

Hastings Area Public Schools - ISD 200 School Board Meeting Agenda

Wednesday, August 25, 2021
Regular Meeting
Middle School Media Center

- I. **Call Meeting to Order**
 - a. Attendance
- II. **Motion to approve the agenda/table file**
 - a. Approval of the minutes from the July 28th, 2021 Regular Board Meeting
- III. **Recognition of Visitors and Public Comments**
- IV. **Announcements and Recognitions**
- V. **Items for Discussion**
 - a. Policies
 - i. First Reading
 - 1. Policy 102 Equal Educational Opportunity
 - 2. Policy 213 School Board Committees
 - 3. Policy 413 Harassment and Violence
 - 4. Policy 521 Student Disability Nondiscrimination
 - 5. Policy 522 Student Sex Non-Discrimination
 - 6. Policy 522A - Title IX Notification
 - ii. Second Reading
 - 1. Policy 203.2 Order of the Regular School Board Meeting
 - 2. Policy 206 Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
 - 3. 206A Listening Session Sign-Up Document
 - 4. Policy 501 School Weapons
 - 5. Policy 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person
 - 6. Policy 506 Student Discipline
 - b. Student Travel and Field Trips Revisited
- VI. **Administrative Reports**
 - a. Superintendent
 - i. Athletic Ticket Sales Procedure Change
 - b. Building Construction Fund Project Update
 - c. Policy Committee
- VII. **Action Items**
 - a. Consent Agenda
 - i. Change Orders
 - 1. Derau Construction Change Order No. 1
 - 2. McPhillips Bros. Roofing Co. Change Order No. 1
 - ii. Bills Payable
 - iii. Personnel Report
 - iv. Adult Meal Prices for 2021-2022
 - b. Items for Individual Action
 - i. Staff Recognition Parameters
 - ii. Health/Safety Measures for 2021
 - iii. Policies for Approval
 - 1. Policy 406 Public and Private Personnel Data
 - iv. Policies for approval after second read

1. Policy 203.2 Order of the Regular School Board Meeting
2. Policy 206 Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
3. Policy 206A Listening Session Sign-Up Document
4. Policy 501 School Weapons
5. Policy 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person
6. Policy 506 Student Discipline

VIII. **Future Meetings**

IX. **Adjournment**

**Board of Education
Independent School District 200
Hastings, Minnesota**

A Regular Meeting of the School Board of Independent School District No. 200, Hastings, Minnesota, was held on Wednesday, July 28th, 2021 at the Hastings Middle School Media Center.

The meeting was called for order by Chairperson Kelsey Waits at 6:03 PM.

The following Board members were present: Becky Beissel, Brian Davis, Scott Gergen, Lisa Hedin, Stephanie Malm, Dave Pemble, and Kelsey Waits. Superintendent McDowell was also present at the meeting.

A motion to approve the agenda was made by Brian Davis and seconded by Stephanie Malm. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve the minutes from the June 23rd, 2021 Regular Board Meeting and the July 14th, 2021 Special Board Meeting was made by Scott Gergen and seconded by Brian Davis. The vote was: 7 ayes, 0 nays, motion carried unanimously.

Kelsey Waits took time to welcome and acknowledge those who were attending the Board meeting remotely as well as in person.

Time was given to Brittney Hirschauer, the Director of Food and Nutrition Services, who shared details on the summer food program and her work in partnering with Hastings Family Services.

The first topic of discussion was the first reading of the following policies: Policy 203.2 Order of the Regular School Board Meeting, Policy 206 Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations, Policy 206A Listening Session Sign-Up Document, Policy 501 School Weapons, Policy 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person, and Policy 506 Student Discipline. All of these policies will be reviewed by the Policy Committee and brought forward for a second reading at the August Regular Board Meeting.

There was a second reading of Policy 503.2 Early Admission to Kindergarten. A motion to move Policy 503.2 to an action item was made by Dave Pemble and seconded by Becky Beissel. The vote was: 7 ayes, 0 nays, motion carried unanimously.

Time was given to Cameron Peterson, the Director of Facilities, to give a report to the Board regarding the results from the 2021 Radon Testing.

The Board then moved into the administrative reports starting with the Superintendent's report which was given by Superintendent McDowell. Jennifer Seubert, the Director of Finance, gave an update on the building construction fund project. Kelsey Waits gave a report on the Policy Committee, Stephanie Malm provided an update on the Community Engagement Committee, and Lisa Hedin provided an update on the recent Facility Committee meeting.

The first item of business was to approve the consent agenda. A motion to approve the consent agenda was made by Stephanie Malm and seconded by Dave Pemble. The vote was: 7 ayes, 0 nays, motion carried unanimously.

The following resolution regarding the acceptance of the donations from April to June 2021 was presented by Stephanie Malm:

I, Stephanie Malm, introduce the following resolution and move for its adoption:

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

WHEREAS, Minnesota Statutes Section 465.03 states that the School Board may accept a gift, grant, or devise of real or personal property in accordance with the terms prescribed by the donor only by the adoption of a resolution approved by two-thirds of its members; and

WHEREAS, the referenced donations in the District 200 Donations Report from April through June 2021 have been generously donated.

Brian Davis seconded the motion for the adoption of the foregoing resolution.

Voting in favor of the resolution: Becky Beissel, Brian Davis, Scott Gergen, Lisa Hedin, Stephanie Malm, Dave Pemble, and Kelsey Waits.

THEREFORE, BE IT RESOLVED by the Hastings Public School District School Board to gratefully accept these gifts.

The following policies were up for yearly Board review and approval: Policy 410 Family and Medical Leave Policy, Policy 413 Harassment and Violence, Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse, Policy 514 Bullying Prohibition Policy, Policy 524 Internet Acceptable Use and Safety Policy, and Policy 616 School District System Accountability. A motion to approve the yearly review of these policies was made by Stephanie Malm and seconded by Dave Pemble. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve the CESO Facilities contract was made by Dave Pemble and seconded by Becky Beissel. The vote was: 7 ayes, 0 nays, motion carried unanimously.

Member Stephanie Malm, introduced the proposed resolution as it has been written and moved for its adoption: A RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION. The motion of the foregoing resolution was duly seconded by Dave Pemble. Please see the complete resolution and the vote below:

Member Stephanie Malm, introduced the following resolution and moved for its adoption: A RESOLUTION RELATING TO ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION.

BE IT RESOLVED by the School Board of Independent School District No. 200, State of Minnesota, as follows:

1. (a) It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

(b) The clerk shall include on the general election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held on Tuesday, the 2nd day of November, 2021, between the hours of 7:00 o'clock AM and 8:00 o'clock PM. The general election shall be conducted in conjunction with the City of Cottage Grove elections.
3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for this general election. However, because the City of Cottage Grove will be holding a municipal special election on November 2nd, 2021, the polling places for voters residing in the precincts in that city shall be polling places designated by that municipality.

Cottage Grove Precinct 3: Cottage Grove Middle School, 9775 Indian Blvd. South, Cottage Grove, MN

Cottage Grove Precinct 7: National Guard Armory, 8180 Belden Blvd S, Cottage Grove, MN

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the County Auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said general election. The notice shall specify the date of said election and the office or offices to be voted on at said general election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said elections to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the general election.

The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each combined polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials and to take other such actions as may be necessary for the proper conduct of this general election and generally to cooperate with any election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost-sharing.
6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, which such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:

General Election Ballot

Independent School District No. 200
(Name of District)

November 2, 2021

Instructions to Voters:

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

**School Board Member
Vote for Up to Three***

- Candidate U
- Candidate V
- Candidate W
- Candidate X
- _____
write-in, if any
- _____
write-in, if any
- _____
write-in, if any

* If four members are up, this would state **Vote for Up to Four** and there would be four lines for write-ins.

Optical scan ballots must be printed in black ink on white-colored material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.
8. If the School District will be contracting to print the ballots for this election, the Clerk is hereby authorized and directed to prepare instructions to the printer for the layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.
9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general election date. The clerk shall cause notice of the time and the place of the test to be given at least two (2) days in advance of publication once in the official newspaper, by posting a notice, and by notifying the county of legislative district chair of each major political party.

10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the general election and in the newspaper of widest circulation once on the day preceding the general election, or once the week preceding the general election if the newspaper is a weekly.
11. As required by Minnesota Statutes, Section 203B.121, the Board hereby established a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.
12. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling places during the November 2nd, 2021 general election. The election judges shall act as clerks of election and submit the results to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.
13. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the state of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and the Public Disclosure Board with a link to the section of the website where reports are made available.

The motion of the foregoing resolution was duly seconded by Dave Pemble.

On a roll call vote, the following voted in favor:

Becky Beissel, Brian Davis, Scott Gergen, Lisa Hedin, Stephanie Malm, Dave Pemble, and Kelsey Waits.

The following voted against the same:

None

WHEREUPON said the resolution was declared duly passed and adopted.

A motion to adopt the school District's, mission, school district vision, core values, strategic anchors, and school board governance work plan was made by Brian Davis and seconded by Becky Beissel. The vote was: 7 ayes, 0 nays, motion carried unanimously.

A motion to approve Policy 503.2 Early Admission to Kindergarten was made by Dave Pemble and seconded by Stephanie Malm. The vote was: 7 ayes, 0 nays, motion carried unanimously.

