
				E 01	103 203 171 000 430	EPIE524School Glue Stick, 0.77 oz, Dries Cle:	\$6.60
				E 01	103 203 171 000 430	UNV35662 Self-Stick Note Pads, 1.5" x 2", Yel	\$2.23
				E 01	103 203 171 000 430	MMM6559YW Self-Stick Notes, 3" x 5", Yellow	\$7.13
				E 01	103 203 171 000 430	AVE47993 Two-Pocket Folder, 40-Sheet Capar	\$23.36
				E 01	103 203 171 000 430	UNV35264 Kraft Clasp Envelope, #90, Square	\$11.79
	<b>PO#: 18645</b>	<b>Voucher #:</b>	<b>97614</b>	Invoice	<b>Invoice No: 4577977</b>	<b>7/19/2024</b>	<b>Paid Amt: \$93.35</b>
							<b>Check Amount: \$106.41</b>
2689	FIN	68902	5168		<b>J. W. PEPPER &amp; SON, INC.</b>		<b>Check</b>
				E 01	300 258 233 000 430	Wenger Classic Music StandPolycarbonate De	\$1,420.00
				E 01	300 258 233 000 430	Freight	\$216.00
	<b>PO#: 18597</b>	<b>Voucher #:</b>	<b>97622</b>	Invoice	<b>Invoice No: 366533815</b>	<b>7/19/2024</b>	<b>Paid Amt: \$1,636.00</b>
							<b>Check Amount: \$1,636.00</b>
2689	FIN	68903	10120		<b>JAMF SOFTWARE LLC</b>		<b>Check</b>
				E 01	300 211 150 000 406	SEE ATTACHED	\$2,700.00
				E 01	103 201 150 000 406	SEE ATTACHED	\$904.00
				E 01	103 203 150 000 406	SEE ATTACHED	\$3,817.00
				E 01	207 203 150 000 406	SEE ATTACHED	\$1,579.00
	<b>PO#: 18715</b>	<b>Voucher #:</b>	<b>97621</b>	Invoice	<b>Invoice No: 397864</b>	<b>7/19/2024</b>	<b>Paid Amt: \$9,000.00</b>
							<b>Check Amount: \$9,000.00</b>
2689	FIN	68904	6574		<b>TEACHER DIRECT</b>		<b>Check</b>
				E 01	103 203 171 000 430	[76300ST CLI] 24ct Slider Pencil Cases	\$31.48
				E 01	103 203 171 000 430	[607 JL] Giant Rainbow Phonics	\$49.88
				E 01	103 203 171 000 430	[586545 BIN] Crayola 12ct Take Note! Broad L	\$29.76
				E 01	103 203 171 000 430	[D2214 MSG] 12ct Birthday Bash Pencils	\$7.76
	<b>PO#: 18708</b>	<b>Voucher #:</b>	<b>97615</b>	Invoice	<b>Invoice No: 2024/04970</b>	<b>7/19/2024</b>	<b>Paid Amt: \$118.88</b>
				E 01	103 203 171 000 430	[6079 EMC] Real World Writing Grades 5-6	\$22.88
				E 01	103 203 171 000 430	[575 EMC] Writing Fabulous Sentences & Par	\$19.88
				E 01	103 203 171 000 430	[05750 CL] 5 Tab Poly Binder Index Dividers w	\$3.48
				E 01	103 203 171 000 430	[07650 CL] 5 Tab Index Dividers with Multi Poc	\$10.58
				E 01	103 203 171 000 430	[686F1 MMM] Assorted Colors Post it Durable	\$4.88
				E 01	103 203 171 000 430	[10015 MAV] 1" x 324" Green Mavalus Tape Ri	\$11.16
				E 01	103 203 171 000 430	[22474-3 SAN] Flip Chart Markers, Assorted C.	\$22.88
				E 01	103 203 171 000 430	[3709 EMC] History Pockets: Colonial America	\$17.88
				E 01	103 203 171 000 430	[587802 BIN] 24ct Crayola Colors of the World	\$11.38

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	68904	6574		<b>TEACHER DIRECT</b>		Check
				E 01	103 203 171 000 430	[581WBE-3 MMM] Whiteboard Eraser Pads, 2	\$24.88
		<b>PO#: 18709</b>	<b>Voucher #: 97619</b>	Invoice	<b>Invoice No: 2024/04971</b>	<b>7/19/2024</b>	<b>Paid Amt: \$149.88</b>
							<b>Check Amount: \$268.76</b>
2689	FIN	68906	6265		<b>TIMECLOCK PLUS</b>		Check
				E 01	005 110 000 000 405	Non Instructional Comp Softwar	\$6,526.32
		<b>PO#:</b>	<b>Voucher #: 97624</b>	Invoice	<b>Invoice No: 00352924</b>	<b>7/22/2024</b>	<b>Paid Amt: \$6,526.32</b>
							<b>Check Amount: \$6,526.32</b>
2689	FIN	68907	10153		<b>FUN EXPRESS, LLC</b>		Check
				E 01	103 201 171 000 430	13775084 Motion and Friction Stem Set	\$0.00
				E 01	103 203 171 000 430	19/482 Large Beam Flashlight Key Chains	\$11.98
				E 01	103 203 171 000 430	13962598 Valentine Avocado Magnets CK -12	\$12.78
				E 01	103 203 171 000 430	13845622 Happy Birthday Pencils w/ Cupcake	\$0.00
				E 01	103 203 171 000 430	57/6085 DIY Wood Birdhouses - 1 DOZ	\$0.00
				E 01	103 203 171 000 430	48/4799 Make an Elf Craft Kit	\$23.98
				E 01	103 203 171 000 430	13613495 Thumbprint Snowflake Ornament Cl	\$15.98
				E 01	103 201 171 000 430	14356221 Number Wands	\$2.49
				E 01	103 201 171 000 430	13939932 Zoo Challenge STEM kit	\$23.99
				E 01	103 201 171 000 430	14145299 Basic skills magic flashlight Activity	\$11.99
				E 01	103 201 171 000 430	13785804 Math Stampers	\$7.19
				E 01	103 201 171 000 430	13949578 CVC Dry Erase Cards	\$7.98
				E 01	103 201 171 000 430	73/11 Mod Podge Gloss 8oz	\$5.59
				E 01	103 201 171 000 430	13941912 Makerspace buttons Beads & Jewel	\$0.00
				E 01	103 201 171 000 430	41/1394 Mini Clothespins	\$4.79
				E 01	103 201 171 000 430	13626588 Shuttle Pen	\$15.96
				E 01	103 203 171 000 430	8/119 \$100 Bill Playing Cards	\$14.38
				E 01	103 203 171 000 430	12/1303 \$100 Notepads(2DZ)	\$5.59
				E 01	103 203 171 000 430	14352451 DIY Wood Birthdhouse (48PC)	\$63.97
				E 01	103 203 171 000 430	48/5514 Gingerbread House Picture Magnet C	\$47.94
				E 01	103 203 171 000 430	13911360 CYO Grinch Christmas Stocking	\$28.78
				E 01	103 203 171 000 430	48/4054 Winter Fleece Tied Pillow Craft Kit	\$79.17
		<b>PO#: 18631</b>	<b>Voucher #: 97623</b>	Invoice	<b>Invoice No: 73180702602</b>	<b>7/22/2024</b>	<b>Paid Amt: \$384.53</b>
							<b>Check Amount: \$384.53</b>
2689	FIN	68909	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check
				E 01	103 203 171 000 430	UNV43118Economy Full-Strip Stapler, 20-She	\$7.14
				E 01	103 203 171 000 430	UNV74321 Eight-Sheet Handheld One-Hole P	\$5.04
				E 01	103 203 171 000 430	MMM260018AEconomy Masking Tape, 3" Cor	\$17.80
				E 01	103 203 171 000 430	EPIE524School Glue Stick, 0.77 oz, Dries Cle:	\$132.00

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	68909	9518		INNOVATIVE OFFICE SOLUTIONS LLC		Check
				E 01	103 203 171 000 430	PAC5281 Medium Weight Tagboard, 12 x 9, W	\$88.50
<b>PO#: 18652</b>	<b>Voucher #:</b>	<b>97626</b>		Invoice	<b>Invoice No: 4578809</b>	<b>7/22/2024</b>	<b>Paid Amt: \$250.48</b>
				E 01	006 203 171 000 430	UNV55144 #2 Woodcase Pencil Value Pack, 1	\$17.22
				E 01	006 203 171 000 430	UNV43651 Dry Erase Marker, Broad Chisel Tip	\$18.32
				E 01	006 203 171 000 430	UNV43653 Dry Erase Marker, Broad Chisel Tip	\$9.16
				E 01	006 203 171 000 430	UNV43652 Dry Erase Marker, Broad Chisel Tip	\$13.74
				E 01	006 203 171 000 430	UNV43654 Dry Erase Marker, Broad Chisel Tip	\$4.58
				E 01	006 203 171 000 430	ACM10702 Three-Hole Punched Wood Ruler 1	\$5.40
				E 01	006 203 171 000 430	MMM1428 Multi-Purpose Scissors, 8" Long, 3.0	\$13.92
				E 01	006 203 171 000 430	MMM5910341296 Transparent Tape, 1" Core,	\$12.60
				E 01	006 203 171 000 430	UNV15001 Desktop Tape Dispenser, Weighted	\$9.54
				E 01	006 203 171 000 430	EPIE524 School Glue Stick, 0.77 oz, Dries Clear	\$52.80
				E 01	006 203 171 000 430	AVE47993 Two-Pocket Folder, 40-Sheet Capacity	\$23.36
				E 01	006 203 171 000 430	UNV47230 Ruled Index Cards, 4 x 6, White, 100	\$13.68
				E 01	006 203 171 000 430	UNV35264 Kraft Clasp Envelope, #90, Square	\$11.79
<b>PO#: 18653</b>	<b>Voucher #:</b>	<b>97628</b>		Invoice	<b>Invoice No: 458819</b>	<b>7/22/2024</b>	<b>Paid Amt: \$206.11</b>
				E 01	103 203 171 000 430	CYO684012 Long-Length Colored Pencil Set, 12	\$3.20
				E 01	103 203 171 000 430	PAP70520 Pink Pearl Eraser, For Pencil Marks	\$11.47
				E 01	103 203 171 000 430	BICGSM11BE Round Stic Xtra Life Ballpoint P	\$1.95
				E 01	103 203 171 000 430	SAN80008 Low-Odor Dry-Erase Marker, Broad	\$17.74
				E 01	103 203 171 000 430	SAN1921062 Low-Odor Dry-Erase Marker Value	\$34.99
				E 01	103 203 171 000 430	BICGDE11BE Intensity Low Odor Fine Point C	\$9.69
				E 01	103 203 171 000 430	SAN86002 Low-Odor Dry-Erase Marker, Fine E	\$14.57
				E 01	103 203 171 000 430	BICGDE11GN Intensity Low Odor Fine Point C	\$9.69
				E 01	103 203 171 000 430	SAN86603 Low-Odor Dry-Erase Marker, Fine E	\$13.79
				E 01	103 203 171 000 430	VEK91824 Sticky-Back Fasteners, Removable	\$20.33
<b>PO#: 18648</b>	<b>Voucher #:</b>	<b>97629</b>		Invoice	<b>Invoice No: 4578078</b>	<b>7/22/2024</b>	<b>Paid Amt: \$137.42</b>
				E 01	103 203 171 000 430	UNV08854 Pocket Highlighters, Fluorescent B	\$3.49
				E 01	103 203 171 000 430	UNV08852 Pocket Highlighters, Fluorescent C	\$3.50
				E 01	103 203 171 000 430	UNV08855 Pocket Highlighters, Fluorescent P	\$3.50
				E 01	103 203 171 000 430	UNV08853 Pocket Highlighters, Fluorescent C	\$3.49
				E 01	103 203 171 000 430	SAN1921062 Low-Odor Dry-Erase Marker Value	\$69.98
				E 01	103 203 171 000 430	UNV35264 Kraft Clasp Envelope, #90, Square	\$23.58
				E 01	103 203 171 000 430	UNV08851 Pocket Highlighters, Fluorescent Y	\$2.13
<b>PO#: 18649</b>	<b>Voucher #:</b>	<b>97627</b>		Invoice	<b>Invoice No: 4578139</b>	<b>7/22/2024</b>	<b>Paid Amt: \$109.67</b>
				E 01	103 203 171 000 430	PAP73015 Arrowhead Eraser Caps, For Pencil	\$4.71
				E 01	103 203 171 000 430	SAN80699 Low-Odor Dry-Erase Marker, Broad	\$15.99
				E 01	103 203 171 000 430	AVE47993 Two-Pocket Folder, 40-Sheet Capacity	\$23.36

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68909	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check		
				E 01	103 203 171 000 430	UNV35264 Kraft Clasp Envelope, #90, Square		\$11.79	
	<b>PO#:</b> 18650	<b>Voucher #:</b>	<b>97630</b>	Invoice	<b>Invoice No:</b> 4578152	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$55.85</b>	
							<b>Check Amount:</b>	<b>\$759.53</b>	
2689	FIN	68910	8073		<b>INTERSTATE BATTERY CENTER</b>		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$660.50	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97644</b>	Invoice	<b>Invoice No:</b> 1912903031107	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$660.50</b>	
							<b>Check Amount:</b>	<b>\$660.50</b>	
2689	FIN	68911	5168		<b>J. W. PEPPER &amp; SON, INC.</b>		Check		
				E 01	103 203 171 000 430	SKU:11527054FThe Tale of the Drowsy Sheph		\$65.03	
				E 01	103 203 171 000 430	SKU:10043418EL PATIO DE MI CASA MONTC		\$17.95	
				E 01	103 203 171 000 430	Shipping		\$0.00	
	<b>PO#:</b> 18658	<b>Voucher #:</b>	<b>97631</b>	Invoice	<b>Invoice No:</b> 366529142	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$82.98</b>	
							<b>Check Amount:</b>	<b>\$82.98</b>	
2689	FIN	68912	9720		<b>KAJEET INC</b>		Check		
				E 01	300 211 150 000 406	SEE ATTACHEED		\$3,699.50	
	<b>PO#:</b> 18716	<b>Voucher #:</b>	<b>97625</b>	Invoice	<b>Invoice No:</b> 34413	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$3,699.50</b>	
							<b>Check Amount:</b>	<b>\$3,699.50</b>	
2689	FIN	68913	9177		<b>MAAE</b>		Check		
				E 01	300 640 172 316 366	MS/HS Staff Development		\$527.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97633</b>	Invoice	<b>Invoice No:</b> 07/22/2024	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$527.00</b>	
							<b>Check Amount:</b>	<b>\$527.00</b>	
2689	FIN	68914	7620		<b>MASBO</b>		Check		
				E 01	005 110 000 000 820	Dues & Membership		\$110.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97643</b>	Invoice	<b>Invoice No:</b> 300008370	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$110.00</b>	
							<b>Check Amount:</b>	<b>\$110.00</b>	
2689	FIN	68915	6836		<b>Midwest Alarm</b>		Check		
				E 01	005 715 150 342 465	Non-Instructional Tech Devices		\$9,863.09	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97639</b>	Invoice	<b>Invoice No:</b> 380234	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$9,863.09</b>	
							<b>Check Amount:</b>	<b>\$9,863.09</b>	
2689	FIN	68916	6745		<b>MOC-FLOYD VALLEY HIGH SCHOOL</b>		Check		
				E 01	300 258 233 000 369	Entry Fees/Student Travel		\$225.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97642</b>	Invoice	<b>Invoice No:</b> 1	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$225.00</b>	
							<b>Check Amount:</b>	<b>\$225.00</b>	
2689	FIN	68918	10304		<b>PMA SECURITIES, LLC</b>		Check		
				E 01	005 110 000 000 305	Consult & Serv.fees, DISSEMINATION AGENT		\$2,000.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97635</b>	Invoice	<b>Invoice No:</b> 21769	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$2,000.00</b>	
							<b>Check Amount:</b>	<b>\$2,000.00</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	68919	7062		<b>PRO-ED</b>		Check
				E 01	300 407 000 740 433	TPI-3 Home Core Rating Form #14869	\$39.00
				E 01	300 407 000 740 433	TPI-3 School Core Rating Form #14868	\$39.00
				E 01	300 407 000 740 433	TPI-3 Student Core Rating Form #14870	\$39.00
				E 01	300 407 000 740 433	Shipping	\$11.70
				E 01	300 407 000 740 433	DO NOT SHIP OR INVOICE UNTIL AFTER 7/	\$0.00
				E 01	300 407 000 740 433	Per Quote #91002	\$0.00
	<b>PO#:</b> 18595	<b>Voucher #:</b>	<b>97636</b>	Invoice	<b>Invoice No:</b> 3043644	<b>7/22/2024</b>	<b>Paid Amt: \$128.70</b>
							<b>Check Amount: \$128.70</b>
2689	FIN	68920	10404		<b>PROTEC BOULEVARD</b>		Check
				E 01	300 258 234 000 430	Protec Classical Guitar Gig Bag - Gold Series	\$554.00
	<b>PO#:</b> 18605	<b>Voucher #:</b>	<b>97637</b>	Invoice	<b>Invoice No:</b> 139223	<b>7/22/2024</b>	<b>Paid Amt: \$554.00</b>
							<b>Check Amount: \$554.00</b>
2689	FIN	68921	9339		<b>TEACHER CREATED RESOURCES</b>		Check
				E 01	103 203 171 000 430	Pete the Cat How To Be A Cool Cat ChartSKU:	\$5.99
				E 01	103 203 171 000 430	Halloween Stickers from Susan WingetSKU: T	\$5.98
				E 01	103 203 171 000 430	Pete the Cat StickersSKU: TCR63935	\$5.98
				E 01	103 203 171 000 430	Shipping	\$8.99
	<b>PO#:</b> 18706	<b>Voucher #:</b>	<b>97634</b>	Invoice	<b>Invoice No:</b> T4281022	<b>7/22/2024</b>	<b>Paid Amt: \$26.94</b>
							<b>Check Amount: \$26.94</b>
2689	FIN	68922	6822		<b>THEMES &amp; VARIATIONS</b>		Check
				E 01	103 203 171 000 406	MusicplayOnline - 1 year Subscription	\$200.00
	<b>PO#:</b> 18679	<b>Voucher #:</b>	<b>97632</b>	Invoice	<b>Invoice No:</b> 137181	<b>7/22/2024</b>	<b>Paid Amt: \$200.00</b>
							<b>Check Amount: \$200.00</b>
2689	FIN	68923	8402		<b>LEGALSHIELD</b>		Check
				B 01	215 037	LGL-ID	\$398.90
				B 01	215 039	LGL-IDONLY	\$56.85
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97658</b>	Invoice	<b>Invoice No:</b> M2024130	<b>7/22/2024</b>	<b>Paid Amt: \$455.75</b>
							<b>Check Amount: \$455.75</b>
2689	FIN	68924	3814		<b>MASA/MASE</b>		Check
				E 01	005 640 173 316 366	Curriculum Staff Development	\$209.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97641</b>	Invoice	<b>Invoice No:</b> 21-50322 CART NUMBER	<b>7/22/2024</b>	<b>Paid Amt: \$209.00</b>
							<b>Check Amount: \$209.00</b>
2689	FIN	68925	5604		<b>GOPHER STAGE LIGHTING</b>		Check
				E 01	300 865 000 370 520	Build Acq/Construct, STAGE LIGHTING	\$17,160.39
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97645</b>	Invoice	<b>Invoice No:</b> 23549	<b>7/22/2024</b>	<b>Paid Amt: \$17,160.39</b>
							<b>Check Amount: \$17,160.39</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68926	8402		LEGALSHIELD		Check		
				B 01	215 037	LGL-ID		\$39.90	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97668</b>	Invoice	<b>Invoice No:</b> M2025010	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$39.90</b>	
							<b>Check Amount:</b>	<b>\$39.90</b>	
2689	FIN	68927	10178		HENNAGER PLUMBIN & HEATING INC		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$650.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97673</b>	Invoice	<b>Invoice No:</b> 7624	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$650.00</b>	
							<b>Check Amount:</b>	<b>\$650.00</b>	
2689	FIN	68928	9920		RIVERSIDE INSIGHTS		Check		
				E 01	300 407 000 740 433	WJIV Tests of Achievement - A		\$284.50	
				E 01	300 407 000 740 433	WJIV Tests of Oral Language		\$149.00	
				E 01	300 407 000 740 433	shipping		\$43.00	
				E 01	300 407 000 740 433	DO NOT SHIP OR INVOICE BEFORE 7/1/24		\$0.00	
				E 01	300 407 000 740 433	quote #12337		\$0.00	
	<b>PO#:</b> 18596	<b>Voucher #:</b>	<b>97675</b>	Invoice	<b>Invoice No:</b> 210861	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$476.50</b>	
							<b>Check Amount:</b>	<b>\$476.50</b>	
2689	FIN	68929	9784		SCHOLASTIC BOOK FAIRS - 15		Check		
				E 01	207 260 173 302 460	#030-8716 Science World Magazine: Print + C		\$299.70	
				E 01	207 260 173 302 460	SHIPPING		\$29.97	
	<b>PO#:</b> 18600	<b>Voucher #:</b>	<b>97680</b>	Invoice	<b>Invoice No:</b> M7525073	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$329.67</b>	
				E 01	300 331 173 830 433	Choices Print and Digital #036-8072		\$199.80	
				E 01	300 331 173 830 433	Freight		\$19.98	
	<b>PO#:</b> 18594	<b>Voucher #:</b>	<b>97681</b>	Invoice	<b>Invoice No:</b> M7525069	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$219.78</b>	
							<b>Check Amount:</b>	<b>\$549.45</b>	
2689	FIN	68930	7050		SCHOOL NURSE SUPPLY, INC.		Check		
				E 01	300 720 000 000 401	#78432 Soft Peppermint Candy		\$41.50	
				E 01	300 720 000 000 401	#54250 Life Savers Mints		\$23.95	
				E 01	300 720 000 000 401	#16221 3:x5yds Sensi-Wrap Kids Packs		\$59.50	
				E 01	300 720 000 000 401	#70208 Oron 5 Series Wireless Bluetooth BP M		\$85.00	
				E 01	300 720 000 000 401	#18691 Jergens Lotion-Ultra Healing		\$8.19	
				E 01	300 720 000 000 401	#47891 SAM XT Tourniquet		\$75.90	
				E 01	300 720 000 000 401	#54736 Glutose 15 Gel		\$18.95	
	<b>PO#:</b> 18609	<b>Voucher #:</b>	<b>97677</b>	Invoice	<b>Invoice No:</b> 1008559	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$312.99</b>	
							<b>Check Amount:</b>	<b>\$312.99</b>	
2689	FIN	68931	10017		SCHOOL SPECIALTY LLC		Check		
				E 01	300 620 591 000 401	#1277161 25" x 500 ft laminating film roll 1.5 m		\$336.12	
	<b>PO#:</b> 18532	<b>Voucher #:</b>	<b>97682</b>	Invoice	<b>Invoice No:</b> 208134198227	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$336.12</b>	
							<b>Check Amount:</b>	<b>\$336.12</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68932	10216		<b>SECURLY, INC</b>		Check		
				E 01	300 211 172 000 405	Pass Core 500-999		\$1,998.00	
	<b>PO#:</b> 18590	<b>Voucher #:</b>	<b>97674</b>	Invoice	<b>Invoice No:</b> 129011	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$1,998.00</b>	
							<b>Check Amount:</b>	<b>\$1,998.00</b>	
2689	FIN	68933	9719		<b>SOTER TECHNOLOGIES LLC</b>		Check		
				E 01	300 718 150 342 401	General Supplies		\$3,300.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97678</b>	Invoice	<b>Invoice No:</b> 8708	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$3,300.00</b>	
							<b>Check Amount:</b>	<b>\$3,300.00</b>	
2689	FIN	68934	00375		<b>SUPREME SCHOOL SUPPLY CO</b>		Check		
				E 01	300 211 172 000 401	40D 6 Subject Dup Plan Bk		\$78.00	
				E 01	300 211 172 000 401	M117-8 8 Subject Plan Boooks		\$55.00	
				E 01	300 211 172 000 401	910-8L Grade Book Class Record Book		\$60.50	
				E 01	300 211 172 000 401	#36 Teachers Daily Reference - Memo Bks		\$60.00	
				E 01	300 211 172 000 401	shipping		\$27.00	
	<b>PO#:</b> 18577	<b>Voucher #:</b>	<b>97679</b>	Invoice	<b>Invoice No:</b> 176169	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$280.50</b>	
							<b>Check Amount:</b>	<b>\$280.50</b>	
2689	FIN	68935	8810		<b>SWEETWATER SOUND INC</b>		Check		
				E 01	300 258 233 000 430	#SCAR4i4Gr Focusrite Scarlett 4i4 4th Gen U\$		\$279.99	
				E 01	300 258 233 000 430	#PWCIC10 D'Addario PW-CMIC-10 Classic Se		\$65.97	
				E 01	300 258 233 000 430	#PWCustMic25 D'Addario PW-M-25 Custom S		\$85.98	
				E 01	300 258 233 000 430	#EtherShld50 Pro Co C270201-50F Shielded C		\$197.97	
				E 01	300 258 233 000 430	#BPBQXM10 Pro Co BPBQXM-10 Excellines I		\$42.88	
	<b>PO#:</b> 18620	<b>Voucher #:</b>	<b>97676</b>	Invoice	<b>Invoice No:</b> 41448895	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$672.79</b>	
							<b>Check Amount:</b>	<b>\$672.79</b>	
2689	FIN	68936	10138		<b>HEALTH PARTNERS</b>		Check		
				B 01	215 030	Health Insurance August Coverage Inv #16552		\$86,105.10	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97684</b>	Invoice	<b>Invoice No:</b> M2025010	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$86,105.10</b>	
							<b>Check Amount:</b>	<b>\$86,105.10</b>	
2689	FIN	68937	01252		<b>NCPERS Group Life Ins</b>		Check		
				B 01	215 034	UNIT NUMBER: 203411		\$32.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97685</b>	Invoice	<b>Invoice No:</b> M2025010	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$32.00</b>	
							<b>Check Amount:</b>	<b>\$32.00</b>	
2689	FIN	68938	7348		<b>Madison National Life</b>		Check		
				B 01	215 032	Employer Paid		\$916.75	
				B 01	215 033	Supplemental Life		\$144.41	
				B 01	215 031	LTD		\$551.98	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97686</b>	Invoice	<b>Invoice No:</b> M2025010	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$1,613.14</b>	
							<b>Check Amount:</b>	<b>\$1,613.14</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68939	10212		<b>METROPOLITAN LIFE INSURANCE COMPANY</b>		Check		
				B 01	215 044	Dental Insurance August Coverage		\$3,051.24	
<b>PO#:</b>		<b>Voucher #:</b>	<b>97687</b>	Invoice	<b>Invoice No:</b> M2025010	<b>7/23/2024</b>	<b>Paid Amt:</b>	<b>\$3,051.24</b>	
							<b>Check Amount:</b>	<b>\$3,051.24</b>	
2689	FIN	68940	5249		<b>VISA</b>		Check		
				E 01	005 640 173 316 366	Curriculum Staff Development		\$64.00	
				E 01	300 301 501 000 366	Travel		\$18.12	
				E 04	005 249 000 321 366	Travel		\$46.82	
				E 04	005 249 000 321 366	Travel		\$57.01	
				E 04	005 249 000 321 366	Travel		\$51.93	
<b>PO#:</b>		<b>Voucher #:</b>	<b>97689</b>	Invoice	<b>Invoice No:</b> 1739	<b>7/23/2024</b>	<b>Paid Amt:</b>	<b>\$237.88</b>	
				E 01	300 301 501 000 366	Travel		\$56.11	
				E 01	005 640 173 316 366	Curriculum Staff Development		\$16.05	
				E 01	300 294 201 000 366	Travel		\$18.89	
<b>PO#:</b>		<b>Voucher #:</b>	<b>97690</b>	Invoice	<b>Invoice No:</b> 1739	<b>7/23/2024</b>	<b>Paid Amt:</b>	<b>\$91.05</b>	
							<b>Check Amount:</b>	<b>\$328.93</b>	
2689	FIN	68941	5249		<b>VISA</b>		Check		
				E 01	005 605 150 000 350	Repair&maint Service		\$39.00	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$24.99	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$12.72	
				B 01	206 516	In and Out		\$147.15	
<b>PO#:</b>		<b>Voucher #:</b>	<b>97693</b>	Invoice	<b>Invoice No:</b> 1739	<b>7/22/2024</b>	<b>Paid Amt:</b>	<b>\$223.86</b>	
							<b>Check Amount:</b>	<b>\$223.86</b>	
2689	FIN	68942	5249		<b>VISA</b>		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$10.68	
				E 01	005 605 150 000 350	Repair&maint Service		\$132.36	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$16.02	
				E 01	005 810 000 000 401	General Supplies		\$396.97	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$7.99	
				E 01	005 605 150 000 350	Repair&maint Service		\$217.86	
<b>PO#:</b>		<b>Voucher #:</b>	<b>97692</b>	Invoice	<b>Invoice No:</b> 1739	<b>7/23/2024</b>	<b>Paid Amt:</b>	<b>\$781.88</b>	
							<b>Check Amount:</b>	<b>\$781.88</b>	
2689	FIN	68943	7403		<b>BOMGAARS SUPPLY INC</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$61.91	
				E 01	005 810 000 000 401	General Supplies		\$79.99	
<b>PO#:</b>		<b>Voucher #:</b>	<b>97694</b>	Invoice	<b>Invoice No:</b> 046-573-3	<b>7/23/2024</b>	<b>Paid Amt:</b>	<b>\$141.90</b>	
				E 01	005 810 000 000 401	General Supplies		\$540.01	
				E 01	005 810 000 000 401	General Supplies		\$407.57	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68943	7403		<b>BOMGAARS SUPPLY INC</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$25.97	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97695</b>	Invoice	<b>Invoice No:</b>	046-573-3	<b>7/23/2024</b>	<b>Paid Amt:</b>	<b>\$973.55</b>	
							<b>Check Amount:</b>	<b>\$1,115.45</b>	
2689	FIN	68944	00063		<b>CITY OF PIPESTONE</b>		Check		
				E 01	005 810 183 000 330	Utilities		\$143.72	
				E 01	005 810 183 000 330	Utilities		\$481.20	
				E 01	005 810 183 000 330	Utilities		\$2,334.27	
				E 01	005 810 183 000 330	Utilities		\$4,358.87	
				E 01	005 810 182 000 330	Garbage		\$1,240.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97696</b>	Invoice	<b>Invoice No:</b>	07/24/2024	<b>7/24/2024</b>	<b>Paid Amt:</b>	<b>\$8,558.06</b>	
							<b>Check Amount:</b>	<b>\$8,558.06</b>	
2689	FIN	68945	00890		<b>STOUT &amp; EVINK</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$608.64	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97698</b>	Invoice	<b>Invoice No:</b>	99631	<b>7/24/2024</b>	<b>Paid Amt:</b>	<b>\$608.64</b>	
							<b>Check Amount:</b>	<b>\$608.64</b>	
2689	FIN	68946	00890	00890	<b>STOUT &amp; EVINK</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$75.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97697</b>	Invoice	<b>Invoice No:</b>	99630	<b>7/24/2024</b>	<b>Paid Amt:</b>	<b>\$75.00</b>	
							<b>Check Amount:</b>	<b>\$75.00</b>	
2689	FIN	68947	5249		<b>VISA</b>		Check		
				E 04	005 249 000 321 366	Travel, DR ED		\$17.56	
				E 04	005 249 000 321 366	Travel, DR ED		\$41.95	
				E 04	005 249 000 321 366	Travel, DR ED		\$20.27	
				E 04	005 249 000 321 366	Travel, DR ED		\$36.14	
				E 04	005 249 000 321 366	Travel		\$40.72	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97699</b>	Invoice	<b>Invoice No:</b>	1739	<b>7/24/2024</b>	<b>Paid Amt:</b>	<b>\$156.64</b>	
				E 04	005 249 000 321 366	Travel, DR ED		\$24.19	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97700</b>	Invoice	<b>Invoice No:</b>	9913	<b>7/24/2024</b>	<b>Paid Amt:</b>	<b>\$24.19</b>	
							<b>Check Amount:</b>	<b>\$180.83</b>	
2689	FIN	68948	5249		<b>VISA</b>		Check		
				E 01	005 640 173 316 366	Curriculum Staff Development		\$825.00	
				E 01	005 640 173 316 366	Curriculum Staff Development		\$385.00	
				E 01	005 640 173 316 366	Curriculum Staff Development		\$490.00	
				E 01	005 640 173 316 366	Curriculum Staff Development		\$1,320.00	
				E 01	005 640 173 316 366	Curriculum Staff Development		\$110.00	
				E 01	005 640 173 316 366	Curriculum Staff Development		\$55.00	
				E 01	005 640 173 316 366	Curriculum Staff Development		\$560.00	

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	68948	5249		VISA		Check
				E 01	103 203 171 000 430		Instructional Supply \$41.89
				E 01	103 203 171 000 430		Instructional Supply \$140.00
				E 01	103 203 171 000 430		Instructional Supply \$56.98
				E 01	103 203 171 000 401		General Supplies \$14.99
				E 01	103 203 171 000 401		General Supplies \$9.59
				E 01	103 203 171 000 430		Instructional Supply \$87.91
				E 01	103 203 171 000 430		Instructional Supply \$30.43
				E 01	103 203 171 000 430		Instructional Supply \$33.72
				E 01	103 203 171 000 430		Instructional Supply \$35.88
				E 01	103 203 171 000 430		Instructional Supply \$16.99
				E 01	207 260 173 000 406		Instructional Supply \$12.50
				E 01	300 256 173 000 401		Instructional Supply \$13.50
				E 01	005 640 173 316 366		Instructional Supply \$25.00
				E 01	005 810 000 000 401		Instructional Supply \$65.71
				E 01	103 203 171 000 430		Instructional Supply \$56.37
<b>PO#:</b>	<b>Voucher #:</b>	<b>97701</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>9897</b>	<b>7/25/2024</b>	<b>Paid Amt: \$4,386.46</b>
				E 01	300 292 000 000 401		General Supplies \$11.75
				E 01	300 294 200 000 401		General Supplies \$101.50
				E 01	300 810 000 000 401		General Supplies \$30.80
				E 01	103 203 000 000 369		Entry Fees/Student Travel \$58.78
				B 01	131 000		Prepaid Expenses & Deposits \$259.00
				B 01	131 000		Prepaid Expenses & Deposits \$728.00
				E 01	103 640 173 316 366		Travel \$250.00
				E 01	103 203 000 000 369		Entry Fees/Student Travel \$272.00
				E 01	207 220 172 000 430		Instructional Supply \$36.56
				E 01	207 220 172 000 430		Instructional Supply \$5.00
				E 01	207 220 172 000 430		Instructional Supply \$26.76
				E 01	207 220 172 000 430		Instructional Supply \$4.61
				E 01	207 220 172 000 430		Instructional Supply \$18.40
				E 01	207 220 172 000 430		Instructional Supply \$17.24
				E 01	207 220 172 000 430		Instructional Supply \$21.27
				E 01	207 220 172 000 430		Instructional Supply \$18.17
				E 01	207 220 172 000 430		Instructional Supply \$5.35
				E 01	207 220 172 000 430		Instructional Supply \$14.52
				E 01	207 220 172 000 430		Instructional Supply \$4.05
				E 01	207 220 172 000 430		Instructional Supply \$21.61
				E 01	300 050 172 000 401		General Supplies \$2.99
				E 01	207 220 172 000 430		Instructional Supply \$42.23

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
2689	FIN	68948	5249		<b>VISA</b>		Check	
				E 01	005 810 000 000 401	General Supplies		\$24.56
				E 01	005 810 000 000 350	Repair&maint Service		\$90.00
				E 01	005 810 000 000 401	General Supplies		\$47.46
				E 01	005 810 000 000 350	Repair&maint Service		\$130.00
				E 01	005 810 000 000 401	General Supplies		\$79.07
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97702</b>	Invoice	<b>Invoice No:</b> 9897	<b>7/25/2024</b>	<b>Paid Amt:</b>	<b>\$2,321.68</b>
							<b>Check Amount:</b>	<b>\$6,708.14</b>
2689	FIN	68949	5782		<b>CENTERPOINT ENERGY</b>		Check	
				E 01	300 810 000 000 440	Fuel For Buildings, JUNE 2024		\$747.74
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97703</b>	Invoice	<b>Invoice No:</b> 8000015159-9	<b>7/26/2024</b>	<b>Paid Amt:</b>	<b>\$747.74</b>
							<b>Check Amount:</b>	<b>\$747.74</b>
2689	FIN	68950	7882		<b>C &amp; B OPERATIONS LLC</b>		Check	
				E 01	005 810 000 000 401	General Supplies		\$211.92
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97707</b>	Invoice	<b>Invoice No:</b> 12841196	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$211.92</b>
							<b>Check Amount:</b>	<b>\$211.92</b>
2689	FIN	68951	5949		<b>CDW GOVERNMENT, INC.</b>		Check	
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$216.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97705</b>	Invoice	<b>Invoice No:</b> SK92	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$216.00</b>
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$162.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97704</b>	Invoice	<b>Invoice No:</b> SJ25241	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$162.00</b>
							<b>Check Amount:</b>	<b>\$378.00</b>
2689	FIN	68952	6780		<b>DENNY'S NAPA OF PIPESTONE</b>		Check	
				E 01	005 810 000 000 401	General Supplies		\$162.53
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97709</b>	Invoice	<b>Invoice No:</b> 226434	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$162.53</b>
							<b>Check Amount:</b>	<b>\$162.53</b>
2689	FIN	68953	00256		<b>HILLYARD INC/ SIOUX FALLS</b>		Check	
				E 01	005 810 000 000 401	General Supplies		\$55.88
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97706</b>	Invoice	<b>Invoice No:</b> 700598358	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$55.88</b>
							<b>Check Amount:</b>	<b>\$55.88</b>
2689	FIN	68954	7620		<b>MASBO</b>		Check	
				E 01	005 010 000 000 820	Dues & Membership		\$110.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97708</b>	Invoice	<b>Invoice No:</b> 300008306	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$110.00</b>
							<b>Check Amount:</b>	<b>\$110.00</b>
2689	FIN	68955	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check	
				E 01	103 050 171 000 401	AVE47987 Two-Pocket Folder, 40-Sheet Capa		\$11.68
				E 01	103 050 171 000 401	BICGDE11BE Intensity Low Odor Fine Point C		\$38.76
				E 01	103 050 171 000 401	BICGDE11GN Intensity Low Odor Fine Point C		\$9.69

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	68955	9518		INNOVATIVE OFFICE SOLUTIONS LLC		Check
				E 01	103 050 171 000 401	EPIXZ3601 No. 1 Z-Series Precision Utility Kni	\$4.61
				E 01	103 050 171 000 401	MMM260018A Economy Masking Tape, 3" Cor	\$8.90
				E 01	103 050 171 000 401	MMM5910341296 Transparent Tape, 1" Core,	\$7.56
				E 01	103 050 171 000 401	NSN3158654 7510013158654, SKILCRAFT P:	\$24.65
				E 01	103 050 171 000 401	OIC99701 Book Rings, 1" Diameter, 100/Box	\$15.29
				E 01	103 050 171 000 401	PAC103027 Tru-Ray Construction Paper, 76 lt	\$23.01
				E 01	103 050 171 000 401	PAC103032 Tru-Ray Construction Paper, 76 lt	\$21.60
				E 01	103 050 171 000 401	PAC5214 Heavyweight Tagboard, 12 x 18, Whi	\$3.07
				E 01	103 050 171 000 401	PAC5281 Medium Weight Tagboard, 12 x 9, W	\$47.20
				E 01	103 050 171 000 401	PAC6307 SunWorks Construction Paper, 50 lb	\$21.84
				E 01	103 050 171 000 401	PAC6603 SunWorks Construction Paper, 50 lb	\$18.05
				E 01	103 050 171 000 401	PAC6607 SunWorks Construction Paper, 50 lb	\$7.28
				E 01	103 050 171 000 401	PAC6707 SunWorks Construction Paper, 50 lb	\$10.26
				E 01	103 050 171 000 401	PAC7203 SunWorks Construction Paper, 50 lb	\$9.72
				E 01	103 050 171 000 401	PAC7207 SunWorks Construction Paper, 50 lb	\$3.10
				E 01	103 050 171 000 401	PAC7603 SunWorks Construction Paper, 50 lb	\$6.48
				E 01	103 050 171 000 401	PAC7607 SunWorks Construction Paper, 50 lb	\$13.95
				E 01	103 050 171 000 401	PAC7707 SunWorks Construction Paper, 50 lb	\$8.28
				E 01	103 050 171 000 401	PAC8003 SunWorks Construction Paper, 50 lb	\$40.50
				E 01	103 050 171 000 401	PAC8403 SunWorks Construction Paper, 50 lb	\$11.34
				E 01	103 050 171 000 401	PAC8407 SunWorks Construction Paper, 50 lb	\$4.65
				E 01	103 050 171 000 401	PAP73015 Arrowhead Eraser Caps, For Pencil	\$9.42
				E 01	103 050 171 000 401	PEN50HB Super Hi-Polymer Lead Refills, 0.7	\$1.06
				E 01	103 050 171 000 401	UNV07071 Pen-Style Permanent Marker, Fine	\$8.31
				E 01	103 050 171 000 401	UNV08851 Pocket Highlighters, Fluorescent Y	\$2.13
				E 01	103 050 171 000 401	UNV10220VP Binder Clip Zip-Seal Bag Value	\$22.00
				E 01	103 050 171 000 401	UNV20951 Economy Round Ring View Binder	\$9.96
				E 01	103 050 171 000 401	UNV20971 Economy Round Ring View Binder	\$12.68
				E 01	103 050 171 000 401	UNV20981 Economy Round Ring View Binder	\$17.36
				E 01	103 050 171 000 401	UNV20991 Economy Round Ring View Binder	\$11.04
				E 01	103 050 171 000 401	UNV27410 Ballpoint Pen, Stick, Medium 1 mr	\$8.12
				E 01	103 050 171 000 401	UNV35264 Kraft Clasp Envelope, #90, Square	\$35.37
				E 01	103 050 171 000 401	UNV35267 Kraft Clasp Envelope, 28 lb Bond \	\$19.51
				E 01	103 050 171 000 401	UNV43654 Dry Erase Marker, Broad Chisel Tip	\$9.16
				E 01	103 050 171 000 401	UNV43671 Pen Style Dry Erase Marker, Fine l	\$30.60
				E 01	103 050 171 000 401	UNV56300 Premium Ruled Writing Pads with	\$17.36
				E 01	103 050 171 000 401	UNV56613 Two-Pocket Portfolio, Embossed L	\$10.02
				E 01	103 050 171 000 401	UNV72220 Paper Clips, Jumbo, Smooth, Silve	\$17.43

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	68955	9518		INNOVATIVE OFFICE SOLUTIONS LLC		Check
				E 01	103 050 171 000 401	UNV74300 Economical Manila File Jackets, S	\$131.07
				E 01	103 050 171 000 401	UNV75611 Correction Tape, Mini Economy, No	\$23.10
				E 01	103 050 171 000 401	UNV99003 Page Flags, Green, 50 Flags/Dispe	\$4.12
<b>PO#: 18656</b>	<b>Voucher #:</b>	<b>97715</b>	Invoice		<b>Invoice No: 4578919</b>	<b>7/29/2024</b>	<b>Paid Amt: \$771.29</b>
				E 01	103 203 171 000 430	UNV43651 Dry Erase Marker, Broad Chisel Tij	\$9.16
				E 01	103 203 171 000 430	UNV43653 Dry Erase Marker, Broad Chisel Tij	\$9.16
				E 01	103 203 171 000 430	UNV43654 Dry Erase Marker, Broad Chisel Tij	\$9.16
				E 01	103 203 171 000 430	SAN80008Low-Odor Dry-Erase Marker, Broad	\$35.48
				E 01	103 203 171 000 430	SAN86603Low-Odor Dry-Erase Marker, Fine E	\$13.79
				E 01	103 203 171 000 430	UNV43118Economy Full-Strip Stapler, 20-She	\$7.14
				E 01	103 203 171 000 430	UNV74321 Eight-Sheet Handheld One-Hole P	\$7.56
				E 01	103 203 171 000 430	UNV15001 Desktop Tape Dispenser, Weighter	\$3.18
				E 01	103 203 171 000 430	EPIE340Washable School Glue, 1 gal, Dries C	\$21.95
				E 01	103 203 171 000 430	UNV20971 Economy Round Ring View Binder	\$3.17
				E 01	103 203 171 000 430	UNV56300 Premium Ruled Writing Pads with	\$4.34
				E 01	103 203 171 000 430	UNV55400 #2 Woodcase Pencil, HB (#2), Bla	\$1.58
				E 01	103 203 171 000 430	PAP70520 Pink Pearl Eraser, For Pencil Marks	\$11.47
				E 01	103 203 171 000 430	UNV08851 Pocket Highlighters, Fluorescent Y	\$2.13
				E 01	103 203 171 000 430	SAN1905070 Scented Watercolor Marker, Bro:	\$10.48
				E 01	103 203 171 000 430	SAN80699Low-Odor Dry-Erase Marker, Broad	\$12.82
				E 01	103 203 171 000 430	MMM260018A Economy Masking Tape, 3" Cor	\$0.89
<b>PO#: 18651</b>	<b>Voucher #:</b>	<b>97716</b>	Invoice		<b>Invoice No: 4578788</b>	<b>7/29/2024</b>	<b>Paid Amt: \$163.46</b>
				E 01	103 203 171 000 430	CYO684012 Long-Length Colored Pencil Set, :	\$6.40
				E 01	103 203 171 000 430	SAN86603Low-Odor Dry-Erase Marker, Fine E	\$27.58
				E 01	103 203 171 000 430	EPIE503Disappearing Purple All Purpose Glue	\$140.35
				E 01	103 203 171 000 430	UNV75611 Correction Tape, Mini Economy, No	\$10.21
				E 01	103 203 171 000 430	UNV35603 Self-Stick Easel Pad, Unruled, 25 :	\$70.82
				E 01	103 203 171 000 430	UNV47210 Ruled Index Cards, 3 x 5, White, 1	\$1.34
<b>PO#: 18654</b>	<b>Voucher #:</b>	<b>97717</b>	Invoice		<b>Invoice No: 4578821</b>	<b>7/29/2024</b>	<b>Paid Amt: \$256.70</b>
				E 01	103 050 171 000 401	PEN50HB Super Hi-Polymer Lead Refills, 0.7 :	\$0.53
				E 01	103 050 171 000 401	MMM37106PK3710 Packaging Tape, 3" Core,	\$9.51
				E 01	103 050 171 000 401	UNV20951 Economy Round Ring View Binder	\$4.98
				E 01	103 050 171 000 401	UNV35264 Kraft Clasp Envelope, #90, Square	\$23.58
				E 01	103 050 171 000 401	Freight	\$9.71
<b>PO#: 18655</b>	<b>Voucher #:</b>	<b>97718</b>	Invoice		<b>Invoice No: 4578843</b>	<b>7/29/2024</b>	<b>Paid Amt: \$48.31</b>
				E 01	103 203 171 000 430	PAP73015 Arrowhead Eraser Caps, For Pencil	\$14.13
				E 01	103 203 171 000 430	SAN1905070 Scented Watercolor Marker, Bro:	\$5.24

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68955	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check		
				E 01	103 203 171 000 430	EPIE503Disappearing Purple All Purpose Glue		\$28.07	
<b>PO#:</b>	18641	<b>Voucher #:</b>	97719	Invoice	<b>Invoice No:</b> 4577957	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$47.44</b>	
				E 01	103 411 000 740 401	UNV35264 Kraft Clasp Envelope, #90, Square		\$58.95	
<b>PO#:</b>	18657	<b>Voucher #:</b>	97720	Invoice	<b>Invoice No:</b> 4578924	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$58.95</b>	
				E 01	103 201 171 000 430	SAN1921062 Low-Odor Dry-Erase Marker Vali		\$34.99	
				E 01	103 201 171 000 430	UNV43118 Economy Full-Strip Stapler, 20-She		\$3.57	
				E 01	103 201 171 000 430	MMM1428 Multi-Purpose Scissors, 8" Long, 3.		\$1.16	
				E 01	103 201 171 000 430	EPIE503 Disappearing Purple All Purpose Glu		\$56.14	
				E 01	103 201 171 000 430	UNV10199VP Binder Clip Zip-Seal Bag Value		\$2.32	
				E 01	103 201 171 000 430	UNV10200VP Binder Clip Zip-Seal Bag Value		\$3.18	
				E 01	103 201 171 000 430	UNV10210 Binder Clips, Medium, Black/Silver,		\$1.36	
				E 01	103 201 171 000 430	VEK91824 Sticky-Back Fasteners, Removable		\$20.33	
<b>PO#:</b>	18633	<b>Voucher #:</b>	97721	Invoice	<b>Invoice No:</b> 4586068	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$123.05</b>	
				E 01	103 203 171 000 430	AVE98207 MARKS A LOT Desk-Style Dry Eras		\$30.60	
				E 01	103 203 171 000 430	SAN80699Low-Odor Dry-Erase Marker, Broad		\$15.99	
				E 01	103 203 171 000 430	UNV43653 Dry Erase Marker, Broad Chisel Tij		\$9.16	
<b>PO#:</b>	18639	<b>Voucher #:</b>	97722	Invoice	<b>Invoice No:</b> 4577945	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$55.75</b>	
				E 01	103 203 171 000 430	UNV72230 Paper Clips, #1, Nonskid, Silver, 1i		\$4.15	
<b>PO#:</b>	18641	<b>Voucher #:</b>	97713	Invoice	<b>Invoice No:</b> 4590315	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$4.15</b>	
				E 01	103 201 171 000 430	AVE98207 MARKS A LOT Desk-Style Dry Eras		\$30.60	
				E 01	103 201 171 000 430	EPIE503Disappearing Purple All Purpose Glue		\$28.07	
				E 01	103 201 171 000 430	UNV10200VP Binder Clip Zip-Seal Bag Value		\$3.18	
				E 01	103 201 171 000 430	UNV35669 Self-Stick Note Pads, 3" x 3", Asso		\$4.69	
<b>PO#:</b>	18634	<b>Voucher #:</b>	97714	Invoice	<b>Invoice No:</b> 4586070	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$66.54</b>	
								<b>Check Amount:</b>	<b>\$1,595.64</b>
2689	FIN	68956	3512		<b>CHILDRENS CARE HOSP &amp; SCHOOL</b>		Check		
				E 01	103 416 000 000 392	to Out-of-State Dist		\$1,560.00	
				E 01	103 416 000 740 393	Sp Ed Contr Svcs Pup		\$9,991.00	
				E 01	100 411 000 000 392	to Out-of-State Dist		\$1,560.00	
				E 01	100 411 000 740 393	Sp Ed Contr Svcs Pup		\$6,840.00	
<b>PO#:</b>		<b>Voucher #:</b>	97723	Invoice	<b>Invoice No:</b> 30000944	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$19,951.00</b>	
								<b>Check Amount:</b>	<b>\$19,951.00</b>
2689	FIN	68957	9807		<b>BIOAG ENERGY SERVICES</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$1,982.87	
<b>PO#:</b>		<b>Voucher #:</b>	97725	Invoice	<b>Invoice No:</b> 794862194	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$1,982.87</b>	
								<b>Check Amount:</b>	<b>\$1,982.87</b>
2689	FIN	68958	5761		<b>CAROLINA BIOLOGICAL SUPPLY CO.</b>		Check		
				E 01	300 260 172 000 430	#227444 Carolina's Perfect Solution Frog 4 to :		\$336.00	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68958	5761		<b>CAROLINA BIOLOGICAL SUPPLY CO.</b>		Check		
				E 01	300 260 172 000 430	Freight		\$51.09	
		<b>PO#: 18690</b>	<b>Voucher #: 97740</b>	Invoice	<b>Invoice No: 52635378 RI</b>	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$387.09</b>	
							<b>Check Amount:</b>	<b>\$387.09</b>	
2689	FIN	68959	10416		<b>DISCOUNT SCHOOL SUPPLY</b>		Check		
				E 01	006 203 171 000 430	R166594 Grouping Chair Pockets - 6 Pack - 6		\$56.99	
		<b>PO#: 18630</b>	<b>Voucher #: 97730</b>	Invoice	<b>Invoice No: P42982600001</b>	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$56.99</b>	
				E 04	005 580 000 325 430	Excellerations® STEM Math Light Table Activit		\$91.99	
				E 01	103 203 171 000 430	Colorations® Paraben-Free Washable Glitter F		\$5.89	
				E 01	103 203 171 000 430	Colorations® Paraben-Free Washable Glitter F		\$5.89	
				E 01	103 203 171 000 430	Colorations® Paraben-Free Washable Glitter F		\$5.89	
		<b>PO#: 18720</b>	<b>Voucher #: 97728</b>	Invoice	<b>Invoice No: W15184880101</b>	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$115.55</b>	
				E 01	006 203 171 000 430	SWTGAL Colorations® Simply Washable Tem		\$199.99	
				E 01	006 203 171 000 430	CASTP100 100 Assorted Paint Brush and App		\$37.78	
		<b>PO#: 18630</b>	<b>Voucher #: 97729</b>	Invoice	<b>Invoice No: P42982600002</b>	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$237.77</b>	
							<b>Check Amount:</b>	<b>\$410.31</b>	
2689	FIN	68960	8890		<b>HEINEMANN</b>		Check		
				E 01	103 203 171 000 430	E13761 Math Games for Number and Operatic		\$39.20	
				E 01	103 203 171 000 430	E13762 Math Games for Geometry & Measure		\$39.20	
				E 01	103 203 171 000 430	Shipping		\$9.00	
		<b>PO#: 18646</b>	<b>Voucher #: 97731</b>	Invoice	<b>Invoice No: 956076021</b>	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$87.40</b>	
							<b>Check Amount:</b>	<b>\$87.40</b>	
2689	FIN	68961	00256		<b>HILLYARD INC/ SIOUX FALLS</b>		Check		
				E 01	005 810 000 000 401	General Supplies		\$67.17	
		<b>PO#:</b>	<b>Voucher #: 97726</b>	Invoice	<b>Invoice No: 605542376</b>	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$67.17</b>	
				E 01	005 810 000 000 401	General Supplies		\$170.56	
		<b>PO#:</b>	<b>Voucher #: 97727</b>	Invoice	<b>Invoice No: 605542375</b>	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$170.56</b>	
							<b>Check Amount:</b>	<b>\$237.73</b>	
2689	FIN	68962	3551		<b>HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY</b>		Check		
				E 01	103 203 173 302 460	1502778 9780547860701 Houghton Mifflin Ha		\$998.80	
				E 01	103 203 173 302 460	1648664 9780544869431 Journeys CLoSe Re		\$2,671.20	
				E 01	103 203 173 302 460	1648666 9780544869448 Journeys Close Re:		\$1,116.25	
				E 01	103 203 173 302 460	1648667 9780544869455 Journeys Close Re:		\$1,960.20	
				E 01	103 203 173 302 460	1502780 978054756303 Houghton Mifflin Harc		\$2,020.30	
				E 01	103 203 173 302 460	1502823 9780547860671 Houghton Mifflin Ha		\$680.40	
				E 01	103 203 173 302 460	1648671 9780544869479 Journeys Close Rea		\$1,982.20	

# Pipestone Area Schools ISD #2689

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	68962	3551		<b>HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY</b>		<b>Check</b>
				E 01	103 203 173 302 460	Shipping & Handling	\$1,828.70
	<b>PO#: 18711</b>	<b>Voucher #: 97732</b>		Invoice	<b>Invoice No: 956083520</b>	<b>7/29/2024</b>	<b>Paid Amt: \$13,258.05</b>
							<b>Check Amount: \$13,258.05</b>
2689	FIN	68963	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		<b>Check</b>
				E 01	103 203 171 000 430	UNV55144 #2 Woodcase Pencil Value Pack, F	\$17.22
				E 01	103 203 171 000 430	UBR581U0416 Classic Magnetic Dry Erase Bc	\$6.80
				E 01	103 203 171 000 430	PAP70520 Pink Pearl Eraser, For Pencil Marks	\$11.47
				E 01	103 203 171 000 430	PAP73015 Arrowhead Eraser Caps, For Pencil	\$4.71
				E 01	103 203 171 000 430	UNV27410 Ballpoint Pen, Stick, Medium 1 mm	\$3.48
				E 01	103 203 171 000 430	BICGSM11BE Round Stic Xtra Life Ballpoint P	\$5.85
				E 01	103 203 171 000 430	BICGSM11RD Round Stic Xtra Life Ballpoint P	\$5.85
				E 01	103 203 171 000 430	SAN80699 Low-Odor Dry-Erase Marker, Broac	\$15.99
				E 01	103 203 171 000 430	SAN81803 White Board CARE Dry Erase Surf.	\$19.26
				E 01	103 203 171 000 430	UNV43118 Economy Full-Strip Stapler, 20-She	\$7.14
				E 01	103 203 171 000 430	MMM1428 Multi-Purpose Scissors, 8" Long, 3.	\$24.36
				E 01	103 203 171 000 430	MMM5910341296 Transparent Tape, 1" Core,	\$6.30
				E 01	103 203 171 000 430	MMM260018A Economy Masking Tape, 3" Cor	\$5.34
				E 01	103 203 171 000 430	UNV15001 Desktop Tape Dispenser, Weightec	\$4.77
				E 01	103 203 171 000 430	EPIE503 Disappearing Purple All Purpose Glu	\$28.07
				E 01	103 203 171 000 430	UNV10199VP Binder Clip Zip-Seal Bag Value	\$2.32
				E 01	103 203 171 000 430	UNV10200VP Binder Clip Zip-Seal Bag Value	\$3.18
				E 01	103 203 171 000 430	UNV10210 Binder Clips, Medium, Black/Silver,	\$0.68
				E 01	103 203 171 000 430	UNV10220VP Binder Clip Zip-Seal Bag Value	\$4.40
				E 01	103 203 171 000 430	UNV72220 Paper Clips, Jumbo, Smooth, Silve	\$5.81
				E 01	103 203 171 000 430	MMM653AN Original Pads in Poptimistic Colle	\$8.27
				E 01	103 203 171 000 430	UNV80108 White Labels, Inkjet/Laser Printers,	\$18.80
				E 01	103 203 171 000 430	UNV21130 Top-Load Poly Sheet Protectors, Er	\$3.61
				E 01	103 203 171 000 430	UNV08851 Pocket Highlighters, Fluorescent Yr	\$2.13
				E 01	103 203 171 000 430	UNV08853 Pocket Highlighters, Fluorescent O	\$3.49
				E 01	103 203 171 000 430	EPIE524 School Glue Stick, 0.77 oz, Dries Cle	\$13.20
				E 01	103 203 171 000 430	UNV08855 Pocket Highlighters, Fluorescent P	\$3.50
				E 01	103 203 171 000 430	EPIE904 Rubber Cement with Brush Applicato	\$2.18
	<b>PO#: 18647</b>	<b>Voucher #: 97736</b>		Invoice	<b>Invoice No: 4578074</b>	<b>7/29/2024</b>	<b>Paid Amt: \$238.18</b>
							<b>Check Amount: \$238.18</b>
2689	FIN	68964	8073		<b>INTERSTATE BATTERY CENTER</b>		<b>Check</b>
				E 01	300 050 172 000 401	General Supplies	\$250.65
	<b>PO#:</b>	<b>Voucher #: 97738</b>		Invoice	<b>Invoice No: 1912999032243</b>	<b>7/29/2024</b>	<b>Paid Amt: \$250.65</b>
							<b>Check Amount: \$250.65</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
2689	FIN	68965	5976		<b>IS RESTAURANT EQUIPMENT SERVICES LLC</b>		Check	
				E 02	005 770 000 701 350	Repair&maint Service		\$2,445.05
<b>PO#:</b>	<b>Voucher #:</b>	<b>97734</b>	Invoice		<b>Invoice No:</b> AR18029	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$2,445.05</b>
				E 02	005 770 000 701 350	Repair&maint Service		\$985.54
<b>PO#:</b>	<b>Voucher #:</b>	<b>97735</b>	Invoice		<b>Invoice No:</b> SER-0230651	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$985.54</b>
							<b>Check Amount:</b>	<b>\$3,430.59</b>
2689	FIN	68966	6914		<b>JUNIOR LIBRARY GUILD</b>		Check	
				E 01	300 620 591 000 470	Library Books		\$3,979.49
<b>PO#:</b>	<b>Voucher #:</b>	<b>97742</b>	Invoice		<b>Invoice No:</b> 689442	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$3,979.49</b>
							<b>Check Amount:</b>	<b>\$3,979.49</b>
2689	FIN	68967	10103		<b>LEXIA LEARNING SYSTEMS LLC</b>		Check	
				E 01	103 640 173 316 401	353121 LETRS for Early Childhood Educators		\$80.00
<b>PO#:</b> 18629	<b>Voucher #:</b>	<b>97724</b>	Invoice		<b>Invoice No:</b> 799144	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$80.00</b>
							<b>Check Amount:</b>	<b>\$80.00</b>
2689	FIN	68968	5777		<b>MACGILL &amp; CO.</b>		Check	
				E 01	300 720 000 000 401	#15861 4"x9" ThermaKool Reusable Hot/Cold		\$283.50
				E 01	300 720 000 000 401	#15689 4"x10" Non-Woven Disposable Covers		\$192.00
				E 01	300 720 000 000 401	#1307 2"x2 1/2" large fingertip Bandages, 50ct		\$31.47
				E 01	300 720 000 000 401	#1385 3"x3", 4-wing dressing, 50 ct. bandages		\$44.97
				E 01	300 720 000 000 401	#9490 1"x3" 1500 bandages		\$98.50
				E 01	300 720 000 000 401	#4042, Economy Gauze Sponges		\$13.50
				E 01	300 720 000 000 401	#2132 3"x4", 100 per box, Covidien Telfa Pads		\$19.99
				E 01	300 720 000 000 401	#5513 Surgilast Tubular Elastic Dressing Retai		\$12.29
				E 01	300 720 000 000 401	#80303 Economy Wooden Cotten-Tipped Appl		\$3.75
				E 01	300 720 000 000 401	#15352 Maximum Strength Plus Pain Relief Ne		\$35.85
				E 01	300 720 000 000 401	#29600 Alcohol Pred Pads, large, 100 per bo		\$6.76
				E 01	300 720 000 000 401	#1638 Economy Triple Antibiotic Ointment - 14		\$27.41
				E 01	300 720 000 000 401	#1466 Economy Hydrocortisone 1% Anti-Itch C		\$35.70
				E 01	300 720 000 000 401	#1627 Economy Anti-Fungal Cream		\$7.98
				E 01	300 720 000 000 401	#1439 First Aid Cream-Burn cream - 144 pack		\$28.76
				E 01	300 720 000 000 401	#9594 Slant Point Forceps		\$4.40
				E 01	300 720 000 000 401	#85510 Regular Nail Clipper		\$1.45
				E 01	300 720 000 000 401	#24076 Professional Eyeglass Repair Kit		\$18.49
				E 01	300 720 000 000 401	#4314 Bausch & Lomb Sensitive Eyes Saline S		\$15.98
				E 01	300 720 000 000 401	#16366 Crest Travel Size (D) , .85 ox, case of		\$36.00
				E 01	300 720 000 000 401	#1264 Economy Acetaminophen, Extra Streng		\$11.97
				E 01	300 720 000 000 401	#1208 Economy Ibuprofen-200mg, 500 per bo		\$37.44
				E 01	300 720 000 000 401	#50601 Medkoff Throat Lozenges - 600 per bo		\$38.00
				E 01	300 720 000 000 401	#17010 Tums Chewable Tablets		\$29.97

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
2689	FIN	68968	5777		<b>MACGILL &amp; CO.</b>		Check	
				E 01	300 720 000 000 401	#18024 Economy 5oz. clear plastic cups		\$107.25
				E 01	300 720 000 000 401	#15543 Economy Facial Tissues, 30 boxes per		\$539.88
				E 01	300 720 000 000 401	#55172 PDI Super Sani-cloth Germicidal Dispr		\$11.25
		<b>PO#: 18608</b>	<b>Voucher #:</b>	<b>97737</b>	Invoice	<b>Invoice No: 0874792</b>		<b>7/29/2024</b>
							<b>Paid Amt:</b>	<b>\$1,694.51</b>
							<b>Check Amount:</b>	<b>\$1,694.51</b>
2689	FIN	68969	9563		<b>MATBOSS</b>		Check	
				E 01	300 294 210 000 401	General Supplies		\$599.00
		<b>PO#:</b>	<b>Voucher #:</b>	<b>97741</b>	Invoice	<b>Invoice No: 18433379932</b>		<b>7/29/2024</b>
							<b>Paid Amt:</b>	<b>\$599.00</b>
							<b>Check Amount:</b>	<b>\$599.00</b>
2689	FIN	68970	00375		<b>SUPREME SCHOOL SUPPLY CO</b>		Check	
				E 01	300 211 172 000 430	Excuse to leave school grounds passes		\$19.80
				E 01	300 211 172 000 430	Freight		\$13.25
		<b>PO#: 18726</b>	<b>Voucher #:</b>	<b>97739</b>	Invoice	<b>Invoice No: 177921</b>		<b>7/29/2024</b>
							<b>Paid Amt:</b>	<b>\$33.05</b>
							<b>Check Amount:</b>	<b>\$33.05</b>
2689	FIN	68971	10417		<b>ZANER-BLOSER, INC</b>		Check	
				E 01	103 201 173 302 460	9781453119273 Handwriting 2020 Grade K Si		\$1,475.25
				E 01	103 203 173 302 460	9781453119280 Handwriting 2020 Grade 1 St		\$1,405.00
				E 01	103 203 173 302 460	9781453119297 Handwriting 2020 Grade 2M S		\$1,124.00
				E 01	103 203 173 302 460	9781453119310 Handwriting 2020 Grade 3 St		\$1,053.75
				E 01	103 203 173 302 460	9781453119327 Handwriting 2020 Grde 4 Stuc		\$1,236.40
				E 01	103 203 173 302 460	9781453119334 Handwriting 2020 Grade 5 St		\$1,264.50
				E 01	103 203 173 302 460	Shipping/Processing		\$755.89
		<b>PO#: 18713</b>	<b>Voucher #:</b>	<b>97733</b>	Invoice	<b>Invoice No: ZB53430</b>		<b>7/29/2024</b>
							<b>Paid Amt:</b>	<b>\$8,314.79</b>
							<b>Check Amount:</b>	<b>\$8,314.79</b>
2689	FIN	68972	5949		<b>CDW GOVERNMENT, INC.</b>		Check	
				E 01	103 050 171 000 401	Cannon EOS R100 (Item #7566499)		\$563.10
		<b>PO#: 18624</b>	<b>Voucher #:</b>	<b>97743</b>	Invoice	<b>Invoice No: SK34459</b>		<b>7/29/2024</b>
				E 01	300 270 172 000 430	Instructional Supply		\$117.00
		<b>PO#:</b>	<b>Voucher #:</b>	<b>97744</b>	Invoice	<b>Invoice No: SK34162</b>		<b>7/29/2024</b>
							<b>Paid Amt:</b>	<b>\$563.10</b>
							<b>Paid Amt:</b>	<b>\$117.00</b>
							<b>Check Amount:</b>	<b>\$680.10</b>
2689	FIN	68973	10329		<b>FIRST BOOK</b>		Check	
				E 01	300 620 591 000 470	See First Book Order Confirmation #70013631		\$253.26
		<b>PO#: 18725</b>	<b>Voucher #:</b>	<b>97745</b>	Invoice	<b>Invoice No: 7001363172</b>		<b>7/29/2024</b>
							<b>Paid Amt:</b>	<b>\$253.26</b>
							<b>Check Amount:</b>	<b>\$253.26</b>
2689	FIN	68974	3551		<b>HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY</b>		Check	
				E 01	102 201 264 000 461	Standarized Tests		\$1,615.00
				E 01	103 203 264 000 461	Standarized Tests		\$8,358.00

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68974	3551		<b>HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY</b>		Check		
				E 01	300 207 264 000 461	Standarized Tests		\$4,958.00	
				E 01	300 211 264 000 461	Standarized Tests		\$6,689.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97751</b>	Invoice	<b>Invoice No:</b>	117401	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$21,620.00</b>	
							<b>Check Amount:</b>	<b>\$21,620.00</b>	
2689	FIN	68975	5168		<b>J. W. PEPPER &amp; SON, INC.</b>		Check		
				E 01	103 203 171 000 430	Instructional Supply		\$17.95	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97746</b>	Invoice	<b>Invoice No:</b>	366543692	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$17.95</b>	
							<b>Check Amount:</b>	<b>\$17.95</b>	
2689	FIN	68976	5354		<b>LAKESHORE LEARNING MATERIALS</b>		Check		
				E 04	005 580 000 325 430	Real-Working Cash RegisterItem # PP723		\$37.99	
				E 04	005 580 000 325 430	Superbright Liquid Tempera Paint - Pint - Set o		\$35.62	
				E 04	005 580 000 325 430	Dot Art Painters - Class PackItem # EV375		\$217.55	
				E 04	005 580 000 325 430	Kwik Stix™ Tempera Painters - Class Packlter		\$92.14	
				E 04	005 580 000 325 430	Lakeshore Dough - Set 1 - Set of 6 ColorsItem		\$71.24	
				E 04	005 580 000 325 430	Lakeshore Dough - Set 2 - Set of 6 ColorsItem		\$71.24	
				E 04	005 580 000 325 430	Peel & Stick Wiggly Eyes - Set of 1,000Item #		\$23.74	
				E 04	005 580 000 325 430	Yarn Laces with TipsItem # FG639		\$42.72	
				E 04	005 580 000 325 430	Peel & Stick Shimmer ShapesItem # LL919		\$75.96	
				E 04	005 580 000 325 430	Tissue Paper SquaresItem # FF534		\$16.14	
				E 04	005 580 000 325 430	Magnetic Picture Pockets - Set of 20Item # PP		\$28.49	
				E 04	005 580 000 325 430	Scoop-A-Bug Sorting KitItem # JJ247		\$37.99	
<b>PO#: 18668</b>	<b>Voucher #:</b>	<b>97748</b>	Invoice	<b>Invoice No:</b>	649862070924	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$750.82</b>	
							<b>Check Amount:</b>	<b>\$750.82</b>	
2689	FIN	68977	10418		<b>LEARNING WITHOUT TEARS</b>		Check		
				E 04	005 582 000 344 430	MFSB-20 9781950578108 My First School Br		\$1,215.00	
				E 04	005 582 000 344 430	Shipping		\$121.50	
<b>PO#: 18712</b>	<b>Voucher #:</b>	<b>97747</b>	Invoice	<b>Invoice No:</b>	208228	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$1,336.50</b>	
							<b>Check Amount:</b>	<b>\$1,336.50</b>	
2689	FIN	68978	5602		<b>Mid States Audio Inc</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$915.95	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97750</b>	Invoice	<b>Invoice No:</b>	33611	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$915.95</b>	
							<b>Check Amount:</b>	<b>\$915.95</b>	
2689	FIN	68979	10300		<b>MSOPA</b>		Check		
				E 01	005 640 173 316 820	Dues & Membership		\$100.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97749</b>	Invoice	<b>Invoice No:</b>	07/29/204	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$100.00</b>	
							<b>Check Amount:</b>	<b>\$100.00</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
2689	FIN	68980	10410		<b>OZOBOT</b>		Check	
				E 01	103 203 171 000 430	Color Code Magnets: Base Kit035015-01		\$30.00
				E 01	103 203 171 000 430	Color Code Magnets: Speed Kit035016-01		\$10.00
				E 01	103 203 171 000 430	Color Code Magnets: Special Moves Kit03501		\$10.00
				E 01	103 203 171 000 430	Shipping		\$18.32
	<b>PO#:</b> 18689	<b>Voucher #:</b>	<b>97752</b>	Invoice	<b>Invoice No:</b> 58685	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$68.32</b>
							<b>Check Amount:</b>	<b>\$68.32</b>
2689	FIN	68981	9177		<b>MAAE</b>		Check	
				E 01	300 640 172 316 366	MS/HS Staff Development		\$527.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97764</b>	Invoice	<b>Invoice No:</b> 07/31/2024	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$527.00</b>
							<b>Check Amount:</b>	<b>\$527.00</b>
2689	FIN	68982	7787		<b>OVERHEAD DOOR CO.</b>		Check	
				E 01	005 810 000 000 350	Repair&maint Service		\$301.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97753</b>	Invoice	<b>Invoice No:</b> 0378706-IN	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$301.00</b>
							<b>Check Amount:</b>	<b>\$301.00</b>
2689	FIN	68983	9994		<b>QUADIENT FINANCE USA, INC</b>		Check	
				E 01	005 020 000 000 329	Postage & Express		\$1,129.55
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97763</b>	Invoice	<b>Invoice No:</b> 7900044080886389	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$1,129.55</b>
							<b>Check Amount:</b>	<b>\$1,129.55</b>
2689	FIN	68984	9659		<b>REALLY GOOD STUFF, LLC</b>		Check	
				E 01	103 203 171 000 430	Ready-To-Decorate® All About Me Star Studer		\$14.99
				E 01	103 203 171 000 430	Ready-To-Decorate® Ten Activities For 100th I		\$14.99
				E 01	103 203 171 000 430	Ready-To-Decorate® 100th Day Glasses And t		\$21.99
				E 01	103 203 171 000 430	All About Me Bags - 24 bagsItem #903894		\$8.99
				E 01	103 203 171 000 430	Colorations® White Paper Craft Bags - Set of		\$24.99
				E 01	103 203 171 000 430	Really Good Stuff® Boho Monthly Calendar Pa		\$14.99
				E 01	103 203 171 000 430	Grade-Specific Welcome Bracelets - 24 bracer		\$15.99
	<b>PO#:</b> 18676	<b>Voucher #:</b>	<b>97756</b>	Invoice	<b>Invoice No:</b> 8571528	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$116.93</b>
				E 01	103 203 171 000 430	Colorations® Sidewalk Chalk Classroom Value		\$25.18
				E 01	103 203 171 000 430	Send It Home-It Comes Back Boomerang 4-Pc		\$59.98
				E 01	103 203 171 000 430	Colorations® Washable Premium Glue Sticks -		\$19.99
				E 01	103 203 171 000 430	Desktop Helper™ 12" Self-Adhesive Vinyl Slee		\$49.98
				E 01	103 203 171 000 430	Freight		\$6.95
	<b>PO#:</b> 18674	<b>Voucher #:</b>	<b>97761</b>	Invoice	<b>Invoice No:</b> 8572277	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$162.08</b>
				E 01	103 203 171 000 430	Ready-To-Decorate® Emojis About Me Posters		\$14.99
				E 01	103 203 171 000 430	Ready-To-Decorate® 100th Day Glasses And t		\$21.99
				E 01	103 203 171 000 430	Ready-To-Decorate® Ten Activities For 100th I		\$14.99
	<b>PO#:</b> 18675	<b>Voucher #:</b>	<b>97757</b>	Invoice	<b>Invoice No:</b> 8572290	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$51.97</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	68984	9659		<b>REALLY GOOD STUFF, LLC</b>		<b>Check</b>
				E 01	103 203 171 000 430	Really Good Stuff® Boho Self-Adhesive Vinyl I	\$59.98
	<b>PO#: 18672</b>	<b>Voucher #:</b>	<b>97754</b>	Invoice	<b>Invoice No: 8572263</b>	<b>7/31/2024</b>	<b>Paid Amt: \$59.98</b>
				E 01	103 203 171 000 430	Zaner-Bloser Pencil Shaped Self-Adhesive Vin	\$59.98
				E 01	103 203 171 000 430	Really Good Stuff® Giant Magnetic Demonstra	\$68.24
	<b>PO#: 18671</b>	<b>Voucher #:</b>	<b>97755</b>	Invoice	<b>Invoice No: 8572258</b>	<b>7/31/2024</b>	<b>Paid Amt: \$128.22</b>
				E 01	103 203 171 000 430	Really Good Stuff® Intermediate Math Resourc	\$77.98
				E 01	103 203 171 000 430	1000 Unifix® CubesItem #703857	\$142.99
				E 01	103 203 171 000 430	Really Good Stuff® Medium Baskets - Set of 6	\$119.96
				E 01	103 203 171 000 430	Colorations® Short Handle Wooden Easel Pai	\$24.99
				E 01	103 203 171 000 430	Colorations® Regular Wood Craft Sticks - 100l	\$13.99
				E 01	103 203 171 000 430	Natural Wood Slices, Pre-Drilled - Set of 24 wii	\$18.99
	<b>PO#: 18677</b>	<b>Voucher #:</b>	<b>97760</b>	Invoice	<b>Invoice No: 8571584</b>	<b>7/31/2024</b>	<b>Paid Amt: \$398.90</b>
				E 01	103 203 171 000 430	Classroom Paper Baskets - Neon Colors - 4 ba	\$29.99
				E 01	103 203 171 000 430	Really Good Stuff® Intermediate Math Resourc	\$155.96
	<b>PO#: 18678</b>	<b>Voucher #:</b>	<b>97758</b>	Invoice	<b>Invoice No: 8572377</b>	<b>7/31/2024</b>	<b>Paid Amt: \$185.95</b>
				E 01	103 203 171 000 430	Desktop Helper™ 18" Self-Adhesive Vinyl Slec	\$69.98
				E 01	103 203 171 000 430	Paw Prints Self-Adhesive Deluxe Plastic Deskl	\$39.99
				E 01	103 203 171 000 430	Big Time Clocks - Demo Clock And 24 Mini Clc	\$75.99
	<b>PO#: 18673</b>	<b>Voucher #:</b>	<b>97759</b>	Invoice	<b>Invoice No: 8572832</b>	<b>7/31/2024</b>	<b>Paid Amt: \$185.96</b>
							<b>Check Amount: \$1,289.99</b>
2689	FIN	68985	9918		<b>SCHOLASTIC NEWS</b>		<b>Check</b>
				E 04	005 582 000 344 430	My big Word	\$28.75
				E 04	005 582 000 344 430	Shipping	\$2.88
				E 01	103 203 173 302 460	Scholastic News 1	\$449.25
				E 01	103 203 173 302 460	Shipping	\$44.94
				E 01	103 203 173 302 460	Scholastic News 2	\$509.15
				E 01	103 203 173 302 460	Shipping	\$50.92
				E 01	103 203 173 302 460	Scholastic News 3	\$539.10
				E 01	103 203 173 302 460	Shipping	\$53.92
				E 01	103 203 173 302 460	Scholastic News 5	\$621.22
				E 01	103 203 173 302 460	Shipping	\$62.14
	<b>PO#: 18714</b>	<b>Voucher #:</b>	<b>97765</b>	Invoice	<b>Invoice No: M7490438 4</b>	<b>7/31/2024</b>	<b>Paid Amt: \$2,362.27</b>
							<b>Check Amount: \$2,362.27</b>
2689	FIN	68986	7050		<b>SCHOOL NURSE SUPPLY, INC.</b>		<b>Check</b>
				E 01	103 720 000 000 401	20215Non-Woven Disposable Covers - 4" x 7"	\$110.00
				E 01	103 720 000 000 401	52022CSNS Wise Choice Nitrile Powder-Free	\$95.00
				E 01	103 720 000 000 401	50272SNS Flexible Fabric Adhesive Bandages	\$152.00
				E 01	103 720 000 000 401	60054Leukoplast Bandages - Knuckle 1 1/2" x	\$47.00

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	68986	7050		SCHOOL NURSE SUPPLY, INC.		Check
				E 01	103 720 000 000 401	5316SNS Flexible Fabric Adhesive Bandages ·	\$29.96
				E 01	103 720 000 000 401	50280SNS Sheer Plastic Adhesive Bandages ·	\$19.96
				E 01	103 720 000 000 401	60056Leukoplast Bandages - Large Digit 2" x 2"	\$47.00
				E 01	103 720 000 000 401	60058Leukoplast Bandages - Small Digit 1 1/2"	\$49.16
				E 01	103 720 000 000 401	4414BAND-AID Hydro Seal Hydrocolloid Gel E	\$24.36
				E 01	103 720 000 000 401	22012Triple Antibiotic Ointment (144-ct)	\$29.95
				E 01	103 720 000 000 401	14215Cotton Tipped Applicators - 3" Non-Steril	\$69.00
				E 01	103 720 000 000 401	17153Hypoallergenic Cloth Surgical Tape - 2" x 2"	\$13.25
				E 01	103 720 000 000 401	51485U Balance Teen Ultra Thin Charcoal Pac	\$71.70
				E 01	103 720 000 000 401	23223CSNS Facial Tissues (100-ct) **CASE o	\$288.00
				E 01	103 720 000 000 401	23027CPocket Tissue (15-ct) **CASE of 360**	\$125.00
				E 01	103 720 000 000 401	18748PURELL Advanced Hand Sanitizer Gel -	\$54.00
				E 01	103 720 000 000 401	13481Seamless Air Sickness Bags (50-ct)	\$54.00
				E 01	103 720 000 000 401	18385Lysol Disinfectant Spray - Crisp Linen (1	\$89.70
				E 01	103 720 000 000 401	45807Barrington Diagnostics Mini-Otoscope - :	\$14.50
				E 01	103 720 000 000 401	45805Barrington Diagnostics Mini-Otoscope - :	\$14.50
				E 01	103 720 000 000 401	43224Barrington Diagnostics Mini-Otoscope - :	\$17.50
				E 01	103 720 000 000 401	18661Acetaminophen Children's Chewable Tal	\$8.97
				E 01	103 720 000 000 401	18063Ibuprofen Junior Strength - 100 mg (24-c	\$19.47
				E 01	103 720 000 000 401	78432Soft Peppermint Candy (350-ct)	\$41.50
				E 01	103 720 000 000 401	18253Epsom Salt	\$3.49
				E 01	103 720 000 000 401	51040Lubriderm Lotion - Advanced Therapy (1	\$13.25
				E 01	103 720 000 000 401	53526Deluxe Tooth Necklace (144-ct)	\$15.49
				E 01	103 720 000 000 401	18204Safetec Vitamin E Lip Balm - Pomegran	\$42.75
				E 01	103 720 000 000 401	18288Safetec Lens Cleaner Wipes (100-ct)	\$9.50
				E 01	103 720 000 000 401	21400SNS Splinter Out (20-ct)	\$6.98
				E 01	103 720 000 000 401	54356Pepperidge Farm Goldfish Crackers - Cf	\$115.00
				E 01	103 720 000 000 401	47890SAM XT Tourniquet - HI-VIZ Orange	\$75.90
				E 01	103 720 000 000 401	37911SAM Splints (9")	\$29.94
				E 01	103 720 000 000 401	26100Triangular Bandage (Each)	\$7.14
				E 01	103 720 000 000 401	29813SNS House Brand Eartips - 10 mm (100	\$319.50
				E 01	103 720 000 000 401	29816SNS House Brand Eartips - 13 mm (100	\$319.50
				E 01	103 720 000 000 401	18612Tolnaftate Cream (1/2 oz)	\$7.58
				E 01	103 720 000 000 401	14510Tongue Depressors - Junior Non-Sterile	\$9.95
				E 01	103 720 000 000 401	18197Callergy Clear Lotion (6 oz)	\$0.79
				E 01	103 720 000 000 401	39210Infectious Waste Collectors - 1 Quart	\$9.45