With no further business to discuss, a motion to adjourn the meeting was made by Brian Davis and seconded by Becky Beissel. The vote was: 7 ayes, 0 nays, motion carried unanimously. The Regular Meeting of the Board was adjourned at 7:18 PM.



102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully 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. The school district also makes reasonable accommodations for disabled students.
- 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 violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence. Information about the District's policies and procedures with respect to addressing complaints involving sexual harassment can be found in Policy 522. The District's Title IX grievance procedures are included with Policy 522.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: Policy 402 (Disability Nondiscrimination)
Policy 413 (Harassment and Violence)
Policy 521 (Student Disability Nondiscrimination)
Policy 522 (Student Sex Nondiscrimination Policy, Title IX Grievance
Procedure and Process)

Reviewed: 08.02.2021

Revised:

Adopted: 02/20/2008



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*MSBA/MASA Model Policy 213
Orig. 1996
Rev. 2007*

213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Facilities Committee
 - 2. Finance Committee
 - 3. Community Engagement Committee
 - 4. Policy Committee
- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board –

Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)

Policy Reviewed: 02.19.2020

Policy Adopted: 03.25.2020

Policy Revised: 03.12.2020



413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is 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, including gender identity or expression, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is 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, including gender identity or expression, or disability. The school district prohibits any form of harassment or 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, including gender identity or expression, or disability.
- 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 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, 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 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.
- 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 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, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is 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 any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or



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- c. is regarded as having such an impairment.
 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment 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 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 having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 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 consists of 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 or unreasonably 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 which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 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, whether that person is of the same sex or the opposite sex;
 - 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, 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.

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 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 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 which 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 Director of Human Resources 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 District Superintendent.¹

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board



- 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.

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 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, 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 Minn. Stat. § 626.556 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.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)



*Hastings Public School District
ISD #200*

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Policy Reviewed: 08.02.2021

Policy Adopted: 07.22.2020

Policy Revised: 07.17.2020



521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions or comments should contact **Megan Miller, Director of Special Services, 1000 W. 11th St., Hastings, MN 55033, (651) 480-7009, mmiller@isd200.org**. This person is the school district's Americans with Disabilities Act (ADA)/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the **accompanying attached** Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

Legal References: Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Cross References: Policy 402 (Disability Nondiscrimination)

Policy Reviewed: 08.02.2021

Policy Adopted:

Policy Revised:

INDEPENDENT SCHOOL DISTRICT NO. 200

STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. 200 maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

I have been discriminated against based on (choose one or more):

[my disability] / [a record of my disability] / [being regarded as having a disability]

because _____

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person: _____

If the alleged discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): _____

Location of the incident(s): _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has discriminated against me or another person based on a disability. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

(Date)



522 SEX NONDISCRIMINATION POLICY, TITLE IX GRIEVANCE PROCEDURE AND PROCESS

I. GENERAL STATEMENT OF POLICY

- A. The school district prohibits discrimination on the basis of sex in all forms, including sexual harassment.
- B. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education programs or activities extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment

II. SEX DISCRIMINATION COMPLAINTS NOT INVOLVING SEXUAL HARASSMENT

Complaints of sex discrimination that do not constitute sexual harassment, as defined below, or retaliation from making a complaint of sexual harassment, should be reported to the building principal or building supervisor. The building principal or supervisor is then responsible for notifying the school district's Title IX Coordinator of the complaint. If a complaint involves the building principal or supervisor, it should be reported directly to the Title IX Coordinator. The Title IX Coordinator will ensure an investigation is completed in accordance with the requirements of applicable school district policies. The district's Title IX Coordinator is **the Director of Human Resources**. The Title IX Coordinator's contact information is:

Cathy Moen
Director of Human Resources
Hastings Public Schools
1000 West 11th Street
Hastings, MN 55033
(651) 480-7002
cmoen@isd200.org



~~[Name or Title, Office Address, Phone number, email]~~

~~III.~~ GENERAL POLICY PROHIBITING SEXUAL HARASSMENT

- A. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- B. This policy applies to sexual harassment that occurs within the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities
- C. 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 **identified in Section II above**. The ~~school district's Title IX Coordinator(s) is/are:~~

~~D.~~ **[INSERT: NAME(S) OR TITLE(S), PHONE NUMBER(S), OFFICE ADDRESS(ES), EMAIL ADDRESS(ES)]**

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- ~~D.~~ E. The effective date of this policy is August 14, 2020, and it applies to alleged violations of this policy occurring on or after August 14, 2020.

IV. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "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).

- D. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. “Education program or activity” means locations, events, or circumstances over which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and includes school district education programs or activities that occur on or off of school district property.
- F. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
 3. A parent or guardian of a child younger than 18 years old may file a formal complaint on behalf of their child.
- G. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- H. “Relevant questions” and “relevant evidence” are questions, documents, statements, physical items, or information that are related to the allegations raised in a formal complaint and have any tendency to make the allegations more or less likely to be true. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions or evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.

- I. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible for sexual harassment. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- J. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
 - 1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual’s participation in unwelcome sexual conduct);
 - 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 - 3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- L. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work or school locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- M. “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. The following are considered Title IX Personnel:
 - 1. “Title IX Coordinator” means an employee of the school district that is designated and authorized to coordinate the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled

under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.

2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Title IX Coordinator, Decision-maker, or the Appellate Decision-maker in that formal complaint. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker for a formal complaint cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker in that formal complaint. The Decision-maker may be an administrator, supervisor, or other individual qualified to determine and impose appropriate remedies if a determination of responsibility is made.
4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker for a formal complaint cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker in that formal complaint. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. “Informal resolution facilitator” means a person who facilitates the informal resolution process if desired by the parties. The Informal resolution facilitator may be the Title IX Coordinator, but may not be the Investigator, Decision-maker or Appellate Decision-maker in the formal complaint proposed for informal resolution.
6. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and Informal resolution facilitator, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and Informal resolution facilitator.

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 should report the alleged acts as soon as possible to the Title IX Coordinator.
- B.** Any employee of the school district who has experienced, has actual 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.
- C.** A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail 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.
- D.** 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. RETALIATION PROHIBITED

- A.** Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

- B. Any person may submit a report or formal complaint alleging retaliation to the Title IX Coordinator in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

VII. 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. The school district must provide applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
 - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 - 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
 - 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
 - 4. Notice of the school district's grievance procedures and grievance process referenced in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

VIII. RECORDKEEPING

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in

response to a report or formal complaint of sexual harassment. In each instance, the school district must document:

1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
4. The documentation of certain bases or measures does not limit the school district in the future from providing additional explanations or detailing additional measures taken.

B. The school district must also maintain for a period of seven calendar years records of:

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the school district's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Personnel.

IX. APPLICATION OF LAWS OTHER THAN TITLE IX

A. If a formal complaint is dismissed because the allegations, if true, would not constitute sexual harassment as described above or if a Decision-maker or Appellate decision-maker makes a determination that a respondent is not responsible for sexual harassment under these procedures, the Title IX Coordinator will consider whether the alleged conduct may constitute a violation of one or both of the alternative definitions below. If an investigation has already been conducted, the Title IX Coordinator may review the investigation to determine whether prohibited sexual harassment has occurred. If the Title IX Coordinator concludes that it has, the Title IX Coordinator shall report those findings to the Decision-maker and the Decision-maker shall impose or recommend remedies. If no investigation has taken place, the complaint shall be investigated consistent with Policy 103.

B. Alternative Definitions of Sexual Harassment

1. Minnesota Human Rights Act (Applicable to Employees and Students)

“Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact 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 education;
- (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. Title VII (Applicable to Employees)

“Sexual harassment” mean unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment,
- (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

X. GRIEVANCE PROCEDURE AND PROCESS

The grievance procedure and process adopted by the school district shall be included with the Policy as an addendum, and may be reviewed and revised as deemed appropriate by the school district.

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 of 1972)
29 C.F.R. Part 1604 (Implementing Regulations of Title VII)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)
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: Policy 102 (Equal Educational Opportunity)
Policy 413 (Harassment and Violence)
Policy 506 (Student Discipline)
Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Policy Reviewed: 08.02.2021
Policy Adopted:
Policy Revised:

**Title IX Grievance Procedure and Process
Addendum to Policy 522**

I. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district will treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent, other than supportive measures, until the school district has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant when a determination of responsibility for sexual harassment has been made against a respondent.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

To the extent permitted by governing law and regulations, the school district will not release private educational or personnel data about complainants, respondents, witnesses, allegations of sexual harassment, investigations, decisions, dismissals, and/or findings of responsibility. However, the school district's obligations under the implementing regulations for Title IX may require disclosure of certain private educational or personnel data to other parties and/or witnesses.

E. Right to an Advisor

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly during any phase of the grievance process. An advisor to a complainant or respondent may prepare written submissions on behalf of the party.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, expected participants, and purpose of the meeting or interview, and will be provided so as to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent

engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within ~~thirty (30)~~ calendar days following the parties' agreement to participate in such informal process.
2. 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)~~ calendar days of the date the determination of responsibility or dismissal was provided to the parties.
3. 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.
4. 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.
5. 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.