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68986	7050		SCHOOL NURSE SUPPLY, INC.		Check		
				E 01	103 720 000 000 401	54613Glucose Tablets - Orange (50-ct)		\$11.25	
		<b>PO#: 18680</b>	<b>Voucher #:</b>	<b>97773</b>	Invoice	<b>Invoice No: 1010485</b>	<b>7/31/2024</b>		<b>Paid Amt: \$2,482.94</b>
								<b>Check Amount:</b>	<b>\$2,482.94</b>
2689	FIN	68987	10017		SCHOOL SPECIALTY LLC		Check		
				E 01	103 203 171 000 430	School Smart Pen Style Highlighters, Chisel Ti		\$14.29	
				E 01	103 203 171 000 430	Sharpie Permanent Markers, Chisel Tip, Assor		\$28.65	
				E 01	103 203 171 000 430	School Smart Fine Tip Permanent Markers, Qu		\$30.35	
				E 01	103 203 171 000 430	School Smart Dry Erase Markers, Chisel Tip, L		\$46.66	
				E 01	103 203 171 000 430	EXPO Low Odor Dry Erase Markers, Chisel Tip		\$17.35	
				E 01	103 203 171 000 430	EXPO Vis-A-Vis Wet Erase Markers, Fine Tip,		\$70.17	
				E 01	103 203 171 000 430	Westcott Soft Grip Kid Scissors, Pointed Tip, 5		\$16.83	
				E 01	103 203 171 000 430	Tartan 3710 Shipping Tape, 1.88 Inches x 54.6		\$12.99	
				E 01	103 203 171 000 430	School Smart Weighted Tape Dispenser with 1		\$5.65	
				E 01	103 203 171 000 430	Elmer's School Glue Sticks, 0.24 Ounce, Disap		\$32.04	
				E 01	103 203 171 000 430	School Smart 2-Pocket Folders with No Brads,		\$13.64	
				E 01	103 203 171 000 430	School Smart Top Loading Sheet Protectors, 8		\$3.30	
				E 01	103 203 171 000 430	VELCRO Brand Hook and Loop Fastener Coin		\$28.01	
				E 01	103 203 171 000 430	Daily Memo Book, 5-7/8 x 9-3/8 Inches, Whitel		\$5.13	
		<b>PO#: 18688</b>	<b>Voucher #:</b>	<b>97771</b>	Invoice	<b>Invoice No: 208134420411</b>	<b>7/31/2024</b>		<b>Paid Amt: \$325.06</b>
				E 01	103 203 171 000 430	Sharpie Permanent Markers, Ultra Fine Point,		\$34.64	
				E 01	103 203 171 000 430	School Smart Zaner-Bloser Paper, 1/2 Inch Ru		\$18.06	
				E 01	103 203 171 000 430	Sharpie Accent Highlighters, Narrow Chisel Tip		\$11.04	
				E 01	103 203 171 000 430	EXPO Low Odor Dry Erase Markers, Fine Tip,		\$119.52	
				E 01	103 203 171 000 430	Business Source Adhesives Notes, Plain, 3 x 3		\$5.97	
				E 01	103 203 171 000 430	Business Source Adhesive Note Pads, 3 x 3 In		\$9.48	
				E 01	103 203 171 000 430	School Smart 2-Pocket Folders with No Brads,		\$27.28	
				E 01	103 203 171 000 430	School Smart Top Loading Sheet Protectors, 8		\$6.60	
		<b>PO#: 18687</b>	<b>Voucher #:</b>	<b>97766</b>	Invoice	<b>Invoice No: 308104544949</b>	<b>7/31/2024</b>		<b>Paid Amt: \$232.59</b>
				E 01	103 203 171 000 430	Quantum Storage Shelf Bins, Pack of 10Item #		\$296.58	
		<b>PO#: 18696</b>	<b>Voucher #:</b>	<b>97770</b>	Invoice	<b>Invoice No: 208134383869</b>	<b>7/31/2024</b>		<b>Paid Amt: \$296.58</b>
				E 01	103 050 171 000 401	School Smart Manila File Folders, Letter Size,		\$7.79	
				E 01	103 050 171 000 401	TOPS Phone Message Book, Carbonless, 5-1/		\$38.58	
				E 01	103 050 171 000 401	School Smart A-Z Tab Index Paper Dividers, A:		\$17.40	
				E 01	103 050 171 000 401	Post-it Super Sticky Notes, 3 x 3 Inches, Orchi		\$8.64	
				E 01	103 050 171 000 401	Hammond & Stephens 1032-03-10 Tardy Slip I		\$11.69	
				E 01	103 050 171 000 401	Pres-a-ply Laser/Inkjet Labels, 1 x 2-5/8 Inche		\$23.78	
		<b>PO#: 18703</b>	<b>Voucher #:</b>	<b>97769</b>	Invoice	<b>Invoice No: 208134403822</b>	<b>7/31/2024</b>		<b>Paid Amt: \$107.88</b>
				E 01	006 203 171 000 430	School Smart No 2 Pencils, Pre-Sharpended, H		\$51.08	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68987	10017		<b>SCHOOL SPECIALTY LLC</b>		Check		
				E 01	006 203 171 000 430	School Smart 2-Pocket Folders with No Brads,		\$40.92	
				E 01	006 203 171 000 430	School Smart Top Loading Sheet Protectors, 8		\$6.60	
	<b>PO#: 18702</b>	<b>Voucher #:</b>	<b>97768</b>	Invoice	<b>Invoice No:</b> 20813443966	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$98.60</b>	
				E 01	103 203 171 000 430	Crayola Model Magic Modeling Dough Classpa		\$80.58	
				E 01	103 203 171 000 430	School Smart Dry Erase Markers, Chisel Tip, L		\$32.88	
				E 01	103 203 171 000 430	EXPO Whiteboard Cleaner, 8 OuncesItem #: 0		\$2.99	
				E 01	103 203 171 000 430	EXPO Vis-A-Vis Wet Erase Markers, Fine Tip,		\$46.78	
				E 01	103 203 171 000 430	EXPO Vis-A-Vis Wet Erase Markers, Fine Tip,		\$23.39	
				E 01	103 203 171 000 430	School Smart Smooth Paperclips, 1-1/4 Inches		\$1.10	
				E 01	103 203 171 000 430	Alliance Advantage Latex Rubber Band, No 54		\$1.88	
				E 01	103 203 171 000 430	School Smart 2-Pocket Folders with No Brads,		\$27.28	
				E 01	103 203 171 000 430	Avery Economy Round Ring View Binder, 1 Inc		\$149.25	
				E 01	103 203 171 000 430	VELCRO Brand Hook and Loop Fastener Coin		\$28.01	
	<b>PO#: 18684</b>	<b>Voucher #:</b>	<b>97772</b>	Invoice	<b>Invoice No:</b> 208134391272	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$394.14</b>	
				E 04	005 580 000 325 430	School Smart Binder Clips, 1-1/4 Inches, Medi		\$0.82	
				E 04	005 580 000 325 430	School Smart Non-Skid Jumbo Paper Clip, 2 Ir		\$1.23	
				E 04	005 580 000 325 430	School Smart Smooth 2-Pocket Folder with Fa		\$30.54	
				E 04	005 580 000 325 430	Hammond & Stephens 0614-409 Record Coml		\$7.47	
				E 04	005 580 000 325 430	Daily Memo Book, 5-7/8 x 9-3/8 Inches, Whitel		\$5.13	
				E 01	103 201 171 000 430	StikkiWorks Stikki Dots Mounting Adhesive, Re		\$6.49	
				E 01	103 201 171 000 430	School Smart Top Loading Sheet Protectors, 8		\$23.10	
				E 01	103 201 171 000 430	Daily Memo Book, 5-7/8 x 9-3/8 Inches, Whitel		\$5.13	
	<b>PO#: 18681</b>	<b>Voucher #:</b>	<b>97767</b>	Invoice	<b>Invoice No:</b> 208134391092	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$79.91</b>	
							<b>Check Amount:</b>	<b>\$1,534.76</b>	
2689	FIN	68988	9998		<b>SOUTHERN MINNESOTA INSPECTION COMPANY</b>		Check		
				E 01	300 850 000 302 530	Equipment Purchased, GYM WALL PADS		\$5,825.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97762</b>	Invoice	<b>Invoice No:</b> 23686	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$5,825.00</b>	
							<b>Check Amount:</b>	<b>\$5,825.00</b>	
2689	FIN	68989	10405		<b>TAYLOR &amp; FRANCIS GOUP, LLC</b>		Check		
				E 01	300 301 173 830 433	E-Book STEM Road Map Curriculum Grade 5		\$29.95	
				E 01	300 301 173 830 433	E-Book STEM Road Map Curriculum Grade 7		\$29.95	
				E 01	300 301 173 830 433	Do Not Ship/invoice prior to July 1st		\$0.00	
	<b>PO#: 18617</b>	<b>Voucher #:</b>	<b>97777</b>	Invoice	<b>Invoice No:</b> 954087921	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$59.90</b>	
							<b>Check Amount:</b>	<b>\$59.90</b>	
2689	FIN	68990	6574		<b>TEACHER DIRECT</b>		Check		
				E 01	103 203 171 000 430	46917 T] Star Smiles Superspot Stickers		\$9.88	
				E 01	103 203 171 000 430	[D1505 MSG] 1st Graders Are #1 Pencils Doze		\$7.76	
				E 01	103 203 171 000 430	[D1063 MSG] 12ct Snowflake Glitters Pencils		\$3.88	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	68990	6574		<b>TEACHER DIRECT</b>		<b>Check</b>
				E 01	103 203 171 000 430	[D2347 MSG] 12ct 100th Day Of School Penci	\$7.76
				E 01	103 203 171 000 430	[1905069 SAN] Scented Markers, Chisel Tip, A	\$29.76
				E 01	103 203 171 000 430	[62689 TCR] Pete The Cat Bookmarks	\$4.88
				E 01	103 203 171 000 430	[10707 DIX] Prang White 16oz Ready to Use V	\$3.98
				E 01	103 203 171 000 430	[9026 NS] Primary Traditional Manuscript Cour	\$10.78
				E 01	103 203 171 000 430	[74720-3 PAC] Chart Tablet, Manuscript Cover	\$80.64
				E 01	103 203 171 000 430	[2119 TCR] Chalkboard Teacher Record Book	\$5.88
<b>PO#:</b>	18707	<b>Voucher #:</b>	97774	Invoice	<b>Invoice No:</b> 2024/05241	<b>7/31/2024</b>	<b>Paid Amt: \$165.20</b>
							<b>Check Amount: \$165.20</b>
2689	FIN	68991	5420		<b>TEACHERS DISCOVERY</b>		<b>Check</b>
				E 01	300 230 172 000 430	#1E1730 French Sticker Packs - Deluxre Stick	\$25.99
				E 01	300 230 172 000 430	#1W0518S2 Good Job! French Enhanced Pen	\$9.99
				E 01	300 230 172 000 430	#1W0519S2 Hurray for French! Enhanced Pen	\$9.99
				E 01	300 230 172 000 430	#1B3977 Le Fantome de L'Opera French Leve	\$15.00
				E 01	300 230 172 000 430	Shipping	\$10.99
<b>PO#:</b>	18588	<b>Voucher #:</b>	97778	Invoice	<b>Invoice No:</b> 202686	<b>7/31/2024</b>	<b>Paid Amt: \$71.96</b>
							<b>Check Amount: \$71.96</b>
2689	FIN	68992	9206		<b>TEACHING STRAEGIES, LLC</b>		<b>Check</b>
				E 04	005 580 000 325 430	TS Gold Assessment for Preschool Students	\$1,030.50
<b>PO#:</b>	18710	<b>Voucher #:</b>	97775	Invoice	<b>Invoice No:</b> 197792	<b>7/31/2024</b>	<b>Paid Amt: \$1,030.50</b>
							<b>Check Amount: \$1,030.50</b>
2689	FIN	68993	6446		<b>TRANE</b>		<b>Check</b>
				E 01	300 850 013 160 520	Build Acq/Construct, GYM AIR HANDLER	\$47,311.25
<b>PO#:</b>		<b>Voucher #:</b>	97776	Invoice	<b>Invoice No:</b> 314685871	<b>7/31/2024</b>	<b>Paid Amt: \$47,311.25</b>
							<b>Check Amount: \$47,311.25</b>
2689	FIN	68994	00276		<b>XCEL ENERGY</b>		<b>Check</b>
				E 01	005 810 184 000 330	Electricity - Paulsen Field, JUNE 2024	\$2,069.88
<b>PO#:</b>		<b>Voucher #:</b>	97779	Invoice	<b>Invoice No:</b> 51-6709448-8	<b>7/31/2024</b>	<b>Paid Amt: \$2,069.88</b>
							<b>Check Amount: \$2,069.88</b>
2689	FIN	68995	9998		<b>SOUTHERN MINNESOTA INSPECTION COMPANY</b>		<b>Check</b>
				E 01	300 865 000 363 305	Consult & Serv.fees, THEATER INSPECTION	\$3,100.00
<b>PO#:</b>		<b>Voucher #:</b>	97780	Invoice	<b>Invoice No:</b> 23222	<b>7/31/2024</b>	<b>Paid Amt: \$3,100.00</b>
							<b>Check Amount: \$3,100.00</b>
2689	FIN	68996	10339		<b>B AND K ADAPTIVE PRODUCTS LLC</b>		<b>Check</b>
				E 01	103 416 000 740 433	Bantam Small sit to sand (w supine option)	\$1,450.00
				E 01	103 420 000 740 433	inclusion seat 14" arm rest removable	\$320.00

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	68996	10339		<b>B AND K ADAPTIVE PRODUCTS LLC</b>		Check		
				E 01	103 420 000 740 433 toddler changling table			\$945.00	
		PO#: 18530	Voucher #:	97783	Invoice Invoice No: 07/21/2024	7/31/2024			
								Paid Amt:	\$2,715.00
								Check Amount:	\$2,715.00
2689	FIN	68997	7390		<b>BLICK ART MATERIALS</b>		Check		
				E 01	300 212 172 000 430 #30588-1046 Mayco Stoneware Classic Glaze			\$15.56	
		PO#: 18586	Voucher #:	97782	Invoice Invoice No: 3410864	7/31/2024			
								Paid Amt:	\$15.56
								Check Amount:	\$15.56
2689	FIN	68998	10408		<b>ENCORE DATA PRODUCTS, INC</b>		Check		
				E 01	103 203 171 000 430 AVID Education AE-36 Classroom Computer S			\$255.80	
		PO#: 18667	Voucher #:	97785	Invoice Invoice No: 124842	7/31/2024			
								Paid Amt:	\$255.80
								Check Amount:	\$255.80
2689	FIN	68999	9918		<b>SCHOLASTIC NEWS</b>		Check		
				E 01	300 219 173 302 460 Textbooks/Workbooks			\$560.34	
		PO#:	Voucher #:	97786	Invoice Invoice No: M7527576	7/31/2024			
								Paid Amt:	\$560.34
				E 01	300 260 173 302 460 Textbooks/Workbooks			\$224.75	
		PO#:	Voucher #:	97787	Invoice Invoice No: M7527577	7/31/2024			
								Paid Amt:	\$224.75
								Check Amount:	\$785.09
2689	FIN	69000	10407		<b>SHEFFIELD POTTERY INC</b>		Check		
				E 01	103 203 171 000 430 Multi Slab Cutter by Chinese Clay Art for Moist			\$54.00	
		PO#: 18697	Voucher #:	97781	Invoice Invoice No: 502203	7/31/2024			
								Paid Amt:	\$54.00
								Check Amount:	\$54.00
2689	FIN	69002	00375		<b>SUPREME SCHOOL SUPPLY CO</b>		Check		
				E 01	103 203 171 000 430 1 x Class Record Book, 8 Subject, 9 weeks (9'			\$5.75	
				E 01	103 203 171 000 430 shipping			\$10.00	
		PO#: 18705	Voucher #:	97784	Invoice Invoice No: 177409	7/31/2024			
								Paid Amt:	\$15.75
								Check Amount:	\$15.75
2689	FIN	69003	10401		<b>WAYSIDE PUBLISHING</b>		Check		
				E 01	300 230 173 302 460 La Llorona de Mazatlan Novice Mid - Intermed			\$90.00	
				E 01	300 230 173 302 460 Robo en la noche Novice Mid - Intermediate Lc			\$90.00	
				E 01	300 230 173 302 460 shipping			\$27.00	
		PO#: 18573	Voucher #:	97792	Invoice Invoice No: 201905	7/31/2024			
								Paid Amt:	\$207.00
								Check Amount:	\$207.00
2689	FIN	69004	10298		<b>WIPEBOOK CORP</b>		Check		
				E 01	103 203 171 000 430 Wipebook Flipchart x 12Original SKU: 817596			\$662.88	
				E 01	103 203 171 000 430 Shipping			\$49.00	
		PO#: 18718	Voucher #:	97791	Invoice Invoice No: 4836801	7/31/2024			
								Paid Amt:	\$711.88
								Check Amount:	\$711.88

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	69005	10413		<b>WONDER WORKSHOP INC</b>		Check		
				E 01	103 203 171 000 430	Dash Robot		\$359.98	
				E 01	103 203 171 000 430	Dash Robot -Replacement Program (\$60 Discr		\$119.99	
		<b>PO#: 18729</b>	<b>Voucher #: 97790</b>	Invoice	<b>Invoice No: WON114290</b>	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$479.97</b>	
							<b>Check Amount:</b>	<b>\$479.97</b>	
2689	FIN	69006	7367		<b>Steve Weiss Music</b>		Check		
				E 01	300 258 233 000 430	PEA-BMH100 Pearl Bass Drum Mallet Holder		\$371.80	
				E 01	300 258 233 000 430	VIC-MB1S Vic Firth Corpsmaster MB1S Soft B		\$39.49	
				E 01	300 258 233 000 430	VIC-MB2S Vic Firth Corpsmaster MB2S Soft B		\$41.99	
				E 01	300 258 233 000 430	VIC-MB3S Vic Firth Corpsmaster MB3S Soft B		\$50.99	
				E 01	300 258 233 000 430	VIC-MT3A Vic Firth Corpsmaster MT3A Multi-T		\$48.99	
				E 01	300 258 233 000 430	SHIPPING		\$9.95	
		<b>PO#: 18701</b>	<b>Voucher #: 97788</b>	Invoice	<b>Invoice No: 1299174.1</b>	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$563.21</b>	
				E 01	300 258 233 000 430	#BLA-TC1 Black Swamp 10" Double Row Tam		\$219.00	
		<b>PO#: 18623</b>	<b>Voucher #: 97789</b>	Invoice	<b>Invoice No: 1296445.2</b>	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$219.00</b>	
							<b>Check Amount:</b>	<b>\$782.21</b>	
2689	FIN	69007	9499		<b>EMS LINQ INC</b>		Check		
				E 02	005 770 000 701 405	Non Instructional Comp Softwar		\$897.36	
		<b>PO#:</b>	<b>Voucher #: 97793</b>	Invoice	<b>Invoice No: C-127948</b>	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$897.36</b>	
							<b>Check Amount:</b>	<b>\$897.36</b>	
2689	FIN	69008	10199		<b>TROY RYAN HEIDEBRINK</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$930.00	
		<b>PO#:</b>	<b>Voucher #: 97794</b>	Invoice	<b>Invoice No: 20</b>	<b>7/31/2024</b>	<b>Paid Amt:</b>	<b>\$930.00</b>	
							<b>Check Amount:</b>	<b>\$930.00</b>	
2689	FIN	69009	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check		
				E 01	103 203 171 000 430	UNV07070 Pen-Style Permanent Marker Valu		\$12.88	
				E 01	103 203 171 000 430	UNV10200VP Binder Clip Zip-Seal Bag Value		\$3.18	
				E 01	103 203 171 000 430	UNV10210 Binder Clips, Medium, Black/Silver		\$0.68	
				E 01	103 203 171 000 430	UNV72220 Paper Clips, Jumbo, Smooth, Silve		\$5.81	
				E 01	103 203 171 000 430	UNV35663 Self-Stick Note Pads, 1.5" x 2", As:		\$2.28	
				E 01	103 203 171 000 430	UNV35669 Self-Stick Note Pads, 3" x 3", Asso		\$4.69	
				E 01	103 203 171 000 430	MMM655ASTOriginal Pads in Beachside Cafe		\$9.71	
				E 01	103 203 171 000 430	AVE47992 Two-Pocket Folder, 40-Sheet Capa		\$11.68	
		<b>PO#: 18642</b>	<b>Voucher #: 97800</b>	Invoice	<b>Invoice No: 4598962</b>	<b>8/1/2024</b>	<b>Paid Amt:</b>	<b>\$50.91</b>	
				E 01	103 203 171 000 430	UNV08852 Pocket Highlighters, Fluorescent C		\$7.00	
				E 01	103 203 171 000 430	SAN80699Low-Odor Dry-Erase Marker, Broad		\$15.99	
				E 01	103 203 171 000 430	UNV43118Economy Full-Strip Stapler, 20-She		\$3.57	
				E 01	103 203 171 000 430	UNV10700 Wand Style Staple Remover, Black		\$2.40	
				E 01	103 203 171 000 430	MMM260018A Economy Masking Tape, 3" Cor		\$3.56	

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	69009	9518		INNOVATIVE OFFICE SOLUTIONS LLC		Check
				E 01	103 203 171 000 430 UNV35603 Self-Stick Easel Pad, Unruled, 25 :		\$106.23
<b>PO#: 18637</b>	<b>Voucher #:</b>	<b>97798</b>		Invoice	<b>Invoice No: 4598959</b>	<b>8/1/2024</b>	<b>Paid Amt: \$138.75</b>
				E 01	103 201 171 000 430 Slant D-Ring View Binder, 3 Rings, 1" Capacity		\$58.70
<b>PO#: 18732</b>	<b>Voucher #:</b>	<b>97802</b>		Invoice	<b>Invoice No: 4595653</b>	<b>8/1/2024</b>	<b>Paid Amt: \$58.70</b>
				E 01	103 203 171 000 430 AAG8015005 Undated Class Record Book, Nir		\$11.86
				E 01	103 203 171 000 430 CYO684012 Long-Length Colored Pencil Set, :		\$8.00
				E 01	103 203 171 000 430 MMM5910121296 Transparent Tape, 1" Core,		\$2.30
				E 01	103 203 171 000 430 MMM6555PK Original Pads in Poptimistic Coll		\$42.12
				E 01	103 203 171 000 430 PAP70520 Pink Pearl Eraser, For Pencil Marks		\$11.47
				E 01	103 203 171 000 430 PAP73015 Arrowhead Eraser Caps, For Pencil		\$4.71
				E 01	103 203 171 000 430 SAN16001Vis-a-Vis Wet Erase Marker, Fine B		\$32.94
				E 01	103 203 171 000 430 SAN1905070 Scented Watercolor Marker, Bro:		\$52.40
				E 01	103 203 171 000 430 SAN80699Low-Odor Dry-Erase Marker, Broad		\$15.99
				E 01	103 203 171 000 430 SAN86603Low-Odor Dry-Erase Marker, Fine E		\$13.79
				E 01	103 203 171 000 430 UBR581U0416 Classic Magnetic Dry Erase Bc		\$3.40
				E 01	103 203 171 000 430 UNV00454 Rubber Bands, Size 54 (Assorted)		\$0.91
				E 01	103 203 171 000 430 UNV07070 Pen-Style Permanent Marker Valu		\$25.76
				E 01	103 203 171 000 430 UNV21130Top-Load Poly Sheet Protectors, Ec		\$3.61
				E 01	103 203 171 000 430 UNV56300 Premium Ruled Writing Pads with		\$4.34
<b>PO#: 18640</b>	<b>Voucher #:</b>	<b>97803</b>		Invoice	<b>Invoice No: 4598961</b>	<b>8/1/2024</b>	<b>Paid Amt: \$233.60</b>
				E 01	103 203 171 000 430 PAP2104212 Write Bros Mechanical Pencil, 0.		\$5.10
				E 01	103 203 171 000 430 BICMPLWP24 Xtra-Strong Mechanical Pencil '		\$8.72
				E 01	103 203 171 000 430 SAN80699 Low-Odor Dry-Erase Marker, Broac		\$15.99
				E 01	103 203 171 000 430 UNV10700 Wand Style Staple Remover, Black		\$2.40
				E 01	103 203 171 000 430 MMM5910341296 Transparent Tape, 1" Core,		\$1.26
				E 01	103 203 171 000 430 MMM37106PK 3710 Packaging Tape, 3" Core,		\$9.51
				E 01	103 203 171 000 430 EPIE503 Disappearing Purple All Purpose Glu		\$28.07
				E 01	103 203 171 000 430 AVE47993 Two-Pocket Folder, 40-Sheet Capa		\$11.68
<b>PO#: 18638</b>	<b>Voucher #:</b>	<b>97797</b>		Invoice	<b>Invoice No: 4598960</b>	<b>8/1/2024</b>	<b>Paid Amt: \$82.73</b>
				E 01	103 203 171 000 430 SAN1921062 Low-Odor Dry-Erase Marker Vali		\$34.99
				E 01	103 203 171 000 430 UNV74321 Eight-Sheet Handheld One-Hole P		\$5.04
				E 01	103 203 171 000 430 MMM5910341296 Transparent Tape, 1" Core,		\$3.15
				E 01	103 203 171 000 430 MMM260018A Economy Masking Tape, 3" Cor		\$4.45
				E 01	103 203 171 000 430 MMM37106PK3710 Packaging Tape, 3" Core,		\$9.51
				E 01	103 203 171 000 430 EPIE524School Glue Stick, 0.77 oz, Dries Cle:		\$8.80
				E 01	103 203 171 000 430 UNV47210 Ruled Index Cards, 3 x 5, White, 1		\$0.00

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	69009	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check		
				E 01	103 203 171 000 430	UNV35264 Kraft Clasp Envelope, #90, Square		\$11.79	
	<b>PO#:</b> 18643	<b>Voucher #:</b>	<b>97799</b>	Invoice	<b>Invoice No:</b> 4598963	<b>8/1/2024</b>	<b>Paid Amt:</b>	<b>\$77.73</b>	
							<b>Check Amount:</b>	<b>\$642.42</b>	
2689	FIN	69010	5354		<b>LAKESHORE LEARNING MATERIALS</b>		Check		
				E 01	103 412 000 740 433	Touch & Read Write & Wipe CardsLL709		\$37.99	
				E 01	103 412 000 740 433	Lakeshore Write & Wipe Answer BoardsPP74€		\$47.49	
				E 01	103 412 000 740 433	Lakeshore Magic BoardPP717		\$14.98	
				E 01	103 412 000 740 433	Splash! Reading Games - Complete SetLM39€		\$55.09	
				E 01	103 412 000 740 433	Giant Activity DiceRR740		\$23.74	
				E 01	103 412 000 740 433	Rainbow Sentence StripsNF9765		\$15.18	
	<b>PO#:</b> 18717	<b>Voucher #:</b>	<b>97801</b>	Invoice	<b>Invoice No:</b> 669399071924	<b>8/1/2024</b>	<b>Paid Amt:</b>	<b>\$194.47</b>	
							<b>Check Amount:</b>	<b>\$194.47</b>	
2689	FIN	69011	6528		<b>AVIBEN</b>		Check		
				E 01	005 110 000 000 305	Consult & Serv.fees		\$140.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97804</b>	Invoice	<b>Invoice No:</b> 32327	<b>8/1/2024</b>	<b>Paid Amt:</b>	<b>\$140.00</b>	
							<b>Check Amount:</b>	<b>\$140.00</b>	
2689	FIN	69012	00224		<b>LUDOLPH BUS INCORPORATED</b>		Check		
				E 01	300 258 233 733 360	Transp Cntrt W/Public Band		\$74.40	
				E 01	300 258 233 733 360	Transp Cntrt W/Public Band		\$47.40	
				E 01	300 258 233 733 360	Transp Cntrt W/Public Band		\$55.80	
				E 01	300 258 233 733 360	Transp Cntrt W/Public Band		\$65.18	
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap		\$453.00	
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap		\$2,236.86	
				E 03	005 760 000 723 360	Transp Cntrt W/Public Handicap		\$5,599.08	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97806</b>	Invoice	<b>Invoice No:</b> 2038	<b>8/1/2024</b>	<b>Paid Amt:</b>	<b>\$8,531.72</b>	
							<b>Check Amount:</b>	<b>\$8,531.72</b>	
2689	FIN	69013	10419		<b>TIM RUSTAD CONSTRUCTION, LLC</b>		Check		
				E 01	005 810 000 000 510	Site or Grounds Acq, PORTA POTTY SLAB		\$2,600.00	
				E 01	005 810 000 000 510	Site or Grounds Acq, LITTLE BASEBALL FIEL		\$4,152.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97805</b>	Invoice	<b>Invoice No:</b> 0000534	<b>8/1/2024</b>	<b>Paid Amt:</b>	<b>\$6,752.00</b>	
							<b>Check Amount:</b>	<b>\$6,752.00</b>	
2689	FIN	69014	6446		<b>TRANE</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$1,647.75	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97807</b>	Invoice	<b>Invoice No:</b> 314730483	<b>8/1/2024</b>	<b>Paid Amt:</b>	<b>\$1,647.75</b>	
							<b>Check Amount:</b>	<b>\$1,647.75</b>	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	69015	10420		<b>FIRST MAIN STREET INSURANCE-CED</b>		Check
				E 01	005 940 000 000 340	Property Insurance, HAIL BUY DOWN	\$35,084.09
<b>PO#:</b>	<b>Voucher #:</b>	<b>97808</b>	Invoice		<b>Invoice No:</b> 164860	<b>8/6/2024</b>	<b>Paid Amt: \$35,084.09</b>
							<b>Check Amount: \$35,084.09</b>
2689	FIN	69016	10420		<b>FIRST MAIN STREET INSURANCE-CED</b>		Check
				E 01	005 940 000 000 340	Property Insurance, CYBERSECURITY INSUF	\$13,480.72
<b>PO#:</b>	<b>Voucher #:</b>	<b>97809</b>	Invoice		<b>Invoice No:</b> 165577	<b>8/6/2024</b>	<b>Paid Amt: \$13,480.72</b>
							<b>Check Amount: \$13,480.72</b>
2689	FIN	69017	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check
				E 01	207 270 172 000 430	See attached cart #4484498	\$236.04
<b>PO#:</b> 18568	<b>Voucher #:</b>	<b>97813</b>	Invoice		<b>Invoice No:</b> 4598943	<b>8/7/2024</b>	<b>Paid Amt: \$236.04</b>
			E 01	207 260 172 000 401	See attached cart #4253942	\$69.66	
<b>PO#:</b> 18574	<b>Voucher #:</b>	<b>97814</b>	Invoice		<b>Invoice No:</b> 4598908	<b>8/7/2024</b>	<b>Paid Amt: \$69.66</b>
			E 01	207 361 849 000 401	See attached Cart#4481834	\$257.61	
<b>PO#:</b> 18540	<b>Voucher #:</b>	<b>97815</b>	Invoice		<b>Invoice No:</b> 4598931	<b>8/7/2024</b>	<b>Paid Amt: \$257.61</b>
			E 01	300 258 234 000 430	See attached cart #4428361	\$300.40	
<b>PO#:</b> 18549	<b>Voucher #:</b>	<b>97816</b>	Invoice		<b>Invoice No:</b> 4598907	<b>8/7/2024</b>	<b>Paid Amt: \$300.40</b>
			E 01	300 220 172 000 430	See Cart #4486264 attached	\$220.65	
<b>PO#:</b> 18544	<b>Voucher #:</b>	<b>97817</b>	Invoice		<b>Invoice No:</b> 4598905	<b>8/7/2024</b>	<b>Paid Amt: \$220.65</b>
			E 01	300 270 172 000 430	See attached Cart#4487701	\$104.17	
<b>PO#:</b> 18571	<b>Voucher #:</b>	<b>97818</b>	Invoice		<b>Invoice No:</b> 4598944	<b>8/7/2024</b>	<b>Paid Amt: \$104.17</b>
			E 01	300 220 172 000 430	See attached cart #4266066	\$2.45	
<b>PO#:</b> 18567	<b>Voucher #:</b>	<b>97819</b>	Invoice		<b>Invoice No:</b> 4600355	<b>8/7/2024</b>	<b>Paid Amt: \$2.45</b>
			E 01	207 710 172 000 401	See attachede Cart #4487845	\$225.09	
<b>PO#:</b> 18572	<b>Voucher #:</b>	<b>97811</b>	Invoice		<b>Invoice No:</b> 4598909	<b>8/7/2024</b>	<b>Paid Amt: \$225.09</b>
			E 01	300 301 501 830 433	See Attached Cart#446157	\$219.17	
<b>PO#:</b> 18538	<b>Voucher #:</b>	<b>97812</b>	Invoice		<b>Invoice No:</b> 459894	<b>8/7/2024</b>	<b>Paid Amt: \$219.17</b>
							<b>Check Amount: \$1,635.24</b>
2689	FIN	69018	9755		<b>HANDER INC PLUMBING AND HEATING</b>		Check
				E 01	005 810 000 000 401	General Supplies	\$1,972.04
<b>PO#:</b>	<b>Voucher #:</b>	<b>97820</b>	Invoice		<b>Invoice No:</b> 001106580000	<b>8/7/2024</b>	<b>Paid Amt: \$1,972.04</b>
							<b>Check Amount: \$1,972.04</b>
2689	FIN	69019	10422		<b>BABY I'M STAR LLC</b>		Check
				E 01	300 865 000 379 520	Build Acq/Construct. GYMNASTICS FLOOR	\$21,918.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>97824</b>	Invoice		<b>Invoice No:</b> 000048	<b>8/8/2024</b>	<b>Paid Amt: \$21,918.00</b>
							<b>Check Amount: \$21,918.00</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	69020	10379		<b>PEMBERTON LAW, PLLP</b>		Check
				E 01	005 010 113 000 305	Consult & Serv.fees JULY 2024	\$2,714.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97826</b>	Invoice	<b>Invoice No:</b> 20246304.000	<b>8/9/2024</b>	<b>Paid Amt: \$2,714.00</b>
							<b>Check Amount: \$2,714.00</b>
2689	FIN	69021	00300	00300	<b>PIPESTONE PUBLISHING CO INC</b>		Check
				E 01	005 010 000 000 305	Consult & Serv.fees, JULY 2024	\$947.30
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97827</b>	Invoice	<b>Invoice No:</b> 08/09/2024	<b>8/9/2024</b>	<b>Paid Amt: \$947.30</b>
							<b>Check Amount: \$947.30</b>
2689	FIN	69022	9186		<b>TAHER, INC.- BIN# 135092</b>		Check
				E 02	005 770 000 701 305	Consult & Serv.fees, JUNE 2024	\$7,640.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97828</b>	Invoice	<b>Invoice No:</b> 0070048	<b>8/9/2024</b>	<b>Paid Amt: \$7,640.00</b>
							<b>Check Amount: \$7,640.00</b>
2689	FIN	69023	7390		<b>BLICK ART MATERIALS</b>		Check
				E 01	103 203 171 000 430	21218-1109 Crayola Broad Line Markers - Cla	\$62.17
				E 01	103 203 171 000 430	21218-2001 Crayola Broad Line Marker - Blac	\$26.40
				E 01	103 203 171 000 430	21218-3001 Crayola Broad Line Marker - Red	\$17.60
				E 01	103 203 171 000 430	21218-7001 Crayola Broad Line Marker - Gree	\$17.60
				E 01	103 203 171 000 430	21218-5001 Crayola Broad Line Marker - Blue	\$17.60
				E 01	103 203 171 000 430	00309-1036 Crayola Educational Watercolor P	\$111.06
				E 01	103 203 171 000 430	20013-2009 Sakura Cray-Pas Junior Artist Oil	\$6.50
				E 01	103 203 171 000 430	20013-1009 Sakura Cray-Pas Junior Artist Oil	\$6.50
				E 01	103 203 171 000 430	20066-1012 Crayola Oil Pastels - Neon Colors	\$38.22
				E 01	103 203 171 000 430	30505-1025 Amaco No. 25 White Art Clay - 50	\$178.85
				E 01	103 203 171 000 430	30476-5026 Amaco Teacher's Palette Glaze - f	\$19.00
				E 01	103 203 171 000 430	30476-2506 Amaco Teacher's Palette Glaze - f	\$19.00
				E 01	103 203 171 000 430	30476-7786 Amaco Teacher's Palette Glaze - f	\$19.00
				E 01	103 203 171 000 430	30476-8896 Amaco Teacher's Palette Glaze - f	\$19.00
				E 01	103 203 171 000 430	30476-8346 Amaco Teacher's Palette Glaze - f	\$19.00
				E 01	103 203 171 000 430	30476-1426 Amaco Teacher's Palette Glaze - f	\$19.00
				E 01	103 203 171 000 430	30476-2136 Amaco Teacher's Palette Glaze - f	\$19.00
				E 01	103 203 171 000 430	30476-1006 Amaco Teacher's Palette Glaze - f	\$19.00
				E 01	103 203 171 000 430	30476-5326 Amaco Teacher's Palette Glaze - f	\$19.00
				E 01	103 203 171 000 430	30476-3766 Amaco Teacher's Palette Glaze - f	\$19.00
				E 01	103 203 171 000 430	30476-5806 Amaco Teacher's Palette Glaze - f	\$19.00
				E 01	103 203 171 000 430	30476-4066 Amaco Teacher's Palette Glaze - f	\$19.00
				E 01	103 203 171 000 430	30476-6096 Amaco Teacher's Palette Glaze - f	\$19.00
				E 01	103 203 171 000 430	30476-3716 Amaco Teacher's Palette Glaze - f	\$19.00
				E 01	103 203 171 000 430	14002-1023 Richeson 90 lb Bulk Drawing Pap	\$66.97
				E 01	103 203 171 000 430	57056-1007 Armada Paper Shapers Set - Set	\$31.99

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	69023	7390		<b>BLICK ART MATERIALS</b>		Check
				E 01	103 203 171 000 430	61112-1040 Roylco Rubbing Plates - Leaf, 4" x	\$13.49
				E 01	103 203 171 000 430	61112-9000 Roylco Rubbing Plates - Optical Ill	\$25.98
				E 01	103 203 171 000 430	66984-1005 Inovart Chipboard Weaving Loom	\$79.92
				E 01	103 203 171 000 430	65109-1009 Plastic Weaving Needle - 6" Long	\$12.81
				E 01	103 203 171 000 430	30411-2046 Amaco Lead-Free Velvet Underglaze	\$26.99
				E 01	103 203 171 000 430	30411-1016 Amaco Lead-Free Velvet Underglaze	\$26.99
				E 01	103 203 171 000 430	11510-2006 Rainbow Duo-Finish Economy Kr	\$58.88
				E 01	103 203 171 000 430	00305-1039 Prang Semi-Moist Watercolor Pair	\$112.99
				E 01	103 203 171 000 430	Handling	\$125.00
	PO#: 18626	Voucher #: 97829	Invoice	Invoice No: 3322027		8/9/2024	Paid Amt: \$1,330.51
							Check Amount: \$1,330.51
2689	FIN	69024	7882		<b>C &amp; B OPERATIONS LLC</b>		Check
				E 01	005 810 000 000 401	General Supplies	\$84.58
	PO#:	Voucher #: 97833	Invoice	Invoice No: 12857969		8/9/2024	Paid Amt: \$84.58
							Check Amount: \$84.58
2689	FIN	69025	5949		<b>CDW GOVERNMENT, INC.</b>		Check
				E 01	005 110 000 000 401	General Supplies	\$91.88
	PO#:	Voucher #: 97830	Invoice	Invoice No: SM97668		8/9/2024	Paid Amt: \$91.88
							Check Amount: \$91.88
2689	FIN	69026	9217		<b>CONTRACT PAPER GROUP, INC</b>		Check
				E 01	005 620 000 000 401	SEE ATTACHED	\$9,088.00
	PO#: 18592	Voucher #: 97832	Invoice	Invoice No: 43009258301		8/9/2024	Paid Amt: \$9,088.00
							Check Amount: \$9,088.00
2689	FIN	69027	10053		<b>COORDINATED BUSINESS SERVICES LTD</b>		Check
				E 01	005 110 000 000 335	Short Term Rentals	\$4.60
	PO#:	Voucher #: 97831	Invoice	Invoice No: 399599		8/9/2024	Paid Amt: \$4.60
							Check Amount: \$4.60
2689	FIN	69028	00084		<b>DEMCO INC</b>		Check
				E 01	300 620 591 000 401	Item#W13721330 Demco Elite Crystal Clear B	\$200.51
				E 01	300 620 591 000 401	Item # W16202450 Demco Filament Tape 1/2"	\$25.99
	PO#: 18731	Voucher #: 97834	Invoice	Invoice No: 7511503		8/9/2024	Paid Amt: \$226.50
							Check Amount: \$226.50
2689	FIN	69029	9564		<b>GOPHERMODS</b>		Check
				E 01	005 605 150 000 350	Repair&maint Service	\$1,087.00
	PO#:	Voucher #: 97836	Invoice	Invoice No: 5999		8/9/2024	Paid Amt: \$1,087.00

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	69029	9564		<b>GOPHERMODS</b>		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$1,259.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97835</b>	Invoice	<b>Invoice No:</b>	5849	<b>8/9/2024</b>	<b>Paid Amt:</b>	<b>\$1,259.00</b>	
							<b>Check Amount:</b>	<b>\$2,346.00</b>	
2689	FIN	69030	9992		<b>IT OUTLET</b>		Check		
				E 01	300 211 150 000 466	Instructional Technology Devic		\$75.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97838</b>	Invoice	<b>Invoice No:</b>	10001008	<b>8/9/2024</b>	<b>Paid Amt:</b>	<b>\$75.00</b>	
			E 01	300 211 150 000 466	Instructional Technology Devic		\$99.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>97839</b>	Invoice	<b>Invoice No:</b>	10000901	<b>8/9/2024</b>	<b>Paid Amt:</b>	<b>\$99.00</b>	
							<b>Check Amount:</b>	<b>\$174.00</b>	
2689	FIN	69031	6880		<b>ITC</b>		Check		
				E 01	006 810 000 000 320	Communications/Phone 8/1-8/30		\$39.63	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97837</b>	Invoice	<b>Invoice No:</b>	00045660-1	<b>8/9/2024</b>	<b>Paid Amt:</b>	<b>\$39.63</b>	
							<b>Check Amount:</b>	<b>\$39.63</b>	
2689	FIN	69032	8212		<b>GUITAR CENTER STORES</b>		Check		
				E 01	300 258 233 000 430	Harbinger VARI VS18 18" owered Subwoofer v		\$799.99	
				E 01	300 258 233 000 430	Freight		\$0.50	
<b>PO#:</b> 18736	<b>Voucher #:</b>	<b>97844</b>	Invoice	<b>Invoice No:</b>	ARINV72041618	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$800.49</b>	
							<b>Check Amount:</b>	<b>\$800.49</b>	
2689	FIN	69033	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check		
				E 01	207 260 172 000 430	See Attached Cart #4489273		\$78.32	
<b>PO#:</b> 18552	<b>Voucher #:</b>	<b>97846</b>	Invoice	<b>Invoice No:</b>	4603562	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$78.32</b>	
			E 01	300 220 172 000 430	Instructional Supply		\$3.66		
<b>PO#:</b>	<b>Voucher #:</b>	<b>97847</b>	Invoice	<b>Invoice No:</b>	4603563	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$3.66</b>	
			E 01	207 361 849 000 401	General Supplies		\$7.99		
<b>PO#:</b>	<b>Voucher #:</b>	<b>97845</b>	Invoice	<b>Invoice No:</b>	4601489	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$7.99</b>	
							<b>Check Amount:</b>	<b>\$89.97</b>	
2689	FIN	69034	01140		<b>JERS ELECTRIC INC</b>		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$2,693.95	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97840</b>	Invoice	<b>Invoice No:</b>	5035	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$2,693.95</b>	
							<b>Check Amount:</b>	<b>\$2,693.95</b>	
2689	FIN	69035	5505		<b>MARK'S GENERAL MACHINE</b>		Check		
				E 01	005 810 000 000 401	General Supplies, POSTS FOR SCOREBOAR		\$920.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97848</b>	Invoice	<b>Invoice No:</b>	89493	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$920.00</b>	
							<b>Check Amount:</b>	<b>\$920.00</b>	

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	69036	00550	1099	MIDLAND TIRE LLC		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$90.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97849</b>	Invoice	<b>Invoice No:</b> 105089	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$90.00</b>	
							<b>Check Amount:</b>	<b>\$90.00</b>	
2689	FIN	69038	00300		PIPESTONE PUBLISHING CO INC		Check		
				E 01	005 110 000 000 401	SEE ATTACHED		\$874.13	
	<b>PO#:</b> 18602	<b>Voucher #:</b>	<b>97842</b>	Invoice	<b>Invoice No:</b> 55300	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$874.13</b>	
							<b>Check Amount:</b>	<b>\$874.13</b>	
2689	FIN	69039	8654		PLUNKETT'S PEST CONTROL INC		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$180.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97843</b>	Invoice	<b>Invoice No:</b> 8697903	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$180.00</b>	
							<b>Check Amount:</b>	<b>\$180.00</b>	
2689	FIN	69040	9164		SAUK RAPIDS RICE HS		Check		
				E 01	300 296 209 000 369	Entry Fees/Student Travel-Volleyball		\$190.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97853</b>	Invoice	<b>Invoice No:</b> 08/12/2024	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$190.00</b>	
							<b>Check Amount:</b>	<b>\$190.00</b>	
2689	FIN	69041	10017		SCHOOL SPECIALTY LLC		Check		
				E 01	103 203 171 000 430	The Pencil Grip Inc Magnetic Dry Erase Whitel		\$10.39	
				E 01	103 203 171 000 430	Pentel R.S.V.P. Refillable Ballpoint Pen, 1 mm		\$11.17	
				E 01	103 203 171 000 430	Paper Mate Flair Felt Tip Pens, Bold Point, 1.2		\$19.04	
				E 01	103 203 171 000 430	Daily Memo Book, 5-7/8 x 9-3/8 Inches, Whitel		\$5.13	
				E 01	103 203 171 000 430	Business Source Inches visible Tape Refill Rol		\$3.44	
				E 01	103 203 171 000 430	School Smart Smooth Paperclips, 1-1/4 Inches		\$1.10	
				E 01	103 203 171 000 430	School Smart Non-Skid Jumbo Paper Clip, 2 Ir		\$1.23	
				E 01	103 203 171 000 430	Business Source Adhesive Notes, Plain, 1-1/2		\$4.54	
				E 01	103 203 171 000 430	Business Source Adhesive Note Pads, 3 x 3 In		\$9.48	
				E 01	103 203 171 000 430	School Smart Ruled Index Card, 4 x 6 Inches,		\$3.40	
				E 01	103 203 171 000 430	Hammond & Stephens 0614-409 Record Coml		\$7.47	
	<b>PO#:</b> 18698	<b>Voucher #:</b>	<b>97850</b>	Invoice	<b>Invoice No:</b> 308104556324	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$76.39</b>	
							<b>Check Amount:</b>	<b>\$76.39</b>	
2689	FIN	69042	7367		Steve Weiss Music		Check		
				E 01	300 258 233 000 430	#EVA-BD28MX2B Evans MX2 Black Marching		\$151.90	
				E 01	300 258 233 000 430	Freight		\$25.95	
	<b>PO#:</b> 18670	<b>Voucher #:</b>	<b>97852</b>	Invoice	<b>Invoice No:</b> 1298918.1	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$177.85</b>	
							<b>Check Amount:</b>	<b>\$177.85</b>	
2689	FIN	69043	00890		STOUT & EVINK		Check		
				E 01	005 810 000 000 350	Repair&maint Service		\$588.66	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97856</b>	Invoice	<b>Invoice No:</b> 99806	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$588.66</b>	

# Pipestone Area Schools ISD #2689

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	69043	00890		<b>STOUT &amp; EVINK</b>		Check
				E 01	005 810 000 000 350	Repair&maint Service	\$175.75
<b>PO#:</b>		<b>Voucher #:</b>	<b>97855</b>	Invoice	<b>Invoice No:</b> 99807	<b>8/12/2024</b>	<b>Paid Amt: \$175.75</b>
							<b>Check Amount: \$764.41</b>
2689	FIN	69044	00890	00890	<b>STOUT &amp; EVINK</b>		Check
				E 01	005 810 000 000 350	Repair&maint Service	\$1,452.50
<b>PO#:</b>		<b>Voucher #:</b>	<b>97854</b>	Invoice	<b>Invoice No:</b> 99805	<b>8/12/2024</b>	<b>Paid Amt: \$1,452.50</b>
							<b>Check Amount: \$1,452.50</b>
2689	FIN	69045	8810		<b>SWEETWATER SOUND INC</b>		Check
				E 01	300 258 233 000 430	ModStageBox E'Addario PW-XLRSD-01 Modu	\$59.99
				E 01	300 258 233 000 430	ModSnakeC25 D'Addario PW-DB25MM-25 Mc	\$71.99
				E 01	300 258 233 000 430	ModSnake XLRN D'Addario PW-XLRMB-01 M	\$99.99
				E 01	300 258 233 000 430	XLR30GB Gator Cableworks Backline Series M	\$164.95
				E 01	300 258 233 000 430	XLR75-2Pk Pro Co EXM-75 Excellines Micropl	\$99.98
<b>PO#: 18735</b>		<b>Voucher #:</b>	<b>97851</b>	Invoice	<b>Invoice No:</b> 41861684	<b>8/12/2024</b>	<b>Paid Amt: \$496.90</b>
							<b>Check Amount: \$496.90</b>
2689	FIN	69046	9543		<b>TRAINING ROOM INC</b>		Check
				E 01	300 810 000 000 350	Repair&maint Service	\$132.06
<b>PO#:</b>		<b>Voucher #:</b>	<b>97857</b>	Invoice	<b>Invoice No:</b> 101642	<b>8/12/2024</b>	<b>Paid Amt: \$132.06</b>
							<b>Check Amount: \$132.06</b>
2689	FIN	69047	5354		<b>LAKESHORE LEARNING MATERIALS</b>		Check
				E 04	005 582 000 344 430	Lid for Heavy-Duty Storage Box - RedItem # YI	\$7.47
				E 04	005 582 000 344 430	Lid for Heavy-Duty Storage Box - Orangeltem ;	\$7.47
				E 04	005 582 000 344 430	Lid for Heavy-Duty Storage Box - YellowItem #	\$7.47
				E 04	005 582 000 344 430	Lid for Heavy-Duty Storage Box - GreenItem #	\$7.47
				E 04	005 582 000 344 430	Lid for Heavy-Duty Storage Box - Blueltem # Y	\$7.47
				E 04	005 582 000 344 430	Lid for Heavy-Duty Storage Box - PurpleItem #	\$7.47
				E 04	005 582 000 344 430	Space-Saver Dress-Up CenterItem # WB885	\$1,100.10
				E 04	005 582 000 344 430	Flex-Space Jr.® Mobile Store Anything Shelve:	\$6,264.30
				E 04	005 582 000 344 430	Heavy-Duty Safety Storage CabinetItem # DG	\$645.05
				E 04	005 582 000 344 430	Pretend & Play MarketItem # LA266	\$550.05
				E 04	005 582 000 344 430	Lakeshore Hardwood Super GarageItem # AA	\$189.05
				E 04	005 582 000 344 430	Mini Hardwood Vehicles - Set of 15Item # GG	\$37.99
				E 04	005 582 000 344 430	Heavy-Duty Book Bins - Set of 6 ColorsItem #	\$140.97
				E 04	005 582 000 344 430	Heavy-Duty Storage Box - RedItem # YB10RD	\$14.97
				E 04	005 582 000 344 430	Heavy-Duty Storage Box - Orangeltem # YB10	\$14.97
				E 04	005 582 000 344 430	Heavy-Duty Storage Box - YellowItem # YB10Y	\$14.97
				E 04	005 582 000 344 430	Heavy-Duty Storage Box - GreenItem # YB10C	\$14.97
				E 04	005 582 000 344 430	Heavy-Duty Storage Box - Blueltem # YB10BU	\$14.97