K. Potential Remedies and Disciplinary Sanctions

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 transportation, changes in work locations, leaves of absence, monitoring of certain areas of school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will impose or recommend appropriate remedies, including disciplinary sanctions/consequences. The discipline of a student-respondent must comply with the applicable provisions of Policy 506 – Student Discipline, the Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

II. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A.** When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B.** The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district’s ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C.** If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation against the complainant’s wishes is not clearly unreasonable in light of the known circumstances.
- D.** Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;

3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and



[A copy of Policy 522 and this Grievance Procedures document.](#)

III. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. If the school district determines the student-respondent poses such a threat, it will notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such

leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration requirements of any applicable collective bargaining agreement or individual contract, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

IV. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent to participate in the informal resolution process. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

V. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or

3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
1. ~~The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;~~
 2. ~~The respondent is no longer enrolled or employed by the school district; or~~
 3. ~~Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.~~
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal and grounds upon which an appeal may be made.
- D. 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, including an investigation pursuant to other school district policies.

VI. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the school district, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.

- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The investigative report may include recommended findings of fact and conclusions. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

VII. DETERMINATION REGARDING RESPONSIBILITY

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness. The time allowed for submitting questions and answers is at the discretion of the Decision-maker.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, and the parties have been provided at least ten days to review and submit a written response to the investigative report, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual

harassment;

2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 3. Findings of fact supporting the determination;
 4. Conclusions regarding the application of the school district's code of conduct to the facts;
 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the school district's education program or activity will be provided by the school district to the complainant; and
 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker 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 incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

VIII. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
1. A procedural irregularity that affected the outcome of the matter (e.g., a

material deviation from established procedures);

2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- 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 Decision-maker, 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 Decision-maker 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 Decision-maker is final. No further review beyond the appeal is permitted.

Policy Reviewed: 08.02.2021

Policy Adopted:

Policy Revised:



Hastings Public School District
ISD #200

522A TITLE IX NOTIFICATION

Hastings Public Schools does not discriminate on the basis of sex in the educational programs and activities it operates and is required by Title IX of the Education Amendments of 1972 and its implementing regulations not to discriminate in such a manner. The District's obligation not to discriminate in its education programs and activities extends to admission and employment. Inquiries regarding the application of Title IX and its implementing regulations may be referred to the District's Title IX Coordinator, the Assistant Secretary of the United States Department of Education, or both. The District's Title IX Coordinator is:

Cathy Moen
Director of Human Resources
Hastings Public Schools
1000 West 11th Street
Hastings, MN 55033
(651) 480-7002
cmoen@isd200.org

A copy of the District's Policy 522 ("Sex Nondiscrimination Policy, Title IX Grievance Procedure and Process) is available from the Title IX Coordinator and may be accessed online at [\[INSERT LINK\]](#).

Policy Reviewed: 08.02.2021

Policy Adopted:

Policy Revised:



203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. LISTENING SESSION

IV. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda, table agenda, and minutes.
3. Recognition of visitors, and correspondence.
4. Items for discussion.
5. Reports.
6. Action Items.
7. Future Meetings.
8. Adjournment.

B. Items in this order may be considered as part of a consent agenda.

- C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)

Policy Reviewed: 07.28.2021

Policy Adopted: 08.26.2020

Policy Revised: 08.02.2021



*Hastings Public School
District ISD #200*

*MSBA/MASA Model Policy 206
Orig. 1995
Rev. 2017*

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- B. Personnel data on current and former employees that is “public” includes:

Name; employee identification number, which must not be the employee’s social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee’s work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee’s reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is “public” includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, “finalist” means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. “Educational data” means data maintained by the school district which relates to a student.

- E. “Student” means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant’s application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior

government service; any data required to be provided or that is voluntarily provided in an application to a multi member agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. Right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. Right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. Right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. Right to a private hearing for licensed or non-licensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. Right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. Right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. Right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES FOR REQUESTING TO ADDRESS BOARD

A. School Board Listening Sessions

1. There will be at least two school board members available fifteen minutes prior to the start of each Regular Board Meeting. This time is for citizens who wish to address the board regarding a subject that is or is not on the Regular Board Agenda. A maximum of five speakers will be allowed during each listening session. The school board will not engage in discussion or provide responses during this time, however may respond at a later time and/or direct administration to provide a response.
2. To be recognized, citizens must sign up on the listening session document no later than 5:40 pm, on the day of the corresponding board meeting. Speakers must provide, on the document, their name, address, topic to which they are speaking, and their relationship to the district. Speakers may provide email addresses and phone numbers, if they choose.
3. In order to speak, the citizen must meet one of the following connections to the district: Resident of the district, family member/guardian of a student in the district, or local taxpayer of the district.
4. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, school board, or the proceedings may be directed to leave.
5. The school board retains the discretion to limit each speaker to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
6. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
7. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.

8. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
9. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VI. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a

criminal penalty, constitutes just cause for suspension without pay or dismissal.
(Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing) Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Policy Reviewed: 07.28.2021
Policy Adopted: 03.25.2020
Policy Revised: 07.28.2021

**Listening Session Sign-up Document for _____ (Date)
Independent School District 200, Hastings, MN**

As per district Policy 206, there will be at least two school board members available fifteen minutes prior to the start of each Regular Board Meeting. This time is for citizens who wish to address the board regarding a subject that is or is not on the Regular Board Agenda. A maximum of five speakers will be allowed during each listening session.

To be recognized, those wishing to address the board must sign up on the listening session document no later than 5:40 pm, on the day of the corresponding board meeting. Speakers must provide, on the document, their name, address, and topic to which they are speaking. Speakers may provide email addresses and phone numbers, if they choose. In order to speak, the speaker must meet one of the following connections to the district: Resident of the district, family member/guardian of a student in the district, or taxpayer of the district.

The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by the others are out of order. Individuals who interfere with or interrupt speakers, school board, or the proceedings may be directed to leave.

The school board retains the discretion to limit each speaker to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.

Please understand that the board will not directly respond to speaker comments, but invites individuals to follow-up with individual board members, by appointment.

First/Last Name	Topic to speak about	Relationship to the District			Email
		Resident	Family/ Guardian of a student	Taxpayer	
		Resident	Family/ Guardian of a student	Taxpayer	
		Resident	Family/ Guardian of a student	Taxpayer	
		Resident	Family/ Guardian of a student	Taxpayer	
		Resident	Family/ Guardian of a student	Taxpayer	



501 SCHOOL WEAPONS POLICY

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; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; 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.

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 Minn. Stat. § 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 Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 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 §§ 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.

—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 non-student permit-holders authorized under Minn. Stat. § 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 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. 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.
- B. Other Non Students
 - 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.

Legal References:

Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
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)

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)

Policy Reviewed: 07.28.2021

Policy Adopted:

Policy Revised: 07.28.2021



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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

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

B. Desks

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

C. Personal Possessions and Student's Person

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

- D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

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

IV. PROCEDURES

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

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

V. DIRECTIVES AND GUIDELINES

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

VI. SEIZURE OF CONTRABAND

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

VII. VIOLATIONS

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

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

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

MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 506 (Student Discipline)

Policy Reviewed: 07.28.2021
Policy Adopted:
Policy Revised: 07.28.2021



506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that all members of the school community work collaboratively to create a safe, supportive, and equitable school climate through the use of positive discipline practices. Effective positive discipline stresses student self-direction, decision-making, and responsibility. Students have the right to be safe and free from threatening situations on school property, at school activities, and in district vehicles. Therefore, 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

1. All students have the right to an education and the right to learn.
2. The School Board recognizes that individual responsibility and mutual respect are essential components of the educational process. Students must conduct themselves in an appropriate manner in order to maintain a climate where learning can take place with minimal interference.
3. The School Board believes that a positive and equitable learning environment is essential for students to thrive academically and developmentally.
4. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
5. The School Board recognizes that no policy will cover all situations. Therefore, the building administrator(s) or designee will make a determination of the violation and/or consequences/disciplinary action when student actions are not specifically addressed. All actions by an administrator/designee will be made on a case-by-case basis.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to

carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of a positive atmosphere at events sponsored by the school district or held on school district property. See School Board Policy 903 (Visitors

to School District Buildings and Sites) for additional information.

IV. STUDENT RIGHTS and RESPONSIBILITIES

Hastings Public Schools strives to create a safe and welcoming place for all students. All of us help create this positive and respectful learning environment.