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	69047	5354		<b>LAKESHORE LEARNING MATERIALS</b>		Check		
				E 04	005 582 000 344 430	Heavy-Duty Storage Box - PurpleItem # YB10F		\$14.97	
		<b>PO#: 18723</b>	<b>Voucher #:</b>	<b>97860</b>	Invoice	<b>Invoice No:</b> 673194071924	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$9,062.15</b>
								<b>Check Amount:</b>	<b>\$9,062.15</b>
2689	FIN	69048	5419	5419	<b>PLANK ROAD PUBLISHING</b>		Check		
				E 01	103 203 171 000 430	MK8-ESD35Music K-8, Vol. 35 (2024-25) - Do		\$112.95	
				E 01	103 203 171 000 430	LU-117Lighten Up - Downloadable Musical Re		\$52.95	
				E 01	103 203 171 000 430	NW-117A New World Christmas - Downloadab		\$57.95	
				E 01	103 203 171 000 430	Freight		\$2.50	
		<b>PO#: 18669</b>	<b>Voucher #:</b>	<b>97841</b>	Invoice	<b>Invoice No:</b> ID# C199449	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$226.35</b>
								<b>Check Amount:</b>	<b>\$226.35</b>
2689	FIN	69049	10017		<b>SCHOOL SPECIALTY LLC</b>		Check		
				E 04	005 582 000 344 430	Childcraft Baby Doll Changing Table, 25-5/8 x		\$418.78	
				E 04	005 582 000 344 430	Childcraft Big Red Barn Farm SetItem #: 2656!		\$204.35	
		<b>PO#: 18721</b>	<b>Voucher #:</b>	<b>97858</b>	Invoice	<b>Invoice No:</b> 308104551376	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$623.13</b>
								<b>Check Amount:</b>	<b>\$623.13</b>
2689	FIN	69050	3697	3697	<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	300 211 172 000 406	Instructional Software License		\$3,840.00	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>97859</b>	Invoice	<b>Invoice No:</b> 76606	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$3,840.00</b>
								<b>Check Amount:</b>	<b>\$3,840.00</b>
2689	FIN	69051	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	005 110 000 000 316	Data Processing Svcs. RMIC		\$6,312.83	
				E 01	005 110 000 000 316	Data Processing Svcs. MARRS		\$794.67	
				E 01	005 865 000 352 316	Health and Safety Purchased Coop. EOHSM		\$3,393.00	
				E 01	005 865 000 352 316			\$2,964.34	
		<b>PO#:</b>	<b>Voucher #:</b>	<b>97863</b>	Invoice	<b>Invoice No:</b> 76551	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$13,464.84</b>
				E 01	005 408 000 740 396	Special Ed Purchased From Dist. BEHAVIOR /		\$2,870.10	
				E 01	005 408 000 740 397	Special Ed Purchased From Dist. BEHAVIOR /		\$975.84	
				E 01	005 408 000 740 366	Special Ed Purchased From Dist. BEHAVIOR /		\$2,004.07	
				E 01	103 412 000 740 396	Special Ed Purchased From Dist. ECSE TEAC		\$7,842.30	
				E 01	103 412 000 740 397	Special Ed Purchased From Dist. ECSE TEAC		\$2,666.38	
				E 01	103 412 000 740 366	Special Ed Purchased From Dist. ECSE TEAC		\$541.32	
				E 01	103 412 000 740 396	Special Ed Purchased From Dist. ECSE TEAC		\$7,842.30	
				E 01	103 412 000 740 397	Special Ed Purchased From Dist. ECSE TEAC		\$2,666.38	
				E 01	103 412 000 740 366	Special Ed Purchased From Dist. ECSE TEAC		\$541.32	
				E 01	103 412 000 740 396	Special Ed Purchased From Dist. ECSE TEAC		\$15,292.49	
				E 01	103 412 000 740 397	Special Ed Purchased From Dist. ECSE TEAC		\$5,199.45	
				E 01	103 412 000 740 366	Special Ed Purchased From Dist. ECSE TEAC		\$1,055.57	
				E 01	005 404 000 740 396	Special Ed Purchased From Dist. OCCUPATIC		\$18,248.50	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	69051	3697		<b>SW/WC SERVICE COOPERATIVE</b>		<b>Check</b>
				E 01	005 420 000 740 396	Special Ed Purchased From Dist. SCHOOL PE	\$9,132.25
				E 01	005 401 000 740 396	Special Ed Purchased From Dist. SPEECH/LA	\$20,338.50
				E 01	005 401 000 740 396	Special Ed Purchased From Dist. SPEECH/LA	\$14,237.00
				E 01	005 401 000 740 396	Special Ed Purchased From Dist. SPEECH/LA	\$16,270.50
				E 01	005 405 000 740 396	Special Ed Purchased From Dist, TEACHER C	\$846.60
				E 01	005 405 000 740 397	Special Ed Purchased From Dist, TEACHER C	\$287.85
				E 01	005 405 000 740 366	Special Ed Purchased From Dist, TEACHER C	\$75.55
				E 01	005 405 000 740 396	Special Ed Purchased From Dist, TEACHER C	\$6,772.82
				E 01	005 405 000 740 397	Special Ed Purchased From Dist, TEACHER C	\$2,302.76
				E 01	005 405 000 740 366	Special Ed Purchased From Dist, TEACHER C	\$604.43
<b>PO#:</b>	<b>Voucher #:</b>	<b>97864</b>	Invoice	<b>Invoice No:</b>	76653	<b>8/12/2024</b>	<b>Paid Amt: \$138,614.28</b>
			E 01	005 810 000 000 465	SEE ATTACHED		\$3,176.78
<b>PO#:</b> 18579	<b>Voucher #:</b>	<b>97861</b>	Invoice	<b>Invoice No:</b>	76381	<b>8/12/2024</b>	<b>Paid Amt: \$3,176.78</b>
			E 01	005 010 150 000 465	SEE ATTACHED		\$4,680.19
<b>PO#:</b> 18536	<b>Voucher #:</b>	<b>97862</b>	Invoice	<b>Invoice No:</b>	76381	<b>8/12/2024</b>	<b>Paid Amt: \$4,680.19</b>
							<b>Check Amount: \$159,936.09</b>
2689	FIN	69052	6088		<b>MN DEPT. OF EMPLOYMENT AND ECONOMIC DEVELOPMENT</b>		<b>Check</b>
				E 01	300 211 000 000 281	Unemployment Summer, 2024	\$8,603.31
<b>PO#:</b>	<b>Voucher #:</b>	<b>97866</b>	Invoice	<b>Invoice No:</b>	07993090	<b>8/12/2024</b>	<b>Paid Amt: \$8,603.31</b>
							<b>Check Amount: \$8,603.31</b>
2689	FIN	69053	01300		<b>PIPESTONE CO. MEDICAL CENTER</b>		<b>Check</b>
				E 01	103 420 000 740 394	to Non-Ed Agency, JULY 2025	\$2,165.90
<b>PO#:</b>	<b>Voucher #:</b>	<b>97867</b>	Invoice	<b>Invoice No:</b>	14	<b>8/12/2024</b>	<b>Paid Amt: \$2,165.90</b>
							<b>Check Amount: \$2,165.90</b>
2689	FIN	69054	3697		<b>SW/WC SERVICE COOPERATIVE</b>		<b>Check</b>
				E 01	005 405 000 740 396	Special Ed Purchased From Dist. SUMMER TI	\$122.94
				E 01	005 405 000 740 397	Special Ed Purchased From Dist. SUMMER TI	\$41.80
				E 01	005 405 000 740 366	Special Ed Purchased From Dist. SUMMER TI	\$15.53
				E 01	103 412 000 740 396	Special Ed Purchased From Dist, SUMMER E	\$1,883.00
				E 01	103 412 000 740 397	Special Ed Purchased From Dist, SUMMER E	\$640.22
				E 01	103 412 000 740 366	Special Ed Purchased From Dist, SUMMER E	\$256.20
				E 01	005 404 000 740 396	Special Ed Purchased From Dist. SUMMER O	\$1,921.37
				E 01	005 404 000 740 397	Special Ed Purchased From Dist. SUMMER O	\$653.27
				E 01	005 404 000 740 366	Special Ed Purchased From Dist. SUMMER O	\$345.86
				E 01	005 401 000 740 396	Special Ed Purchased From Dist, SUMMER SI	\$1,074.76
				E 01	005 401 000 740 397	Special Ed Purchased From Dist, SUMMER SI	\$365.42
				E 01	005 401 000 740 366	Special Ed Purchased From Dist, SUMMER SI	\$68.15
				E 01	103 412 000 740 396	Special Ed Purchased From Dist, SUMMER E	\$23.79

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	69054	3697		<b>SW/WC SERVICE COOPERATIVE</b>		Check		
				E 01	103 412 000 740 397	Special Ed Purchased From Dist, SUMMER E		\$8.09	
				E 01	103 412 000 740 366	Special Ed Purchased From Dist, SUMMER E		\$3.23	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97865</b>	Invoice	<b>Invoice No:</b>	76424	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$7,423.63</b>	
								<b>Check Amount:</b>	<b>\$7,423.63</b>
2689	FIN	69055	10029		<b>FIRST BANK &amp; TRUST</b>		Check		
				E 01	005 850 000 000 581	Interest on Capital Lease		\$5,449.50	
				E 01	005 850 000 000 580	Principal on Capital Lease		\$82,000.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97868</b>	Invoice	<b>Invoice No:</b>	ACCOUNT 20170725	<b>8/12/2024</b>	<b>Paid Amt:</b>	<b>\$87,449.50</b>	
								<b>Check Amount:</b>	<b>\$87,449.50</b>
2689	FIN	69056	5546		<b>INNOVATIVE OFFICE SOLUTIONS</b>		Check		
				E 01	103 203 171 000 430	UNV72230 Paper Clips, #1, Nonskid, Silver, 1l		\$2.73	
<b>PO#:</b> 18642	<b>Voucher #:</b>	<b>97876</b>	Invoice	<b>Invoice No:</b>	4603568	<b>8/13/2024</b>	<b>Paid Amt:</b>	<b>\$2.73</b>	
								<b>Check Amount:</b>	<b>\$2.73</b>
2689	FIN	69057	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check		
				E 01	103 050 171 000 401	General Supplies		\$21.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97875</b>	Invoice	<b>Invoice No:</b>	4605029	<b>8/13/2024</b>	<b>Paid Amt:</b>	<b>\$21.00</b>	
				E 01	103 050 171 000 401	UNV35260 Kraft Clasp Envelope, #55, Square		\$4.98	
<b>PO#:</b> 18655	<b>Voucher #:</b>	<b>97873</b>	Invoice	<b>Invoice No:</b>	4605028	<b>8/13/2024</b>	<b>Paid Amt:</b>	<b>\$4.98</b>	
				E 01	103 050 171 000 401	General Supplies		\$12.68	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97874</b>	Invoice	<b>Invoice No:</b>	4603769	<b>8/13/2024</b>	<b>Paid Amt:</b>	<b>\$12.68</b>	
				E 01	103 203 171 000 430	UNV20951 Economy Round Ring View Binder		\$62.25	
<b>PO#:</b> 18637	<b>Voucher #:</b>	<b>97872</b>	Invoice	<b>Invoice No:</b>	4605025	<b>8/13/2024</b>	<b>Paid Amt:</b>	<b>\$62.25</b>	
				E 01	103 203 171 000 430	Instructional Supply		\$3.17	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97877</b>	Invoice	<b>Invoice No:</b>	4603771	<b>8/13/2024</b>	<b>Paid Amt:</b>	<b>\$3.17</b>	
								<b>Check Amount:</b>	<b>\$104.08</b>
2689	FIN	69058	9413		<b>PH PERCUSSION</b>		Check		
				E 01	300 258 233 000 430	Instructional Supply		\$4,800.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97869</b>	Invoice	<b>Invoice No:</b>	08/13/2024	<b>8/13/2024</b>	<b>Paid Amt:</b>	<b>\$4,800.00</b>	
								<b>Check Amount:</b>	<b>\$4,800.00</b>
2689	FIN	69059	10017		<b>SCHOOL SPECIALTY LLC</b>		Check		
				E 01	103 203 171 000 430	Highland 5910 Transparent Tape, 0.50 Inch x 3		\$10.39	
				E 01	103 203 171 000 430	Business Source Inches visible Tape Refill Rol		\$1.72	
				E 01	103 203 171 000 430	Tartan 3710 Shipping Tape, 1.88 Inches x 54.6		\$12.99	
				E 01	103 203 171 000 430	Elmer's No Wrinkle Rubber Cement, 4 Ounces		\$2.59	
				E 01	103 203 171 000 430	School Smart Manila File Folders, Letter Size,		\$4.94	
				E 01	103 203 171 000 430	Avery Economy Round Ring View Binder, 1 Inc		\$149.25	
				E 01	103 203 171 000 430	School Smart Top Loading Sheet Protectors, 8		\$3.30	

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	69059	10017		<b>SCHOOL SPECIALTY LLC</b>		Check		
				E 01	103 203 171 000 430	Hammond & Stephens 0614-409 Record Coml		\$14.94	
				E 01	103 203 171 000 430	Daily Memo Book, 5-7/8 x 9-3/8 Inches, Whitel		\$10.26	
		<b>PO#: 18695</b>	<b>Voucher #: 97871</b>	Invoice	<b>Invoice No: 308104560812</b>	<b>8/13/2024</b>	<b>Paid Amt:</b>	<b>\$210.38</b>	
				E 01	103 203 171 000 430	EXPO Whiteboard Cleaner, 8 OuncesItem #: 0		\$8.97	
				E 01	103 203 171 000 430	Business Source Adhesive Note Pads, 3 x 3 In		\$18.96	
				E 01	103 203 171 000 430	Pres-a-ply Laser/Inkjet Labels, 1 x 2-5/8 Inche		\$11.89	
				E 01	103 203 171 000 430	School Smart Plastic Pencil Boxes, Clear, Pac		\$34.64	
				E 01	103 203 171 000 430	Ticonderoga Golf/Compass Pencils with Erase		\$15.59	
				E 01	103 203 171 000 430	Carson Delloso Birthday Crowns, Pack of 30It		\$8.44	
				E 01	103 203 171 000 430	Mr. Sketch Scented Markers, Chisel Tip, Assor		\$25.98	
				E 01	103 203 171 000 430	Curad 4-sided Seal Bandages, Variety Pack of		\$12.47	
				E 01	103 203 171 000 430	Hammond & Stephens Primary Writing Journal		\$2.51	
				E 01	103 203 171 000 430	Frey Scientific Round Dual Lens Hand Magnifi		\$25.73	
				E 01	103 203 171 000 430	Carson Delloso Student Number Line, Pack of		\$10.65	
				E 01	103 203 171 000 430	Creative Teaching Press Painted Palette Happ		\$6.49	
				E 01	103 203 171 000 430	School Smart Sidewalk Chalk Tub, Assorted C		\$14.14	
		<b>PO#: 18683</b>	<b>Voucher #: 97870</b>	Invoice	<b>Invoice No: 308104560804</b>	<b>8/13/2024</b>	<b>Paid Amt:</b>	<b>\$196.46</b>	
							<b>Check Amount:</b>	<b>\$406.84</b>	
2689	FIN	69060	9992		<b>IT OUTLET</b>		Check		
				E 01	103 620 150 000 466	SEE ATTACHED		\$2,075.00	
		<b>PO#: 18724</b>	<b>Voucher #: 97878</b>	Invoice	<b>Invoice No: 10001054</b>	<b>8/13/2024</b>	<b>Paid Amt:</b>	<b>\$2,075.00</b>	
							<b>Check Amount:</b>	<b>\$2,075.00</b>	
2689	FIN	69061	10423		<b>EMC INSURANCE COMPANIES</b>		Check		
				E 01	005 940 000 000 340	Property Insurance,		\$122,695.00	
		<b>PO#:</b>	<b>Voucher #: 97879</b>	Invoice	<b>Invoice No: 7002111038</b>	<b>8/13/2024</b>	<b>Paid Amt:</b>	<b>\$122,695.00</b>	
							<b>Check Amount:</b>	<b>\$122,695.00</b>	
2689	FIN	69062	5949		<b>CDW GOVERNMENT, INC.</b>		Check		
				E 01	005 605 150 000 405	SEE ATTACHED		\$2,500.00	
		<b>PO#: 18745</b>	<b>Voucher #: 97883</b>	Invoice	<b>Invoice No: AA1GQ1J</b>	<b>8/14/2024</b>	<b>Paid Amt:</b>	<b>\$2,500.00</b>	
							<b>Check Amount:</b>	<b>\$2,500.00</b>	
2689	FIN	69063	5347		<b>CONTINENTAL CLAY CO.</b>		Check		
				E 01	300 212 172 000 430	TKDBSS dDOUBLE bALL sTYLUS - sSMALL		\$4.39	
				E 01	300 212 172 000 430	TKDBS Double Ball Stylus - MED		\$4.25	
				E 01	300 212 172 000 430	TKSMS Stilt Mark Stone		\$4.59	
				E 01	300 212 172 000 430	BRYCCI X-Small ruch		\$19.60	
				E 01	300 212 172 000 430	GAHF167P Clementine (Opaque		\$36.00	
				E 01	300 212 172 000 430	GAHF10P HF-10 Clear Conen 5/6 Pint		\$40.00	
				E 01	300 212 172 000 430	GS1140P GS1140 Texture Kiwi Fruit (1) Pint		\$31.00	

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	69063	5347		CONTINENTAL CLAY CO.		Check
				E 01	300 212 172 000 430	GS1129P GS1129 Texture Oasis (1) Pint	\$12.50
				E 01	300 212 172 000 430	GS1170 Texture Mulberry (1) Pint	\$33.00
				E 01	300 212 172 000 430	GS1172P GS1172 Texture Leopard (2) Pint	\$37.00
				E 01	300 212 172 000 430	GS1173P GS1173 Running Hot Chowder (2) P	\$17.50
				E 01	300 212 172 000 430	GS1183P GS1183 Texture Dark Cloud (2) Pint	\$33.00
				E 01	300 212 172 000 430	GS1182P GS1182 Texture Ungle (1) Pint	\$12.50
				E 01	300 212 172 000 430	GS1181P GS1181 Texture Cloudburst (1) Pint	\$12.50
				E 01	300 212 172 000 430	GS1196P GS1196 Hot Pink Pint	\$16.50
				E 01	300 212 172 000 430	GS1186P GS1186 Soft Pink Pint	\$15.00
				E 01	300 212 172 000 430	TKHCS3 3/16" Sqaure Hole Cutter: HCS3	\$9.09
				E 01	300 212 172 000 430	TKTS2 Throwing Stick: TS1	\$18.79
				E 01	300 212 172 000 430	TKTS2 Throwing Stick: TS2	\$17.39
				E 01	300 212 172 000 430	TKHM1 Pitcher Handlemaker	\$7.38
				E 01	300 212 172 000 430	TKHM2 Mug Handlemaker	\$7.50
				E 01	300 212 172 000 430	TKSBT Spatter Brush	\$17.58
				E 01	300 212 172 000 430	BRXST Set of 5 Brushes	\$16.30
				E 01	300 212 172 000 430	GS1168 Bright Purple Pint	\$31.00
				E 01	300 212 172 000 430	GS1184P GS1184 Hunter Green Pint	\$15.00
				E 01	300 212 172 000 430	CCBS Buff Stoneware Cone 6-10	\$340.00
				E 01	300 212 172 000 430	TKDB Greenware Duster Brush	\$14.38
				E 01	300 212 172 000 430	TKPCSB 3/4" Pattern Cutter Set	\$18.29
				E 01	300 212 172 000 430	TKPC53 3/8" Pattern Cutter Set	\$16.49
				E 01	300 212 172 000 430	TKFRSS Finishing Rubber: Soft Small	\$17.97
				E 01	300 212 172 000 430	TKFRSM Finishing Rubber: Hard Small	\$12.70
				E 01	300 212 172 000 430	TKK34 Trimmer Knife	\$9.58
				E 01	300 212 172 000 430	TKKQC400 Quick Cleaner 400 Grit	\$3.99
				E 01	300 212 172 000 430	TKKQC320 Quick Cleaner 320 Grit	\$3.95
				E 01	300 212 172 000 430	TKHC1 3/16" Hole Cutter: HC1	\$11.30
				E 01	300 212 172 000 430	TKHC1A 1/4" Hole Cutter: HC1A	\$5.65
				E 01	300 212 172 000 430	TKHC2 5/16" Hole Cutter: HC2	\$6.99
				E 01	300 212 172 000 430	TKHC3 1/2" Hole Cutter: HC3	\$6.39
				E 01	300 212 172 000 430	TKHC4 7/8" Hole Cutter: HC4	\$12.79
				E 01	300 212 172 000 430	Freight	\$35.37

PO#: 18585      Voucher #: 97888      Invoice      Invoice No: 000197508

8/14/2024

Paid Amt: \$985.20

Check Amount: \$985.20

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	69064	5604		<b>GOPHER STAGE LIGHTING</b>		Check
				E 01	300 865 000 370 520	Build Acq/Construct	\$12,600.55
<b>PO#:</b>	<b>Voucher #:</b>	<b>97881</b>	Invoice	<b>Invoice No:</b>	23224	<b>8/14/2024</b>	<b>Paid Amt: \$12,600.55</b>
							<b>Check Amount: \$12,600.55</b>
2689	FIN	69065	9518		<b>INNOVATIVE OFFICE SOLUTIONS LLC</b>		Check
				E 01	300 301 501 830 433	CYO687506 Color encil CClasspack Set with (2	\$60.89
<b>PO#: 18744</b>	<b>Voucher #:</b>	<b>97885</b>	Invoice	<b>Invoice No:</b>	4609143	<b>8/14/2024</b>	<b>Paid Amt: \$60.89</b>
			E 01	300 256 172 000 430	See attached cart #4481656		\$15.75
<b>PO#: 18558</b>	<b>Voucher #:</b>	<b>97884</b>	Invoice	<b>Invoice No:</b>	4605013	<b>8/14/2024</b>	<b>Paid Amt: \$15.75</b>
							<b>Check Amount: \$76.64</b>
2689	FIN	69066	9992		<b>IT OUTLET</b>		Check
				E 01	207 256 172 000 466	SEE ATTACHED	\$2,110.00
<b>PO#: 18737</b>	<b>Voucher #:</b>	<b>97880</b>	Invoice	<b>Invoice No:</b>	10001183	<b>8/14/2024</b>	<b>Paid Amt: \$2,110.00</b>
							<b>Check Amount: \$2,110.00</b>
2689	FIN	69067	5168		<b>J. W. PEPPER &amp; SON, INC.</b>		Check
				E 01	300 258 234 000 401	General Supplies	\$183.06
<b>PO#:</b>	<b>Voucher #:</b>	<b>97887</b>	Invoice	<b>Invoice No:</b>	366585317	<b>8/14/2024</b>	<b>Paid Amt: \$183.06</b>
			E 01	300 258 234 000 401	SKU10908861 Mobile Choral Folio Cabinet 2 (		\$1,197.00
			E 01	300 258 234 000 401	Shipping		\$0.00
			E 01	300 258 234 000 401	Per Quote 48452192		\$0.00
			E 01	300 258 234 000 401	Do not ship or invoice before 7/1/24		\$0.00
<b>PO#: 18591</b>	<b>Voucher #:</b>	<b>97886</b>	Invoice	<b>Invoice No:</b>	366585587	<b>8/14/2024</b>	<b>Paid Amt: \$1,197.00</b>
							<b>Check Amount: \$1,380.06</b>
2689	FIN	69068	6446		<b>TRANE</b>		Check
				E 01	005 810 000 000 350	Repair&maint Service	\$782.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>97882</b>	Invoice	<b>Invoice No:</b>	314523705	<b>8/14/2024</b>	<b>Paid Amt: \$782.00</b>
							<b>Check Amount: \$782.00</b>
2689	FIN	69069	8794		<b>BIG SOUTH CONFERENCE</b>		Check
				E 01	300 292 000 000 401	General Supplies Signs for A frames	\$130.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>97890</b>	Invoice	<b>Invoice No:</b>	101	<b>8/19/2024</b>	<b>Paid Amt: \$130.00</b>
							<b>Check Amount: \$130.00</b>
2689	FIN	69070	8925		<b>BLUEPEAK</b>		Check
				E 01	005 810 000 000 320	Communications/Phone	\$1,616.70
<b>PO#:</b>	<b>Voucher #:</b>	<b>97893</b>	Invoice	<b>Invoice No:</b>	000459101	<b>8/19/2024</b>	<b>Paid Amt: \$1,616.70</b>
							<b>Check Amount: \$1,616.70</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	FIN	69071	5949		CDW GOVERNMENT, INC.		Check		
				E 01	005 605 150 000 455	NonInstructional Tech Supplies		\$94.92	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97900</b>	Invoice	<b>Invoice No:</b> AA17R6H	<b>8/19/2024</b>	<b>Paid Amt:</b>	<b>\$94.92</b>	
							<b>Check Amount:</b>	<b>\$94.92</b>	
2689	FIN	69072	10187		CLEAN N CLEAR		Check		
				E 01	005 810 000 000 350	Repair&maint Service, WINDOW CLEANER		\$2,000.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97889</b>	Invoice	<b>Invoice No:</b> 7618	<b>8/19/2024</b>	<b>Paid Amt:</b>	<b>\$2,000.00</b>	
							<b>Check Amount:</b>	<b>\$2,000.00</b>	
2689	FIN	69073	9490		CONNECTIONS UNLIMITED, INC		Check		
				E 01	103 203 171 000 456	SEE ATTACHED		\$1,908.55	
	<b>PO#:</b> 18619	<b>Voucher #:</b>	<b>97892</b>	Invoice	<b>Invoice No:</b> 240230	<b>8/19/2024</b>	<b>Paid Amt:</b>	<b>\$1,908.55</b>	
							<b>Check Amount:</b>	<b>\$1,908.55</b>	
2689	FIN	69074	00084		DEMCO INC		Check		
				E 01	103 620 591 000 401	Item #W13821170 Demco Classic Genre Labe		\$9.77	
				E 01	103 620 591 000 401	Item #W13787420 Subject Classification Label		\$9.77	
				E 01	103 620 591 000 401	Item #W12201000 Paperfold Adjustable10"H x		\$11.80	
				E 01	103 620 591 000 401	Item #W13723280 Paperfold Adjustable 12"H :		\$41.47	
				E 01	103 620 591 000 401	Item #W13787760 Large All Purpose Easel 6"		\$2.97	
	<b>PO#:</b> 18738	<b>Voucher #:</b>	<b>97898</b>	Invoice	<b>Invoice No:</b> 7515254	<b>8/19/2024</b>	<b>Paid Amt:</b>	<b>\$75.78</b>	
							<b>Check Amount:</b>	<b>\$75.78</b>	
2689	FIN	69075	8719		HAUFF MID-AMERICA		Check		
				E 01	300 294 203 000 401	General Supplies, FOOTBALL		\$3,219.74	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97891</b>	Invoice	<b>Invoice No:</b> 149196	<b>8/19/2024</b>	<b>Paid Amt:</b>	<b>\$3,219.74</b>	
							<b>Check Amount:</b>	<b>\$3,219.74</b>	
2689	FIN	69076	9518		INNOVATIVE OFFICE SOLUTIONS LLC		Check		
				E 01	103 203 171 000 430	UNV47210 Ruled Index Cards, 3 x 5, White, 1		\$1.34	
	<b>PO#:</b> 18641	<b>Voucher #:</b>	<b>97894</b>	Invoice	<b>Invoice No:</b> 4610974	<b>8/19/2024</b>	<b>Paid Amt:</b>	<b>\$1.34</b>	
							<b>Check Amount:</b>	<b>\$1.34</b>	
2689	FIN	69077	6836		Midwest Alarm		Check		
				E 01	005 715 150 342 465	Non-Instructional Tech Devices		\$262.88	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97899</b>	Invoice	<b>Invoice No:</b> 385157	<b>8/19/2024</b>	<b>Paid Amt:</b>	<b>\$262.88</b>	
							<b>Check Amount:</b>	<b>\$262.88</b>	
2689	FIN	69078	10017		SCHOOL SPECIALTY LLC		Check		
				E 01	103 203 171 000 430	National Public Seating Heavy Duty Vinyl Padc		\$158.16	
				E 01	103 203 171 000 430	Paper Mate Flair Felt Tip Pens, Medium Point,		\$19.75	
				E 01	103 203 171 000 430	Paper Mate Flair Felt Tip Pens, Medium Point,		\$19.75	
				E 01	103 203 171 000 430	Paper Mate Flair Felt Tip Pens, Medium Point,		\$10.39	
				E 01	103 203 171 000 430	Trend Enterprises Awesome Pals Scratch 'N S		\$9.55	

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	69078	10017		SCHOOL SPECIALTY LLC		Check
				E 01	103 203 171 000 430	Creative Teaching Press It's My Birthday! Star	\$6.49
				E 01	103 203 171 000 430	Flipside Red and Blue Ruled Dry Erase Board,	\$114.59
				E 01	103 203 171 000 430	School Smart Pencil Tip Wedge Cap Erasers, l	\$9.55
				E 01	103 203 171 000 430	School Smart Fine Tip Permanent Markers, Qu	\$30.35
				E 01	103 203 171 000 430	School Smart Dry Erase Markers, Chisel Tip, L	\$46.66
				E 01	103 203 171 000 430	Avery Economy Round Ring View Binder, 1 Inc	\$17.91
				E 01	103 203 171 000 430	School Smart Top Loading Sheet Protectors, 8	\$6.60
				E 01	103 203 171 000 430	Avery Self-Adhesive Reinforcement Label Ring	\$10.72
				E 01	103 203 171 000 430	Hammond & Stephens 0614-409 Record Coml	\$7.47
				E 01	103 203 171 000 430	Daily Memo Book, 5-7/8 x 9-3/8 Inches, Whitel	\$10.26
				E 01	103 203 171 000 430	School Smart Smooth 2-Pocket Folder with Fa	\$30.54
<b>PO#: 18686</b>	<b>Voucher #:</b>	<b>97896</b>	Invoice		<b>Invoice No:</b> 308104571676	<b>8/19/2024</b>	<b>Paid Amt: \$508.74</b>
				E 01	103 201 171 000 430	Abilitations Gel Bead Alphabet Set, 26 Piecesl	\$43.54
				E 01	103 201 171 000 430	Sensory Playtivity Sensory Discs, Set of 5ltem	\$20.60
				E 01	103 201 171 000 430	Miniland Translucent Stacking Pyramidsltem #	\$57.58
				E 01	103 201 171 000 430	BeginAgain Toys Farm A to Z Puzzle, 26 Piece	\$43.74
				E 01	103 201 171 000 430	Melissa & Doug Colorful Uppercase and Lower	\$21.83
				E 01	103 201 171 000 430	School Smart Block Erasers, Medium, Pink, Pz	\$10.85
<b>PO#: 18682</b>	<b>Voucher #:</b>	<b>97895</b>	Invoice		<b>Invoice No:</b> 308104571660	<b>8/19/2024</b>	<b>Paid Amt: \$198.14</b>
				E 01	103 203 171 000 430	Elmer's Tac N Stik Reusable Adhesive Putty, 2	\$4.80
				E 01	103 203 171 000 430	School Smart Washable Tempera Paint, Pink,	\$4.41
				E 01	103 203 171 000 430	Crayola Marker Replacement Pack, Broad Linz	\$8.02
				E 01	103 203 171 000 430	Learning Resources My Family & Me Counters	\$24.69
				E 01	103 203 171 000 430	3Doodler Start+ Eco Plastic, Primary Powltem	\$89.97
				E 01	103 203 171 000 430	School Smart Washable Tempera Paint, Red, '	\$4.41
				E 01	103 203 171 000 430	School Smart Washable Tempera Paint, Yellow	\$4.41
				E 01	103 203 171 000 430	Highland 2600 Masking Tape, 0.75 Inches x 60	\$39.90
				E 01	103 203 171 000 430	StikkiWorks Stikki Dots Mounting Adhesive, Re	\$12.98
				E 01	103 203 171 000 430	School Smart Binder Clip, Small, 3/4 Inches, P	\$0.54
				E 01	103 203 171 000 430	School Smart Smooth Paperclips, 1-1/4 Inches	\$1.10
				E 01	103 203 171 000 430	School Smart Non-Skid Jumbo Paper Clip, 2 Ir	\$1.23
				E 01	103 203 171 000 430	School Smart Smooth 2-Pocket Folder with Fa	\$45.81
				E 01	103 203 171 000 430	School Smart Ruled Index Cards, 3 x 5 Inches	\$6.11
				E 01	103 203 171 000 430	School Smart No 2 Pencils, Hexagonal with La	\$2.14
				E 01	103 203 171 000 430	Business Source Adhesive Notes, 1-7/8 x -1-3/	\$6.22
				E 01	103 203 171 000 430	Creativity Street Jumbo Craft Sticks, Natural C	\$7.79
<b>PO#: 18704</b>	<b>Voucher #:</b>	<b>97897</b>	Invoice		<b>Invoice No:</b> 308104569562	<b>8/19/2024</b>	<b>Paid Amt: \$264.53</b>
							<b>Check Amount: \$971.41</b>

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	69079	10424		<b>BENSON SCHOOL DISTRICT</b>		Check
				E 01	300 211 000 000 390 to Other MN District		\$1,618.32
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97903</b>	Invoice	<b>Invoice No:</b> 202407	<b>8/19/2024</b>	<b>Paid Amt: \$1,618.32</b>
							<b>Check Amount: \$1,618.32</b>
2689	FIN	69080	01140		<b>JERS ELECTRIC INC</b>		Check
				E 02	005 770 000 701 350 Repair&maint Service		\$17.50
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97901</b>	Invoice	<b>Invoice No:</b> 4917	<b>8/19/2024</b>	<b>Paid Amt: \$17.50</b>
							<b>Check Amount: \$17.50</b>
2689	FIN	69081	7599		<b>RAM MUTUAL INSURANCE COMPANY</b>		Check
				B 01	215 042 Workman's Comp		\$1,158.00
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97902</b>	Invoice	<b>Invoice No:</b> POLICY 190140.15	<b>8/19/2024</b>	<b>Paid Amt: \$1,158.00</b>
							<b>Check Amount: \$1,158.00</b>
2689	FIN	69082	10232		<b>AMAZON CAPITAL SERVICES</b>		Check
				E 04	005 505 425 321 430 S102 Building Robotic Hands CE		\$114.42
				E 04	005 580 000 325 430 S102 Building Robotic Hands CE		\$1,852.70
				E 01	103 203 171 000 430 Instructional Supply		\$6,386.27
				E 01	103 203 171 000 401 General Supplies		\$618.32
				E 01	103 720 000 000 401 General Supplies		\$128.68
				E 01	103 620 591 000 401 General Supplies		\$104.42
				E 01	103 050 171 000 401 General Supplies		\$1,085.84
				E 01	103 201 171 000 430 Instructional Supply		\$3,748.32
				E 01	103 201 171 000 401 General Supplies		\$585.67
				E 01	300 240 172 000 430 Instructional Supply		\$67.07
				E 01	103 219 000 317 430 Instructional Supply		\$137.27
				E 01	300 402 000 740 433 Individualized Mat.		\$67.96
				E 01	300 212 172 000 430 Instructional Supply		\$177.07
				E 01	300 230 172 000 401 General Supplies		\$4.72
				E 01	006 203 171 000 430 General Supplies		\$100.46
				E 01	300 230 173 302 460 Textbooks/Workbooks		\$390.25
				E 01	300 640 173 316 401 General Supplies		\$187.67
				E 01	300 256 172 000 430 Instructional Supply		\$112.65
				E 01	300 220 172 000 430 Instructional Supply		\$133.34
				E 01	300 050 172 000 401 General Supplies		\$670.06
				E 01	300 220 173 302 460 Textbooks/Workbooks		\$216.48
				E 01	300 230 172 000 430 Instructional Supply		\$34.63
				E 01	300 301 501 830 433 Individualized Mat.		\$244.43
				E 01	300 258 233 000 430 Instructional Supply		\$97.83
				E 01	005 020 000 000 401 General Supplies		\$30.33
				E 01	103 411 000 740 401 General Supplies		\$99.52

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	69082	10232		<b>AMAZON CAPITAL SERVICES</b>		<b>Check</b>
				E 01	300 296 207 000 430	Instructional Supply	\$992.83
				E 01	300 292 000 000 401	General Supplies	\$240.06
				E 01	300 292 000 000 401	General Supplies	\$0.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>97904</b>	Invoice	<b>Invoice No:</b>	08/20/2024	<b>8/20/2024</b>	<b>Paid Amt: \$18,629.27</b>
							<b>Check Amount: \$18,629.27</b>
2689	FIN	69083	5249		<b>VISA</b>		<b>Check</b>
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$24.35
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$22.36
				E 01	005 605 150 000 350	Repair&maint Service	\$39.00
				E 01	005 605 150 000 350	Repair&maint Service	\$39.00
				E 01	005 605 150 000 350	Repair&maint Service	\$5.76
				E 01	005 605 150 000 350	Repair&maint Service	\$31.75
				E 01	005 605 150 000 350	Repair&maint Service	\$90.68
				E 01	005 605 150 000 350	Repair&maint Service	\$237.10
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$34.16
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$16.02
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$646.23
				E 01	005 605 150 000 455	NonInstructional Tech Supplies	\$7.99
<b>PO#:</b>	<b>Voucher #:</b>	<b>97905</b>	Invoice	<b>Invoice No:</b>	5512	<b>8/20/2024</b>	<b>Paid Amt: \$1,194.40</b>
							<b>Check Amount: \$1,194.40</b>
2689	FIN	69084	5249		<b>VISA</b>		<b>Check</b>
				E 04	005 249 000 321 366	Travel, DR. ED	\$136.15
<b>PO#:</b>	<b>Voucher #:</b>	<b>97906</b>	Invoice	<b>Invoice No:</b>	1739	<b>8/20/2024</b>	<b>Paid Amt: \$136.15</b>
							<b>Check Amount: \$136.15</b>
2689	FIN	69085	5249		<b>VISA</b>		<b>Check</b>
				E 01	300 292 000 000 366	Travel	\$29.14
				E 01	005 640 173 316 366	Curriculum Staff Development	\$29.91
				E 01	005 640 173 316 366	Curriculum Staff Development	\$51.78
				E 01	005 640 173 316 366	Curriculum Staff Development	\$74.74
				E 01	005 640 173 316 366	Curriculum Staff Development	\$20.35
				E 01	300 301 501 000 366	Travel	\$13.26
				E 04	005 249 000 321 366	Travel	\$56.16
				E 04	005 249 000 321 366	Travel	\$54.50
				E 04	005 249 000 321 366	Travel	\$50.37
				E 04	005 249 000 321 366	Travel	\$40.00
				E 01	300 640 173 316 366	Travel	\$58.97

## Pipestone Area Schools ISD #2689 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2689	FIN	69085	5249		VISA		Check
				E 02	005 770 000 701 366		Travel
							\$52.65
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97907</b>	Invoice	<b>Invoice No: 9871</b>	<b>8/20/2024</b>	<b>Paid Amt: \$531.83</b>
							<b>Check Amount: \$531.83</b>
2689	FIN	69086	00300	00300	PIPESTONE PUBLISHING CO INC		Check
				E 01	005 020 000 000 401		General Supplies
							\$54.36
	<b>PO#:</b>	<b>Voucher #:</b>	<b>97909</b>	Invoice	<b>Invoice No: 55279</b>	<b>8/20/2024</b>	<b>Paid Amt: \$54.36</b>
							<b>Check Amount: \$54.36</b>
							<b>Report Total: \$1,138,192.21</b>

## Pipestone Area Schools ISD #2689

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2689	HS	52426	5249		VISA		Check		
				E 21	005 298 932 301 401	Journalism		\$2,872.20	
				E 21	005 298 937 301 401	School Store		\$53.10	
				E 21	005 298 922 301 401	FFA		\$619.06	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97712</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>0671</b>	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$3,544.36</b>	
				E 21	005 298 935 301 401	National Honor Society		\$385.00	
				E 21	005 298 922 301 401	FFA		\$208.70	
				E 21	005 298 922 301 401	FFA		\$56.49	
				E 21	005 298 922 301 401	FFA		\$132.65	
				E 21	005 298 922 301 401	FFA		\$26.47	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97711</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>0671</b>	<b>7/29/2024</b>	<b>Paid Amt:</b>	<b>\$809.31</b>	
								<b>Check Amount:</b>	<b>\$4,353.67</b>
2689	HS	52427	8496		MATTI BOOMGAARDEN		Check		
				E 21	005 298 922 301 401	FFA		\$16.20	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97810</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>08/07/2024</b>	<b>8/7/2024</b>	<b>Paid Amt:</b>	<b>\$16.20</b>	
								<b>Check Amount:</b>	<b>\$16.20</b>
2689	HS	52428	4464		PIPESTONE GRAIN COMPANY		Check		
				E 21	005 298 922 301 401	FFA		\$58.75	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97825</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>3 5460334</b>	<b>8/8/2024</b>	<b>Paid Amt:</b>	<b>\$58.75</b>	
								<b>Check Amount:</b>	<b>\$58.75</b>
2689	HS	52429	5249		VISA		Check		
				E 21	005 298 930 301 401	HS Student Council		\$106.20	
				E 21	005 298 964 301 401	Class of 2024		\$214.25	
				E 21	005 298 939 301 401	Spanish Club		\$56.36	
				E 21	005 298 930 301 401	HS Student Council		\$1,992.00	
				E 21	005 298 930 301 401	HS Student Council		\$163.44	
				E 21	005 298 930 301 401	HS Student Council		\$34.91	
				E 21	005 298 930 301 401	HS Student Council		\$8.02	
<b>PO#:</b>	<b>Voucher #:</b>	<b>97908</b>	<b>Invoice</b>	<b>Invoice No:</b>	<b>0671</b>	<b>8/20/2024</b>	<b>Paid Amt:</b>	<b>\$2,575.18</b>	
								<b>Check Amount:</b>	<b>\$2,575.18</b>
								<b>Report Total:</b>	<b>\$7,003.80</b>



Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
(MARSS)	2005-2006	17	69	70	73	84	86	80	95	93	103	103	91	113	90	28	1217	33
	2006-2007	21	95	63	77	77	87	81	82	100	94	111	86	90	104	25	1193	32
	2007-2008	30	85	91	59	74	79	94	84	85	96	102	100	88	85	23	1175	32
	2008-2009	32	92	75	93	69	78	84	90	83	81	95	100	95	82	24	1173	34
	2009-2010	32	104	84	73	93	64	79	86	87	78	89	89	94	91	24	1167	35
	2010-2011	33	107	85	85	71	89	69	79	83	89	89	74	78	89	22	1142	34
	2011-2012	33	98	93	81	87	72	91	69	77	83	99	87	78	79	22	1149	35
	2012-2013	38	95	93	87	81	82	75	93	69	74	97	89	79	72	24	1148	34
	2013-2014	37	89	88	94	87	88	81	79	98	65	86	88	81	73	22	1156	34
	2014-2015	31	89	87	86	94	82	91	85	73	106	72	73	77	78	24	1148	47
	2015-2016	29	88	85	85	85	100	81	91	87	68	111	62	80	72	20	1144	39
	2016-2017	26	99	80	88	79	84	100	81	92	78	80	104	56	75	19	1141	46 (Sped included)
	2017-2018	28	95	92	73	85	80	85	102	86	84	91	72	101	54	17	1145	93
	2018-2019	33	100	74	86	72	80	79	81	97	77	88	84	72	95	18	1136	93
	2019-2020	25	104	89	73	83	68	83	78	78	104	85	84	79	65	15	1113	78
	2020-2021	27	83	79	77	71	84	76	79	80	75	107	81	76	80	14	1089	66
	2021-2022	24	106	78	81	82	70	90	74	76	81	79	107	72	73	12	1105	78
	2022-2023	20	113	79	80	86	75	70	86	73	74	80	88	100	72	12	1108	
	2023-2024	26	103	72	78	81	84	77	73	90	72	80	84	74	88	11	1093	99
November																		
	2005-2006	17	68	72	75	84	87	81	97	93	103	99	86	109	90	28	1211	33
	2006-2007	32	93	64	76	76	88	82	81	99	93	109	83	90	102	25	1193	32
	2007-2008	32	88	92	60	75	79	94	85	85	96	100	99	87	83	26	1181	33
	2008-2009	36	91	76	94	68	78	84	90	84	80	94	101	95	81	24	1176	34
	2009-2010	34	105	86	73	94	65	78	85	88	77	89	86	95	92	24	1171	35
	2010-2011	32	108	86	86	71	90	69	78	83	89	87	75	78	91	22	1145	34
	2011-2012	33	98	92	82	88	72	91	67	77	82	98	85	78	79	22	1144	35
	2012-2013	45	94	94	86	82	82	73	95	69	74	97	87	78	71	24	1151	34
	2013-2014	36	90	87	94	87	88	80	78	98	66	86	88	82	73	22	1155	34
	2014-2015	30	88	88	86	92	80	90	86	73	106	71	74	78	78	24	1144	47
	2015-2016	26	90	86	85	86	100	82	92	86	67	111	62	79	73	20	1145	43
	2016-2017	30	96	80	89	79	82	98	81	92	78	79	103	54	73	19	1133	44 (Sped Inc)
	2017-2018	29	97	93	73	85	80	86	102	86	84	90	71	101	54	17	1148	95
	2018-2019	34	101	74	87	73	80	80	80	100	78	87	84	71	97	18	1144	90

Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
	2019-2020	26	106	92	73	84	69	84	82	81	103	87	86	79	65	15	1132	78
	2020-2021	28	82	81	79	71	84	77	77	80	77	108	81	76	82	14	1097	66
	2021-2022	24	109	80	84	79	70	90	74	76	82	80	106	71	72	12	1109	79
	2022-2023	19	107	80	79	83	78	70	85	73	75	82	84	100	71	12	1098	84
	2023-2024	26	102	72	79	83	81	78	75	89	72	81	83	73	86	11	1091	101
December																		
	2005-2006	27	68	72	76	84	87	82	98	92	103	98	86	110	90	28	1223	33
	2006-2007	31	92	65	76	76	88	82	80	97	93	109	84	89	102	25	1189	32
	2007-2008	31	88	93	60	75	79	92	85	84	95	100	99	87	83	26	1177	33
	2008-2009	38	92	74	95	70	78	84	89	86	79	94	100	95	81	24	1179	34
	2009-2010	35	106	86	74	93	64	76	85	87	76	88	86	94	91	24	1165	35
	2010-2011	33	107	86	86	70	90	69	78	83	89	86	75	78	89	22	1141	35
	2011-2012	35	97	92	83	88	71	91	69	77	82	98	85	78	79	22	1147	35
	2012-2013	45	96	96	87	86	83	72	94	69	75	98	87	78	70	24	1160	35
	2013-2014	36	90	87	92	86	87	82	78	99	65	87	84	77	73	22	1145	34
	2014-2015	30	89	88	85	92	79	90	86	71	104	69	73	79	77	25	1137	47
	2015-2016	28	90	86	86	86	100	82	92	86	67	111	61	80	73	19	1147	43
	2016-2017	31	96	80	88	80	83	99	82	93	78	78	103	57	73	19	1140	45
	2017-2018	30	95	92	73	84	79	86	103	86	84	88	71	101	54	17	1143	95
	2018-2019	36	103	74	86	73	79	81	82	101	80	88	85	71	99	18	1156	92
	2019-2020	28	107	91	73	84	69	83	81	81	102	87	86	79	65	15	1131	81
	2020-2021	30	82	80	79	71	82	77	75	80	77	110	81	75	82	14	1095	66
	2021-2022	24	107	79	84	78	70	91	72	76	82	81	104	72	72	12	1104	80
	2022-2023	20	105	81	79	83	78	70	85	73	75	82	83	100	68	12	1094	82
	2023-2024	25	102	71	78	84	82	77	75	89	73	81	83	76	88	11	1095	104
January																		
	2005-2006	28	69	73	76	85	87	83	98	91	103	100	86	106	89	28	1225	33
	2006-2007	32	91	65	75	77	89	82	81	97	95	108	84	88	103	25	1192	32
	2007-2008	35	86	94	60	76	79	90	87	85	95	101	99	87	83	26	1183	33
	2008-2009	38	92	74	96	70	76	84	91	87	79	95	98	93	81	24	1178	34
	2009-2010	35	105	86	72	93	63	77	84	87	77	89	84	94	91	24	1161	36
	2010-2011	40	106	86	85	70	90	70	77	84	88	88	75	79	90	22	1150	36
	2011-2012	38	98	91	83	88	72	93	69	76	83	99	85	78	79	22	1154	35

Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
	2012-2013	44	95	95	86	85	82	74	94	69	73	97	87	77	69	24	1151	35
	2013-2014	37	90	86	93	84	90	81	78	98	63	86	85	80	75	22	1148	34
	2014-2015	32	88	87	85	93	79	89	85	72	104	68	73	80	78	24	1137	48
	2015-2016	30	89	88	86	86	99	83	95	86	68	109	62	80	73	19	1153	43
	2016-2017	31	96	79	86	79	83	99	82	93	77	78	106	57	72	19	1137	66
	2017-2018	33	94	92	73	83	79	84	104	86	82	88	71	99	52	17	1137	92
	2018-2019	36	102	74	86	74	79	82	82	103	81	88	85	71	97	18	1158	94
	2019-2020	28	109	90	71	83	70	82	81	82	103	87	85	79	65	15	1130	79
	2020-2021	31	84	80	78	70	83	77	76	80	76	110	78	75	79	14	1091	68
	2021-2022	25	107	81	84	78	70	91	72	76	81	84	104	75	72	12	1112	82
	2022-2023	20	103	79	79	82	77	71	85	74	75	83	84	100	68	12	1092	81
	2023-2024	26	103	71	80	85	83	78	75	89	74	82	86	76	92	11	1111	104
<b>February</b>																		
	2005-2006	29	67	74	74	85	86	83	99	91	103	101	84	105	88	28	1224	33
	2006-2007	38	91	63	76	78	88	81	79	96	95	108	84	89	106	25	1197	32
	2007-2008	36	86	94	60	76	80	89	87	87	95	101	98	88	79	26	1182	33
	2008-2009	42	93	73	95	67	75	83	88	86	80	97	96	95	81	26	1177	34
	2009-2010	38	100	86	71	92	63	77	84	88	76	92	81	96	91	24	1159	37
	2010-2011	40	105	83	85	70	91	71	75	84	88	88	75	79	90	22	1146	36
	2011-2012	41	98	89	81	89	72	93	71	76	83	100	86	78	76	22	1155	36
	2012-2013	45	95	95	86	86	82	75	95	69	73	96	87	76	67	24	1151	35
	2013-2014	37	89	87	91	83	88	80	77	98	63	85	86	73	78	22	1137	34
	2014-2015	32	88	88	85	93	79	89	84	71	103	68	75	77	78	24	1134	48
	2015-2016	30	91	89	86	86	100	83	96	86	68	110	63	80	75	19	1162	43
	2016-2017	32	96	79	85	80	82	97	81	91	79	77	109	53	70	19	1130	66
	2017-2018	33	95	91	73	85	80	86	103	87	82	90	72	97	53	17	1144	93
	2018-2019	37	102	74	86	74	79	81	82	103	80	92	82	68	98	18	1156	94
	2020-2021	30	108	88	71	84	70	82	81	81	103	85	84	79	65	15	1126	79
	2021-2022	30	105	81	82	77	70	88	70	76	79	81	104	76	72	12	1103	87
	2022-2023	22	104	80	79	83	77	71	85	75	75	86	85	99	67	12	1100	81
	2023-2024	27	102	71	79	83	82	77	75	89	73	83	88	79	102	11	1121	105
<b>March</b>																		
	2005-2006	29	69	74	74	85	87	83	101	92	105	101	85	104	88	28	1220	33

Enrollment		ECSE	K	1	2	3	4	5	6	7	8	9	10	11	12	Colony	Total	School Readiness
	2006-2007	41	92	63	77	78	87	81	79	96	94	109	84	86	106	25	1198	32
	2007-2008	36	84	94	60	77	81	90	88	87	95	100	96	89	79	26	1182	33
	2008-2009	44	92	74	95	66	76	83	88	85	80	98	95	96	80	26	1178	35
	2009-2010	43	99	86	70	92	62	77	84	86	76	89	81	97	92	24	1158	35
	2010-2011	41	106	83	85	69	91	71	75	83	88	90	75	79	90	22	1148	34
	2011-2012	42	100	88	83	89	73	93	71	77	84	99	86	79	76	22	1162	34
	2012-2013	45	95	96	85	86	82	75	95	69	72	96	86	76	66	24	1148	35
	2013-2014	37	91	87	91	83	88	80	76	98	64	85	86	75	78	22	1141	34
	2014-2015	33	88	86	86	94	79	90	84	71	103	67	75	78	77	24	1135	49
	2015-2016	28	90	89	84	86	101	83	95	84	68	108	60	80	75	18	1149	42
	2016-2017	34	96	79	86	82	82	97	81	91	79	77	111	53	72	19	1139	71
	2017-2018	33	95	91	72	85	79	86	102	84	82	90	72	97	52	17	1137	93
	2018-2019	38	102	74	86	74	79	81	82	103	79	92	80	68	98	18	1154	93
	2019-2020	31	102	88	71	84	70	82	81	81	103	85	85	79	67	15	1124	79
	2020-2021	34	87	78	79	71	84	73	77	81	79	108	76	74	77	14	1092	74
	2021-2022	29	104	81	82	77	70	88	69	75	79	80	104	73	73	12	1096	84
	2022-2023	26	100	80	79	83	77	71	85	74	74	86	84	100	67	12	1098	87
	2023-2024	35	102	73	77	85	82	78	74	89	74	83	87	79	104	11	1133	105
April																		
	2005-2006	30	69	73	74	84	88	83	101	93	105	101	85	104	88	28	1219	33
	2006-2007	38	92	63	78	79	89	83	80	96	93	108	84	86	107	25	1201	32
	2007-2008	35	85	94	60	78	81	90	87	86	95	101	96	87	79	26	1180	33
	2008-2009	46	92	75	93	65	75	83	87	82	80	99	94	96	80	24	1171	35
	2009-2010	47	99	86	70	92	61	77	82	86	75	88	81	96	92	24	1156	35
	2010-2011	41	105	83	85	69	91	71	76	84	87	91	75	80	90	24	1152	34
	2011-2012	43	100	90	83	90	74	91	70	77	84	98	85	77	76	22	1160	34
	2012-2013	50	95	96	85	85	81	74	95	69	72	96	86	76	65	24	1149	35
	2013-2014	41	91	86	90	83	88	81	75	99	64	85	86	73	75	22	1139	34
	2014-2015	34	87	84	87	95	79	89	84	73	101	67	76	78	77	24	1135	49
	2015-2016	30	89	88	83	85	99	81	94	84	68	108	60	79	75	18	1141	41
	2016-2017	36	96	77	87	80	82	98	81	90	79	76	112	53	72	19	1138	72
	2017-2018	36	95	90	74	86	79	86	102	82	81	92	71	98	53	17	1142	94
	2018-2019	40	103	75	87	75	78	82	80	105	77	91	80	67	96	18	1154	93
	2019-2020	31	102	86	70	84	70	82	81	81	103	85	84	79	67	15	1120	79





Dr. Klint W. Willert, Superintendent  
Sonja Ortman, MS/HS Principal  
Jennifer Moravetz, Elementary Principal  
Len Burzynski, Maintenance Director  
Lisa Pease, Coordinator of Curriculum, Teaching & Learning, and Continuous Improvement

Jacque Kennedy, Business Manager  
Rick Zollner, Activities Director  
Josh Stukel, Technology Director  
Kim Tuin, Food Service Director

## August 26, 2024 Board Report - Lisa Pease

- I am getting acclimated to my new position and trying to figure out “all the things” that my new position involves.
- New Teacher Inservice Tues, Aug. 20 - had a great day getting to know the new staff and making sure they have what they need to start the year.
- Back-to-School Inservice this week
- PD Calendar: worked with Mrs. Moravetz and Mrs. Ortman to get that organized for the coming school year.
- The Assessment Calendar needs to be posted by October 1, 2024, so we have been working to finalize that.
- This summer I learned how to navigate the Title Grant Application process with Mrs. Moravetz and Jacque.
- Curriculum/Distribution
  - We have consumable textbooks for math and science
  - Now have a curriculum storage room that will house all of the extra curriculum
  - Heidi is helping organize the elementary curriculum

*“Inspire life-long learners. Build Character. Prepare them for their future.”*

**403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES**

**I. PURPOSE**

The purpose of this policy is to achieve effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

**II. GENERAL STATEMENT OF POLICY**

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

**III. DISCIPLINE**

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state, and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

**IV. FORMS OF DISCIPLINE**

A. The forms of discipline that may be imposed by the school district include, but are not limited to:

1. oral warning;
2. written warning or reprimand;

3. probation;
  4. disciplinary suspension, demotion or leave of absence with pay;
  5. disciplinary suspension, demotion or leave of absence without pay; and
  6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

## V. PROCEDURES FOR ADMINISTERING POLICY

- A. When any form of discipline is imposed, the employee's supervisor will:
1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time, and nature of the oral warning.
  2. Provide directives to the employee to correct the conduct or performance.
  3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
  4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
  5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate, or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements when applicable.

**Legal References:** Minn. Stat. § 122A.40 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)  
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)  
Minn. Stat. § 122A.58 (Coaches; Termination of Duties)  
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 123B.147 (Principals)  
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

**Cross References:** None

Adopted: 8-26-2024

## **504 STUDENT DRESS AND APPEARANCE**

### **I. PURPOSE**

The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

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

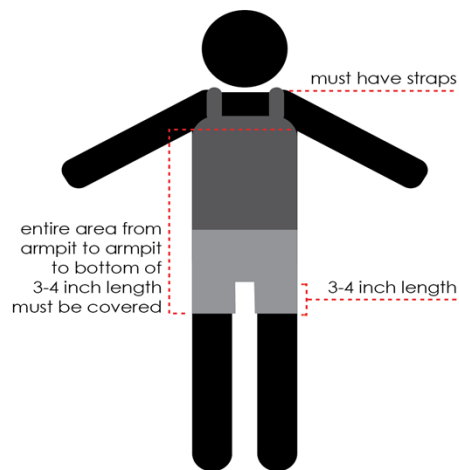
- A. The policy of the school district is to encourage students to be dressed suitably [or appropriately] for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.
- C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
  - 1. does not injure people or damage property;
  - 2. does not materially and substantially disrupt or interfere with the educational process or classwork;
  - 3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
  - 4. does not involve substantial disorder or invasion of the rights of others.

Such clothing includes, but is not limited to, the following:

- 1. Clothing for the weather.
- 2. Clothing that does not create a health or safety hazard.
- 3. Clothing for the activity (i.e., physical education or the classroom).
- 4. Footwear that does not present a safety hazard.
- 5. Headwear, including hats/caps, hoods, or head coverings, are not allowed. Students may wear headgear for a medical or religious reason.

C.

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image).



2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

- D. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

### III. PROCEDURES

- A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimalizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.

- B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).
- C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.

**In 2023, the Minnesota legislature enacted the second sentence in Paragraph C above.**

- D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

**Legal References:** *U. S. Const., amend. I*  
*Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)*  
*Minn. Stat. § 363A.03, Subd. 36a (Definitions)*  
*Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)*  
*B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8<sup>th</sup> Cir. 2009)*  
*Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8<sup>th</sup> Cir. 2008)*  
*Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)*  
*B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3<sup>rd</sup> Cir. 2013)*  
*D.B. ex rel. Brogdon v. Lafon, 217 Fed. Appx. 518 (6<sup>th</sup> Cir. 2007)*  
*Hardwick v. Heyward, 711 F.3d 426 (4<sup>th</sup> Cir. 2013)*  
*Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)*  
*McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)*  
*Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)*  
*Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)*

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

Adopted: 12-17-1996

Revised: 8-27-2018, 3-25-2021, 8-22-22, 9-23-24

**522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS**

**I. GENERAL STATEMENT OF POLICY**

- A. The school district does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The school district does not discriminate in such a manner in its implementing regulations. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. Except as provided elsewhere under Title IX or its regulations, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the school district.
- C. The school district prohibits sex-based discrimination or sexual harassment that occurs within its education programs and activities. The school district shall promptly respond in a manner that is prompt and effective.
- D. Except as provided therein, Title IX and its regulations apply to all sex discrimination occurring under a school district's education program or activity in the United States. For the purpose of this paragraph, conduct that occurs under the school district's education program or activity includes but is not limited to conduct that is subject to the school district's disciplinary authority. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- E. The school district has adopted, published, and implemented grievance procedures consistent with the requirements of 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the school district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.
- F. The school district's obligation to comply with Title IX and its regulations is not obviated or alleviated by the Federal Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, or its implementing regulations, 34 Code of Federal Regulations, part 99, or any state law or local law. The obligation to comply is not obviated or alleviated by any rule or regulation of any organization, club, athletic or other league, or association which would render any applicant or student ineligible to participate or limit the eligibility or participation of any applicant or student, on the basis of sex, in any education program or activity operated by the school district and which receives Federal financial assistance.
- G. The school district has an obligation to address a sex-based hostile environment under

its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.

- H. Nothing in Title IX or its regulations may be read in derogation of any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person, subject to Paragraph F of this section, including but not limited to making a complaint through the school district's grievance procedures for complaints of sex discrimination.
- I. In the limited circumstances in which Title IX or its regulations permits different treatment or separation on the basis of sex, the school district must not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, except as permitted by 20 United States Code, section 1681(a)(1) through (9) and the corresponding regulations sections 106.12 through 106.15, 20 United States Code, section 1686 and its corresponding regulation section 106.32(b)(1), or section 106.41(b). Adopting a policy or engaging in a practice that prevents a person from participating in an education program or activity consistent with the person's gender identity subjects a person to more than de minimis harm on the basis of sex.
- J. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator is:  
  
Rick Zollner, Activities Director, 1401 7<sup>th</sup> St SW, Pipestone, MN 56164; 507-562-6084, [rick.zollner@pas.k12.mn.us](mailto:rick.zollner@pas.k12.mn.us)  
  
Inquiries about Title IX and its regulations may be referred to the Title IX Coordinator(s), the United States Department of Education's Office for Civil Rights, or both.
- K. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to

#### **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

A student, parent, or employee can file a complaint with OCT at any time at:

Office for Civil Rights, Region V  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street – Suite 1475  
Chicago, IL 60661-4544  
Tel: 312-730-1560  
Facsimile: 312-730-1576  
TDD: 800-877-8339

Students, parents, and employees may file a complaint of discrimination with:

MN Department of Human Rights  
Freeman Building, 625 Robert Street North  
St. Paul, MN 55155  
800-657-3704  
651-539-1100  
TDD 651-296-1283

For complaints of employment discrimination:

Equal Employment Opportunity Commission  
330 S. 2nd Avenue, Suite 720  
Minneapolis, MN 55401  
800-669-4000  
TDD 800-669-6820

- L. The effective date of this policy is August 1, 2024, and applies to alleged violations of this policy occurring on or after August 1, 2024.

## **II. DEFINITIONS**

- A. "Admission" means selection for part-time, full-time, special, associate, transfer, exchange or any other enrollment, membership, or matriculation in or at an education program or activity operated by the school district.
- B. "Complainant" means
  - 1. a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
  - 2. a person other than a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.
- C. "Complaint" means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged discrimination under Title IX or its regulations.
  - 1. A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 Code of Federal Regulations, section 106.44(f)(1)(v).
  - 2. The following individuals have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the school district investigate and make a determination about alleged discrimination under Title IX:
    - a. a complainant;
    - b. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or

- c. the school district's Title IX Coordinator.

**[NOTE: When a Title IX Coordinator is notified of conduct that reasonably may constitute sex discrimination under Title IX (and in the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process), the Title IX Coordinator must determine whether to initiate a complaint of sex discrimination as required under Title IX. The requirements for such a fact-specific determination are set forth in 34 Code of Federal Regulations, section 106.44(f)(1)(v).]**

- 3. With respect to complaints of sex discrimination other than sex-based harassment, in addition to the persons listed above, the following persons have a right to make a complaint:
  - a. any school district student or employee; or
  - b. any person other than a school district student or employee who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.

D. "Confidential employee" means

- 1. A school district employee whose communications are privileged or confidential under Federal or Minnesota law. The employee's confidential status, for purposes of this part, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
- 2. A school district employee whom the school district has designated as confidential under this part for the purpose of providing services to persons related to sex discrimination. If the employee also has a duty not associated with providing those services, the employee's confidential status is only with respect to information received about sex discrimination in connection with providing those services.

E. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

F. "Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the school district's prohibition on sex discrimination.

G. "Parental status" as used in Title IX and its regulations means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:

- 1. A biological parent;
- 2. An adoptive parent;
- 3. A foster parent;

4. A stepparent;
  5. A legal custodian or guardian;
  6. In loco parentis with respect to such a person; or
  7. Actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- H. "Party" means a complainant or respondent.
- I. "Peer retaliation" means retaliation by a student against another student.
- J. "Pregnancy or related conditions" means:
1. Pregnancy, childbirth, termination of pregnancy, or lactation;
  2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
  3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- K. "Program or activity" and "program" means all of the operations of a local education agency as defined in 20 United States Code, section 8801, a special purpose district, a system of vocational education, or other school system.
- L. "Relevant" means related to the allegations of sex discrimination under investigation as part of the grievance procedures under Title IX and 34 Code of Federal Regulations, section 106.44. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.
- M. "Remedies" means measures provided, as appropriate, to a complainant or any other person the school district identifies as having had their equal access to the school district's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the school district's education program or activity after a school district determines that sex discrimination occurred.
- N. "Respondent" means a person who is alleged to have violated the school district's prohibition on sex discrimination.
- O. "Retaliation" means intimidation, threats, coercion, or discrimination against any person by the school district, a student, or an employee or other person authorized by the school district to provide aid, benefit, or service under the school district's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.
- P. "Sex-based harassment" prohibited by Title IX and its regulations is a form of sex discrimination and means sexual harassment and other harassment on the basis of

sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

1. *Quid pro quo harassment.*

An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

2. *Hostile environment harassment.*

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- a. The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- b. The type, frequency, and duration of the conduct;
- c. The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- d. The location of the conduct and the context in which the conduct occurred; and
- e. Other sex-based harassment in the school district's education program or activity; or

3. *Specific offenses.*

- a. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
- b. Dating violence meaning violence committed by a person:
  - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - (a) The length of the relationship;
    - (b) The type of relationship; and
    - (c) The frequency of interaction between the persons involved in the relationship;

- c. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
  - i. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the state of Minnesota, or a person similarly situated to a spouse of the victim;
  - ii. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
  - iii. shares a child in common with the victim; or
  - iv. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
- d. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - i. Fear for the person’s safety or the safety of others; or
  - ii. Suffer substantial emotional distress.

Q. “Student” means a person who has gained admission.

R. “Student with a disability” means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, or a child with a disability as defined in the Individuals with Disabilities Education Act.

S. “Supportive measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

- 1. Restore or preserve that party’s access to the school district’s education program or activity, including measures that are designed to protect the safety of the parties or the school district’s educational environment; or
- 2. Provide support during the school district’s grievance procedures or during the informal resolution process.

The school district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person’s access to the school district’s education program or activity or provide support during the school district’s Title IX grievance procedures or during the informal resolution process.

T. “Title IX” means Title IX of the Education Amendments of 1972, as amended.

### **III. DESIGNATION OF TITLE IX COORDINATOR AND DESIGNEES**

A. The school district must designate and authorize at least one employee, referred to as a Title IX Coordinator, to coordinate its efforts to comply with its obligations under Title IX and its regulations. If a school district has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight over the responsibilities and ensure the school district’s consistent compliance with its

responsibilities under Title IX and its regulations.

- B. As appropriate, the school district may delegate, or permit a Title IX Coordinator to delegate, specific duties to one or more designees.

#### **IV. PARENTAL, FAMILY, OR MARITAL STATUS; PREGNANCY OR RELATED CONDITIONS**

##### A. Status Generally

The school district must not adopt or implement any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex.

##### B. Pregnancy or Related Conditions

###### 1. Nondiscrimination

The school district must not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The school district does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity provided the school district ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

###### 2. Responsibility to Provide Title IX Coordinator Contact and Other Information

The school district must ensure that when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the school district's education program or activity.

###### 3. Specific Actions to Prevent Discrimination and Ensure Equal Access

The school district must take specific actions below to promptly and effectively prevent sex discrimination and ensure equal access to the school district's education program or activity once the student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions. The Title IX Coordinator must coordinate these actions.

###### a. Responsibility to provide information about school district obligations.

The school district must inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of the school district's obligations under 34 Code of Federal Regulations, section 106.31, paragraphs (b)(1) through (5) and section 106.44(j) and provide the school district's notice of nondiscrimination under section 106.8(c)(1)

b. Reasonable modifications

- i. The school district must make reasonable modifications to the school district's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the school district's education program or activity. Each reasonable modification must be based on the student's individualized needs. In determining what modifications are required under this paragraph, the school district must consult with the student. A modification that a school district can demonstrate would fundamentally alter the nature of its education program or activity is not a reasonable modification.
- ii. The student has discretion to accept or decline each reasonable modification offered by the school district. If a student accepts the school district's offered reasonable modification, the school district must implement it.
- iii. Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.

c. Voluntary access to separate and comparable portion of program or activity

The school district must allow the student to voluntarily access any separate and comparable portion of the school district's education program or activity under Paragraph A. above.

d. Voluntary leaves of absence

The school district must allow the student to voluntarily take a leave of absence from the school district's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by the school district that allows a greater period of time than the medically necessary period, the school district must permit the student to take voluntary leave under that policy instead if the student so chooses. When the student returns to the school district's education program or activity, the student must be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began.

e. Lactation space

The school district must ensure that the student can access a lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

f. Limitation on supporting documentation

The school district must not require supporting documentation under Paragraph B.3, subparagraphs b. through e. unless the documentation is necessary and reasonable for the school district to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under Paragraph C. subparagraphs 3 through 5 is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the school district with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action under Paragraph C. subparagraphs 3 through 5 is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

4. Comparable Treatment to Other Temporary Medical Conditions

To the extent consistent with Paragraph B.3 above, the school district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the school district administers, operates, offers, or participates in with respect to students admitted to the school district's education program or activity.

5. Certification to Participate

The school district must not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the school district's class, program, or extracurricular activity unless:

- a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- b. The school district requires such certification of all students participating in the class, program, or extracurricular activity; and
- c. The information obtained is not used as a basis for discrimination prohibited by this part.

**V. REPORTING PROHIBITED CONDUCT**

- A. Any student who believes they have been the victim of unlawful sex discrimination or

sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.

- B. The school district requires all employees who are not confidential employees to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations. This requirement does not apply to an employee who has personally been subject to conduct that reasonably may constitute sex discrimination under Title IX or its regulations.
- C. Confidential Employee Requirements
  - 1. The school district must notify all participants in the school district's education program or activity of how to contact its confidential employees, if any.
  - 2. The school district must require a confidential employee to explain to any person who informs the confidential employee of conduct that reasonably may constitute sex discrimination under Title IX or its regulations:
    - a. The employee's status as confidential for purposes of this part, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination;
    - b. How to contact the school district's Title IX Coordinator and how to make a complaint of sex discrimination; and
    - c. That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution process or an investigation under the grievance procedures.
- D. Any employee of the school district who has experienced, has knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- E. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during nonbusiness hours, and may be made in person, by mail, by telephone, or by email using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- F. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the school district may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

## **VI. SCHOOL DISTRICT'S RESPONSE TO SEXUAL HARASSMENT**

### **A. General**

Upon knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, the school district must respond promptly and

effectively. The school district must also comply with 34 Code of Federal Regulations, section 106.44 to address sex discrimination in its education program or activity.

B. Barriers to Reporting

The school district must require its Title IX Coordinator to:

1. Monitor the school district's education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations; and
2. Take steps reasonably calculated to address such barriers.

C. Title IX Coordinator Requirements

1. The Title IX Coordinator is responsible for coordinating the school district's compliance with its obligations under Title IX and its regulations. The school district must require its Title IX Coordinator, when notified of conduct that reasonably may constitute sex discrimination under Title IX or its regulations, to take the following actions to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects:

- a. Treat the complainant and respondent equitably;
- b. Offer and coordinate supportive measures, as appropriate, for the complainant. In addition, if the school district has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures, as appropriate, for the respondent;
- c. Notify the complainant or, if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and if applicable and the informal resolution process, if available and appropriate. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate;
- d. In response to a complaint, initiate the grievance procedures or the informal resolution process, if available and appropriate and requested by all parties;
- e. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint of sex discrimination that complies with the grievance procedures.
  - i. To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:
    - [a] The complainant's request not to proceed with initiation of a complaint;
    - [b] The complainant's reasonable safety concerns regarding initiation of a complaint;

- [c] The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- [d] The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- [e] The age and relationship of the parties, including whether the respondent is an employee of the school district;
- [f] The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- [g] The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- [h] Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

ii. If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the school district from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint

f. If initiating a complaint under Subparagraph e. above, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures; and

g. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

2. The Title IX Coordinator is not required to comply with Paragraph C.1, subparagraphs a. through g. above upon being notified of conduct that may constitute sex discrimination if the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute sex discrimination under Title IX or its regulations.

D. Supportive Measures

Under the *Title IX Coordinator Requirements* above, the school district must offer and

coordinate supportive measures, as appropriate, as described below. For allegations of sex discrimination other than sex-based harassment or retaliation, the school district's provision of supportive measures does not require the school district, its employee, or any other person authorized to provide aid, benefit, or service on the school district's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

1. Supportive measures may vary depending on what the school district deems to be reasonably available. These measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.
2. Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the school district's educational environment, or to provide support during the school district's grievance procedures, or during the informal resolution process. The school district must not impose such measures for punitive or disciplinary reasons.
3. The school district may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process, or the school district may continue them beyond that point.
4. The school district must provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the school district's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The school district must also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.
5. The school district must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity, or when an exception in 34 Code of Federal Regulations section 106.44(j)(1) through (5) applies.
6. The school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 in the implementation of supportive measures.

E. Students with Disabilities

If a complainant or respondent is an elementary or secondary student with a disability, the school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 throughout the school district's implementation of grievance procedures under 34 Code of Federal Regulations, section 106.45.

F. Emergency Removal

Nothing in Title IX or its regulations precludes the school district from removing a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision must not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

G. Administrative Leave

Nothing in Title IX or its regulations precludes the school district from placing an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures. This provision must not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990.

H. Prohibited Disclosures of Personally Identifiable Information

The school district must not disclose personally identifiable information obtained in the course of complying with this part, except in the following circumstances:

1. When the school district has obtained prior written consent from a person with the legal right to consent to the disclosure;
2. When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;
3. To carry out the purposes of 34 Code of Federal Regulations, section 106, including action taken to address conduct that reasonably may constitute sex discrimination under Title IX in the school district's education program or activity;
4. As required by federal law, federal regulations, or the terms and conditions of a Federal award, including a grant award or
5. To the extent such disclosures are not otherwise in conflict with Title IX or its

regulations, when required by Minnesota or local law or when permitted under FERPA or its implementing regulations.

## **VII. GRIEVANCE PROCEDURES FOR THE PROMPT AND EQUITABLE RESOLUTION OF COMPLAINTS OF SEX DISCRIMINATION**

### A. General

The school district's grievance procedures for the prompt and equitable resolution of complaints of sex discrimination must be in writing and include provisions that incorporate the requirements of this section. The requirements related to a respondent apply only to sex discrimination complaints alleging that a person violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that a school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

### B. Basic Requirements for Grievance Procedures

The school district's grievance procedures must:

1. Treat complainants and respondents equitably;
2. Require that any person designated as a Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The decisionmaker may be the same person as the Title IX Coordinator or investigator;
3. Include a presumption that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the school district's grievance procedures for complaints of sex discrimination;
4. Establish reasonably prompt timeframes for the major stages of the grievance procedures, including a process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. Major stages include, for example, evaluation (i.e., the school district's decision whether to dismiss or investigate a complaint of sex discrimination); investigation; determination; and appeal, if any;

**[NOTE: The Title IX regulations require reasonably prompt timeframes for major stages of the grievance procedures, but do not specify any particular timeframes. School districts may establish their own district-specific timeframes. A sample set of provisions is offered below.]**

- a. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
- b. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.

- c. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
- d. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
- e. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.
- f. The school district has established the following process for reasonable extension of timeframes on a case-by-case basis for good cause as set forth above. The process includes notice to the parties and the reason for the delay:

**[NOTE: The school district should set forth its process for determining a reasonable extension of a timeframe.]**

- 5. Require the school district to take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the school district's grievance procedures, provided that the steps do not restrict the ability of the parties to: obtain and present evidence, including by speaking to witnesses, subject to the prohibition against retaliation; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures;
- 6. Require an objective evaluation of all evidence that is relevant, as defined in Article II, and not otherwise impermissible—including both inculpatory and exculpatory evidence—and provide that credibility determinations must not be based on a person's status as a complainant, respondent, or witness;
- 7. Exclude the following types of evidence, and questions seeking that evidence, as impermissible (i.e., must not be accessed or considered, except by the school district to determine whether an exception in subparagraphs (a) through (c) applies; must not be disclosed; and must not otherwise be used), regardless of whether they are relevant:
  - a. Evidence that is protected under a privilege as recognized by federal or Minnesota law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
  - b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the

party or witness, unless the school district obtains that party's or witness's voluntary, written consent for use in the school district's grievance procedures; and

c. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred; and

8. If the school district adopts grievance procedures that apply to the resolution of some, but not all, complaints articulate consistent principles for how the school district will determine which procedures apply.

C. Notice of Allegations

Upon initiation of the school district's grievance procedures, the school district must provide notice of the allegations to the parties whose identities are known.

1. The notice must include:

a. The school district's grievance procedures, and if applicable, any informal resolution process;

b. Sufficient information available at the time to allow the parties to respond to the allegations. Sufficient information includes the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination under Title IX or this part, and the date(s) and location(s) of the alleged incident(s), to the extent that information is available to the school district;

c. A statement that retaliation is prohibited; and

d. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and if the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access to the relevant and not otherwise impermissible evidence upon the request of any party.

2. If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice or that are included in a complaint that is consolidated, the school district must provide notice of the additional allegations to the parties whose identities are known.

**[NOTE: If the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.]**

If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the school district will notify the parties of the additional allegations.

D. Consolidation

The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

E. Complaint Investigation

A. The school district must provide for adequate, reliable, and impartial investigation of complaints. To do so, the school district must:

1. Ensure that the burden is on the school district – not on the parties – to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred;
2. Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;
3. Review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance, consistent with § 106.2 and with paragraph (b)(7) of this section; and
4. Provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible in the following manner:
  - a. The school district must provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the school district provides a description of the evidence, it must further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
  - b. The school district must provide a reasonable opportunity to respond to the evidence or to the accurate description of the evidence; and
  - c. The school district must take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

F. Questioning Parties and Witnesses to Aid in Evaluating Allegations and Assessing Credibility

The school district must provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

G. Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the school district must:

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred, unless the school district uses the clear and convincing evidence standard of proof in all other comparable proceedings, including proceedings relating to other discrimination complaints, in which case the school district may elect to use that standard of proof in determining whether sex discrimination occurred. Both standards of proof require the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness; if the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker must not determine that sex discrimination occurred.
2. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX or its regulations including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
3. If there is a determination that sex discrimination occurred, as appropriate, require the Title IX Coordinator to coordinate the provision and implementation of remedies to a complainant and other persons the school district identifies as having had equal access to the school district's education program or activity limited or denied by sex discrimination, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity. The school district may not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the school district's grievance procedures that the respondent engaged in prohibited sex discrimination;
4. Comply with 34 Code of Federal Regulations, section 106.45, before the imposition of any disciplinary sanctions against a respondent; and
5. Not discipline a party, witness, or others participating in school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

H. Additional Provisions

If the school district adopts additional provisions as part of its grievance procedures for handling complaints of sex discrimination, including sex-based harassment, such additional provisions must apply equally to the parties.

I. Informal Resolution

In lieu of resolving a complaint through the school district's grievance procedures, the parties may instead elect to participate in an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) if provided by the school district consistent with that paragraph.

J. Provisions Limited to Sex-Based Harassment Complaints

For complaints alleging sex-based harassment, the grievance procedures must:

1. Describe the range of supportive measures available to complainants and respondents; and
2. List, or describe the range of, the possible disciplinary sanctions that the school district may impose and remedies that the school district may provide following a determination that sex-based harassment occurred.

**VIII. INFORMAL RESOLUTION OF A COMPLAINT**

**[NOTE: The 2024 Title IX amendments do not require a school district to offer an informal resolution process. However, a school district is free to provide such a process in some circumstances, as long as it complies with certain regulatory requirements. Requirements related to informal resolution are set forth in 34 Code of Federal Regulations, section 106.44(k).]**

A. At any time prior to determining whether sex discrimination occurred, the school district may offer to a complainant and respondent an informal resolution process, unless the complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student or such a process would conflict with federal, Minnesota, or local law. A school district that provides the parties an informal resolution process must, to the extent necessary, also require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

1. Subject to the limitations in Paragraph A. above, the school district has discretion to determine whether it is appropriate to offer an informal resolution process when it receives information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations or when a complaint of sex discrimination is made, and may decline to offer informal resolution despite one or more of the parties' wishes.
2. In addition to the limitations in Paragraph A. above, circumstances when the school district may decline to allow informal resolution include but are not limited to when the school district determines that the alleged conduct would present a future risk of harm to others.

B. The school district must not require or pressure the parties to participate in an informal resolution process. The school district must obtain the parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and determination of a complaint as a condition of enrollment or continuing enrollment,

or employment or continuing employment, or exercise of any other right.

- C. Before initiation of an informal resolution process, the school district must provide to the parties notice that explains:
  - 1. The allegations;
  - 2. The requirements of the informal resolution process;
  - 3. That, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the school district's grievance procedures;
  - 4. That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;
  - 5. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
  - 6. What information the school district will maintain and whether and how the school district could disclose such information for use in grievance procedures, if grievance procedures are initiated or resumed.
- D. The facilitator for the informal resolution process must not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Any person designated by the school district to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Any person facilitating informal resolution must receive training as provided under this policy.
- E. Potential terms that may be included in an informal resolution agreement include but are not limited to:
  - 1. Restrictions on contact; and
  - 2. Restrictions on the respondent's participation in one or more of the school district's programs or activities or attendance at specific events, including restrictions the school district could have imposed as remedies or disciplinary sanctions had the school district determined at the conclusion of the school district's grievance procedures that sex discrimination occurred.

## **IX. DISMISSAL OF A COMPLAINT**

- A. The school district may dismiss a complaint of sex discrimination made through its grievance procedures under this policy for any of the following reasons:
  - 1. The school district is unable to identify the respondent after taking reasonable steps to do so;
  - 2. The respondent is not participating in a school district education program or activity and is not employed by the school district;
  - 3. The complainant voluntarily withdraws any or all of the allegations in the

complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or,

4. The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the school district will make reasonable efforts to clarify the allegations with the complainant.
- B. Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.
- C. The school district must notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent that the dismissal may be appealed on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal is appealed, the school district must:
1. Notify the parties of any appeal, including notice of the allegations consistent with paragraph (c) of this section if notice was not previously provided to the respondent;
  2. Implement appeal procedures equally for the parties;
  3. Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
  4. Ensure that the decisionmaker for the appeal has been trained as set out in this policy;
  5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
  6. Notify the parties of the result of the appeal and the rationale for the result.
- D. When the school district dismisses a complaint, it must, at a minimum:
1. Offer supportive measures to the complainant as appropriate;
  2. For dismissals under Paragraph A. 3 and 4 above in which the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate under 34 Code of Federal Regulations, section 106.44(g); and
  3. Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
- E. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems

appropriate.

**[NOTE: For example, school districts are reminded of the obligation under Minnesota Statutes, section 122A.20, subdivision 2, to make a mandatory report to the Minnesota Professional Educator Licensing and Standards Board concerning any teacher who resigns during the course of an investigation of misconduct.]**

## **XI. APPEAL OF DETERMINATION**

**[NOTE: Regarding an appeal of a determination, the 2024 Title IX Final Rule states that the school district must offer the parties an appeal process that, at a minimum, is the same as it offers in all other comparable proceedings, if any, including proceedings relating to other discrimination complaints.]**

- A. The school district offers the following process for appeals from a determination whether sex discrimination occurred. This appeal process will be, at a minimum, the same as the school district offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the appellate decisionmaker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the appellate decisionmaker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the appellate decisionmaker is final. No further review beyond the appeal is permitted.

## **XII. SANCTIONS AND REMEDIES**

Following a determination that sex-based harassment occurred, the school district may impose disciplinary sanctions, which may include warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. The school district may also provide remedies, which may include:

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the decisionmaker determines a respondent is responsible for violating this policy, the decisionmaker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized

administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.]

### **XIII. RETALIATION**

The school district must prohibit retaliation, including peer retaliation, in its education program or activity. When the school district has information about conduct that reasonably may constitute retaliation under Title IX or its regulations, the school district is obliged to comply with 34 Code of Federal Regulations, section 106.44. Upon receiving a complaint alleging retaliation, the school district must initiate its grievance procedures or, as appropriate, an informal resolution process.

### **XIV. TRAINING**

**[NOTE: Training requirements are set forth in 34 Code of Federal Regulations, section 106.8(d).]**

A. The school district must ensure that the following persons receive training related to their duties under Title IX promptly upon hiring or change of positions that alters their duties under Title IX or its regulations, and annually thereafter. This training must not rely upon sex stereotypes.

1. *All employees* must be trained on:

- a. The school district's obligation to address sex discrimination in its education program or activity;
- b. The scope of conduct that constitutes sex discrimination under Title IX and its regulations, including the definition of sex-based harassment; and
- c. All applicable notification and information requirements under 34 Code of Federal Regulations, sections 106.40(b)(2) and 106.44.

2. *Investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures.*

In addition to the training requirements for all employees described in Paragraphs 1 and 2 above, all investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures under 34 Code of Federal Regulations, section 106.44(g)(4) must be trained on the following topics to the extent related to their responsibilities:

- a. The school district's obligations under 34 Code of Federal Regulations, section 106.44;
- b. The school district's grievance procedures under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46;

- c. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
  - d. The meaning and application of the term “relevant” in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46.
3. *Facilitators of informal resolution process*

In addition to the training requirements for all employees described in Paragraph 1 above, all facilitators of an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) must be trained on the rules and practices associated with the school district’s informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

4. *Title IX Coordinator and Title IX Personnel*

In addition to the training requirements in Paragraphs 1 through 3 above, the Title IX Coordinator and Title IX Personnel must be trained on their specific responsibilities under 34 Code of Federal Regulations, section 106.8(a), section 106.40(b)(3), section 106.44(f) and (g), the school district’s recordkeeping system and the requirements of 34 Code of Federal Regulations, section 106.8 (f), and any other training necessary to coordinate the school district’s compliance with Title IX. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions.

## **XV. DISSEMINATION OF POLICY**

- A. This policy shall be made available to all students, parents/guardians of students, school district employees, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. Notice of Nondiscrimination
  1. The school district must provide notice of nondiscrimination to applicants for admission and employment, students, parents, guardians, or other authorized legal representatives of elementary and secondary school students, employees, and all unions holding collective bargaining agreements with the school district.
  2. Contents of Notice of Nondiscrimination

The notice of nondiscrimination must include the following elements:

- a. A statement that the school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment;

- b. A statement that inquiries about the application of Title IX and its regulations to the school district may be referred to the school district's Title IX Coordinator, the federal Office for Civil Rights, or both;
  - c. The name or title, office address, email address, and telephone number of the Title IX Coordinator;
  - d. How to locate the school district's nondiscrimination policy and the school district's grievance procedures; and
  - e. How to report information about conduct that may constitute sex discrimination under Title IX; and how to make a complaint of sex discrimination under the regulations.
3. The school district must prominently include all elements of its notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to people entitled to notice, or which are otherwise used in connection with the recruitment of students or employees.
  4. If necessary, due to the format or size of any publication, the school district may instead include in those publications the information covered in the following statement: Pipestone Area Schools prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at <https://www.pas.k12.mn.us/school-board-policies/>, Policy 522.
  5. The school district must not use or distribute a publication stating that the school district treats applicants, students, or employees differently on the basis of sex, except as such treatment is permitted by Title IX or its regulations.