- A. While each school’s approach may differ in details, the table below offers a summary of the responsibilities we share to create a positive school and district culture:

	Students	Parents/ Guardians	All Hasting Staff
Beliefs	Believe that you have the capacity to be your best self. -Belief that you are important -Belief that you can do big things	Believe your child has the capacity to be their best self...	Believe staff have the capacity to support students in being their best selves...
Positive Relationships	Actively build and maintain positive relationships with staff and students.	Build and maintain a positive relationship with staff at the school. Build and maintain a positive relationship with staff at the school.	Build and maintain positive relationships with all students and their families.
Respect	Respect yourself, the learning environment, other students, their parents/ guardians, families and all staff.	Respect and support the learning environment and emphasize the importance of being prepared for school.	Develop a learning community and a respectful environment that supports social-emotional and academic success.
Support	Ask for and accept help when you need assistance.	Ask for help when you need assistance. Advocate for your child through regular communication with school staff.	Regularly communicate with students and families. Support them when they ask for assistance.
Attendance	Go to school everyday on time,	Make sure your child arrives at school	Create a welcoming environment. Have

	ready to learn, and give your best effort	everyday on time and prepared to learn.	high expectations for all students.
Expectations and Procedures	Learn and follow school expectations and procedures	Learn and talk with your child about the expectations and procedures at their school	Teach, model, and reinforce school expectations and procedures. Follow the school-wide discipline plan
Technology Use	Use technology and equipment in a responsible way.	Review the technology agreement with your child.	Tailor instruction for student voice and choice within a technology rich learning environment.
Learn	Personalize your learning by bringing your creativity to your assignments.	Encourage your child's passion to learn and grow toward life-long learning..	Provide personalized, engaging and academically appropriate instruction, including culturally responsive teaching that represents and invites students' identities.
Safety	Conduct yourself in a manner to ensure your safety and the safety of others.	Contact your child's school if you observe or are aware of potentially unsafe activities or conditions.	Create and monitor safe conditions in the school environment.

B. In addition to collective expectations and responsibilities, specific student Rights,

Opportunities and Responsibilities are outlined in the table below.

Access to Records
Rights/Opportunities <ul style="list-style-type: none">• Students' parents/guardians and eligible students under federal law generally have the right to view their school records according to state and federal laws.• Students have the right to privacy regarding their school records. Any disclosure of information from student records will be consistent with legal requirements and policy established by the school district.• Responsibilities Eligible students are responsible for following established building and district procedures regarding access to their school records.
Attendance and Tardiness
Rights/Opportunities <ul style="list-style-type: none">• Absence or tardiness of students because of religious holidays and observances shall be recorded as excused absences or tardiness at the written request of the parent/guardian. For more details, see Board Policy 503. Responsibilities <ul style="list-style-type: none">• Students and parents/guardians are responsible for following the school's attendance and tardiness rules and procedures.• Students and parents/guardians are responsible for notifying the school (e.g., a written note, phone call) before an absence or upon returning to school after an absence.• Students are responsible for following the school's procedures, i.e. obtaining a pass from a staff person, when late for class or if there is a need to leave class.• Students and parents/guardians are responsible for notifying the school if the student must leave during the school day. For more details, see Board Policy 503.
Equal Opportunity
Rights/Opportunities <ul style="list-style-type: none">• Students have the right of equal opportunity, as allowed by law, to participate in all school activities and school education programs for which they are eligible. Responsibilities <ul style="list-style-type: none">• Students are responsible for following the rules and procedures of the school-sponsored activity in which they, or others, participate. Students may not discourage, impede or prevent the participation of other students.
Fair Treatment

Rights/Opportunities

- Students have the right to due process, as defined in the Minnesota Pupil Fair Dismissal Act, when involved in a violation of district rules. Included is the opportunity to hear the nature of the violation and to give their account of the situation.
- Students have the right to be informed of all applicable classroom and school rules, expectations and procedures.
- Students have the right to be treated respectfully by district employees and other students.
- Students have the right to be free from unreasonable physical contact from staff and other students. Reasonable force by staff to restrain or correct a student from injuring self or other persons, however, is allowable.

Responsibilities

- Students are responsible for responding to all directions or questions from staff and for following all laws, policies, rules and expectations that apply to them.
- Students should assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect
- Students are responsible for knowing and following all applicable classroom rules, expectations, and procedures.
- Students are responsible for treating all persons respectfully.
- Students are responsible for respecting the space and freedom of those around them.
- Students are expected to treat the property of others and the district responsibly.
- Students are responsible for refraining from using force or physical contact to inflict harm on another.
- Students are responsible for not engaging in conduct that threatens to physically or mentally injure themselves, other persons or property.

Free Speech and Expression**Rights/Opportunities**

- Students have the right to free speech subject to certain Constitutional limitations.

Responsibilities

- Students are responsible for expressing opinions, publishing written materials and distributing literature in such a manner that is not libelous, obscene, discriminatory or sexually explicit; that does not contain references to alcohol, chemicals, tobacco, or other products that are illegal for use by minors; that does not interfere with the rights of others; that does not materially and substantially disrupt the atmosphere of learning in the school; and that follows school rules and procedures regarding time, place and manner.
- Permission of the school principal is required for distribution or posting of written materials.

Gender Identity**Rights/Opportunities**

- Students have the right to be identified by their preferred name, pronoun, and asserted gender in school records, learning spaces, facilities, and extracurricular activities consistent with Board Policy and procedures. For more information see Board Policy 536.

Responsibilities

- Students must communicate with school staff if their school records are not reflective of their preferred name, pronoun, and/or gender identity.

- School record name and/or gender changes connected to gender identity require submitting updates to the placement office in accordance with Board procedures.

Learning and Academic Work

Rights/Opportunities

- Eligible resident students have the right to a free public education according to state and federal laws.
- Students have the right to attend school and gain an education as provided by law. Attendance at a particular school is a privilege, not a right. For more details, see Minn. Stat. § 120A.36 at revisor.mn.gov/statutes.
- Students have the right to attend school in a safe environment that is free from disruptive behavior by others. Students have the right to experience learning opportunities that reflect their cultural experiences in a non-racist, non-sex-biased, gender and disability fair manner. Students have the right to make up school work missed during any excused absence.
- When absent for an extended period as a result of a medical issue, students have the right to necessary home/hospital instruction as regulated by state guidelines.

Responsibilities

- Students are responsible for daily attendance, for completing class assignments on time, and for bringing appropriate materials required for class use.
- Students are responsible for behaving in such a manner that supports learning for all, does not pose a potential or actual danger to themselves or others, and is not disruptive to the learning process for others.
- Students are responsible for respecting the cultural experiences shared by their peers.
- Students are responsible for obtaining and completing make-up work assigned for periods of absence.
- Avoid inaccuracies in publications.

Medications

Rights/Opportunities

- Students have the right to receive medications and medical procedures that must be administered during the school day in order for a student to attend school consistent with Board policy and procedure. For more information see Board policy 516.

Responsibilities

- Families are responsible for communicating with the school nurse or other school staff about changes in medications or medical procedures when they must be administered during the school day.
- Students are responsible for cooperating with school staff regarding medications and medical procedures to be administered during the school day.

Non-Discrimination/Harassment-Free Environment

Rights/Opportunities

- Students have the right to a learning environment free from discrimination, harassment and violence based on an individual's race, creed, sex, marital status, national origin, age, color, religion, familial status, status with respect to public assistance, sexual or affectional orientation, gender identity and expression, disability, or membership or activity in a local commission as defined by Minn. Stat. § 363A.03.
- Students have a right not to be retaliated against for making good faith reports of discrimination, harassment, or violence.

Responsibilities

- Students are responsible for treating other students and district employees respectfully and in a manner that does not discriminate or harass an individual based on protected class.
- Students are responsible for reporting to staff (i.e., teacher or principal) incidents of bullying, discrimination, harassment, violence or retaliation that they have experienced or of which they are aware.

Personal Property and Privacy**Rights/Opportunities**

- Students generally have a right of privacy in their persons and in their personal property on school district property and at school-sponsored or -associated events.
- According to Minnesota law, students have the right to use school-owned property (e.g., lockers, desks, iPads, ChromeBooks) for storing appropriate items of personal property with the understanding that all school-owned property is within the exclusive control of the school district and may be searched by school authorities for any reason, at any time, without permission, consent or requirement for a search warrant. For more details, see Minn. Stat. § 121A.72, subd. 1 at revisor.mn.gov/statutes/.

Responsibilities

- Students must not bring onto school district property, or to school-sponsored or -associated events, any item or material that violates school district policy, school rules, or state or federal law, or that would cause, or tend to cause, a disruption or endanger the health or safety of students or other people. Items prohibited include, but are not limited to, stolen goods, weapons and lookalike weapons, and other illegal items.
- When reasonable suspicion exists to believe a student possesses prohibited items or that a search will uncover evidence of a violation of a school rule or of the law, school officials may conduct a reasonable search of a student's person or property.
- Students are responsible for keeping their lockers/desks in good condition and free of any items that are illegal or prohibited.
- The personal possessions of students within a school locker may be searched only when school authorities 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 authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. For more details, see Minn. Stat. § 121A.72, subd. 1 at revisor.mn.gov/statutes/.
- Students must respect and maintain school property and the property of others.

Pledge of Allegiance

Rights/Opportunities

- Minnesota law requires all public schools to provide students the opportunity to recite the Pledge of Allegiance at least once a week (unless the School Board votes to waive this requirement).

Responsibilities

- Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so, and students must respect another person's right to make that choice. For more details, see Minn. Stat. § 121A.11, subd. 3(b) at revisor.mn.gov/statutes/

Police Interviews**Rights/Opportunities**

- Students have the right to be free from interview or interrogation by private parties, such as attorneys and private investigators, during the school day.
- Students have the right to be free from interview or interrogation during the school day by the Hastings Police Department unless the student's building administration determines it is unwise or unsatisfactory for the Hastings Police Department to contact the student outside of school.
- When interviewed during the school day by the Hastings Police Department, students have the right to be interviewed in private and with confidentiality and in the presence of the student's principal or the principal's designee, without interruption and without observance by other school personnel or students. For more details, see Board Policy 519.

Student Dress**Rights/Opportunities**

- Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the student's health or safety, causes an interference with school work or creates classroom or school disruption.

Responsibilities

- Students are responsible for wearing clothes that are appropriate for school. To maintain a safe learning environment, student dress cannot be a health and/or safety hazard, obscene, sexually explicit or discriminatory. Clothing that displays words or images that communicate a message that is racist, sexist, or otherwise derogatory is not permitted. Clothing that displays references to alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.
- Students are responsible for abiding by the school principal's mandated minimum standards of cleanliness and neatness. For more details, see Board Policy 504.

Student Government**Rights/Opportunities**

- Students have the opportunity to form and participate in student government that is open to all of the student body being represented. The purpose of the existence of student government is to represent and to be responsive to the needs of all students.

Responsibilities

- Students are responsible, when forming a student government, for establishing purposeful governing rules. The student government is responsible for communicating with the student body, faculty and administration, and for being aware of and complying with any school district policies affecting the

student government procedures.

Technology Usage and Safety

Rights/Opportunities

- Students have the opportunity to access a variety of district technology resources in support of personalized learning.

Responsibilities

- Students are responsible for using the district technology resources, including iPads, properly and following all district and school rules and procedures.
- Students are responsible for respecting the privacy of other users, and not intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users without permission.
- Students are responsible for maintaining the security of the district technology resources and recognizing and honoring the intellectual property rights of others.
- Students are responsible for immediately disclosing inadvertent access of unacceptable materials or an unacceptable Internet site to an appropriate school district administrator.
- Students are responsible for using the district technology resources without making changes to device operating systems and security profiles or installing any apps other than those authorized by Hastings Public Schools.
- Students are responsible for ensuring that any digital content on district technology resources is school-appropriate.
- Unacceptable use of district technology resources, including e-mail and the Internet, may result in one or more of the following consequences: suspension or cancellation of use or access privileges, discipline under applicable district policies and procedures, or civil or criminal liability under applicable laws. For more details, see Board Policy 524.

Transportation

Rights/Opportunities

- When riding a school bus or van to or from school, a student has the right to a safe ride that is free from intimidation, threat, or harassment.
- Parents/Guardians and students have the right to be informed that transportation service is a privilege that is granted to a student contingent upon appropriate behavior. In accordance with Minnesota Statute § 121A.59, transportation is a privilege, not a right, for eligible students.

Responsibilities

- Students are responsible for adhering to the expected behaviors, set by the Board of Education, while on the school bus and while in school bus loading and unloading areas. Misbehaviors occurring on the school bus will be managed in accordance with the Administrative Procedures/Continuum of Response.
- Parents/Guardians of transported students are responsible for supervising their children until their children board the school bus in the morning and after their children leave the bus at the end of the school day.
- Students who are involved in serious or repeated incidents of unacceptable student conduct on the school bus or at the school bus stop may have their riding privileges suspended or revoked, including bus transportation for field trips.

- The parent or guardian of a student suspended from transportation is responsible for ensuring that the student travels safely to and from school and that the student arrives at school on time.
- Bus drivers and school staff are responsible for teaching, modeling and reinforcing positive behavioral expectations to all students.

VI. CODE OF STUDENT CONDUCT

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

7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, 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 Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;

32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful 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 Non School-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.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. Hastings Public Schools works to ensure developmentally appropriate, age appropriate, and context appropriate interventions/consequences are applied as uniformly as possible. While the specific form of discipline chosen in a particular case is solely within the discretion of the school district, the district has developed an Administrative Procedure-Continuum of Responses which establishes a range of intervention and consequence options commensurate with a violation of the Student Code of Conduct. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;

- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

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 period or activity period for a period of time not to exceed five (5) days after each occurrence, pursuant to this district discipline policy adopted by the school board. A class period or activity period is defined as a block of time devoted to one subject area or activity.

- 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 as appropriate by student developmental level based on each

school's discipline procedure and framework such as PBIS, Restorative Practices and Conscious Discipline. 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.

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 is at the discretion of the teacher or administration, requires removal of the student from class.

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. The removal from class shall be for a period of time deemed appropriate by the principal.

- 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. Each building may develop a specific set of procedures for removing a student from class. However, when a building does not have such procedures, the general procedures outlined below, will be expected for staff to follow:
 - If a student is removed from class, the teacher, principal, or other District employee will complete a report describing the student's behavior in accordance with the building level procedure.
 - Teachers removing students from class are required to direct the student to the school office or other predesignated location and verify his or her arrival as soon as practicable. Teachers will determine whether a student needs to be accompanied to the office,

and, if so, make the necessary arrangements.

- The administrator may, at his/her option, assign the student to supervision in another area specially designated for this purpose.
- The student will remain in the custody of the building administrator or his/her designee for the duration of the time prescribed.
- Students removed for more than one class period will receive assignments from the teachers to enable the student to keep up with his/her class work.

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

1. The student may return to class after a conference with the appropriate administrator, teacher, and/or the parent(s)/Guardian(s). At the time of this conference, a plan of action will be established.
2. Students removed from class will be required to examine and take measures to correct it. (Language specific to each building level framework of behavior interventions- best practices like PBIS, Restitution, Restorative practices).

E. Procedures for Notification.

- Parents/guardians of students removed from class will be notified as soon as practicable of the rule violation that led to the removal, and any conditions for readmission.
- Disabled Students; Special Provisions.
 - In cases involving students receiving special education services, appropriate special education staff will be notified of the removal to determine compliance with the student's IEP and to determine whether further assessment or change in the student's IEP is necessary
 - In cases involving students with suspected disability, the student assistance team or school counselor will be notified and the school's pre-referral intervention process will be followed.

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

1. The District has established a chemical /alcohol abuse pre-assessment team (Student Support Teams or Student Intervention Teams) pursuant to Minnesota Statute 121A.26;
2. The District has established teacher reporting procedures to the

chemical/alcohol abuse pre-assessment team, pursuant to Minnesota Statute 121A.29

- G. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
1. During the enrollment process, schools will gather as much information from parent(s)/guardian(s) as possible to determine any pre-existing academic, behavioral, or attendance concerns.
 2. School administrators will ensure the building is adequately supervised and that a system is in place for reporting behavior concerns, regardless of the time and day.
 3. School administration will have a plan for reviewing attendance records on a regular basis and then act on the attendance concerns in accordance with the appropriate county truancy program.
 4. Schools will establish a structure for teachers to discuss student behavior concerns that is clearly communicated and followed up by administration.
 5. Schools must have a team including administration, counselors, the school nurse, and other staff as available to review student academic, attendance, behavior and social/emotional concerns.
 6. Staff will intervene and support students early on as behavior concerns are surfacing.
 7. Schools will work with chemical health support staff to assess student behavior and determine whether or not chemical issues are present.
 8. In conjunction with the Special Education process, schools will have regularly scheduled meetings to consider whether students with academic, behavioral, or social/emotional concerns might need to be assessed for special education services.
 9. A formal structure will be created to share information as students transition between schools and grades to assist in continuous support and intervention.
 10. Schools will communicate with parent/guardian about academic progress and encourage parents/guardians to assist in identifying concerns.

IX. DISMISSAL

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

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

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

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

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

- C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or

guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the 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.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning

center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian

within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

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

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

6. The hearing shall be scheduled within ten (10) days of the service of the

written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.

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

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

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for

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

XI. NOTIFICATION OF POLICY VIOLATIONS

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

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault 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 student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

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

XIII. DISABLED STUDENTS

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

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

To discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

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

XIV. OPEN ENROLLED STUDENTS

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

XV. DISTRIBUTION OF POLICY

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

XVI. REVIEW OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal from Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students with Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Policy Reviewed: 07.28.2021

Policy Adopted:

Policy Revised: 08.10.2021

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Administrative Procedure – Continuum of Response

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. Hastings Public Schools works to ensure developmentally appropriate, age appropriate, and context appropriate interventions/consequences are applied as uniformly as possible. While the specific form of discipline chosen in a particular case is solely within the discretion of the school district, the district has developed this Administrative Procedure-Continuum of Responses which establishes a range of intervention and consequence options commensurate with a violation of the Student Code of Conduct. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. Administrators, based on the context and circumstances of a situation will use the Continuum of Response as a starting point in determining an appropriate intervention and/or consequence. 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 the interventions and consequences listed in this document.

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the IEP or 504 plan specifies a necessary modification, or due to conditions/provisions consistent with federal law. Specifics can be found in district policy 506.