## **XVI. RECORDKEEPING**

The school district must create, and maintain for a period of seven years:

- A. For each complaint of sex discrimination, records documenting the informal resolution process under 34 Code of Federal Regulations, section 106.44(k) or the grievance procedures under section 106.45, and if applicable section 106.46, and the resulting outcome.
- B. For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations, including notifications under 34 Code of Federal Regulations, section 106.44(c)(1) or (2), records documenting the actions the school district took to meet its obligations under section 106.44
- C. All materials used to provide training under this policy. The school district must make these training materials available upon request for inspection by members of the public.

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)  
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)  
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and  
Campus Crime Statistics Act (“Clery Act”))

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status  
Nondiscrimination)

Adopted: 10-15-1996

Revised: 12/19/05, 9/14, 7/17, 2/18, 7/22/19, 7/27/20, 8/31/2020, 9/27/21, 8/22/22, 9/23/2024

## **606.5 LIBRARY MATERIALS**

### **I. PURPOSE**

The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of library materials.

### **II. GENERAL STATEMENT OF PURPOSE**

The school board recognizes that library materials serve as a vital component of a student's education by enriching the breadth of the curriculum as a whole and meeting the needs and interests of individual students. The purpose of library materials is to meet the needs of all students. Therefore, questions regarding selection and reconsideration of library materials should be handled differently than those concerning textbooks and instructional materials.

To ensure that library materials fulfill this role, the school board delegates to the superintendent or the superintendent's designee responsibility for administering a process for selection of library materials. Responsibility for selection shall rest with professionally trained school district staff, with recognition that the school board has the final authority on selection of library materials. Parents and guardians have the right and the responsibility to determine their children's access to library materials.

### **III. DEFINITIONS**

- A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term "library" includes a school library media center. The term also includes access to electronic materials.

For school districts with multiple school buildings, the term "library" refers to the resource within a specific school building.

Minnesota Statutes, section 124D.901, states that a school district or charter school library or school library media center provides equitable and free access to students, teachers, and administrators and that a school library or school library media center must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;
2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;
3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;
4. has technology and Internet access; and
5. is served by a licensed school library media specialist or licensed school librarian.

**[NOTE: The school board may add a sentence that incorporates the term(s) used to identify libraries in the school district, such as "The school district's libraries are commonly referred to as \_\_\_\_\_.]**

- B. "Library collection" consists of the library materials made available to students.
- C. "Library materials" are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials. This term does not include materials made available to students as part of the curriculum.
- D. "Library media specialist" is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and resources.

**[NOTE: The specific titles of the school district's library staff should be used for this definition and substituted for "library media specialist" throughout this model policy. Please note the new 2024 law in Article IV regarding administration of selection and reconsideration procedures.]**

#### **IV. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS**

- A. The school board recognizes the expertise of the school district's professional staff and the vital need of such staff to be responsible for selection of library materials.
- B. While recommendations by administrators, faculty members, students, parents, and other community members may be considered, the final responsibility for selection of library materials shall rest with the ~~library media specialist~~ the building principal.
- C. The procedures for selection and reconsideration set forth in this policy will be administered by:
  - 1. a licensed library media specialist under Minnesota Rules, part 8710.4550;
  - 2. an individual with a master's degree in library science or library and information science; or
  - 3. a professional librarian or a person trained in library collection management.
- D. The school board may decline to purchase, lend, or shelve or remove access to library materials legitimately based on:
  - 1. practical reasons, including but not limited to shelf space limitations, rare or antiquarian status, damage, or obsolescence;
  - 2. legitimate pedagogical concerns, including but not limited to the appropriateness of potentially sensitive topics for the library's intended audience, the selection of library materials for a curated collection, or the likelihood of causing a material and substantial disruption of the work and

discipline of the school; or

3. compliance with state or federal law.

**[NOTE: In 2024, the Minnesota legislature enacted a new law—Minnesota Statutes 134.51--that includes the new provisions above.]**

#### **IV. SELECTION OF LIBRARY MATERIALS**

- A. Selection Criteria: The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:
  1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;
  2. Library materials shall be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;
  3. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;
  4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity, and needs and interests of the students for whom the materials were selected;
  5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):
    - a. Artistic quality and/or literary style;
    - b. Authenticity;
    - c. Critical thinking;
    - d. Educational significance;
    - e. Factual content;
    - f. High interest for intended audience; and
    - g. Readability.
  6. The selection of library materials shall conform to the constraints of the school district budget.

**[NOTE: Before adopting selection criteria, the school board is strongly encouraged to consult with the licensed library media specialist, who possesses professional expertise and experience in selecting appropriate library materials. The school board may choose to adopt selection criteria specifically designed for each school building.]**

**[NOTE: A school board may choose to adopt similar selection criteria for**

**classroom library materials, with the classroom teacher making selection decisions. If a school board chooses to address classroom libraries, the board can decide whether to follow the reconsideration process in this model policy or to create a different process for classroom library materials.]**

- B. The library media specialist shall consult sources and specialists experienced in library materials collections appropriate for the building's students and that are reputable, experienced, unbiased, and professionally trained in school library materials.

**[NOTE: The school board may choose to identify specific sources and specialists that satisfy this paragraph.]**

- C. The superintendent or the superintendent's designee shall be responsible for keeping the school board informed of progress on review and selection of each building's library materials.
- D. Library materials that are outdated, inaccurate, no longer useful for curricular support or reading enrichment, or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or replaced as determined by the library media specialist or the principal.
- E. Gifts and Donations of Library Materials

Materials offered for donation or gifted to a school library may be accepted if they comply with the library collection selection criteria and approved by the library media specialist. The school district's libraries welcome donations of books and other resource materials from individuals and organizations, but also reserve the right to decline to accept library materials that do not meet the criteria for selection. In addition, financial donations to benefit school district's libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

#### **V. INDIVIDUAL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL**

A parent or guardian may request that access to specific material in the library materials collection be restricted from their student. The school shall take reasonable steps to fulfill this request. This type of request will not result in removal of specific library collection material from the library or restrictions upon any other student accessing specific library materials.

#### **VI. RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL**

- A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.
- B. A school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness. Access to the material in question shall not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.

**[NOTE: The school board may decide whether to allow a building principal to remove library materials pending completion of the reconsideration process.]**

- C. Informal Request for Reconsideration of Specific Library Material

1. Requests for reconsideration of specific library material shall be directed to the library media specialist and the building principal. The building principal and the library media specialist shall assume responsibility for processing the request on an informal basis.
2. The building principal and/or the library media specialist shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.
3. If the request is not resolved informally, the principal shall submit a report on the matter to the superintendent or the superintendent's designee. The requestor will have an option to initiate a Formal Request for Reconsideration.

D. Formal Request for Reconsideration of Specific Library Collection Material

1. A Formal Request for Reconsideration of specific library material is initiated upon submission of a completed *Formal Request for Reconsideration of Specific Library Collection Material* form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The principal shall notify the superintendent or the superintendent's designee and the library media specialist of receipt of a completed Formal Request form.

If specific library material is the subject of a Formal Request for Reconsideration and a final decision is made to retain the specific library material, then the specific library material shall not be subject to additional requests for reconsideration for three years following the date of final resolution of the initial Formal Request for Reconsideration.

2. On an annual basis, the Superintendent or the superintendent's designee shall appoint a Library Materials Review Committee (~~Review Committee~~). This committee shall include:
  - a. ~~One member of the school district administration~~
  - b. ~~One principal~~
  - c. ~~Two teachers~~
  - d. ~~One library media specialist (or district media specialist or public librarian if the school district does not have a library media specialist)~~
  - e. ~~Two members of the school district community with no direct connection with the request for reconsideration~~
  - f. ~~Two student representatives (as appropriate to the specific request).~~

**~~[NOTE: This list of Review Committee members is an example. The school board may alter this list. The school district may decide to create Review Committees for individual schools.]~~**

3. The Review Committee shall establish a date upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.

4. The Review Committee
  - a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;
  - b. shall examine the specific library material as a whole;
  - c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and
  - d. shall submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.
  
5. The superintendent or the superintendent's designee shall inform the requestor and the school board of the Review Committee's decision. The requestor may appeal the Review Committee's decision to the superintendent or the superintendent's designee by submitting a written appeal to the superintendent or the superintendent's designee within fourteen (14) days of submission of the Review Committee's decision to the requestor. The superintendent or the superintendent's designee shall provide a written decision on a requestor's appeal within a reasonable time period.

**[NOTE: The school board can decide whether to allow appeal of a Review Committee decision to the superintendent or the superintendent's designee. If appeal to the superintendent or the superintendent's designee is permitted, the school board may direct the superintendent or the superintendent's designee to craft an appeal process or the board may choose to create the process itself.]**

6. The requestor shall have the right to appeal the decision of the superintendent or the superintendent's designee to the school board.

**[NOTE: The school board may decide whether to allow an appeal of a Review Committee decision directly to the school board or whether the appeal to the superintendent or the superintendent's designee is a required intermediary step. If appeal to the school board is permitted, the school board may direct the superintendent or the superintendent's designee or designee to craft an appeal process or the board may choose to create the process itself.]**

## **VII. CHALLENGE REPORT**

Upon the completion of a content challenge or reconsideration process in accordance with this policy, the school board must submit a report of the challenge to the Commissioner of the Minnesota Department of Education that includes:

- A. the title, author, and other relevant identifying information about the material being challenged;
- B. the date, time, and location of any public hearing held on the challenge in question, including minutes or transcripts;

- C. the result of the challenge or reconsideration request; and
- D. accurate and timely information on who from the school district the Department of Education may contact with questions or follow-up.

**[NOTE: This article was enacted in 2024 by the Minnesota legislature.]**

#### **VIII. PROHIBITION ON RETALIATION**

The school district may not discriminate against or discipline an employee for complying with Minnesota Statutes, section 134.51.

**[NOTE: This article was enacted in 2024 by the Minnesota legislature.]**

- Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (School Board Responsibilities)  
Minn. Stat. § 124D.991 (Public School Libraries and Media Centers)  
Minn. Stat. § 134.51 (Access to Library Materials and Rights Protected)  
Minn. Rules Part 8710.4550 (Library Media Specialists)  
*Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico*, 457 U.S. 853 (1982)  
*Virginia State Bd. of Educ. v. Barnette*, 319 U.S. 624, 642 (1943)
- Cross References:** MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

Adopted: 9-23-2024

**Sample Form: Formal Request for Reconsideration of Specific Library Collection Material**

The Pipestone Area school board adopted Policy 606.5 (Library Materials), under which the school board delegated responsibility for selection and evaluation of library materials to school district staff. This policy establishes procedures for formal reconsideration of specific library collection material.

A Pipestone Area school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness.

A requestor has the option to request Formal Reconsideration if the informal process set forth in Policy 606.5 has not resolved the matter.

The first step in the Formal Reconsideration process is submission of a fully completed Formal Request for Reconsideration form. A separate form must be completed in full for each library material item for which formal reconsideration is requested.

If you wish to request formal reconsideration of specific library collection material, please return a completed form to:

\_\_\_\_\_(name of school district employee)\_\_\_\_\_

\_\_\_\_\_(location/email address/other)\_\_\_\_\_

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\_\_\_\_\_ **Date**

\_\_\_\_\_ **Name of Requestor**

\_\_\_\_\_ **Address**

\_\_\_\_\_

\_\_\_\_\_ **Phone**

\_\_\_\_\_ **Email**

**Type of Library Material** (please check)

Book (e-book)	
Movie	
Magazine	
Database	
Newspaper	

Audio Recording	
Digital Resource	
App	
Streaming Media	
Other	

**Title:** \_\_\_\_\_

**Author/Producer:** \_\_\_\_\_

**Please explain the concern you have concerning this Library Material.**

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**Please explain the circumstances that brought this Library Material to your attention.**

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**Have you examined the entire Library Material? If not, please identify the sections you reviewed.**

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**Please identify resources that may provide additional information and/or other viewpoints regarding this Library Material.**

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**Please set forth the ways in which you believe this Library Material does not comply with the selection objectives and criteria set forth in Policy 606.5**

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**Please set forth the resolution that you seek.**

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***[Note: Minnesota school districts and charter schools may revise this sample form as they deem appropriate.]***

## **616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY**

**[NOTE: Minnesota Statutes, section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. Model Policies 601, 603, and 616 address these statutory requirements. In addition, Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minnesota Statutes, section 120B.11.]**

### **I. PURPOSE**

The purpose of this policy is to focus public education strategies on a process that promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding implementation of the Minnesota K-12 Academic Standards and federal law.

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

Implementation of the Minnesota K-12 Academic Standards and federal law requires accountability for the school district. The school district established a system to transition to the graduation requirements of the Minnesota K-12 Academic Standards. The school district also established a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

### **III. DEFINITIONS**

- A. "Comprehensive achievement and civic readiness" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school; and prepare students to be lifelong learners.

**[NOTE: The 2024 Minnesota legislature revised Minnesota Statutes, section 120B.11, including replacement of the term "world's best workforce" with "comprehensive achievement and civic readiness."]**

- B. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.

### **IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING**

#### **A. School District Goals**

1. The school board has established school district-wide goals that provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards

and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee.

2. The District Advisory Committee created under Policy 603 (Curriculum Development) is established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
3. The school district-wide improvement goals should address recommendations identified through the District Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes, section 123B.147, and teacher evaluations under Minnesota Statutes, section 122A.40 or 122A.41.

**[Insert Local Cycle in this space]**

- C. Implementation of Graduation Requirements

1. The District Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the District Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the District Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The District Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of current achievement that show growth relative to an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement

1. The District Advisory Committee will meet annually to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The District Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:
  - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards;
  - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
  - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and,
  - d. Advising the school board about development of the annual budget.
3. The District Advisory Committee shall meet the following criteria:
  - a. The District Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
  - b. The District Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
  - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
  - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. Translation services should be provided to the extent appropriate and practicable.
5. The District Advisory Committee shall complete the following each year:
  - a. Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

- b. Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.
- c. Review evaluation results and prepare recommendations.
- d. Present recommendations to the school board for its input and approval.

~~E. Evaluation of Student Progress Committee~~

~~A committee of professional staff shall develop a plan for assessment of student progress, the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.~~

**[NOTE: The school board may choose to delete this paragraph regarding an Evaluation of Student Progress Committee upon consultation with school administration.]**

F. Reporting

1. Consistent with Minnesota Statutes, section 120B.36, subdivision. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to comprehensive achievement and civic readiness. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.
2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.
3. The school district must annually report the district's class size ratios by each grade to the Commissioner of education in the form and manner specified by the Commissioner.
4. The school district must report whether programs funded with compensatory revenue are consistent with best practices demonstrated to improve student achievement.

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota’s Students)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)  
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)  
Minn. Stat. § 120B.36 (School Accountability)  
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)  
Minn. Stat. § 123B.147 (Principals)  
Minn. Stat. § 126C.12 (Learning and Development Revenue Amount and Use)  
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 619 (Staff Development for Standards)  
MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: 8-28-2017

Revised: 7-22-2019, 7-27-2020, 9-27-2021, 8-22-2022, 9-23-2024

**RESOLUTION ACCEPTING DONATIONS**

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”, and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.” and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Pipestone Area Schools, ISD 2689, gratefully accepts the following donations as identified below:

Christ the King	\$200.00	Wellness Room
Neighbors/Friends of Richard Schroyer	Memory Bench	Would like placed at Paulsen Field and Chuk was a football and track coach for many years.

The motion for adoption of the foregoing resolution made by Member \_\_\_ and duly seconded by Member \_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

The foregoing resolution was approved this 26th day of August, 2024

**SCHOOL BUS TRANSPORTATION CONTRACT**  
**Pipestone Area Schools, I.S.D. #2689**

THIS AGREEMENT made and entered this 26th day of August 2024 by and between I.S.D. No. 2689, Pipestone Area Schools of Pipestone County, Minnesota, hereinafter referred to as "School District", Southwest Minnesota Christian Schools, Edgerton, Minnesota, hereinafter referred to as "Contractor".

For the consideration herein expressed, Contractor agrees with the School District:

1. To transport (public-nonpublic-handicapped-DAC) school pupils, as designated by the School Board, over school bus routes as specified by the School Board, for one round trip per school day to and from the school.
2. To provide transportation equipment which at all times will conform to the minimum standards for conventional school transportation as established by the State Board of Education and the legal requirements of the State of Minnesota; this equipment will initially be as follows (list additional vehicles on the bottom of this sheet):

Year Model	Chassis Make	Body Make	Seat capacity	School Pupils	Route No.
2016	Thomas	SB	77	15	11
2019	International	International	77	5	6
2019	IC	International	77	19	5
2013	International	International	67	1	4
2014	BlueBird (All American)	BlueBird (All American)	83	1	3

3. To provide currently legally licensed and qualified drivers, who shall have been approved by the School Board, at a regular school board meeting.
4. To provide and keep in force during the term of contract, liability and workmen's compensation insurance protecting pupils and public, and employees, and naming School District as "additional insured", limits of liability insurance shall be \$100,000/\$1,000,000. Copies of insurance policies showing issuance and in force to be immediately furnished to the School Board.
5. Contractor agrees to require all school bus drivers to attend one county or regional school bus drivers' school of instruction and to take all vehicles used for the transportation of pupils to a meeting for inspection when such meeting is called by the State Department of Education; compensation therefore to be not in addition to what is prescribed in paragraph 7.
6. To comply with the rules and regulations relating to school transportation adopted by the State Board of Education and the School Board.
7. It is mutually agreed that the terms of this contract shall be a period of one school year of approximately 172 school days dependent upon weather-related closing, commencing on the 22nd day of August, 2024 and ending on the 22nd day of May, 2024, for which transportation service the School District agrees to pay and the Contractor agrees to receive the sum of \$3.60 per day/ per student. The Contractor will send a monthly bill with the number of days per month and the number of students per month. If a student leaves school mid-year, the School District will only pay for the days that the student is enrolled.
8. Contractor cannot assign or transfer any part or all of his interest in this contract without the written approval of the School Board of the School District at a regular school board meeting.

IN WITNESS WHEREOF we have hereunto set our hands and seal this 26th day of August, 2024.

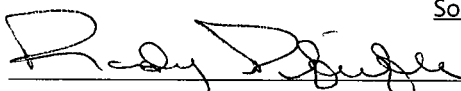
Independent School District No. 2689

\_\_\_\_\_ Chairman

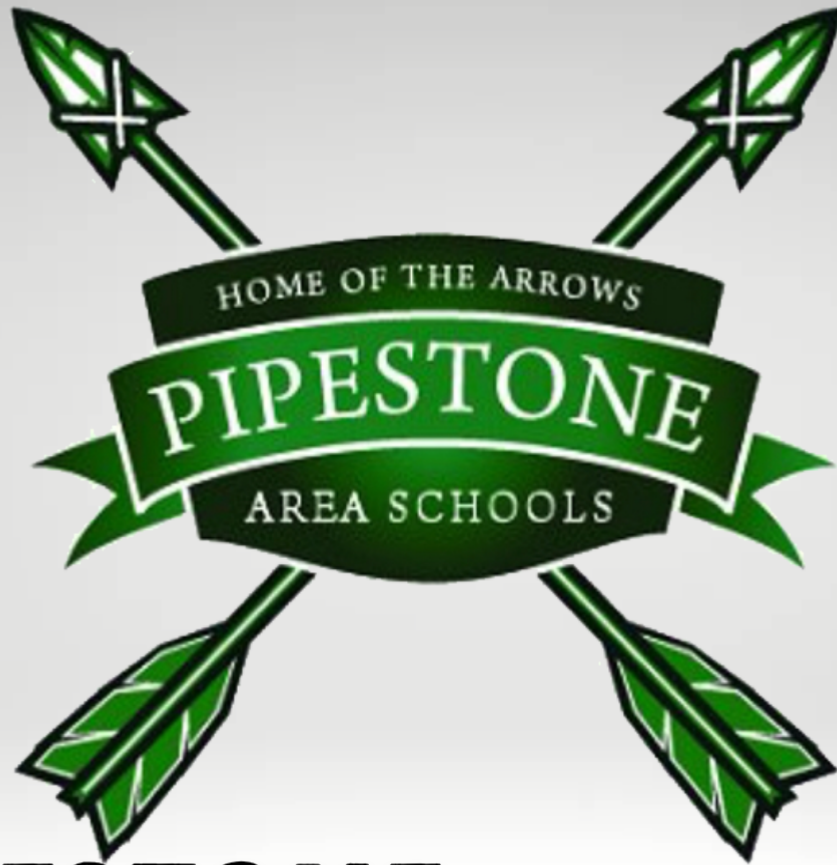
\_\_\_\_\_ Clerk

Executed pursuant to resolution of School Board

Southwest Minnesota Christian Schools

 \_\_\_\_\_ Principal

\_\_\_\_\_ 8/15/24 \_\_\_\_\_ Date



**PIPESTONE**

**ARROWS**

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Pipestone Area Schools | Independent School District #2689

**MS/HS STUDENT  
HANDBOOK**

**2024-2025**



## Table of Contents

<b>PART I - INFORMATION</b>	1
<b>Arrival and Dismissal Hours</b>	1
<b>Calendar</b>	1
<b>Complaints</b>	1
<b>E-Learning Day Plan</b>	1
<b>Eighteen-Year-Old-Students</b>	1
<b>Employee Directory</b>	1
<b>Employment Background Checks</b>	1
<b>Equal Access to School Facilities</b>	1
<b>Fees</b>	2
<b>Food in the Classrooms</b>	2
<b>Fundraising</b>	2
<b>Gifts to Employees</b>	2
<b>Graduation Ceremony</b>	2
<b>Interviews of Students by Outside Agencies</b>	2
<b>Lead in Water Annual Notification</b>	2
<b>Library and Media Center</b>	3
<b>Lunch</b>	3
<b>Messages to Students</b>	3
<b>Nondiscrimination</b>	3
<b>Notice of Violent Behavior by Students</b>	3
<b>Parent and Teacher Conferences</b>	3
<b>Pledge of Allegiance</b>	3
<b>Schedule</b>	4
<b>School Activities</b>	4
<b>School Closing Procedures</b>	4
<b>Searches</b>	4
<b>Lockers and Personal Possessions Within a Locker</b>	5
<b>Desks</b>	5
<b>Personal Possessions and Student's Person</b>	5
<b>Patrols and Inspections</b>	5
<b>Search of Interior of a Student's Motor Vehicle</b>	5
<b>Student Publications and Materials</b>	5
<b>Distribution of Nonschool-Sponsored Materials on School Premises</b>	5
<b>School Sponsored Student Publications</b>	6
<b>Student Records</b>	6
<b>Student Surveys</b>	6
<b>Transportation of Public-School Students</b>	7
<b>Video and Audio Recording</b>	7
<b>School Buses</b>	7
<b>Places Other than Buses</b>	7
<b>PART II - ACADEMICS</b>	8
<b>Alternative Educational Opportunities</b>	8
<b>Cheating and Plagiarism</b>	8
<b>Class Rank/Academic Standing</b>	8
<b>Early Graduation</b>	8
<b>Extended School Year Opportunities</b>	8
<b>Field Trips</b>	8
<b>Grades</b>	8
<b>Graduation Requirements</b>	8
<b>Course Credits Required</b>	9
<b>Minnesota Academic Standards</b>	10
<b>School District Required and Elective Standards</b>	10
<b>Homework</b>	10
<b>Promotion and Retention</b>	10
<b>Postsecondary Enrollment Options</b>	10
<b>Summer School</b>	11
<b>Parent Right to Know</b>	11

<b>PART III – RULES AND DISCIPLINE</b>	12
<b>Attendance</b>	12
<b>Bullying Prohibition</b>	12
<b>Buses – Conduct on School Buses and Consequences for Misbehavior</b>	12
<b>Cell Phones and Other Electronic Communication Devices</b>	13
<b>Discipline</b>	14
<b>Dress and Appearance</b>	14
<b>Drug -Free School and Workplace</b>	14
<b>Harassment and Violence Prohibition</b>	14
<b>Hazing Prohibition</b>	15
<b>Internet Acceptable Use</b>	15
<b>Parking on School District Property</b>	15
<b>Students</b>	15
<b>Visitors</b>	16
<b>Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices</b>	16
<b>Truancy – Pipestone County Truancy Policy</b>	16
<b>Vandalism</b>	17
<b>Weapons Prohibition</b>	17
<b>PART IV – HEALTH AND SAFETY</b>	18
<b>Accidents</b>	18
<b>Crisis Management</b>	18
<b>Emergency Contact Information</b>	18
<b>Health Information</b>	18
<b>First Aid</b>	18
<b>Communicable Diseases</b>	18
<b>Health Services</b>	19
<b>Immunizations</b>	19
<b>Medications at School During the School Day</b>	19
<b>Pesticide Application Notice</b>	19
<b>Safety</b>	20
<b>Visitors in District Buildings</b>	20
<b>APPENDIXES</b>	
<b>1. School District Policy Cross Reference Table</b>	21
<b>2. Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees</b>	22
<b>3. Student Records</b>	26
<b>4. Student Surveys</b>	29
<b>5. Student Discipline</b>	31
<b>6. Student Attendance</b>	50
<b>7. Bullying Prohibition</b>	56
<b>8. Student Dress and Appearance</b>	64
<b>9. Drug-Free Workplace/Drug-Free School</b>	67
<b>10. Harassment and Violence</b>	72
<b>11. Hazing Prohibition</b>	79
<b>12. Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco Related Devices, and Electronic Delivery Devices</b>	83
<b>13. School Meals Policy</b>	86
<b>14. Parent/Guardian Refusal for Student Participation in Statewide Assessments</b>	88

## Introduction

Welcome to the Pipestone Area School District!

It is with great excitement and anticipation that I step into the role of Middle and High School Principal at Pipestone Area School. I am honored to join this vibrant community and look forward to working together to create an enriching and supportive environment for all our students.

At Pipestone Area School, we are committed to fostering a culture of academic excellence, personal growth, and inclusivity. Our dedicated team of educators and staff is passionate about providing the best possible education and experiences for our students. We believe that every student has unique strengths and potential, and it is our mission to help each one thrive and succeed.

As we embark on this new journey together, I am eager to hear from you—students, parents, and staff alike. Your insights, feedback, and support are invaluable as we strive to continuously improve and innovate. I encourage open communication and collaboration, and I am always available to listen to your ideas and concerns.

Thank you for welcoming me into the Pipestone Arrow family. Together, I am confident that we will achieve great things and create a nurturing, inspiring, and successful learning environment for all.

Warm regards,

Mrs. Sonja Ortman

Middle School/High School Principal

Pipestone Area School District is located in Pipestone, MN. Heartland Colony is located on North Highway 75. Pipestone Area School District serves the communities of Hatfield, Holland, Ihlen, Jasper, Pipestone, Trosky and Woodstock. The district is located in Pipestone, Murray and Rock Counties and is 416.7 land square miles. We are proud of the comprehensive educational program we offer our community.

## **PART I – INFORMATION**

### **Arrival and Dismissal Hours**

School building hours are from 8:15 a.m. to 3:15 p.m.

### **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at **Will UPDATE when Amended Calendar is Approved in August.**

### **Complaints**

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

### **E-Learning Day Plan**

The state of Minnesota allows up to five e-learning days per year. While e-learning certainly does not replace face-to-face instruction, Pipestone Area School District believes that it can be a valuable alternative for students when inclement weather prevents us from being in the building. Teachers communicate the plan for potential e-learning to students throughout the year. Students may have assignments located on Google Classroom, they may be asked to attend Zoom meetings, or they may be asked to watch previously recorded lectures/video. Students must "check in" in order to be counted present for e-learning.

### **Eighteen-Year-Old Students**

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

### **Employee Directory**

The staff directory can be found on the [school district website](#).

### **Employment Background Checks**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

### **Equal Access to School Facilities**

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during noninstructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

## **Fees**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school superintendent.

## **Food in the Classrooms**

Students may bring water bottles to school. Other food or drink items are prohibited in the classroom setting. The classroom teacher reserves the right to allow occasional snacks or treats.

## **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Activities Director. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

## **Gifts to Employees**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

## **Graduation Ceremony**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

## **Interviews of Students by Outside Agencies**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

## **Lead-in-Water Annual Notification**

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten through grade 12 to test for lead in water every 5 years. This statute also requires schools districts to make the results of the testing available to the public for review and notify parent of the availability of the information. Notification may be accomplished by publishing a statement in the "Back to School" newsletter or another publication that is available to staff, students, parents and the public. Pipestone Area Schools have historically conducted and continues to conduct Lead in Drinking Water testing per the Minnesota Department of Health guidelines.

Pipestone Area Schools are committed to providing a safe working and learning environment for employees and students. The district has developed a Lead in Water management plan and testing program that complies with the Minnesota Statute 121A.335, as well as Minnesota Department of Health (MDH), and Minnesota Department of Education (MDE)

For more information on Pipestone Area School's lead reduction program and testing results, please contact Main Office at 507-825-5861.

## **Library and Media Center**

The library/media center is open during school hours. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

## **Lunch**

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school.

Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home. Please see the school website under "Food Nutrition Service" for more specific information.

## **Messages to Students**

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited.

## **Nondiscrimination**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Dr. Klint W. Willert, Superintendent, 1401 7<sup>th</sup> St SW, Pipestone, MN 56164, 507-562-6068 as the district's human rights officer to handle inquiries regarding nondiscrimination.

## **Notice of Violent Behavior by Students**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **Parent and Teacher Conferences**

Parent and teacher conferences will be held November 14 and November 19 from 4-8 pm. For more information, contact the building principal.

## **Pledge of Allegiance**

Students will recite the Pledge of Allegiance to the flag of the United States of America every day. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

## Schedule

Period	Time
1	8:15 – 9:08
2	9:11 – 10:04
3	10:07 – 11:00
4 for HS	11:03 – 11:56
MS to lunch	Middle School lunch 11:03 – 11:33
4 for MS	11:36 – 12:29
HS to lunch	High School lunch 11:59 – 12:29
5	12:32 – 1:25
6	1:28 – 2:20
7	2:23 – 3:15

## School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to represent responsibly the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Pipestone Area School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Mr. Rick Zollner, Activities Director.

There is no cost for student participation in activities. Students may not practice until all paperwork is completed. Any exceptions must be approved by the administration. All PAS students in grades K-12 receive a free activity pass.

## School Closing Procedures

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over KLOH, KISD, and KJOE Radio; the school website and Facebook page; school messenger, schoolapp, and Keloland TV.

## Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the

item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

### **Lockers and Personal Possessions Within a Locker**

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

### **Desks**

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

### **Personal Possessions and Student's Person**

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

### **Patrols and Inspections of Vehicles on Campus**

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

### **Search of the Interior of a Student's Motor Vehicle**

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

### **Student Publications and Materials**

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school-sponsored publications may not be distributed without prior approval.

### **Distribution of Non-School-Sponsored Materials on School Premises**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For

detailed information, see the complete "Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees" policy (*Appendix 2*).

### **School-Sponsored Media**

The school district may exercise editorial control over the style and content of student expression in school-sponsored media as defined in **Policy 512** and activities. Student media advisers shall supervise student writers to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
10. expresses or advocates sexual, racial, or religious harassment or violence or prejudice;  
or
11. is distributed or displayed in violation of time, place, and manner regulations.

### **Student Records**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" (*Appendix 3*). A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be viewed [online](#), or in the MS/HS office.

### **Student Surveys**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" (*Appendix 4*). A complete copy of the school district's "Student Surveys" policy may be viewed [online](#), or in the MS/HS office.

## **Transportation of Public-School Students**

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked by school administration or have been voluntarily surrendered by the students' parent or guardian.

## **Video and Audio Recording**

### **School Buses**

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

### **Places Other Than Buses**

The school district buildings and grounds are equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

## **PART II – ACADEMICS**

### **Alternative Educational Opportunities**

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the principal, Mrs. Sonja Ortman.

### **Cheating and Plagiarism**

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy (*Appendix 5*).

### **Class Rank/Academic Standing**

Pipestone Area Schools identifies a Valedictorian and Salutatorian for graduation. In addition, the "laude Latin model" will be used to recognize academic excellence.

Summa Cum Laude- 4.0 GPA  
Magna Cum Laude- 3.75-3.99 GPA  
Cum Laude- 3.5-3.74 GPA

### **Early Graduation**

Students may be considered for early graduation after meeting the conditions provided in school district policy.

### **Extended School Year Opportunities**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact your child's case manager.

### **Field Trips**

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

### **Grades**

Students' grades will be reported consistently during the year. Parents and students may access current grades and missing assignments on StudentVue or ParentVue portals. Report cards may be printed, or they are fully available online.

### **Graduation Requirements**

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Pipestone Area School District. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate

assessments, and/or other applicable tests. Parents may opt out of the statewide assessments for their student(s) by completing the form in *Appendix 14* and returning it to the school district office.

### Course Credits Required

To receive a diploma, students must successfully complete at least 21.5 credits and comply with the following high school level course requirements:

<b>High School Level Courses Required for Graduation</b>		
<b>Subject Area</b>	<b>Credits</b>	<b>Explanation</b>
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Must be sufficient to satisfy all of the academic standards in mathematics
Science	3	Must include one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12
Social Studies	3½	Must encompass at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies
Arts	1	Must be sufficient to satisfy all of the academic standards in the arts
Physical Education	"Credit"	Must be sufficient to satisfy the state standards in physical education
Elective Courses	7 (minimum)	

**Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12.**

[Graduation Requirements \(mn.gov\)](https://www.mn.gov)

## Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

## School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the High School Principal.

## Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

## Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the High School Principal.

## Postsecondary Enrollment Options

High School students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. Up-to-date information about the PSEO program will be published on the district's website and in materials that are distributed to parents and students by the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year.

Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the Ellen Dulas, High School Counselor by October 30 or May 30 to indicate the pupil's intent to enroll in

postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact Ellen Dulas, High School Counselor.

### **Summer School**

The school district may provide summer school learning opportunities. Students who did not pass one or two semesters of a core content class are eligible for attendance at summer school. Parents are encouraged to support their students in attending summer school to recover academic credit. Contact Mrs. Ortman, Principal, for more information.

### **Parent Right to Know**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **PART III — RULES AND DISCIPLINE**

### **Attendance**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the "Student Attendance" policy (*Appendix 6*).

### **Bullying Prohibition**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy (*Appendix 7*).

### **Buses – Conduct on School Buses and Consequences for Misbehavior**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.

- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

### **Cell Phones and Other Electronic Communication Devices**

In this section, **"cell phone" refers to a smart phone, smart watch, and/or wireless earbuds/headphones, and other personal connected technology devices.**

The school board recognizes the challenges created with personal cell phones, smart watches, and wireless ear buds/headphones during the academic portion of the school day. These devices can be distracting and can contribute to cyber bullying as well as disruption to academic time in the school day.

During the academic portions of the school day cell phones, smart watches, wireless ear buds/headphones, and other personal connected technology devices shall be stored in a secure location. Exceptions include a device prescribed by an IEP or 504, or medically directed by a physician.

As directed by administration, students will either store their "cell phones" in an administratively designated secure location in the classroom upon entering, or keep "cell phones" in their lockers.

"Cell phones" are not to be accessed during the academic portions of the school day. These rules are designed to enhance the educational experience in the classroom and to minimize distraction and the impact of cell phone and personal device use on student behavior, mental health, and academic achievement.

#### **Cell phone policy for high school:**

1. Cell phones will be allowed before school, during lunch, and after school. Students are not allowed to use these devices during the time that class is in session. It is the expectation of the school that students place their cell phones on silent in a designated location within the classroom that has been determined by the classroom teacher. High school students should not have phones out when the bell rings to start class and until after the bell rings to release students to their next class.
2. If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment brought to school.

#### **Cell phone policy for middle school:**

1. Electronic devices are permitted before and after school. During the day they are to be turned off and in the student's locker. Consequences may include loss of device for the school day, detention, or parental notification and collections.
2. If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment brought to school.

#### **Middle School/High School Consequences for Violating Cell Phone Policy:**

- 1<sup>st</sup> offense: verbal warning/documentated/confiscation of phone until the end of the day (in the office)
- 2<sup>nd</sup> offense: Automatic 30-minute detention/confiscation of phone until the end of the day (parent contact)

- 3<sup>rd</sup> offense: Automatic 60-minute detention/confiscation of phone until the end of the day (parent contact)
- 4<sup>th</sup> offense: Automatic 90-minute detention. Cell phone plan created with parent/guardian and school administration. Phone will be held by administration during days or not allowed on site.

## **Discipline**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy (*Appendix 5*).

## **Dress and Appearance**

Pipestone Area School students are expected to come to school dressed in clean and appropriate clothing to conform to educational standards. See the "Student Dress and Appearance" policy (*Appendix 8*).

**Neat and Clean Attire:** Clothing should be clean, in good condition, and appropriately sized.

**Coverage:** Students should wear clothing that adequately covers the body. This generally means no overly revealing clothing.

### **Prohibited Items:**

- Clothing with offensive, inappropriate, or discriminatory language or imagery.
- Apparel promoting drugs, alcohol, tobacco, or illegal activities.
- Gang-related attire.
- Head coverings inside the building, unless for religious or medical reasons.

Students who violate the dress code policy will be spoken to by the principal or dean of students. Students will be given an opportunity to change into something more appropriate.

## **Drug-Free School and Workplace**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication and Telehealth" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency. See the "Drug-Free Workplace Drug-Free School" policy (*Appendix 9*)

## **Harassment and Violence Prohibition**

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance,

sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (*Appendix 10*).

### **Hazing Prohibition**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy (*Appendix 11*).

### **Internet Acceptable Use**

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer 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, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy is available [online](#), or in the MS/HS office.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form yearly.

### **Parking on School District Property**

#### **Students**

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;

- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day. Exceptions include senior students with privileges and parent verification/authorization.
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy (*Appendix 5*).

### **Visitors**

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

### **Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see *Appendix 12*. Contact the building principal if you have questions or wish to report violations.

### **Truancy – Pipestone County Truancy Policy**

Research data tells us that students who become truant do not perform as well in school as those who attend school each and every day. Truancy could also lead to a student dropping out of school and sabotaging their opportunity for future employment success. The community, schools, parents, and the student share in the responsibility to promote regular attendance.

#### **What is the Definition of Truancy?**

There are two classifications of truancy according to Minnesota Statutes 260A.02, subd. 3. A continuing truant and habitual truant are defined as follows:

A **continuing truant** is a student, under the age of 18, who is absent from attendance at school without lawful excuse for:

- \*three or more days in one school year in elementary school; or
- \*three or more class periods or three or more days in one school year in middle, junior, and senior high school.

A **habitual truant** is a student, under 18, who is absent without a valid excuse for:

- \*seven or more days in elementary school; or
- \*one or more class periods on seven school days or seven or more days in middle, junior, and senior high school.

#### **District/School Responsibility**

The school is the arbitrator of whether or not student's absences are excused or unexcused. Examples

of excused absences could be parent/doctor verified illness, family emergencies, and medical/dental appointments. Examples of unexcused absences could be overslept, babysitting, missed the bus, and no call/note from parent. Family vacation may be considered unexcused if prior arrangements have not been made with the school.

The districts, under the umbrella of the mission of public education, shall provide instruction to every child between the ages of 7 and 18 (Minnesota Statue 120A.ss, subd. 5). This means according to Minnesota Statue 260A.03, that a child who has **one to three unexcused absences, the parent must be notified** immediately. The school is legally responsible to begin the intervention (see Truancy Intervention Levels) which includes parent notification. It also includes the school setting up a meeting with a parent and child (and Family Services after 3-6 absences) and /or detention for the child. **A school is required to report the student in violation of the law at seven unexcused absences** according to Minnesota Statue 260.131, subd 1b.

### **Parent Responsibility**

Parents hold primary responsibility for their child's attendance at school (Minnesota Statute 120A.22, subd. 1). Failure for parents to compel their children to attend school could result in criminal penalties of a \$700 fine and/or 90 days in jail.

Any student between the ages of 16 and 18 may withdraw from school if the student's parents or guardians do the following:

- \*Attend a meeting with school personnel to discuss the educational opportunities available to the student including alternative education opportunities; and
- \*Sign a written election to withdraw.

### **Pipestone County's Responsibility**

Upon receipt of the Truancy Offense Report and referral form from the school:

- \*Review the information to insure that the Truancy Offense Report and Referral form is complete.
- \*Participate in a team meeting with the child/family/school.
- \*Provide intervention, and services as needed to assist the child to return to school and stay in school.
- \*Involve the court only when necessary.

### **Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

### **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the Middle/High School Principal.

## **PART IV – HEALTH AND SAFETY**

### **Accidents**

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the middle school/high school main office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### **Crisis Management**

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The “Crisis Management” policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

### **Emergency Contact Information**

When parents register their children at Pipestone Area School, they are asked to fill out information which includes identifying an emergency contact. At Open House every year, families have an opportunity to update this information.

### **Health Information**

#### **First Aid**

The nurse’s office in each building is equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the building’s administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in the following areas:

- Outside auditorium doors, across from district office
- Outside the gymnasium by the water fountain across from the wrestling room
- 2<sup>nd</sup> Floor, top of stairs, above library
- 6 AEDs in athletic department, rotated locations during seasons

Tampering with any AED is prohibited and may result in discipline.

### **Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student’s attendance creates a significant risk of transmitting the illness to others.

## **Health Service**

The student health office is staffed by a trained registered nurse.

Students who become sick at school should ask their teacher for a pass to see the nurse. The school nurse and the attendance secretary will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. email the attendance secretary at [hsmsattendance@pas.k12.mn.us](mailto:hsmsattendance@pas.k12.mn.us)

## **Immunizations**

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. 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 reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse, Josie Loll, at [Josie.Loll@pas.k12.mn.us](mailto:Josie.Loll@pas.k12.mn.us)

## **Medications at School During the School Day**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section 504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

## **Pesticide Application Notice**

A Minnesota state law went into effect in 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule please contact Cody Heidebrink, Maintenance and Grounds, Pipestone Area School, 1401 7<sup>th</sup> St. SW, Pipestone, Minnesota, 56164 or call at (507)825-5861

## **Safety**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

### **Visitors in District Buildings**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the High School office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a "visitors' badge" while in the building during the school day. Visitors are asked for their government-issued identification, which is returned upon the departure of the visitor. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

## APPENDIXES

### 1. School District Policy Cross Reference Table

Topic.....	Model Policy Number(s)
Accidents .....	806
Alternative Educational Opportunities.....	605
Attendance.....	503
Bullying Prohibited .....	514
Cell Phone.....	506
Class Assignments.....	515
Complaints.....	103
Course Credits Required.....	604
Crisis Management.....	806
Discipline .....	506
Drug-Free School and Workplace .....	417, 418
Emergency Contact Information .....	515
Employee Directory .....	406
Employment Background Checks.....	404
Equal Access to School Facilities.....	801
Extended School Year .....	508
Field Trips .....	610
Fundraising .....	511
Gifts to Employees .....	421
Graduation Requirements.....	613
Harassment and Violence Prohibited .....	413
Hazing Prohibited .....	526
Health Information .....	420, 516, 518, 530, 806
Homework .....	506, 612.1
Internet Acceptable Use .....	524
Interviews of Students by Outside Agencies.....	519
Nondiscrimination.....	102, 401, 521, 522, 528
Notification of Violent Students .....	529
Parking on School District Property .....	527
Pledge of Allegiance.....	531
Post-Secondary Enrollment Options .....	620
Schedule.....	602
School Activities.....	510
School Closing Procedures.....	806
School Calendar .....	602
Searches .....	502, 527
Student Dress and Appearance .....	504
School Meals Policy.....	534
School Promotion and Retention.....	513
Student Publications and Materials .....	505, 512
Student Records .....	515
Student Surveys .....	520
Summer School .....	623
Tobacco-Free Schools .....	419
Transportation of Public School Students.....	707, 709, 710
Vandalism .....	506
Video and Audio Recording.....	711, 712
Visitors in School District Buildings .....	903
Weapons Prohibited.....	501

## **2. DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

### **I. PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

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

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

### **III. DEFINITIONS**

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
  - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption"

is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

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

#### **IV. GUIDELINES**

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
  1. is obscene to minors;
  2. is libelous or slanderous;
  3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  4. advertises or promotes any product or service not permitted to minors by law;
  5. advocates violence or other illegal conduct;
  6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
  7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
  2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
  3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
  4. the quantity or size of materials to be distributed;
  5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
  6. whether distribution would require that nonschool persons be present on the school grounds;
  7. whether the materials are a solicitation for goods or services not requested by the recipients.

**V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

**VI. PROCEDURES**

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
  2. Date(s) and time(s) of day intended for distribution.
  3. Location where material will be distributed.
  4. If material is intended for students, the grade(s) of students to whom the distribution is intended.

- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

## **VII. DISCIPLINARY ACTION**

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

### 3. Student Records

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. 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.

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.

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 disclosures without consent;
4. 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;
5. That the school district forwards education records on request to a school or post-secondary education 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 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act 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;
6. 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. The name and address of the office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-8520

The school has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

1. It classifies records as public, private, or confidential.
2. It establishes procedures and regulations to permit parents/guardians 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.
3. It establishes procedures and regulations to allow parents/guardians 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.
4. It establishes procedures and regulations for access to and disclosure of education records.
5. 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.