Definitions

“* “= Administrator has discretion in assigning an intervention or consequence

OSS = Out of School Suspension

ISS = In School Suspension

VSF = Violent Student Behavior Notification required as per MN Statute

SSW = School Social Worker

SRO = School Resource Officer

Reporting Code = Codes that are required for state reporting of specific incidents

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	MISBEHAVIORS	1st Offense	2nd Offense	3rd Offense	4th Offense
1.	Abuse: Verbal, Written or Otherwise Expressed – Arousing alarm in others through the use of language that is discriminatory, abusive, bullying, threatening or obscene, including through the use of electronic communication. REPORTING CODE: 21				
	Involving student or staff (School Aged Care)	*	*	Early Pick Up	1 day Suspension
	Involving student or staff (Pre K-gr 4)	*	*	½ day in-school suspension	1 day in-school suspension
	Involving student (grades 5-8)	*	1 day in school suspension	1-3 day suspension	3-5 day suspension VSB
	Involving students (grades 9-12)	*	1-3 day suspension, SRO referral	3-5 day suspension, SRO referral	
	Involving self-harm (grades 6-12)	Referral for mental health assessment and develop safety plan	Referral for mental health assessment, develop safety plan, referral to SRO, possible exclusion		
	Involving staff (grades 5-8)	1 day in school suspension	1-3 day suspension	3-5 day suspension VSB	5 day - Expulsion VSB
	Involving staff (grades 9-12)	removal from class, up to 2 day suspension	2-5 day suspension, referral to SRO	Expulsion VSB	
2.	Academic Dishonesty – Cheating, plagiarism, or collusion, including the use of technology to accomplish this end. REPORTING CODE: 23				
	(School Aged Care)	*	*	*	*
	Involving student or staff (Pre K-gr 4)	*	*	½ day in-school suspension	1 day in-school suspension
	(grades 5-8)	*	*	1 day detention	1 day in school suspension
	(grades 9-12)	Cheating & Collusion = zero Plagiarism = zero & discipline referral	Cheating & Collusion = zero Plagiarism = zero, removal from class & discipline referral	Cheating & Collusion = 2 day suspension Plagiarism = zero & discipline referral	Cheating & Collusion = 5 day suspension Plagiarism = zero & discipline referral

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3.	Alarm, False – Alarm, False – Intentionally giving a false alarm of a fire or other emergency, including making a false report to 911, or interfering with any alarm or alarm sensor. REPORTING CODE: 23				
	(School Aged Care)	*	Early Pick Up	1 day suspension	3 day suspension
	(Pre K-gr 4)	*	1 day in-school susp.	3 day in-school susp.	2 day suspension
	(grades 5-8)	3 day suspension & SRO referral	5 day suspension & SRO referral	Expulsion & SRO referral	
	(grades 9 -12)	3 day suspension & SRO referral	5 day suspension & SRO referral	Expulsion & SRO referral	
4.	Alcohol**, Intent to Sell, Give or Share – Selling, giving or sharing or intending to sell, give or share alcohol, including through the use of electronic communication, where selling, giving or sharing is prohibited by Minnesota or federal law. REPORTING CODE: 1				
	(School Aged Care)	*and Dakota Cty. Referral	1-3 day suspension	1-3 days suspension	3-5 days suspension or Withdrawn from program
	(Pre K-gr 4)	*, Dakota Cty./SSW referral	½ -3 day in-school suspension, Dakota Cty./SRO Referral	1-3 day suspension and Dakota Cty./SRO Referral	3-5 day suspension and Dakota Cty./SRO Referral

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	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4th Offense
	Alcohol**, Intent to Sell, Give or Share (Cont'd)				
	(grades 5-8)	1-3 day suspension, SRO referral	3-5 day suspension, SRO referral, chemical health assessment	5 day suspension- Expulsion, SRO referral, chemical health assessment	Expulsion
	(grades 9-12)	1-3 day suspension, SRO referral	3-5 day suspension, SRO referral, chemical health assessment	5 day suspension, SRO referral, chemical health assessment	
5.	Alcohol, Possession or Use – Possessing, influenced by the use of, or using alcohol. REPORTING CODE: 1				
	(School Aged Care)	* Early pick up	1-3 days suspension	1-3 day suspension	5 day suspension
	(Pre K-gr 4)	*, SSW referral	SSW referral, chemical health assessment, ½-3 day in-school suspension	1-3 day suspension with chemical health assessment and agreement to follow assess recommend, SRO referral	5 day suspension with chemical health assessment and agreement to follow assess recommend or expulsion
	(grades 5-8)	1-3 day suspension, SRO referral	3-5 day suspension, SRO referral, chemical health assessment	5 day suspension- Expulsion, SRO referral, chemical health assessment	Expulsion
	(grades 9-12)	1-3 day suspension & SRO referral	3-5 day suspension, SRO referral, & Chemical Health Assessment	5 day suspension SRO referral, chemical health assessment expulsion/exclusion	* to expulsion/exclusion

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6.	Ammunition, Mace or Pepper Gas Possession – Possession of bullets, other projectiles designed to be used in a weapon or other material designed to cause pain or injury. REPORTING CODE: 23				
	(School Aged Care)	*	1 day suspension	3 day suspension	5 day suspension up to recommendation for expulsion
	(Pre K-gr 4)	*	½-1 day in school suspension	1-3 day suspension VSB	3-5 day suspension up to recommendation for expulsion VSB
	(grades 5-8)	*	1-3 day suspension	3-5 day suspension VSB	5-10 day suspension up to recommendation for expulsion VSB
	(grades 9-12)	*	1-5 day suspension	3-5 day suspension VSB	5-10 day suspension up to expulsion, VSB

** For the purposes of this administrative procedure, alcohol means any alcoholic substance—in whatever form (e.g., liquid, powder)—that has an intoxicating effect on the central nervous system and includes any alcoholic substance which may not be legally possessed or consumed by persons under the age of 21.

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	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4th Offense
7.	Arson – Intentional destruction or damage to school or district buildings or property by means of fire. REPORTING CODE: 2				
	(School Aged Care)	* 1-3 days suspension	Expulsion		
	(Pre K-gr 4)	*, SRO referral, 1-3 days out of school suspension	Expulsion and restitution VSB		
	(grades 5-8)	Expulsion, SRO referral, & restitution VSB			
	(grades 9-12)	Expulsion, SRO referral, & restitution VSB			
8.	Assault: Aggravated – Committing an assault upon another person with a weapon or a device used as a weapon, or an assault which inflicts great bodily harm upon another person. REPORTING CODE: 3				
	(School Aged Care)	1-5 day suspension	5-10 day suspension	Expulsion	
	(Pre K-gr 4)	1-5 day suspension and VSB, SRO referral	5-10 day suspension and VSB, SRO referral	Expulsion and VSB, SRO referral	
	(grades 5-8)	1-10 day suspension, SRO referral	10 day suspension with possible expulsion, SRO referral and VSB	SRO referral, Expulsion and VSB	
	(grades 9-12)	1-10 day suspension, SRO referral	10 day suspension with possible expulsion, SRO referral and VSB	SRO referral, Expulsion and VSB	
9.	Assault: Physical – Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. REPORTING CODE: 3				
	(School Aged Care)	*	3 day suspension	5 day suspension	10 day suspension/withdrawal of contract

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	Upon a student or staff member (Pre K-gr 4)	*	3 day suspension, VSB, and referral to Social Worker	5 day suspension, VSB, and SRO referral	10 day suspension and VSB
	Upon a student (grades 5-8)	3-5 day suspension, SRO referral	5-10 day suspension, SRO referral	10 day suspension-Expulsion, SRO referral	Expulsion
	Upon a staff member, including agents, volunteers and School Resource Officers (grades 5-8)	5-10 day suspension, SRO referral, threat assessment & VSB	Expulsion, Referral to SRO, & VSB		
	Upon a student (grades 9-12)	5-10 day suspension, SRO referral, threat assessment & VSB	Expulsion, Referral to SRO, & VSB		
	Upon a staff member, including agents, volunteers and School Resource Officers (grades 9-12)	5-10 day suspension, SRO referral, threat assessment, & VSB, possible expulsion	Expulsion, Referral to SRO, & VSB		
10.	Assault: Verbal, Written or Otherwise Expressed – Confrontation with a student or staff member through statements or actions which bullies, intimidates, threatens or causes fear of bodily harm or death, including through the use of electronic communication. REPORTING CODE: 3				
	(School Aged Care)	*	Early Pick Up	1-3 day suspension	3-5 day suspension
	Upon a student or staff member (Pre K-gr 4)	*	1 day in-school susp. and referral to Social Worker	1-3 day suspension	3-5 day suspension and VSB

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	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4th Offense
	Assault: Verbal, Written or Otherwise Expressed (Cont'd)				
	Upon a student (grades 5-8)	*	1-3 day suspension	3-5 day suspension	5 day suspension - Expulsion
	Upon a student (grades 9-12)	1-3 day suspension. SRO referral	3-5 day suspension, SRO referral	Expulsion	
	Upon a staff member (grades 5-8)	1-3 day suspension	3-5 day suspension	5 day suspension - Expulsion	Expulsion
	Upon a staff member (grades 9-12)	2-5 day suspension SRO referral	5-10 day suspension, SRO referral, Expulsion	Expulsion	
11.	Attendance issues - Truancy, excessive absenteeism, tardiness, skipping classes, exiting the school building or leaving school grounds without permission; REPORTING CODE: 24				
	(School Aged Care)	*	*	*	*
	(Pre K-gr 4)	*	*	*	*
	(grades 5-8)	*	*	*	*
	(grades 9-12)	* Warning, contact parent, zero for day, detention, Saturday school	* Contact parent, zero for the day, detention, Saturday school, Truancy filed. (in-school suspension)	* Contact parent, dropped from course, Saturday school, truancy 2-5 day in-school susp.	*
12.	Attire – lack of attire, or personal grooming or attire, which creates a danger to health or safety or a disruption to the educational process, including, but not limited to, bearing a lewd, vulgar, or obscene message, promoting products or activities that are illegal for use by minors, or displaying objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group. REPORTING CODE: 23				
	(School Aged Care)	*	* and referral to Social Worker	Early Pick up/1 Day suspension	3 day suspension
	(Pre K-gr 4)	*	* and referral to Social Worker	1/2 day in school suspension	1 day in school suspension