Copies of the school board policy and accompanying procedures and regulations are available to parents/guardians and students upon written request to the Superintendent.

### **Directory Information**

Pursuant to applicable law, Pipestone Area School District gives notice to parents/guardians 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" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

**Under federal law**, "directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes 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:

- a. a student's social security number;
- b. 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;
- c. 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;
- d. personally identifiable data which references religion, race, color, social position, or nationality;  
or
- e. 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.

**Under Minnesota law**, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

- f. The directory 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.
- g. 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.
- h. 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:
  - Name of student and parent, as appropriate;
  - Home address;
  - School presently attended by student;
  - Parent's legal relationship to student, if applicable;
  - 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.

#### **Information to Military Recruiters**

Pursuant to applicable law, Pipestone Area School District gives notice to parents/guardians of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiters only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers 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 without prior consent.**

**To refuse release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority, the building principal, by September 1 each year. This written request must include the following information:**

- **Name of student and parent, as appropriate;**
- **Home address;**
- **Student's grade level;**
- **School presently attended by student;**
- **Parent's legal relationship to student, if applicable;**
- **Specific category or categories of information which are not to be released to military recruiters without prior consent;**
- **Specific category or categories of directory information which are not to be released to the public, including military recruiters.**

**[NOTE: Refusal to release the above information to military recruiting officers alone does not affect the school district's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the Directory Information section above also must be followed. If you do not want your child's or eligible student's directory information (including a school district-provided email address) released to military recruiting officers, 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.]**

#### 4. Student Surveys

Pipestone Area School District 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:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue SW  
Washington, DC 20202-8520

The following is a schedule of activities requiring parental notice 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).

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*Date:*

*Grades:* [see sample activity notices attached]

*Activity:*

*Summary:*

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

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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 Sonja Ortman, 1401 7<sup>th</sup> St SW, Pipestone, MN 56164. Mrs. Ortman 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.

## **5. Student Discipline**

### **I. PURPOSE**

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

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

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

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

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

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

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

### **III. DEFINITIONS**

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school

administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

#### **IV. POLICY**

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
  - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
  - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
  - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

#### **V. AREAS OF RESPONSIBILITY**

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and

parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. A teacher, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged

and fulfilled.

I. Reasonable Force Reports

1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

**VI. STUDENT RIGHTS**

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

**VII. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;

- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

### **VIII. CODE OF STUDENT CONDUCT**

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
  - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  - 2. The use of profanity or obscene language, or the possession of obscene materials;
  - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
  - 4. Violation of the school district's Hazing Prohibition Policy;
  - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  - 6. Violation of the school district's Student Attendance Policy;
  - 7. Opposition to authority using physical force or violence;

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

Transportation Safety Policy;

24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or

indecent exposure;

40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **IX. RECESS AND OTHER BREAKS**

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
  1. a student causes or is likely to cause serious physical harm to other students or staff;
  2. the student's parent or guardian specifically consents to the use of recess detention; or
  3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.

- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

**X. DISCIPLINARY ACTION OPTIONS**

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

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

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

**XI. REMOVAL OF STUDENTS FROM CLASS**

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

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

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

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

A student must be removed from class immediately if the student engages in assault or violent behavior. “Assault” is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student From a Class.
1. The building principal will determine the amount of time appropriateness of a student removal from class.
  2. The teacher will follow up on any removal from class with a written description of the incident which led to the request for a student to be removed.
  3. Documentation is recorded in the district adopted Student Information System.
- D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)
1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.
- E. Responsibility for and Custody of a Student Removed from Class.
1. Any student removed from class should report to the principal's office immediately.
  2. A student removed from class will be expected to walk to the office without an escort, unless the situation warrants an escort be present.
  3. While removed from class, the student may be assigned to a supervised study area and is expected to complete assignments missed while removed.
  4. The building principal or designee will be responsible for assigning the student to a supervised study area while removed from class.
- F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.
1. Principal/Teacher/Parent/Student conference to discuss terms and conditions of the students return to class.
  2. Conditional return based on terms and conditions defined by the conference.
- G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;
1. Parent/Guardian will be notified by phone, email, or USPS mail whenever there is a violation of school rules which results in disciplinary action.
  2. When appropriate, a conference with the parent/guardian and student will be held prior to readmission to school or a class.
- H. Students with a Disability; Special Provisions.

1. Any violation of school rules by a disabled student which results in serious disciplinary action or continuous assignment of less severe consequences will be followed up by a conference to determine if further assessment is needed, to review the adequacy of the current IEP and to determine if a referral is needed.
  - 2.. Any student suspected of having a disability may be referred to Special Education services for assessment and determination of eligibility.
- I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. District will convene a chemical abuse preassessment team to the extent necessary.
  2. Staff shall report chemical abuse concerns to the appropriate administrator for referral to the chemical abuse preassessment team.

## **XII. DISMISSAL**

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

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

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learner's Pre-K through Grade 3 as defined in Minnesota Statutes, section 121A.425, is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
1. Willful violation of any reasonable school board regulation, including those found in this policy;
  2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
  3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
- C. Disciplinary Dismissals Prohibited
1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:

- a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
  - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
  3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of

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

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

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

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present

evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

### **XIII. ADMISSION OR READMISSION PLAN**

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

### **XIV. NOTIFICATION OF POLICY VIOLATIONS**

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

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

#### **XV. STUDENT DISCIPLINE RECORDS**

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

#### **XVI. STUDENTS WITH DISABILITIES**

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

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

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

#### **XVII. OPEN ENROLLED STUDENTS**

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

#### **XVIII. DISCIPLINE COMPLAINT PROCEDURE**

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

#### **XIX. DISTRIBUTION OF POLICY**

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

## **6. Student Attendance**

### **I. PURPOSE**

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

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

#### A. Responsibilities

##### 1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

##### 2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

##### 3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

##### 4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to a truant officer, a principal, or the superintendent. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

**[NOTE: This paragraph quotes Minnesota Statutes, section 120A.22.]**

- b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.
- c. The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.
- d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

- (1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:
  - (a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth;
  - (b) family emergencies;
  - (c) the death or serious illness or funeral of an immediate family member;
  - (d) active duty in any military branch of the United States;
  - (e) the child has a condition that requires ongoing

treatment for a mental health diagnosis; or

(f) other exemptions included in this attendance policy.

(2) that the child has already completed state and district standards required for graduation from high school; or

(3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public-school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

c. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student which was not approved by the parent and/or the school district.

(2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

(3) Work at home.

(4) Work at a business, except under a school-sponsored work release program.

(5) Vacations with family.

(6) Personal trips to schools or colleges.

(7) Absences resulting from cumulated unexcused tardies

(8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in

accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

- (2) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (3) Students with unexcused absences shall be subject to discipline in the following manner:
  - (a) After 10 cumulated unexcused absences in a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
  - (b) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

### C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
  - a. Students tardy at the start of school must report to the school office for an admission slip.
  - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

  - a. Illness.
  - b. Serious illness in the student's immediate family.
  - c. A death or funeral in the student's immediate family or of a close friend or relative.
  - d. Medical, dental, orthodontic, or mental health treatment.
  - e. Court appearances occasioned by family or personal action.
  - f. Physical emergency conditions such as fire, flood, storm, etc.
  - g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
  - b. Consequences of tardiness may include detention after 2 unexcused tardies.
- D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs
- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
  - 2. School-initiated absences will be accepted and participation permitted.
  - 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
  - 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
  - 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

### **III. RELIGIOUS OBSERVANCE ACCOMMODATION**

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodation should be directed to the building principal.

### **IV. DISSEMINATION OF POLICY**

- A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
- B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

### **V. REQUIRED REPORTING**

#### A. Continuing Truant

Minnesota Statutes, section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, section 120A.05, without valid excuse within a single school year for:

- 1. Three days if the child is in elementary school; or
- 2. Three or more class periods on three days if the child is in middle school, junior

high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes, section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes, section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes, chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes, section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, chapter 260A.

## **7. Bullying Prohibition**

### **I. PURPOSE**

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

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

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
  - 1. on the school premises, at the school functions or activities, on the school transportation;
  - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
  - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

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

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

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

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

### **III. DEFINITIONS**

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

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

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

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

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

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

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

- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or

from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

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

#### **IV. REPORTING PROCEDURE**

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

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

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

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

## **V. SCHOOL DISTRICT ACTION**

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504

team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

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

## **VII. TRAINING AND EDUCATION**

- A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct.. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying,

the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

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

### **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.
- C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.
- D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.
- E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.
- G.
- H. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

### **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

## **8. Student Dress and Appearance**

### **I. PURPOSE**

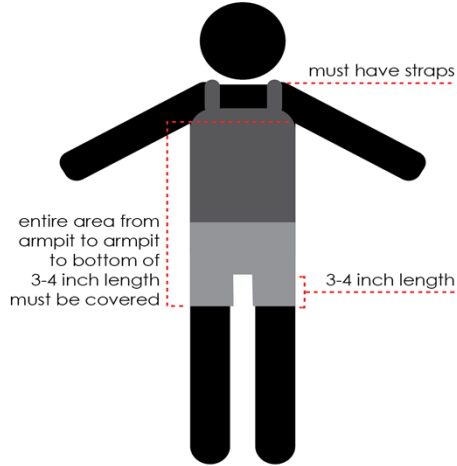
The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

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

- A. The policy of the school district is to encourage students to be dressed suitably [or appropriately] for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.
- C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
  - 1. does not injure people or damage property;
  - 2. does not materially and substantially disrupt or interfere with the educational process or classwork;
  - 3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
  - 4. does not involve substantial disorder or invasion of the rights of others.

Such clothing includes, but is not limited to, the following:

- 1. Clothing for the weather.
  - 2. Clothing that does not create a health or safety hazard.
  - 3. Clothing for the activity (i.e., physical education or the classroom).
  - 4. Footwear that does not present a safety hazard.
  - 5. Headwear, including hats/caps, hoods, or head coverings, are not allowed. Students may wear headgear for a medical or religious reason.
- C.
- 1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image).



2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
  3. Apparel promoting products or activities that are illegal for use by minors.
  4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.
- D. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

### III. PROCEDURES

- A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimalizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.
- B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the

health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).

- C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.

**In 2023, the Minnesota legislature enacted the second sentence in Paragraph C above.**

- D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

## **9. Drug-Free Workplace/Drug-Free School**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

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

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

### **III. DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code, section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery

method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").

- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
- I. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.
- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program as a pupil solely because the patient or person is enrolled in the registry program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related

benefit under federal law or regulations.

## **V. PROCEDURES**

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## **VI. SCHOOL PROGRAMS**

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
  - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and

2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
  - C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

## **VI. ENFORCEMENT**

### **A. Students**

1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

### **B. Employees**

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school

board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

## **10. Harassment and Violence**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

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

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

### **III. DEFINITIONS**

- A. "Assault" is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
  - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Disability" means, with respect to an individual who
    - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
    - b. has a record of such an impairment; or
    - c. is regarded as having such an impairment.
  2. "Familial status" means the condition of one or more minors having legal status or custody with:
    - a. the minor's parent or parents or the minor's legal guardian or guardians; or
    - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
  3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
  4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
  5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. "Sexual orientation" means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity.
  7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct

or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or

- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written

statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

- G. In the District. The school board hereby designates the superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent<sup>1</sup>, or designee.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

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<sup>1</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

## **VII. RETALIATION OR REPRISAL**

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

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

## **11. Hazing Prohibition**

### **I. PURPOSE**

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

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

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

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

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

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

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

### **III. DEFINITIONS**

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely

on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

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

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

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

## **V. SCHOOL DISTRICT ACTION**

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

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

## **VI. RETALIATION OR REPRISAL**

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

**12. Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

**III. DEFINITIONS**

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.

- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.
- C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

#### **V. VAPING PREVENTION INSTRUCTION**

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.

- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

**[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]**

## **VI. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

### **13. School Meals Policy**

#### **I. PURPOSE**

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

#### **II. PAYMENT OF MEALS**

- A. Students have use of a meal account. The Food Service Program is a pre-payment program. Meal accounts should be maintained with a positive balance at all times. If a lunch balance reaches zero, a student may no longer charge any a la carte items or second meals until funds are deposited into the account. Submit payments to Pipestone Area Schools Food Service Department, 1401 7<sup>th</sup> St SW, Pipestone, MN 56164 or making a payment online at [mypaymentsplus.com](http://mypaymentsplus.com)
- B. A school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
- C. Each school that participates in the free school meals program must:
  - (1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
  - (2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
- D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- E. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

#### **III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION**

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$5. Families will be notified by e-mail, automated calling system and/or letters sent home.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

#### **IV. UNPAID MEAL CHARGES**

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances not paid prior to the end of the school year, will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

#### **V. COMMUNICATION OF POLICY**

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
  - 1. all households at or before the start of each school year;
  - 2. students and families who transfer into the school district, at the time of enrollment; and
  - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy

## 14. Parent/Guardian Refusal for Student Participation in Statewide Assessments



### Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

#### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

#### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

#### ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

#### Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

#### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

#### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >  
Students and Families >  
Programs and Initiatives >  
Statewide Testing)

### Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20\_\_ to 20\_\_ school year.)



### Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

#### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

- |   |  |
|---|--|
| <input type="checkbox"/> MCA/MTAS Reading     | <input type="checkbox"/> MCA/MTAS Science        |
| <input type="checkbox"/> MCA/MTAS Mathematics | <input type="checkbox"/> ACCESS/Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022 - Page 2 of 2



# **PIPESTONE** **ARROWS**

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Pipestone Area Schools | Independent School District #2689

# **EMPLOYEE** **HANDBOOK**

# TABLE OF CONTENTS

Contact Information	1
Preface	2
About Our School	2
Employee Questions & Concerns	3
Employment	3
Hours	3
Compensation	3
Wage Theft Law	4
Direct Deposit	4
Income Withholding	4
Payday	4
Overtime Pay	4
Timesheets	4
Unemployment Compensation	5
Wage Disclosure Protection	5
Workers' Compensation	5
BENEFITS	5
Retirement Plans	5
Teachers Retirement Association	5
Public Employees Retirement Association	6
Investments 403 (B)	6
Vision Insurance	6
Dental Insurance	6
Health Insurance	6
Health Savings Account (HSA)	6
Life and Accidental Death & Dismemberment	7
Long-Term Disability	7
Legal Shield	7
AFLAC	7
Flex	7
Employee Assistance Program	7
COBRA	8
Earned Sick and Safe Time (ESST)	9
EMPLOYEE POLICIES AND PRACTICES	9
Absence/Tardiness/Excused Absence/Unexcused Absence	9
Absence/Delayed Arrival	10
Absence Management	10
Building Security	10
Child Custody	11
Confidentiality	11
Contributions and Solicitations	10
Copy Machines	11
Data Privacy	11
District #2689 Computer and Tennessee Notice	12
Dress Code	12
Employee Performance	12
Gifts or Favors	12
Job Posting/Employment Application	13
Mail/Email	13
Mandated Reporting	
Medication	

Name Badges and Keys	13
Outside Employment/Employee Conflict of Interest	13
Personal Leave	14
Personal Property on School District Premises	14
Personnel Records	14
Purchasing of Supplies	14
Reimbursement of Expenses	14
Resignation/Termination	14
School Vehicles	15
School Closing	15
School Lunch	15
Smoke Free Environment	15
Social Media	15
Staff Development Requests	15
Technology – Internet, Technology, and Cell Phone Acceptable Use and Safety	15
Telephones	15
Visitors/Registration of Visitors	16
BUILDING UTILIZATION/SAFETY	16
Access to Buildings After Hours	16
Crisis Management Plan	16
Health and Safety	16
Property of ISD #2689	16
Weapons	17
Tobacco-Free Environment	17
Drug-Free Workplace/Drug Free Schools	17
Bullying Prohibition	18
Hazing Prohibition	19
Harassment and Violence	19
Family and Medical Leave	19
Equal Employment Opportunity	19
Ethics	19
Code of Ethics for Minnesota Teachers	20
Code of Ethics for Pipestone Area Support Staff	20
Code of Ethics for Minnesota School Administrators	21
Employment Related Policies	22



# WELCOME LETTER FROM OUR SUPERINTENDENT



## Staff Handbook Intro - Superintendent

On behalf of the administrative team and the school board I want to express a sincere welcome to another exciting school year at Pipestone Area Schools! I want to extend my heartfelt appreciation for your dedication and commitment to the education and well-being of our students. Each of you plays a vital role in shaping the futures of the young minds entrusted to our care, and I am truly honored and humbled to lead such a talented and passionate team.

We are providing you the staff handbook. This document serves as an essential guide, outlining the district's policies and procedures that help ensure a safe, productive, and positive learning environment for everyone. Please refer to this handbook as well as your collective bargaining agreement or individual employment agreement as needed. Overall, following the guidelines, policies and procedures in the handbook and the collective bargaining agreement or individual contract or work agreement is not just a requirement but is a cornerstone of our shared commitment to excellence.

Adhering to district policies and procedures helps us maintain the high standards we set for ourselves and our students. It ensures consistency in our operations and fosters an environment of trust and respect. These expectations are not merely formalities; they are the foundation upon which we build a successful educational experience for our students.

The staff handbook is not a contract but rather is provided as a tool to provide guidance and serve as a quick reference for you as an employee. As we work together, I encourage you to familiarize yourselves with the handbook. It contains valuable information about our district's mission, values, and the various protocols we must follow to support you in your role.

As always, please know that my door is always open should you have any questions or need clarification about the policies and procedures outlined in the handbook. I am here to support you as we navigate this year together.

Thank you for your dedication to excellence and your unwavering commitment to the Pipestone Area Schools.

Best regards,



Dr. Klint W. Willert  
Superintendent  
Pipestone Area Schools



# CONTACT INFORMATION

## District Office

Hours: 7:30-4:30

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<b>Superintendent:</b>	Dr. Klint W. Willert	507-562-6068
<b>Supt. Admin Assistant:</b>	Deb Peschon	507-562-6068
<b>Business Manager:</b>	Jacque Kennedy	507-562-6072
<b>Human Resources/Payroll:</b>	Jennifer Dunn	507-562-6071
<b>Accounts Payable:</b>	Carol Rudie	507-562-6024

## Middle/High School

Hours: 7:30-4:00

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<b>Principal:</b>	Sonja Ortman	507-562-6081
<b>Admin Assistant:</b>	Kathy Baker	507-562-6099
<b>Attendance:</b>	Lori Goelz	507-562-6076
<b>Dean of Students:</b>	Scott Boomgaarden	507-562-6083
<b>Middle School Counselor:</b>	Tanya Schroyer	507-562-6096
<b>High School Counselor:</b>	Ellen Dulas	507-562-6085
<b>Student Services Assistant:</b>	Shauna Kuehl	507-562-6090
<b>Social Worker:</b>	Kaysee Slaba	507-562-6111

## Elementary

Hours: 7:30-4:00

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<b>Principal:</b>	Jennifer Morzvetz	507-562-6202
<b>Admin Assistant:</b>	Kristie Weinkauf	507-562-6204
<b>Office Manager:</b>	Heidi Smiloff	507-562-6203
<b>Dean of Students:</b>	Scott Sterud	507-562-6305
<b>Social Worker:</b>	Madeline Kranzler	507-562-6326

## District

Hours: 7:30-4:00

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<b>Coordinator of CTL:</b>	Lisa Pease	507-562-6202
<b>Tech Director:</b>	Josh Stukel	507-562-6105
<b>AD &amp; Community Ed:</b>	Rick Zollner	507-562-6084
<b>Maintenance Director:</b>	Len Burzynski	507-215-7844
<b>Grounds-Keeper:</b>	Cody Heidebrink	507-215-9536
<b>Food Service Director:</b>	Kim Tuin	507-562-6018



# PREFACE

The information contained in this handbook is provided to be a resource to you and may change at any time without notice. This is not an employment contract and does not create a contractual obligation of any kind. Pipestone Area Schools follows, policy, procedures, collective bargaining units, as well as state and federal laws.

The complete policies are accessible at <https://www.pas.k12.mn.us/school-board-policies/> or by contacting the District Office at 507-562-6068.

# ABOUT OUR SCHOOL DISTRICT

## GENERAL DESCRIPTION

ISD #2689 is located in Pipestone, Murray, and Rock Counties and covers 418 square miles. The population of the school district exceeds 7,000.

The communities served in ISD #2689 include Hatfield, Holland, Ihlen, Jasper, Pipestone, and Woodstock along with the surrounding rural areas.

ISD #2689 is in the heart of agricultural production county, which is as the primary economic resource. Major employers include Pipestone, New Horizon Grains, JBS Meats, Pepsi Distribution, Double D Gravel, and Wilson Manufacturing. Everything here revolves around agriculture.

ISD #2689 is also fortunate to have an education partner with the MN West-Pipestone Campus located north of town.

## SCHOOLS

- Pipestone Area Middle/High School was built in 2003 and encompasses over 196,000 square feet. The building has collaborative learning spaces, outdoor learning areas, an excellent performing arts center, four gym athletic complex, outside athletic facilities for football, baseball, tennis, softball and track. The middle/high school educates students in grades 6-12.
- Pipestone Area Elementary School opened September 2021 and is an 85,000 square foot addition to the MS/HS. It houses Preschool through grade five.
- MN West leases classroom areas to Pipestone Area Schools for Metal Working classes and Construction Trades.
- The District Office is located in the Middle/High School building. Conference Room 1148 in the MS/HS is used for School Board Meetings.
- ISD #2689 contracts with Taher for Food Service Management Services and Ludolph Bus Company for transportation services.

# EMPLOYEE QUESTIONS AND CONCERNS

Pipestone Area Schools follows a chain of command model. The order for resolving employee questions and concerns is as follows:

1. Employees are encouraged to resolve questions and concerns as close to the source as possible.
2. Communicate with building principal.
3. Communicate with Union Representative.
4. If applicable, file grievance through employment contract.
5. Communicate with superintendent.
6. Communicate with appropriate board level subcommittee.
7. Refer to the board of education for determination.

Administration supports this process and guarantees free access to use this problem-solving procedure.

## EMPLOYMENT

Employee working conditions are defined in each respective employee Master Agreements. Employees are requested to familiarize themselves with their respective master agreements. Any unanswered questions should be referred to the union representative or building principal. Specific attention should be paid to: holidays, vacations, leaves, work breaks, absences, hours of work, resignation and termination. Staff should refer to employee master agreement for references to snow day procedures.

## HOURS

The duration of hours and specific times of your workday are determined by your direct supervisor or outlined in your Master Agreement/Contract. For clarification of this information, or for approval of additional time, your direct supervisor must be contacted prior to the event, unless it is impossible to do so. Any additional hours worked must be approved by your direct supervisor prior to working the additional hours.

## COMPENSATION

Wages, salaries and benefits are established through negotiated labor contract agreements between the Independent School District #2689 Board of Education and the Exclusive Representative for the following employee groups:

Pipestone Area Educational Support Professionals for Paraprofessionals

Pipestone Area Educational Support Professionals for Custodians, Secretaries, and Accounts Payable

Pipestone Area Education Association

Pipestone Area Principals Association

Any questions regarding compensation, benefit enrollment, coverage or claim processing should be directed to the Human Resource/Payroll Officer located in the business office.

Employees are able to access payroll information through the internet. Information available includes payment history, leave account balances, year to date totals and W4 information. To access this information, visit:

<https://swscer.swsc.org/Login.aspx?ReturnUrl=%2fSmarter%2flogin.aspx%3fdn%3d2689&dn=2689>

# WAGE THEFT LAW

MN Wage Theft Law – Effective July 1, 2019 – MN Statutes 181.032 & 177.30 & 181.101 requires the following from employers and employees

- 1) Employees will be provided with earnings statements (pay stubs and/or direct deposit notices).
  
- 2) A “Wage Statement Report” will be provided at the start of employment, and for current employees the first time there is a change to one of the listed Wage Statement items listed below:
  - Employee’s employment status and whether an employee is exempt from minimum wage, overtime and other state wage and hour laws, and on what basis.
  - Number of days in the employee’s pay period and the regularly scheduled payday.
  - Date the employee will receive the first payment of wages earned.
  - Employee’s rate or rates of pay and the basis thereof, including whether the employee is paid by the hour, shift, day, week, salary, piece, commission or other method and the specific application of any additional rates.
    - Allowances, if any, that may be claimed for permitted meals and lodging.
    - Provision of paid vacation, sick time or other paid time off (PTO), how the paid time off will accrue and terms for its use.
  - A list of deductions that may be made from the employee’s pay.
  - Employer’s legal name and the operating name, if different.
  - Physical address of employer’s main office or principal place of business and a mailing address, if different.
  - Employer’s telephone number.

## Direct Deposit

Individuals are required to use automatic deposit. Payroll checks will automatically be deposited in employee accounts the morning of payday. Please contact the payroll coordinator for SMARTeR information to be able to view the deposit online.

## Income Withholding

Any court order/notice for income withholding (child/spousal support, earnings withholding, etc.) will be followed as directed by the court and will continue until the school district is notified by the court to stop the withholdings.

## Payday

Payday occurs on the 20th of each month. If this date falls on a Saturday or Sunday, employees will be paid on the preceding workday. Pay stubs will be available for viewing on SMARTeR the morning of payday.

## Overtime Pay

Employees eligible for overtime must have prior approval by the employee’s supervisor. Payment will be made at the next payroll period.

## Timesheets

All hourly employees will punch in and out on the timeclocks located throughout the district. Timesheets for all hourly employees will be printed at the beginning of the month, if corrections are needed, they need to be submitted to Payroll/HR ASAP. Once all corrections have been made the employee needs to sign the timesheet and the principal/supervisor needs to sign it. Final signed timesheets are due to Payroll/HR by the 10th of each month.

## Unemployment Compensation

The school district complies with state laws covering this employee benefit. If the employee believes he/she may be eligible for benefits under this program, contact the local Minnesota Job Service office.

## Wage Disclosure Protection

Under the Minnesota Wage Disclosure Protection Law, you have the right to tell any person the amount of your wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the wage disclosure protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at 651-284-5070 or 800-342-5354.

## Workers' Compensation

The school district is enrolled in a workers' compensation certified managed care plan with SFM. If an employee is injured at work, the supervisor must be contacted immediately. A first report of injury is then completed, returned to the business office and then will be forwarded to the workers' compensation insurance carrier. If injury results in loss of work, and reimbursement is received from the workers' compensation company, send a copy of the check to the business office.

# BENEFITS

Fringe benefits provided by Pipestone Area Schools vary from one particular job to another. The following benefits apply to all employees:

- Unemployment Insurance
- Worker's Compensation
- Social Security/Medicare
- TRA/PERA

Pipestone Area Schools contributes toward these benefits on your behalf.

# RETIREMENT PLANS

## Teachers Retirement Association (TRA)

For employees in a position that requires a Minnesota Teacher License, contributions are made to the Teachers Retirement Association (TRA). Each payroll payment, members contribute 7.75% of their before tax earnings to fund their TRA benefits. The school district also contributes 8.75% on your behalf. Contact TRA at 1-800-657-3669 or [www.minnestoatra.org](http://www.minnestoatra.org).

## Public Employees Retirement Association (PERA)

For employees meeting the minimum earning requirements in a position not requiring a Minnesota Teacher License, contributions are made to the Public Employees Retirement Association (PERA). Each payroll payment, members contribute 6.5% of their before tax earnings to fund their PERA benefit. The school district also contributes 7.5% on your behalf. Contact PERA at 1-800-652-9026. Or [www.mnpera.org](http://www.mnpera.org).

# INVESTMENTS - 403(B)

Employees may elect to contribute to the school district's 403B. Eligibility is specific to each master agreement, contract, or policy. The district will match your contribution after your eligibility has been met based on your Master Agreement, Contract, or Policy. The following vendors have been approved by the school district:

- AXA
- Education Minnesota
- ING
- Voya/Relistar
- ASP/Aspire

## VISION INSURANCE

Eligible employees may enroll in the school district's group vision insurance plan. Eligibility is specified by your Master Agreement, Contract, or Policy. AMERITAS is our vision provider and can be contacted by calling 1-800-300-9566 or visit [www.ameritas.com](http://www.ameritas.com). Open enrollment is in September of each year.

## DENTAL INSURANCE

Eligible employees may enroll in the school district's group dental insurance program. Eligibility is specified by your Master Agreement, Contract, or Policy. MetLife Dental is our dental provider and can be contacted by calling 1-800-942-0854 or visit [www.metlife.com](http://www.metlife.com). Open enrollment is in September of each year.

## HEALTH INSURANCE

Eligible employees may enroll in the group health insurance plan. Eligibility is specified by Master Agreement, Contract or Policy. Our health insurance plans are offered by Health Partners, to contact Health Partners call 1-800-883-2177 or visit [www.healthpartners.com](http://www.healthpartners.com). Open enrollment is in July of each year.

## HEALTH SAVINGS ACCOUNT (HSA)

Further is our provider for HSA accounts. Further can be contacted by calling 1-800-859-2144 or visit [www.hellofurther.com](http://www.hellofurther.com).

## LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT (AD&D)

The school district provides life insurance to eligible employees. Eligibility is specified by you Master Agreement, Contract or Policy. Madison National Life Insurance Company, Inc is the provider and can be contacted by calling 1-800-356-9601 or visit [www.madisonlife.com](http://www.madisonlife.com). Open enrollment is in September of each year.

# LONG-TERM DISABILITY INSURANCE (LTD)

The school district offers long term disability insurance to eligible employees at the employees' cost. Eligibility is specified by you Master Agreement, Contract or Policy. Madison National Life Insurance Company, Inc is the provider and can be contacted by calling 1-800-356-9601 or visit [www.madisonlife.com](http://www.madisonlife.com). Open enrollment is in September of each year.

## LEGAL SHIELD

Eligible employees may enroll in the school district's group Legal Shield/Identity Shield plans. Eligibility is specified by your Master agreement, Contract, or Policy. Legal Shield/Identify Shield is our provider and can be contacted by visiting [www.legalshield.com/buisness/protect-your-people/](http://www.legalshield.com/buisness/protect-your-people/). Open enrollment is in September of each year.

## AFLAC

Eligible employees may enroll in the school district's AFLAC plans. Eligibility is specified by your Master Agreement, Contract, or Policy. AFLAC is our provider and can be contacted by calling Tricia Jensen at 1-605-864-1382 or visit [www.aflac.com](http://www.aflac.com). Open enrollment is in September of each year.

## FLEX

Eligible employees may enroll in the school district's group Flexible spending plan. Eligibility is specified by your Master Agreement, Contract, or Policy. Aviben is our FLEX provider and can be contacted by calling 1-888-507-6053 or visit [www.aviben.com](http://www.aviben.com). Open enrollment is in November of each year with an effective date of January.

## EMPLOYEE ASSISTANCE PROGRAM

The employee Assistance Program (EAP) offers confidential support, information and resource referrals for a variety of concerns, both work and personal. The EAP can provide you with support and resources to help you find answers related to work, life, health, family or money. EAP services are available to you by calling 1-866-451-5465 or visiting [www.niseap.com](http://www.niseap.com).

## COBRA

A former employee who is covered under the employers group health plans on the day before leaving work is eligible to continue coverage to the extent provided by law. Complete details will be conveyed upon termination of employment.

# EARNED SICK AND SAFE TIME

## Allowable Uses of Earned Sick and Safe Time

- 1) An employee's
  - (i) Mental or physical illness, injury, or other health condition
  - (ii) Need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition, or
  - (iii) Need for preventive medical or health care: or
  - (iv) Need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member;
- 2) Care of a family member
  - (i) Mental or physical illness, injury, or other health condition
  - (ii) Who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health conditions;
  - (iii) Who needs preventive medical or health care
- 3) Absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family members
- 4) Closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency. If the day will be made up during the year, the paraprofessional may not use ESST leave.
- 5) When determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

## Definition of a Family Member for ESST

- 1) The Employee's child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parents(in place of parents)
- 2) The Employee's spouse or registered domestic partner.
- 3) The Employee's sibling, stepsibling or foster sibling
- 4) The Employee's biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child
- 5) The Employee's grandchild, foster grandchild or step-grandchild
- 6) The Employee's grandparent or step-grandparent
- 7) A child of a sibling of the Employee
- 8) A sibling of the parent of the Employee
- 9) The Employee's child-in-law or sibling-in-law
- 10) Any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner
- 11) Any other individual related by blood or whose close association with the Employee is the equivalent of a family relationship
- 12) Up to one individual annual designated by the Employee

# EMPLOYEE POLICIES AND PRACTICES

## JOB ATTENDANCE

Each employee is required to work the hours normally scheduled for his or her position. Every employee's job is vital to the overall District operation. When employees fail to appear for their scheduled work times, time-consuming rearrangements and costly replacements are often necessary to maintain continuity of operations.

Each employee therefore is responsible for being present every day at the correct time.

The District defines its attendance in these terms:

- **ABSENCE:** The failure or inability of an employee to report during the hours he or she is normally scheduled to begin.
- **TARDINESS:** This occurs when an employee is not on the job at the time work is normally scheduled to begin.
- **EXCUSED ABSENCE:** This occurs when an employee notifies his or her immediate supervisor or designee of an upcoming absence for an acceptable reason such as illness, personal or family emergency, or other acceptable reasons. The supervisor must give the employee permission to be absent and note such permission in writing for the absence to be considered "excused." Rare exceptions may be permitted in cases when employee notification does not occur.
- **UNEXCUSED ABSENCE:** This is defined as an employee's failure to notify the immediate supervisor of absence prior to the normally scheduled work time, or an employee's decision to be absent even though supervisory permission was not granted when requested ahead of time.

The main purpose of sick leave is to provide income protection for absence due to illness and for short-term disability. The school district's long-term disability policy has up to a 90-day calendar day benefit waiting period. An employee, on average, will need to have up to 67 days of sick leave available to use to bridge the 90-day waiting period for long term disability to avoid loss of income.

Depending on the terms and conditions of employment, employees may have provisions allowing for paid time off. Unexcused absences are unacceptable. To avoid this, be sure to contact your direct supervisor if you are unable to attend work. If you exhaust all paid time off, or if you are frequently absent, then your supervisor or HR Coordinator may review and discuss your absences.

## Absences/Delayed Arrival

When an employee must be absent due to illness or will be late in arriving to work, the employee should notify the supervisor. All staff members should track their leave on Frontline Absence Management.

## Absence Management

Frontline Absence Management is an automated substitute calling system. This program allows a paperless way to perform absence (leave) approvals. Teachers, paraprofessionals, and clerical will perform absence requests via Absence Management.

The website is [www.aesoponline.com](http://www.aesoponline.com). The employee sets up a user name and password. The Employee's PIN is assigned by the Frontline Absence Management Administrator. The employee will create the absence that also doubles as the absence request.

Sick leave has been set up to bypass this approval procedure. Employees will still need to create the absence so that it goes to the substitute pool. With all other absence reasons, employees should know enough ahead of time to be able to get the absence created, approved and a substitute assigned.

If the employee is not familiar with Frontline Absence Management, simple instructions are on the district website "Employee QuickStart Guide" or contact the Frontline Absence Management Administrator at 507-562-6071.

When an absence is created, in the area titled "Notes to Administrator," please indicate the reason for the absence: i.e., doctor's appointment, aunt's funeral, child's orthodontist appointment, closing on house, wedding out of town, etc.

REMEMBER: Any absence other than sick leave the employee creates, does NOT go to the substitute pool until it is approved by the superintendent, principal, or supervisor. Keep this in mind so that the absence is created in a timely manner to get the substitute in place.

## Building Security

It is the responsibility of every employee to ensure building security. At no time should exterior doors be propped open. Students are not allowed in the building without adult supervision.

## Child Custody

As a result of changing family structures, child custody issues are critical. All employees must acquaint themselves with custody procedures. Building principals will explain the legal aspects of child custody matters to the staff this is applicable to.

## Confidentiality

Information you obtain as the result of your employment with the School District is confidential. Respect for the dignity of our students requires that you discuss any student issues with only those staff members and parents who need to know the information.

In addition to student information, confidentiality is expected in other areas including staff information or School District business information. The School District will comply with requests for public information as they are received in accordance with state law and School District policy. Requests should be directed to the appropriate building or the District Office for processing.

## Contributions and Solicitations

Solicitations by individuals, other than school employees, must be approved by the superintendent. Contributions and solicitations by employees may constitute hardship for some, as well as create ill feelings on the part of others. Please be considerate of others when "hat passing", selling tickets and other similar activities. Whenever possible, please restrict these activities to break room areas. These activities should not interfere with the employee's work routine.

## Copy Machines

Copy machines, fax machines and laminating machines and printers may be used for educational materials for use in classrooms or assigned school-sponsored activities. Machines used for personal or non-school purposes will have a per page fee. Contact building office staff for this information.

## Data Privacy

Schools and school districts collect and maintain a great deal of information about students, teachers and other employees. The collection, release and use of such information is regulated by federal and state law to provide data privacy for the individuals affected, as well as to foster freedom of information and public access to government information. Questions on this subject should be directed to the superintendent's office.

## District #2689 Computer and Tennessee Notice

The computers, mobile devices, installed software and the network is the property and responsibility of District #2689. District #2689 expects that the computers, mobile devices, software and networks function well. As per district policy, District #2689 expects that the system be in keeping with copyright law, and that the computers, mobile devices, and network be used in a legal manner. As district property, the district has the right and authority to inspect computers, mobile devices, software and network connections as necessary. The district has installed management software that permits monitoring of software installation and computers, mobile devices, use, and permits remote monitoring and maintenance of computer software and hardware. Staff should realize that, due to the nature of networks and "Internet", email is not private. Reference [Policy 524](#), Internet, Technology, and Cell Phone Acceptable Use and Safety Policy.

Management software will be used to manage the network and computer resources of District #2689. Data gathered will be kept on file in the District #2689 Technology Office. If a district policy infraction is found, employees are subject to reprimand and discipline. If criminal action is committed, law enforcement will be notified.

## Dress Code

The school district is committed to providing a professional and positive learning environment for students. The way staff members present themselves contributes significantly to our school environment. This policy outlines professional dress code expectations for all district employees.

### Professional Attire

Staff members are expected to dress in a manner that is professional, respectful, and conducive to a positive learning environment. This includes:

- Neat and clean appearance: Clothing should be clean, and in good condition.
- Appropriate attire: Clothing should reflect the nature of your position and promote a professional image. Avoid attire such as ripped jeans or tank tops.
- No offensive content: Clothing with obscene language, imagery, or references to alcohol or illegal substances is strictly prohibited.
- Safety: Attire and accessories should not pose a safety hazard to yourself or others.



## Dress Code (Continued)

### Benefits of Professional Dress

A professional appearance fosters:

- Positive first impressions: Staff members are role models for students and project a sense of professionalism to visitors.
- Respectful learning environment: Professional attire contributes to a respectful and focused learning environment for students.
- Teamwork and Collaboration: A professional dress code helps create a sense of unity and shared purpose among staff.

## Employee Performance

Personnel are the most impactful segment of school operations. All employees are expected to effectively contribute to the overall operation of the school system. Therefore, all employees are encouraged to take appropriate actions to maintain licensure and improve skills by participating in appropriate professional development training opportunities. Supervisory personnel shall periodically communicate job expectations and performance to employees within their supervision responsibilities.

## Gifts or Favors

Employees of Independent School District #2689 shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service, promise of future employment or other future benefit from any source for any activity related to the duties of the employee. Token gifts of appreciation from students/parents are acceptable.

## Job Posting/Employment Application

All openings will be publicized in one or more of the following: the local newspaper, school website, or on statewide job sites. Interested personnel are encouraged to apply online at [www.pas.k12.mn.us](http://www.pas.k12.mn.us). Click on Employment Opportunities to begin the application process.

## Mail

Mailboxes are provided for employees. Employees should check their mailboxes in the morning and before leaving the building in the afternoon. Staff members are expected to respond to communications in a timely manner.

## Email

E-mail (Outlook) is the primary method of communication with all district employees. E-mail accounts should be checked daily. Staff members are responsible for all information sent to them via their district assigned e-mail account. Staff will not send or forward on sensitive student information to people not authorized to receive it. Please use the format below for your email signature:



## Email (Continued)

Name, Title  
State Building  
1401 7th St SW  
Pipestone, MN 56164  
Direct Phone Number  
[www.pas.k12.mn.us](http://www.pas.k12.mn.us)

Confidentiality Notice: This E-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply E-mail and destroy all copies of the original message.

The district provides a Google account for online tools used for collaboration and communication between employees. This account is free of charge and currently is active as long as the employee remains active.

## Mandated Reporting

School employees are required by law to make a report to county Human Services if they suspect child abuse or neglect. When you make a report, you should let your building counselor/social worker know you are doing so; principals would also like to be informed. Do not rely on someone else to make the report for you. Building principals, counselors, and social workers have the reporting forms.

Any employee suspected of abuse or neglect must be reported to the Minnesota Department of Education.

## Medication

For the students' protection and care, we ask your cooperation in the matter of administering medications. Only the school nurse and approved health office personnel may administer medications, including over-the-counter medication.

**Before any kind of medication can be given,** a physician's signed authorization and written parental authorization must be given to the school nurse. Not even aspirin can be given to a child by the school nurse without parent's and doctor's consent. **All medications must be in original pharmacy containers.** Medications should be brought in and/or picked up by a parent or other adult. If you have any questions or concerns, please talk with the nurse in your building

## Name Badges and Keys

All employees are required to wear a district issued picture identification while on duty in a school district building or on district property. Keys and Fobs that are issued to you are school district property and it is your responsibility to maintain control of them at all times. Students and non-employees are not allowed to use your keys and Fobs. Report lost or stolen keys immediately to your building principal.

## Outside Employment/Employee Conflict of Interest

No employees of the district shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with duties and responsibilities in the school system. Nor shall any employee engage in any type of private business during school time or on school property.

## Personal Leave

A request for a personal leave day must be made in accordance with employee Master Agreements.

## Personal Property on School District Premises

The school district is not responsible for the loss of money and/or valuables belonging to employees. If articles or money are missing, supervisors should be notified immediately. Any lost items found on school district property should be turned over to the building principal's or superintendent's office in an attempt to find the rightful owner. PAS asks that employees not bring personal furniture into the school. Any questions regarding this should be directed to your building principal.

## Personnel Records

The Business Office maintains employment records. Personnel files are the property of Independent School District #2689; however, employees have the right to review their personnel files. The conditions under which files are reviewed will be in accordance with state laws.

It is necessary that the district keep employee records current. Employees should notify the payroll department/superintendent's office if the following happens:

1. Change in address and/or telephone number.
2. Change in marital status.
3. Court-ordered payroll deductions for child support.
4. Birth, adoption or death of any dependent.
5. Legal change in name.
6. Citizenship status.

## Purchasing of Supplies

All purchases are required to be approved by Administration prior to purchase. Complete instructions are available at <https://www.pas.k12.mn.us/staff-only/>

## Reimbursement of Expenses

An Expense Claim Form must be filled out to receive reimbursement for authorized travel expenses. Receipts must be attached to the Expense Claim Form for every expense except mileage. These forms must be submitted by the 10th to be on monthly payroll.

If a meal is included in the registration cost of a conference or meeting, it is expected that the employee will not request reimbursement if the employee chooses to eat the meal elsewhere. It is also expected that if the employee could reasonably eat a meal at home or at work before leaving for or after returning from an out-of-district trip, no reimbursement will be requested for that meal if the employee chooses to eat the meal elsewhere. No reimbursement will be made for alcoholic beverages. The maximum reimbursable amount for meals is not to exceed \$50 per day.

Expenses will not be reimbursed without prior approval by the building principal or appropriate supervisor. The time limitation for expense reimbursement is 45 days. Please refer to Policy #412 - Expense Reimbursement.

## Resignation/Termination

Non-certified employees are asked to give at least ten (10) working days' notice in writing to their supervisor if they wish to terminate employment.



## School Vehicles

All requests for the school vehicle must be scheduled and approved by the Business Office. You can request a vehicle on the school website under the District tab. The cost of school vehicle use will be charged to the appropriate budget. If transporting students, Type III Certification is required. Keys can be picked up from Deb in the District Office.

If a school vehicle is **not** available, employees are allowed to use their personal vehicle and receive mileage reimbursement at the rate set forth by the school board. [Reference Policy 477](#)

## School Closing

Occasionally, school may be canceled due to emergency situations. The school district has an instant messaging system known as School Messenger. Parents and staff will automatically receive a telephone message, e-mail and/or text message announcing the cancellation. Local television/radio stations will also be notified. All school closings, delayed starts or early dismissals will be announced as early as possible.

## School Lunch

All employees may purchase school lunches at the adult rate established annually. Upon request, Jennifer Dunn in the Business Office can provide you with a lunch number. Accounts are expected to be paid monthly.

## Smoke Free Environment

Minnesota law prohibits the use of tobacco products in school buildings, school-owned vehicles, school grounds and at all school-sponsored events and activities. This includes vape products, mechanical cigarettes, and vape devices.