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	(grades 5-8)	*	1 day in school suspension	3-5 day suspension	5 day suspension
	(grades 9-12)	*	*	*	*
13.	Bodily Harm, Inflicting – Committing a reckless or negligent act that inflicts bodily harm upon another person. REPORTING CODE: 23				
	(School Aged Care)	*	Early Pick Up	1 day suspension	1-3 day suspension
	(Pre K-gr 4)	*	½ day in-school suspension	1 day in-school suspension	1-3 day suspension
	(grades 5-8)	*	1-2 day in school suspension	1-3 day suspension	3-5 day suspension
	(grades 9-12)	*	2-5 day suspension, SRO referral	5 day suspension	10 day suspension to expulsion/exclusion
14.	Bullying – Bullying is subject to discipline under other categories including, but not limited to, abuse, assault, harassment and cyber-bullying, including through the use of other electronic communication. REPORTING CODE: 25 Cyberbullying - 27				
	(School Aged Care)	*	1 day susp. and referral to Social Worker	1-3 day suspension	3-5 day suspension
	(Pre K-gr 4)	*	½-1 day in school suspension	1-3 day suspension & SRO referral	3-5 day suspension & SRO referral
	(grades 5-8)	1 day in school suspension	1-3 day suspension & SRO referral	3-5 day suspension & SRO referral	5-10 day suspension - Expulsion
	(grades 9-12)	* 1 day suspension	1-3 day suspension & SRO referral	5-10 day suspension & SRO referral	Expulsion

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	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4th Offense
15.	<p>Burglary – Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime. REPORTING CODE: 17</p>				
	(School Aged Care)	1-3 day suspension and restitution	3-5 day suspension to expulsion, and restitution	5-10 day suspension to expulsion, and restitution	Expulsion
	(Pre K-gr 4)	1-3 day suspension and restitution	3-5 day suspension to expulsion, and restitution	5-10 day suspension to expulsion, and restitution	10 day suspension - Expulsion, SRO referral and restitution
	(grades 5-8)	1-3 day suspension SRO referral and restitution	3-5 day suspension SRO referral and restitution	5-10 day suspension SRO referral and restitution	10 day suspension - Expulsion, SRO referral and restitution
	(grades 9-12)	5-10 day suspension SRO referral and restitution	Expulsion, SRO referral and restitution		
16.	<p>Chemicals: Intent to Sell, Give or Share – Selling, giving or sharing chemicals or drug paraphernalia, or intending to sell, give, or share chemicals or drug paraphernalia, including through electronic communication. For the purposes of this section, chemicals include: narcotics, controlled substances, items purported or believed to be narcotics or controlled substances, prescription drugs or over-the-counter medications to be used for the purpose of mood alteration, medical cannabis and synthetic marijuana and any related derivatives or other synthetic drugs that can be used for the purpose of mood alteration. For purposes of this section, drug paraphernalia means items prohibited by Minnesota or federal law that are used for consumption or manufacturing of drugs. REPORTING CODE: OTC – 14 Rx – 6 Illegal – 13</p>				
	(School Aged Care)	*early pick up	1 day suspension	3 day suspension	3- 5 day suspension
	(Pre K-gr 4)	*, Dakota Cty./SSW referral	½ -3 day in-school suspension, Dakota Cty./SRO Referral	1-3 day suspension and Dakota Cty./SRO Referral	3-5 day suspension and Dakota Cty./SRO Referral
	(grades 5-8)	1-3 day suspension, SRO referral	3-5 day suspension, SRO referral	5 day suspension - Expulsion	Expulsion

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	(grades 9-12)	3-5 day suspension, SRO referral	5-10 day suspension, SRO referral	Expulsion	
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	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
17.	<p>Chemicals: Possession, Under the Influence, Attempted Possession or Use – Possessing, being influenced by the use of, attempting to possess or using any chemical or possessing or using drug paraphernalia, including through electronic communication. For purposes of this section, chemicals include: narcotics or controlled substances, or items purported or believed to be a narcotic or controlled substance, prescription drugs or over-the-counter medications to be used for the purpose of mood alteration, medical cannabis and synthetic marijuana and any related derivatives or other synthetic drugs that can be used for the purpose of mood alteration. For the purpose of this section, drug paraphernalia means items prohibited by Minnesota or federal law that are used for consumption or manufacturing of drugs. (Any prescription or over-the-counter medication a student is required to take, with the exception of inhalers, EpiPens and insulin, must be left with and administered by the school nurse, in accordance with applicable policies, however, medical cannabis may not be possessed or used on school district property or in school district vehicles.) Students in grades 7-12 may self-administer standard doses of non-prescription pain relievers with written parent permission.</p> <p style="color: red;">REPORTING CODE: OTC – 14 Rx – 6 Illegal – 13</p>				
	(School Aged Care)	*	Early Pick Up	1-3 day suspension	3-5 day suspension
	(PreK–grade 4)	*, Dakota Cty/SSW referral	½ -3 day in-school suspension, Dakota Cty./SRO Referral	1-3 day suspension and Dakota Cty./SRO Referral	3-5 day suspension and Dakota Cty./SRO Referral
	(grades 5-8) – Drugs other than those listed below will result in the following consequences.	1-3 day suspension with chemical health assessment or 10 day suspension	3-5 day suspension with chemical health assessment and agreement to follow assessment	5-10 day suspension with chemical health assessment and agreement to follow assessment	Expulsion
	(grades 9-12) – Drugs other than those listed below will result in the following consequences.	1-5 day suspension with chemical health assessment or 10 day suspension, and SRO referral,	5-10 day suspension with chemical health assessment and agreement to follow assessment	Expulsion	

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	(grades 5-8) – Certain felony-level drugs, specifically cocaine, ecstasy (MDMA), heroin, nonmedical methamphetamine (meth) and psilocybin (magic mushroom), will result in expulsion.	5-10 day suspension, Chemical health assessment, SRO referral	Expulsion		
	(grades 9-12) – Certain felony-level drugs, specifically cocaine, ecstasy (MDMA), heroin, nonmedical methamphetamine (meth) and psilocybin (magic mushroom), will result in expulsion.	5-10 day suspension, Chemical health assessment, SRO referral	Expulsion		

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	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
18.	<p>Communication Devices - Unauthorized illegal use of, or possession of, including, but not limited to, an instrument, apparatus, equipment, mechanism, operating procedure, or code designed or adapted for a particular use that is intended or can be used in violation of Minn. Stat. § 609.893. The term communication devices includes, but is not limited to, computer hardware, software, programs, electronic mail system, voice mail system, identification validation system, private branch exchange, district provided internet access, or any other means of facilitating communication service;</p> <p>REPORTING CODE: Computer – 7 Other - 23</p>				
	(School Aged Care)	*	Early pick up	1 day suspension	3 day suspension
	(PreK–grade 4)	*	½-1 day in-school suspension	1-3 day suspension	3-5 day suspension
	(grades 5-8)	1 day suspension	3 day suspension	5-10 day suspension	Expulsion
	(grades 9-12)	1-3 day suspension, SRO referral	3-5 day suspension, SRO referral	Expulsion	
19.	<p>Cyber-bullying – Inappropriate use of technology or other electronic communication including, but not limited to, a transfer of a sign, signal, writing, image, sound or date, including a post on a social network Internet website or forum, transmitted through a computer, cell phone or other electronic device to bully another.</p> <p>REPORTING CODE: 27</p>				
	(School Aged Care)	*	*	1-3 day suspension	3-5 day suspension
	(PreK–grade 4)	*	½-1 day in-school susp. and referral to Social Worker	1-3 day suspension & SRO referral	3-5 day suspension & SRO referral
	(grades 5-8)	*	1-3 day suspension	3-5 day suspension	5-10 day suspension to expulsion
	(grades 9-12)	1 day suspension	1-3 day suspension	3-5 day suspension	10 day suspension to expulsion

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	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
20.	Damage of or Tampering with Property (Vandalism) – Intentionally damaging or tampering with property that belongs to the school, district, other students, employees or others. (Note: Damaging or tampering with safety and security equipment [e.g., fire extinguishers, Automated External Defibrillators (AEDs), surveillance cameras/equipment, fire alarm sensors, sprinkler systems] will automatically result in consequences beginning at the 2nd offense level.) REPORTING CODE: 20				
	(School Aged Care)	* and restitution	Early pick up or 1 day suspension and restitution	1-3 day suspension and restitution	3-5 day suspension and restitution
	(PreK–grade 4)	* and restitution	½-1 day in school suspension and restitution	1-3 day suspension and restitution	3-5 day suspension and restitution
	(grades 5-8)	* and restitution	1-3 day suspension and restitution	3-5 day suspension and restitution	5-10 day suspension and restitution
	(grades 9-12)	1-3 day suspension and restitution and SRO referral	3-5 day suspension and restitution VSB	5-10 day suspension and restitution VSB	Expulsion VSB
	(grades 9-12) Damage of Property (Vandalism) – Greater than \$500 damage	2-5 day suspension, or parent shadow, and restitution, and SRO referral	5-10 day suspension and restitution VSB	Expulsion VSB	
	(grades 9-12) Damage of Property (Vandalism) - Greater than \$1,000 damage	3-5 day suspension and restitution VSB	5-10 day suspension, SRO referral	Expulsion VSB	
21.	Distribution or possession of literature, video, pictures, or otherwise unauthorized materials REPORTING CODE: 23				
	(School Aged Care)	*	*	Early pickup or 1 day suspension	1-3 day suspension
	(PreK–grade 4)	*	*	½-1 day in school suspension	1-3 day suspension
	(grades 5-8)	*	1 day in school suspension	1-3 day suspension	3-10 day suspension
	(grades 9-12)	1-2 day suspension	2-5 day suspension	5-10 day suspension	10 day suspension to expulsion