## Social Media

[PAS Policy 479](#) provides guidance when using social media. Employees are expected to serve as positive ambassadors of Pipestone Area Schools. Any employee who fails to comply with the guidance set forth may be subject to disciplinary action.

## Staff Development Requests

Staff Development Requests can be completed with Lisa Pease, Coordinator of Curriculum, Teaching and Learning.

## Technology - Internet, Technology, and Cell Phone Acceptable Use and Safety

[PAS Policy 524](#) sets policies and guidelines for access to school computer systems and the internet for students and employees. The use of the system is a privilege and limited to educational purposes, therefore, there is limited expectations of privacy.

## Telephones

Telephones are provided for use by school personnel. Please provide a professional greeting for your voicemail box. Any long-distance calls by personnel, without an assigned phone, should be made in the office and recorded on the appropriate sheet. Long distance calls must be for school business purposes only. Excessive use of phones for personal purposes during the workday is not acceptable. Personal cell phones should be activated only during a scheduled break period or a non-contact time with students.



## **Visitors/Registration of Visitors**

Visitors must register in the principal's office of either building and be issued a visitor badge before conducting any activity within the school building. Employees are expected to approach any individual who is not wearing an identification sticker, ask if they can be of assistance and direct/escort the individual to the office.

# **BUILDING UTILIZATION/SAFETY**

## **Access to Buildings After Hours**

Authorized employees may enter the building in which the individual works after working hours for preparation and study. Employees are responsible for the building during the time they are in the building after hours and are to see that all doors and windows are locked and all lights are out upon leaving the building. Buildings are not to be used for unauthorized activities at any time. If there are any questions as to the use of the building after hours, contact the building principal. Do not allow any unauthorized personnel into the building after hours.

## **Crisis Management Plan**

Employees should know each building's crisis management plan. District #2689 has procedures in place for evacuation situations such as a tornado, fire, and other crisis situations. A copy of the plan is located in each classroom and office containing details of emergency procedures.

Each staff member is provided a "crisis management emergency bag" for your classroom/desk. If an emergency arises, please grab your bag and take with you.

## **Health and Safety**

Independent School District #2689 is committed to providing a healthy and safe working environment for all employees and students.

## **Property of ISD #2689**

All offices, lockers, desks, files, computers, etc. are considered property of Independent School District #2689. District #2689 reserves the right to inspect any/all such property at any time.



# WEAPONS

## School District Policy 501 states:

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

# TOBACCO-FREE ENVIRONMENT

## School District Policy 419 states:

- A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

# DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS

## School District Policy 418 states:

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

# DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS

(Continued)

## School District Policy 418 states:

- Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.
- An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

# BULLYING PROHIBITION

## School District Policy 514 states:

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

# HAZING PROHIBITION

## School District Policy 526 states:

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

# HARASSMENT AND VIOLENCE

## School District Policy 413 states:

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

# FAMILY AND MEDICAL LEAVE

## School District Policy 410 states:

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

# EQUAL EMPLOYMENT OPPORTUNITY

ISD #2689 will comply with all applicable laws governing equal employment opportunity. This policy extends to all applicants and employees and to all aspects of the employment relationship including, but not limited to, recruiting, hiring, promotion, transfer and compensation.

Specifically, the school district will provide equal employment and advancement opportunity on the basis of merit within the context of its unique business environment, and without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, veteran status or age or any other characteristic protected by municipal, state or federal laws.

A complaint of discrimination or harassment should be reported immediately to the District Human Rights Officer, Klint Willert.

# ETHICS

All employees are expected to conduct themselves in a professional and ethical manner. The following employee groups have specific ethical codes.



# CODE OF ETHICS FOR MINNESOTA TEACHERS

Each teacher upon entering the teaching profession assumes a number of obligations, one of which is to adhere to a set of principles, which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves, standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Board of Teaching. Standards of Professional Conduct.

The standards of professional conduct are as follows:

- A teacher shall provide professional education services in a nondiscriminatory manner.
- A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- A teacher shall not deliberately suppress or distort subject matter.
- A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- A teacher shall not knowingly make false or malicious statements about students or colleagues.
- A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

The enforcement of the provisions of the Code of Ethics for Minnesota Teachers shall be in accordance with Minnesota Administrative Rule 8710.2100

# CODE OF ETHICS FOR PIPESTONE AREA SUPPORT STAFF

The Code of Ethics applies to all persons who are part of the support staff.

Standards of Professional Conduct

The standards of professional conduct are as follows:

- Support staff shall provide professional services in a nondiscriminatory manner.
- Support staff shall take reasonable action to provide an atmosphere conducive to learning.
- Support staff shall take reasonable action to protect students and staff from conditions harmful to health and safety.
- In accordance with state and federal laws, support staff shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- Support staff shall not use professional relationships with students, parents and colleagues to private advantage.
- Support staff shall not knowingly falsify or misrepresent records or facts relating to that support staff's qualifications or to other support staffs' qualifications.
- Support staff shall not knowingly make false or malicious statements about students or colleagues.

# CODE OF ETHICS FOR MINNESOTA SCHOOL ADMINISTRATORS

The Code of Ethics applies to all persons licensed as school administrators.

## Standards of Professional Conduct

The standards of professional conduct are as follows:

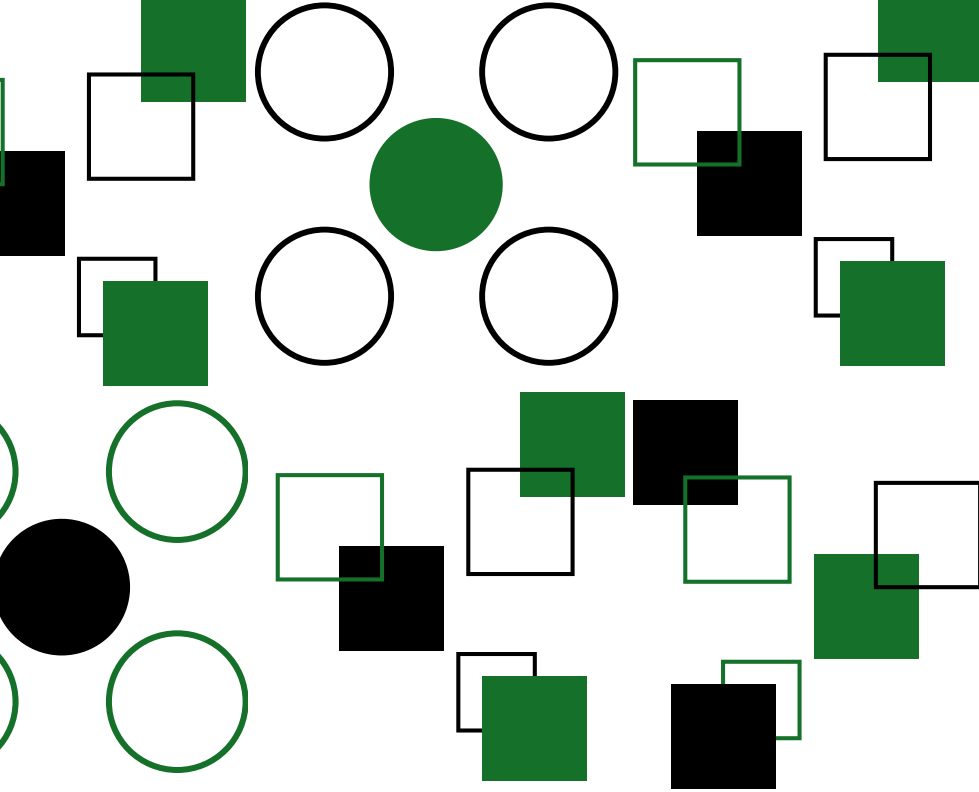
- A school administrator shall provide professional educational services in a nondiscriminatory manner.
- A school administrator shall take reasonable action to protect students and staff from conditions harmful to health and safety.
- A school administrator shall take reasonable action to provide an atmosphere conducive to learning.
- A school administrator shall not misuse professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
- A school administrator shall disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws, and school district policies.
- A school administrator shall not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications, or to the qualifications of other staff or personnel.
- A school administrator shall not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
- A school administrator shall not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
- A school administrator shall only accept a contract for a position when licensed for the position or when a school district is granted a variance by the commissioner of the Minnesota Department of Education under Minnesota Statutes, section 121.11, subdivision 7b.
- A school administrator, in filling positions requiring licensure, shall employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been granted a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.
- A school administrator shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

The enforcement of the provisions of the Code of Ethics for Minnesota School Administrators shall be in accordance with Minnesota Administrative Rule 3512.5200

# EMPLOYMENT RELATED POLICIES

The following policies are accessible at <https://www.pas.k12.mn.us/school-board-policies/> or by contacting the District Office at 507-562-6068.

- [102 - Equal Educational Opportunity](#)
- [401 - Equal Employment Opportunity](#)
- [402 - Disability Nondiscrimination](#)
- [404 - Employment Background Checks](#)
- [406 - Public and Private Personnel Data Form](#)
- [407 - Employees Right to Know - Exposure to Hazardous Substances](#)
- [410 - Family and Medical Leave](#)
- [412 - Expense Reimbursement](#)
- [413 - Harassment and Violence](#)
- [417 - Chemical Use and Abuse](#)
- [418 - Drug-Free Workplace/Drug-Free School](#)
- [419 - Tobacco Free Environment; Possession and Use of Tobacco, Tobacco Related Devices, and Electronic Deliver Devices; Vaping Awareness and Prevention Instruction](#)
- [420 - Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases](#)
- [427 - Workload Limits for Certain Special Education Teachers](#)
- [501 - School Weapons](#)
- [502 - Search of Students Lockers, Desks, Personal Possessions and Student's Person](#)
- [506 - Student Discipline Form Discipline Complaint Procedure and Form](#)
- [514 - Bullying Prohibition](#)
- [515 - Protection and Privacy of Student Records Form](#)
- [521 - Student Disability and Nondiscrimination Form](#)
- [522 - Title IX Nondiscrimination, Grievance and Process](#)
- [524 - Internet, Technology, and Cell Phone Acceptable Use and Safety. Staff Form](#)
- [526 - Hazing Prohibition](#)
- [531 - The Pledge of Allegiance](#)
- [532 - Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds](#)
- [533 - Wellness Policy](#)
- [601 - School District Curriculum and Instruction Goals](#)
- [603 - Curriculum Development](#)
- [612.1 - Development of Parent and Family Engagement Policies for Title I Programs](#)
- [620 - Credit for Learning](#)
- [722 - Public Data Requests](#)
- [806 - Crisis Management](#)
- [903 - Visitors to School District Buildings and Sites](#)



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**#ProudArrows**

# Meal Pricing and Non-Program Foods

## Adult Meal Pricing Requirements for School Year 2024-25

### Minimum Prices for Meals Served to Adults and Other Non-Program Meals

School Nutrition Programs funds may not subsidize meals served to adults or other non-program meals, such as second meals. The meal price must be set high enough so that the cost of the meal is fully paid by the customer. (Meals may be provided at no charge only to “program” adults, as defined in [Prohibition on Subsidizing Meals for Non-Program Adults](#) on the School Nutrition Programs Financial Management webpage of the Minnesota Department of Education website).

The required minimum meal prices for adults for SY2024-25 are listed below. The calculation is based on the state and federal reimbursement rates plus the national average per meal value of U.S. Department of Agriculture Foods, rounded up to the nearest five cents. Sponsors contracting with a vended meal provider or food service management company may need to adjust upwards to cover the full cost of the meal.

### Minimum Adult Prices for School Year 2024-25

Breakfast: **\$2.40**

Lunch: **\$5.00**

**Contact MDE:** 651-582-8200 **No English?** 📞 **Call:** 651-785-4064 **Visit:** ກ່ຽວກັບ Lus Hmoob ကည် Afaan Oromo Af Soomaali Español українська

- A-Z Subject Directory
- Calendar
- Careers
- Language Center
- Licensing
- Staff Directory
  
- Accessibility
- Help
- Privacy Statement
- Site Disclaimer

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An Equal Opportunity Employer and Service Provider

# July 2024 - June 2025

## July 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 – New Year’s Day/No School  
8,15,22,29 Early Dismissal 2:00  
20 – Workday/No School  
20 – MLK - No Meetings  
17 – End of 1<sup>st</sup> Semester (44)  
21-S 22-T 21-P

## August 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13 – No Mtgs/Act 6-8 PM  
15 – Para Conference  
20– New Teacher Orientation  
27,28,29 - Workday  
28 – Open House/29 – ½ Day  
0-S 3-T 3-P

## February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

5,12,19,26 Early Dismissal 2:00  
13 – Elem Student Led Conf 11-7  
No school in elementary  
17 – President’s Day/No School  
19-S 19-T 19-P

## September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 – Labor Day/No School  
3 – First Day of School  
4,11,18,25 Early Dismissal 2:00  
20-S 20-T 20-P

## March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

5,12,19 Early Dismissal 2:00  
11 - No Mtgs/Act. 6-8PM  
20 – End of 3<sup>rd</sup> Quarter (42)  
21-No school/snow makeup  
24 – Workday/No School  
19-S 20-T 19-P

## October 2024

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2,9,16,23,30 Early Dismissal 2:00  
17-18 MEA No School  
21-S 21-T 21-P

## April 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2,9,16,23,30 Early Dismissal 2:00  
17-21 Spring Break/No School  
19-S 19-T 19-P

## November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 – 1<sup>st</sup> Qtr End (42)  
4 – Workday/No School  
5- No Mtgs/Act 6-8P  
11- No Meetings  
14 & 19 – P/T Conf.  
6,13,20,27 Early Dismissal 2:00  
28-29 – Thanksgiving Break  
18-S 20-T 19-P

## May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

25 – Graduation  
26 – Memorial Day/No School  
30– Last Student Day (45)  
1:00 Dismissal  
21-S 21-T 21-P

## December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4,11,18- Early Dismissal 2:00  
23-31 – Winter Break/No School  
15-S 15-T 15-P

## June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2-work day  
19 – No Meetings  
0-s 1-T 1-P  
173-S 181-T 178-P

Snow Make-Up Days: 12/23, 1/20, 3/21, 4/17, 4/21, 6/2, 6/3, 6/4, 6/5,6/6

## **204 SCHOOL BOARD MEETING MINUTES**

### **I. PURPOSE**

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

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

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

### **III. MAINTENANCE OF MINUTES AND RECORDS**

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law must be recorded in a journal or minutes kept for that purpose. Public records maintained by the school district must be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

#### **B. Recordings of Closed Meetings**

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the school district's expense. Recordings of closed meetings shall be made separately from the recordings of an open meeting to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
  - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
  - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
  - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
  - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
  - e. Following the expiration of the above time periods, recordings of closed

meetings shall be maintained as set forth in the school district's Records Retention Schedule.

3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
  - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
  - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
  - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
  - a. The date of the closed meeting;
  - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
  - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

#### **IV. PUBLICATION OF OFFICIAL PROCEEDINGS**

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.

(a) Notwithstanding any law to the contrary, when a qualified newspaper designated by a school district ceases to exist for any reason except consolidation with another newspaper, the school district may publish its proceedings on the school district's website instead of publishing the proceedings in a newspaper. The school district must also request that the same information be posted at each public library located within the school district for the notice's publication period. This section expires August 1, 2026.

(b) If, before August 1, 2026, there is a newspaper located within a school district's boundaries that is qualified to be designated as the school district's official newspaper

pursuant to Minnesota Statutes, section 331A.04, then the exemption provided in this section shall not apply, provided that the qualified newspaper's legal rate is not more than ten percent above the rate charged by the school district's previous official newspaper and the qualified newspaper provides some coverage of the activities of the school district that is publishing the notice.

- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

**Legal References:** Minn. Stat. § 13D.01, Subds. 4-6 (Meetings Must be Open to the Public; Exceptions)  
Minn. Stat. § 123B.09, Subd. 10 (Boards of Independent School Districts)  
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)  
Minn. Stat. § 331A.01 (Definitions)  
Minn. Stat. § 331A.05, Subd. 8 (Form of Public Notices)  
Minn. Stat. § 331A.08, Subd. 3 (Computation of Time)  
Op. Atty. Gen. 161-a-20, December 17, 1970  
*Ketterer v. Independent School District No. 1*, 248 Minn. 212, 79 N.W.2d 428 (1956)

**Cross References:** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

Adopted: 11-20-1995

Revised: 10/24/2005, 5/17/2017, 2/28/22, 8/22/22, 8/26/24

## **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

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

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

### **V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

### **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

**Legal References:** Minn. Stat. § 123B.09, Subd. 2 (Boards of Independent School Districts)  
Minn. Stat. § 471.661 (Out-of-State Travel)

Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

**Cross References:** MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Adopted: 8-25-2014

Revised: 8-26-2024

## **405 VETERAN'S PREFERENCE**

### **I. PURPOSE**

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

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

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
  - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
  - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant

to the VPA.

- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.

***[Note: A school district may require a veteran to complete an initial hiring probationary period as defined in Minnesota Statutes section 43A.16.]***

- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
  - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
  - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

***Legal References:*** Minn. Stat. § 43A.11 (Veteran's Preference)  
Minn. Stat. § 197.455 (Veteran's Preference Applied)  
Minn. Stat. § 197.46 (Veterans Preference Act)  
*Hall v. City of Champlin*, 463 N.W.2d 502 (Minn. 1990)  
*Young v. City of Duluth*, 410 N.W.2d 27 (Minn. Ct. App. 1987)

***Cross References:*** MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

Adopted: 8-26-2024

**419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

**III. DEFINITIONS**

- A. “Electronic delivery device” means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. “Vaping” means using an activated electronic delivery device or heated tobacco product.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on

school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off- campus events sponsored by the school district.
- C. **An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.**

## V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

**[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]**

## VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)  
Minn. Stat. § 121A.08 (Smudging Permitted)  
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)  
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: 11/19/1996

Revised: 8/28/2018, 9/23/2019, 11/23/2020, 4/25/2022, 7/24/2023

Revised: 8/26/2024

## **501 SCHOOL WEAPONS POLICY**

***[Note: School districts are required by statute to have a policy addressing these issues. ATTENTION: This policy incorporates certain provisions of the Minnesota Citizens' Personal Protection Act (often referred to as the "conceal and carry" law).]***

### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

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

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **III. DEFINITIONS**

#### **A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner

it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

#### **IV. EXCEPTIONS**

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
  
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
  - 1. active licensed peace officers;
  - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  - 3. persons authorized to carry a pistol under Minnesota Statutes section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  - 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes section 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes section 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
  - 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  - 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  - 7. a gun or knife show held on school property;
  - 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or

9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

***[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in Minnesota Statutes, section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes, section 609.66, Subdivision 1d.]***

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION**

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
  1. immediate out-of-school suspension;
  2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for a period of time not to

exceed one year.

- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

### A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

***[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]***

### B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

## **VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES**

The school district must electronically report to the Minnesota Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes section 121A.06.

**Legal References:** Minn. Stat. § 97B.045 (Transporting Firearms)  
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)  
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.*, 611 N.W.2d 802 (Minn. 2000)  
*In re A.D.*, 883 N.W.2d 251 (Minn. 2016)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

Adopted: 11/19/1996

Revised: 10/24/2005, 1/29/2018, 10/25/2021, 8/26/2024

**509 ENROLLMENT OF NONRESIDENT STUDENTS****I. PURPOSE**

The school district desires to participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes, section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

**II. GENERAL STATEMENT OF POLICY**

The school board adopts specific standards for acceptance and rejection of Open Enrollment applications.

**III. OPEN ENROLLMENT PROCESS**

A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

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

B. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

C. The parent of a student with a disability not yet enrolled in kindergarten and not open enrolled in a nonresident district may elect, in the same manner as the parent of a resident student with a disability, a school in the nonresident district where the child is enrolled in a Head Start program or a licensed child care setting in the nonresident district, provided the child can be served in the same setting as other children in the nonresident district with the same level of disability.

Under this paragraph, parents must demonstrate enrollment in a community preschool or childcare setting by providing a signed letter of enrollment from the enrolling agency.

D. A nonresident preschool aged child with a disability open enrolled in the district may be required to open enroll for kindergarten.

#### **IV. BASIS FOR DECISIONS**

##### **A. Standards that may be used for rejection of application**

In addition to the provisions above, the school district may refuse to allow a pupil who is expelled under Minnesota Statutes, section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

##### **B. Standards that may not be used for rejection of application**

The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in this policy.

##### **C. Application**

The student and parent or guardian must complete and submit the "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) Application if applicable) developed by MDE and available on its website.

The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 124D.151 to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 or to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement

and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

D. Lotteries

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;
2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

E. Exclusion

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

F. Termination of Enrollment

The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes, section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the

child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

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

**Legal References:** Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minn. Stat. § 125A.13 (School of Parents' Choice)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd. 19 (Definitions)  
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)  
18 U.S.C. 930, para. (g)(2) (Definition of weapon)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 517 (Student Recruiting)

Adopted: 2-18-1997

Revised: 1/28/2019, 9/23/2019, 8/22/2022, 7/24/2023, 8/26/2024

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

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting, or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Material and substantial disruption" of a normal school activity means:
  - 1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- C. "Minor" means any person under the age of eighteen (18).
- D. "Obscene to minors" means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- F. "School-sponsored media" means material that is:
1. prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled in the school district;
  2. distributed or generally made available to students in the school; and
  3. prepared by a student journalist under the supervision of a student media adviser.
- School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.
- G. "Student journalist" means a school district student in grades 6 through 12 who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.
- H. "Student media adviser" means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that the school district employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.

**[NOTE: The 2024 Minnesota legislature enacted the new definitions above and the new language in Article IV. below.]**

#### **IV. GUIDELINES**

- A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from the school or district, uses school equipment or facilities in its production, or is produced as part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. The school district must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.

- B Student expression in school-sponsored media, a yearbook, or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
  2. is defamatory;
  3. is profane, harassing, threatening, or intimidating;
  4. constitutes an unwarranted invasion of privacy;
  5. violates federal or state law;
  6. causes a material and substantial disruption of school activities;
  7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
  8. advertises or promotes any product or service not permitted for minors by law;
  9. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
  10. expresses or advocates sexual, racial, or religious harassment or violence or prejudice; or
  11. is distributed or displayed in violation of time, place, and manner regulations.
- C. The school district must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution.
- D. Notwithstanding the rights or freedoms of this Article or the First Amendment of the United States Constitution, nothing in this Article inhibits a student media adviser from teaching professional standards of English and journalism to student journalists. These professional standards may include, but are not limited to, the following:
1. assuring that participants learn whatever lessons the activity is designed to teach;
  2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
  3. assuring that the views of the individual speaker are not erroneously attributed to the school;
  4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
  5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
  6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced,

vulgar or profane, or unsuitable for immature audiences.

E. Time, Place, and Manner of Distribution

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

1. Time

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

2. Place

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

3. Manner

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

**V. POSTING**

The school district must adopt a student journalist policy consistent with Minnesota Statutes, section 121A.80 and post it on the district website.

**[NOTE: This model policy is crafted to fulfill the obligation stated above.]**

**Legal References:** U. S. Const., amend. I  
*Morse v. Frederick*, 551 U.S. 393 (2007)  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F. 2d 747 (8<sup>th</sup> Cir. 1987)  
Minn. Stat. § 121A.03 (Model Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.80 (Student Journalism; Student Expression)

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

Adopted: 12/17/1996

Revised: 1/28/2018, 4/24/2023, 8/26/2024

## 516 STUDENT MEDICATION AND TELEHEALTH

**[NOTE: The necessary provisions for complying with Minnesota Statutes, sections 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students aged 18 and over or other nonprescription medications. Please note that section 121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]**

### I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

### II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

### III. DRUG AND MEDICATION REQUIREMENTS

#### A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation ~~with:~~
  - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
  - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
  - c. with a public or private health-related organization, in a district that contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or
  - d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

### 3. Exclusions

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
  - a. the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
  - b. the inhaler is properly labeled for that student; and
  - c. the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- j. epinephrine auto-injectors, consistent with Minnesota Statutes, section [121A.2205](#), if the parent and prescribing medical professional annually inform the pupil's school in writing that
  - a. the pupil may possess the epinephrine or

- b. the pupil is unable to possess the epinephrine and requires immediate access to epinephrine auto-injectors that the parent provides properly labeled to the school for the pupil as needed.
- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or

medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

D. Possession and Use of Epinephrine Auto-Injectors

At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

1. possess epinephrine auto-injectors; or
2. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

Effective July 1, 2024, registered nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine auto-injectors in a school setting according to a condition-specific protocol that does not reference a specific patient and that specifies the circumstances under which the epinephrine auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

A district or school may enter into arrangements with manufacturers of epinephrine

auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

**IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH**

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the

provider. Such a consent is valid for the school year in which it is submitted.

**[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]**

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.21 (School Health Services)  
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)  
Minn. Stat. § 148.171 (Definitions; Title)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.22 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
Minn. Rule 8710.6100 (School Nurse)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

**Cross References:** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Adopted: 2/18/1996

Revised: 11/28/2005, 12/18/2017, 12/21/2020, 4/25/2022, 8/26/2024

## **517 STUDENT RECRUITING**

### **I. PURPOSE**

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

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

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

### **III. DEFINITION**

- A. The terms "undue influence" or "competing for enrollment" shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student's transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

### **IV. PROCEDURES**

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

**Legal References:** Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minnesota State High School League Bylaws

**Cross References:** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)

Adopted: 11-20-1995

Revised: 4-24-2006, 11-23-2020, 8-26-2024

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

**PUBLIC NOTICE**

Independent School District No. 2689 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. 2689 PIPESTONE, MINNESOTA

Date: \_\_\_\_\_ /s/ Brad Carson  
School Board 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.

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*Date:*

*Grades:* [see sample activity notices attached]

*Activity:*

*Summary:*

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

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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.

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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.

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*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.

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**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.]**

## **707 TRANSPORTATION OF PUBLIC-SCHOOL STUDENTS**

### **I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

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

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### **III. DEFINITIONS**

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters;

are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes, section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes, section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

#### **IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board. These include:
  - Resident elementary students who reside one mile or more from school.
  - Resident secondary students who live at least one mile, but less than two miles from school.
  - Resident students who live in areas of high traffic and must cross high traffic roads, drug or crime hazards – specifically
    - State Highway 30
    - State Highway 23
    - State Highway 75
    - BNSF Railroad
    - Pipestone County Highway 15

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

#### **V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students.
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

#### **VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week (Minnesota Statutes, section 124D.03, subdivision 8).
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and

departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.

- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

**VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes, section 123B.92, subdivision 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions,

for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.

- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes, chapter 125A.

### **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
  - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
  - 4. A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

### **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

**X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

**XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code, section 1415 (Individuals with Disabilities Act), 29 United States Code, section 794 (the Rehabilitation Act), and 42 United States Code, section 12132, (Americans with Disabilities Act) are governed by these provisions.

**XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

**Legal References:**

- Minn. Stat. § 120A.22 (Compulsory Instruction)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.59 (Bus Transportation a Privilege Not a Right)
- Minn. Stat. § 123B.36 (Authorized Fees)
- Minn. Stat. § 123B.41 (Definitions)
- Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
- Minn. Stat. § 123B.84 (Policy)
- Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
- Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
- Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. Ch. 125A (Special Education and Special Programs)  
Minn. Stat. § 125A.02 (Children with a Disability Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)  
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)  
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)  
42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

**Cross References:**

MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: 12-8-1995

Revised: 12-21-2007, 12-21-2015, 11-23-2020, 8-22-2022, 8-26-2024

## **709 STUDENT TRANSPORTATION SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

### **II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

#### **A. School Bus Safety Week**

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

#### **B. Student School Bus Safety Training**

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision

- 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
  - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;
  - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
  - (3) electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

2. Deadlines

- a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school.
- b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school.

- c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance.
  - d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school.
3. Instruction
- a. The school district may provide active transportation safety training through distance learning.
  - b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

### **III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing

the street.

- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

**[NOTE: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.]**

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

**IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are

- responsible for their actions;
- 3. Communicate safety concerns to their school administrators;
- 4. Monitor bus stops, if possible;
- 5. Have their children to the bus stop 5 minutes before the bus arrives;
- 6. Have their children properly dressed for the weather; and
- 7. Have a plan in case the bus is late.

**V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
  - 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  - 2. reckless driving;
  - 3. improper or erratic traffic lane changes;
  - 4. following the vehicle ahead too closely;
  - 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  - 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
  - 7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
  - 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
  - 9. a violation of a state or local law prohibiting the use of a hand-held mobile

telephone while driving a commercial vehicle.

- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

## **VI. SCHOOL BUS DRIVER TRAINING**

### **A. Training**

- 1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
- 2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

### **B. Evaluation**

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

- 1. Safely operate the type of school bus the driver will be driving;
- 2. Understand student behavior, including issues relating to students

with disabilities;

3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

## **VII. OPERATING RULES AND PROCEDURES**

### **A. General Operating Rules**

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

### **B. Type III Vehicles**

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds

or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
  - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - (1) safe operation of a type III vehicle;
    - (2) understanding student behavior, including issues relating to students with disabilities;
    - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
    - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
    - (5) handling emergency situations;
    - (6) proper use of seat belts and child safety restraints;
    - (7) performance of pretrip vehicle inspections;
    - (8) safe loading and unloading of students, including, but not limited to:
      - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
      - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn

lane;

- (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
  - (d) placing the type III vehicle in "park" during loading and unloading;
  - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
  - d. Operators shall submit to a physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
  - e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
  - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.
  - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
  - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

- i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
    - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, Subd. 2 (See Section II.B., above).
    - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
  - 2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.
  - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.
- D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement
- 1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
    - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
    - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
    - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
    - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
    - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
    - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.

- g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

#### **VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  1. the student's name and address;
  2. the nature of the student's disabilities;
  3. emergency health care information; and
  4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

#### **IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be

submitted.

- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

#### **X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

#### **XI. STUDENT TRANSPORTATION SAFETY COMMITTEE**

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

**Legal References:** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)  
Minn. Stat. § 123B.90 (School Bus Safety Training)  
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
Minn. Stat. § 123B.935 (Active Transportation Safety Training)  
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)  
Minn. Stat. Ch. 169 (Traffic Regulations)  
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)  
Minn. Stat. § 169.02 (Scope)  
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)  
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)  
Minn. Stat. § 169.454 (Type III Vehicle Standards)  
Minn. Stat. § 169.4582 (Reportable Offense on School Buses) Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)

Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)  
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)  
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)  
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)  
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)  
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
Minn. Stat. Ch. 245C (Human Services Background Studies)  
Minn. Stat. § 609.02 (Definitions)  
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)  
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
49 C.F.R. § 383.5 (Transportation Definitions)  
49 C.F.R. § 383.51 (Disqualification of Drivers)  
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

***Cross References:***

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 707 (Transportation of Public Students)  
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Adopted: 10-15-1996

Revised: 6/24/2019, 9/26/2022, 7/24/2023, 8/26/2024

## **802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

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

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

### **III. DEFINITIONS**

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

### **IV. MANNER OF DISPOSITION**

#### A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

#### B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board

may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.

5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
  - a. another school district;
  - b. the state department of corrections;
  - c. the board of trustees of Minnesota State Colleges and Universities;
  - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
  - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

**Legal References:** Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)

Minn. Stat. § 123B.29 (Sale at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 471.85 (Property Transfer; Public Corporations)  
Minn. Stat. § 645.11 (Published Notice)

**Cross References:** MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

Adopted: 8-28-2017

Revised: 7/22/2019, 7/27/2020, 9/27/2021, 8/22/2022, 8/26/2024

## 401 EQUAL EMPLOYMENT OPPORTUNITY

### I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

### II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

*[Note: The Minnesota Human Rights Act defines “sexual orientation” to include “having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness.” Minnesota Statutes section 363A.03, subdivision 44.]*

**Title IX Coordinator:**

Rick Zollner  
1401 7<sup>th</sup> St SW  
Pipestone, MN 56164  
507-562-6099  
[rick.zollner@pas.k12.mn.us](mailto:rick.zollner@pas.k12.mn.us)

**Section 504 Coordinator Gr 6-12:**

Kaysee Slaba  
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507-562-60111  
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**Section 504 Gr Pre-K – 5**

Josie Loll  
1401 7<sup>th</sup> St SW  
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507-562-6207  
[josie.loll@pas.k12.mn.us](mailto:josie.loll@pas.k12.mn.us)

- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district’s internal procedures for addressing complaints of harassment, please refer to the school district’s policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.

- E. Any person having a question regarding this policy should discuss it with Human Resources, located at the District Office.

### **III. GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION**

The following grievance procedure applies to claims of sex, disability, and racial discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 90 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
- C. The school board hereby designates Klint W. Willert, 1401 7<sup>th</sup> St SW, Pipestone, MN 56164, 507-562-6068, [klint.willert@pas.k12.mn.us](mailto:klint.willert@pas.k12.mn.us), as the school district Human Rights Officer(s) to receive reports, complaints or grievance of unlawful discrimination. If the complaint involves a human rights officer, the complaint shall be filed directly with the school board chair.
- D. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- E. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

### **INVESTIGATION**

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The

investigation shall be completed within 30 days of the complaint, unless impracticable.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.
- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.
- D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.
- E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- F. The district shall comply with federal and state law pertaining to retention of records.

### **APPEAL**

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Compliant Procedures."

### **SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **RETALIATION**

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

## **CONFLICT OF INTEREST**

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

## **DISSEMINATION OF POLICY**

The school district shall adopt and publish these procedures.

### **TITLE IX COORDINATOR**

Rick Zollner  
1401 7<sup>th</sup> St. SW  
Pipestone, MN 56164  
507-562-6099  
[rick.zollner@pas.k12.mn.us](mailto:rick.zollner@pas.k12.mn.us)

### **SECTION 504 COORDINATOR Gr 6-12:**

Kaysee Slaba  
1401 7<sup>th</sup> St. SW  
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### **Section 504 Gr Pre-K – 5**

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[josie.loll@pas.k12.mn.us](mailto:josie.loll@pas.k12.mn.us)

## **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

A student, parent, or employee can file a complaint with OCT at any time at:

Office for Civil Rights, Region V  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street – Suite 1475  
Chicago, IL 60661-4544

Tel: 312-730-1560  
Facsimile: 312-730-1576  
TDD: 800-877-8339

Students, parents, and employees may file a complaint of discrimination with:

MN Department of Human Rights  
Freeman Building, 625 Robert Street North  
St. Paul, MN 55155  
800-657-3704  
651-539-1100  
TDD 651-296-1283

For complaints of employment discrimination:

Equal Employment Opportunity Commission  
330 S. 2nd Avenue, Suite 720  
Minneapolis, MN 55401  
800-669-4000  
TDD 800-669-6820

***Legal References:*** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 2615 (Family and Medical Leave Act)  
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)  
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)  
42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Adopted: 9-18-1995

Revised: 8-27-2018

8-26-2019

1-25-2021

10-25-2021

8-22-2022

2-27-2023

8-26-2024

## **402 DISABILITY NONDISCRIMINATION POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

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

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Kaysee Slaba, Social Worker, 1401 7<sup>th</sup> St SW, Pipestone, MN 56164, 507-562-6111, [kaysee.slaba@pas.k12.mn.us](mailto:kaysee.slaba@pas.k12.mn.us). This individual is the school district's appointed ADA/Section 504 coordinator for grades 6-12, or Josie Loll, elementary nurse, 1401 7<sup>th</sup> St SW, Pipestone, MN 56164, 507-562-6207 for grades Pre-K-5.

### **III. GRIEVANCE PROCEDURE FOR COMPLAINTS AND DISCRIMINATION**

The following grievance procedure applies to claims of sex, disability, and racial discrimination.

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 90 calendar days of the alleged violation.

- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
- C. The school board hereby designates Klint Willert, 1401 7<sup>th</sup> St SW, Pipestone, MN 56164, 507-562-6068, [klint.willert@pas.k12.mn.us](mailto:klint.willert@pas.k12.mn.us), as the school district Human Rights Officer(s) to receive reports, complaints or grievance of unlawful discrimination. If the complaint involves a human rights officer, the complaint shall be filed directly with the school board chair.
- D. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- E. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

## INVESTIGATION

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.
- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.

- D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.
- E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- F. The district shall comply with federal and state law pertaining to retention of records.

### **APPEAL**

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

### **SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

### **RETALIATION**

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

### **CONFLICT OF INTEREST**

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third-party

investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

## **DISSEMINATION OF POLICY**

The school district shall adopt and publish these procedures.

### **TITLE IX COORDINATOR**

Rick Zollner  
1401 7<sup>th</sup> St. SW  
Pipestone, MN 56164  
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[rick.zollner@pas.k12.mn.us](mailto:rick.zollner@pas.k12.mn.us)

### **SECTION 504 COORDINATOR GR 6-12**

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### **SECTION 504 COORDINATOR GR Pre-K – 5**

Josie Loll  
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## **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

A student, parent, or employee can file a complaint with OCT at any time at:

Office for Civil Rights, Region V  
U.S. Department of Education  
Citigroup Center  
500 W. Madison Street – Suite 1475  
Chicago, IL 60661-4544  
Tel: 312-730-1560  
Facsimile: 312-730-1576  
TDD: 800-877-8339

Students, parents, and employees may file a complaint of discrimination with:

MN Department of Human Rights  
Freeman Building, 625 Robert Street North  
St. Paul, MN 55155  
800-657-3704  
651-539-1100  
TDD 651-296-1283

For complaints of employment discrimination:

Equal Employment Opportunity Commission  
330 S. 2nd Avenue, Suite 720  
Minneapolis, MN 55401  
800-669-4000  
TDD 800-669-6820

***Legal References:*** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. § 12101 (Americans with Disabilities Act)  
29 C.F.R. Part 32 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)  
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Adopted: 1-16-1996

Revised: 10/05, 9/14, 7/17, 2/18, 8/26/2019, 1/25/2021, 10/25/2021, 8/22/2022, 2/27/2023

Revised: 8/26/2024

### Obsolete Books/Textbooks

Name of Books	# of Books	Edition
Hill Science Textbooks	53	Copyright 2005 by MacMillan McGraw Hill
Grade 6 Journeys Leveled Readers	600 Below Level 450 On Level 600 Above Level 600 Vocabulary Readers 600 Language Readers	Copyright by Houghton Mifflin Harcourt Publishing Company
Grade 5 Journeys Leveled Readers	600 Below Level 600 On Level 600 Above Level 600 Vocabulary Readers 600 Language Readers	Copyright by Houghton Mifflin Harcourt Publishing Company
Phineas L. MacGuire Gets Slimed	22	Copyright by Houghton Mifflin Harcourt Publishing Company
Number the Stars	23	Copyright by Houghton Mifflin Harcourt Publishing Company
Justin and the Best Biscuits in the World	23	Copyright by Houghton Mifflin Harcourt Publishing Company
The Snake Scientist	23	Copyright by Houghton Mifflin Harcourt Publishing Company
Quest for the Tree Kangaroo	23	Copyright by Houghton Mifflin Harcourt Publishing Company
Horses	23	Copyright by Houghton Mifflin Harcourt Publishing Company

Sea Turtles	22	Copyright by Houghton Mifflin Harcourt Publishing Company
The Little Prince	22	Copyright by Houghton Mifflin Harcourt Publishing Company
Discovering Mars	23	Copyright by Houghton Mifflin Harcourt Publishing Company
Emma's Poem	22	Copyright by Houghton Mifflin Harcourt Publishing Company
A Crooked Kind of Perfect	23	Copyright by Houghton Mifflin Harcourt Publishing Company
Girls Think of Everything	23	Copyright by Houghton Mifflin Harcourt Publishing Company
M.C. Higgins the Great	23	Copyright by Houghton Mifflin Harcourt Publishing Company
SRA Decoding Strategies Student Book	10	Copyright by McGraw Hill

		Yellow (\$1.81) X 2 Yellow	MC (\$4.75)	Cost Minus YB's	
Luverne	54 miles	\$97.74	\$195.48	\$800.00	\$702.26 /\$604.52
Marshall	90 miles	\$162.90	\$325.80	\$800.00	\$637.10 /\$474.20
Worthington	120 miles	\$217.20	\$434.40	\$800.00	\$582.80 /\$364.60
Windom	134 miles	\$242.54	\$485.08	\$800.00	\$557.46 /\$314.92
Redwood Falls	166 miles	\$300.46	\$600.92	\$800.00	\$499.54 /\$199.08
Jackson	180 miles	\$325.80	\$651.60	\$855.00	\$529.20 /\$203.40
St. James	190 miles	\$343.90	\$687.80	\$902.50	\$558.60 /\$214.70
New Ulm	214 miles	\$387.34	\$774.68	\$1016.60	\$629.26 /\$241.92
Fairmont	236 miles	\$427.16	\$854.32	\$1121.00	\$693.84 /\$266.68
Blue Earth	274 miles	\$495.94	\$991.88	\$1301.50	\$805.56 /\$309.62
St. Peter	280 miles	\$506.80	\$1013.60	\$1330.00	\$823.20 /\$316.40
Waseca	320 miles	\$579.20	\$1158.40	\$1520.00	\$940.80 /\$361.60
Belle Plaine	320 miles	\$579.20	\$1158.40	\$1520.00	\$940.80 /\$361.60
Tri City	330 miles	\$597.30	\$1194.60	\$1567.50	\$970.20 /\$372.90
Jordan	336 miles	\$608.16	\$1216.32	\$1596.00	\$987.84 /\$379.68
Austin	340 miles	\$615.40	\$1230.80	\$1615.00	\$1000.00 /\$384.20
Benson	228 miles	\$412.68	\$825.36	\$1083.00	\$670.32 /\$257.64
NYA	300 miles	\$543.00	\$1086.00	\$1425.00	\$882.00 /\$339.00
Morris	250 miles	\$452.50	\$905.00	\$1187.50	\$735.00 /\$282.50
Lake Crystal	228 miles	\$412.68	\$825.36	\$1083.00	\$670.32 /\$257.64
LeSueur	290 miles	\$524.90	\$1049.80	\$1377.50	\$852.60 /\$327.70

## Bussing Transportation

Below you can see what other Big South Conference schools do concerning motor coaches and yellow busses. Also, please see handout with travel distances for conference schools. You can see some BSC schools have far less travel than we do.

**Fairmont:** School pays for charter trips that are 2 hours away and all section finals and state tournaments. Booster Club or activity can pay the difference between yellow bus and motor coach.

**JCC:** School pays for state tournament trips. Booster Clubs can pay the difference of cost between yellow bus and motor coach.

**Luverne:** School pays for motor coaches only for state tournaments. Team/activity can pay the difference between yellow bus and motor coach.

**Marshall:** School pays for state tournaments. Booster Clubs can pay the difference of yellow bus and motor coach.

**New Ulm:** Boosters pay the difference. They have had a lot of changes over the past 3 years.

**RWV:** School pays for the longest trips. Booster Club may pay up to \$1.00 per mile to help cover motor coach vs yellow bus.

**St. Peter:** Booster or individual activity can cover the difference between yellow bus vs motor coach.

**Tri City United:** Clubs pay the difference between yellow bus vs motor coach.

**Waseca:** School pays for motor coach trips over 90 miles. Otherwise, activities or Booster Club will pay the difference between a yellow bus vs motor coach.

**Worthington:** School pays for motor coaches for the 2 longest trips and all section trips over 30 miles. (Some exceptions due to large amounts of equipment for football and hockey).

### **Please take the following into consideration:**

**Ludolph's have two charters that can hold either 52 or 56 passengers with storage either above or below deck. Also, a much better climate controlled environment (cold or hot outside). The ride is very smooth, with comfortable seats and most importantly a bathroom is available. Much less athlete drama and messing around on a charter vs yellow bus. Also, to drive a motor coach there is more training for the drivers – they are highly qualified.**

**A yellow bus with max capacity of 77 (would be 3 per seat); if only 2 per seat the capacity is 52. Storage of personal bags and equipment would be on their lap. Inside temperature is not controlled very well. Also, the ride is not very smooth, very rigid seating and no bathroom available.**

**When traveling with lots of equipment the motor coach is invaluable due to the storage below. Football would need 2 yellow buses when traveling. We now schedule more girl boy doubleheader basketball games than ever before (which is also saving money because instead of 2 trips per year to (Blue Earth, Fairmont, St. James, RWV, JCC, Windom) we are only making 1 trip). G/B dh's will need 2 yellow buses instead of 1 motor coach. Gymnastics and One Act also have equipment they take with that cannot fit on a yellow bus.**

**Remember, traveling on a bus takes longer than driving in your vehicle.**

I recommend the following for motor coach travel.

1. All state tournament teams would travel on motor coaches.
2. All section teams travel on motor coaches that are 60+ miles away or gymnastics/one act/football due to equipment concerns.
3. Varsity events that are 85 miles away (that is 1 ½ hours of ride time – one way).
4. All activities have the option of taking a charter if they are willing to pay or finance the difference between (one or two) yellow buses vs motor coach.

Rick Zollner