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22.	Driving, Careless or Reckless – Driving on school property in such a manner as to endanger persons or property. REPORTING CODE: 23				
	(grades 9-12)	* and may include loss of parking permit for remainder of school year	1-3 suspension and may include loss of parking permit for remainder of school year	3-5 day suspension and loss of parking permit for remainder of school year	10 day suspension up to expulsion and police referral

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	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
23.	Explosives, Possession and/or Use – Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat. REPORTING CODE: 15				
	(School Aged Care)	*to expulsion	*to expulsion	*to expulsion	*to expulsion
	(PreK–grade 4)	* to expulsion	* to expulsion	* to expulsion	* to expulsion
	(grades 5-8)	* to expulsion	* to expulsion	* to expulsion	* to expulsion
	(grades 9-12)	* to expulsion	* to expulsion	* to expulsion	* to expulsion
24.	False Threat, Bomb or Other Act of Violence – Intentionally giving a false alarm of a bomb or other act of violence against the school or another individual including through the use of electronic communication. REPORTING CODE: 5				
	(School Aged Care)	Early Pick Up/1-3 day suspension	3-10 day suspension	Expulsion	Expulsion
	(PreK–grade 4)	5-10 day suspension to expulsion	10 day susp. to expulsion	Expulsion	
	(grades 5-8)	??	??	??	??
	(grades -9-12)	10 day suspension, SRO referral , mental health referral	10 day susp. to expulsion, SRO referral	Expulsion	
25.	False Fire Alarm or Tampering or Interference with Any Fire Alarm System REPORTING CODE: Vandalism – 20 Other - 23				
	(School Aged Care)	*	Early Pick Up/1 day suspension	3 day suspension	3-5 day suspension
	(PreK–grade 4)	*	1 day in-school suspension	3 day in-school suspension	2 day suspension
	(grades 5-8)	3 day suspension & SRO referral	5 day suspension & SRO referral	Expulsion & SRO referral	
	(grades 9-12)	5-10 day suspension	Expulsion		
26.	Falsifying, Altering, or Tampering with Any Records REPORTING CODE: Vandalism – 20 Other – 23				
	(School Aged Care)	*	*	1 day suspension	3 day suspension

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	(PreK–grade 4)	*	½-1 day in-school suspension	1-3 day in-school suspension	1 day suspension
	(grades 5-8)	*	1 day suspension	3 day suspension	5 day suspension
	(grades 9-12)	*	1 day suspension	3 day suspension	5 day suspension
27.	Fighting – Adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or both of the parties contributed to the situation by verbally instigating a fight and/or physical action. REPORTING CODE: 10				
	(School Aged Care)	*	Early Pick Up or 1 day suspension	1 day suspension	1-3 day suspension
	(PreK–grade 4)	*	*	½-1 day in school suspension	1-3 day suspension
	(grades 5-8)	*- 1 day suspension	1-3 day suspension	3-5 day suspension VSB	5-10 day susp. to expulsion VSB
	(grades 9-12)	1-3 day suspension, SRO referral	3-10 day suspension, SRO referral, VSB	5-10 day suspension to expulsion VSB	10 day suspension to expulsion VSB

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	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
28.	Fighting, Promoting/Instigating a Fight – Contributing to a fight verbally or through behavior, including through the use of electronic communication. REPORTING CODE: 10 Disruptive - 8				
	(School Aged Care)	*	*	Early Pick Up or 1 day suspension	1-3 day suspension
	(PreK–grade 4)	*	*	½-1 day in school suspension	1-3 day suspension
	(grades 5-8)	*-1 day suspension	1-3 day suspension	3-5 day suspension to expulsion VSB	5-10 day susp. to expulsion VSB
	(grades 9-12)	1-3 day suspension	3-10 day suspension VSB	5-10 day suspension to expulsion VSB	10 day susp. to expulsion VSB
29.	Fire Extinguisher, Unauthorized Use – Unauthorized handling of a fire extinguisher or fire alarm sensors. REPORTING CODE: 23 Vandalism - 20				
	(School Aged Care)	*	Early Pick Up or 1 day suspension	1-3 days suspension	1-3 days suspension
	(PreK–grade 4)	*	1 day in-school suspension	3 day in-school suspension.	2 day suspension
	(grades 5-8)	3 day suspension & SRO referral	5 day suspension & SRO referral	Expulsion & SRO referral	
	(grades 9-12)	3 day suspension	3 -5 day suspension	Expulsion & SRO referral	
30.	Fireworks, Possession – Possessing or offering for sale any substance, combination of substances or articles prepared to produce a visible or audible effect by combustion, explosion, deflagration or detonation. REPORTING CODE: 15				
	(School Aged Care)	*	1 day suspension	1-3 day suspension	3-5 day suspension
	(PreK–grade 4)	*	½-1 day in school suspension	1-3 day suspension VSB	3-5 day suspension up to recommendation for expulsion VSB
	(grades 5-8)	*	1-3 day suspension	3-5 day suspension	5 day suspension - Expulsion
	(grades 9-12)	*	1-3 day suspension	3-5 day suspension	Expulsion

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31.	Fireworks, Use – Using any substance, combination of substances or articles prepared to produce a visible or audible effect by combustion, explosion, deflagration or detonation. REPORTING CODE: 15				
	(School Aged Care)	*	1-3 day suspension	3-5 day suspension	10 day suspension/Expulsion
	(PreK–grade 4)	*	1-3 day suspension	3-5 day suspension	5-10 suspension
	(grades 5-8)	1-3 day suspension	3-5 day suspension	5-10 day suspension	10 day suspension-Expulsion
	(grades 9-12)	1-3 day suspension	3-5 day suspension	5-10 day suspension	10 day suspension-Expulsion
32.	Gambling – Playing a game of chance for stakes. REPORTING CODE: 23				
	(School Aged Care)	*	*	*	1 day suspension or
	(PreK–grade 4)	*	*	*	1 day suspension
	(grades 5-8)	*	1-3 day suspension	3-5 day suspension	5 day suspension - Expulsion
	(grades 9-12)	*	1-3 day suspension	3-5 day suspension	5-10, possible Expulsion

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	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
33.	<p>Gang or cult activity - attire and/or exhibiting personal grooming which has the effect of harassment, and any apparel, jewelry, accessories, tattoos, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in a cult, or an organized gang; also includes gang related graffiti;</p> <p style="color: red;">REPORTING CODE: 11</p>				
	(School Aged Care)	*	*	*	*to 1 day suspension
	(PreK–grade 4)	*	*	*	* to 1 day suspension
	(grades 5-8)	*	1-3 day suspension	3-5 day suspension	5 day suspension - Expulsion
	(grades 9-12)	*	1-3 day suspension	3-5 day suspension	Expulsion
34.	<p>Harassment – Participating in or conspiring with others to engage in acts that injure, bully, degrade, intimidate or disgrace other individuals, including indecent exposure, displaying pornography, and harassing words or actions that negatively impact on an individual or group because of their characteristics, including through the use of electronic communication. Hazing, or harassment based upon an individual or group’s sex, race, color, creed, religion, disability, national origin, marital status, familial status, age, sexual orientation, genetic information or public assistance status shall be handled in accordance with Racial, Religious, Sexual Harassment, Violence and Hazing Policy and Procedures.</p> <p style="color: red;">REPORTING CODE: 12</p>				
	(School Aged Care)	*	*	1 day suspension	3 day suspension
	(PreK–grade 4)	*	½-1 day in school suspension	1-3 day suspension	3-5 day suspension up to recommendation for expulsion
	(grades 5-8)	*	1-3 day suspension	3-5 day suspension	5 day suspension - Expulsion
	(grades 9-12)	*	1-3 day suspension	3-5 day suspension	5-10 day, Expulsion

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35.	Hazing – Committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order for the student to be initiated into or affiliated with a student organization, group or club, including through the use of electronic communication. Hazing shall also be handled in accordance with Racial, Religion, Sexual Harassment, Violence and Hazing Policy and Procedures REPORTING CODE: 26				
	(School Aged Care)	*	Early Pick Up/ 1 day suspension	1-3 day suspension	3-5 day suspension
	(PreK–grade 4)	*	½-1 day in school suspension	1-3 day suspension	3-5 day suspension up to recommendation for expulsion

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	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
	Hazing (Cont'd)				
	(grades 5-8)	*	1-3 day suspension	3-5 day suspension VSB	5 day suspension - Expulsion VSB
	(grades 9-12)	*	1-3 day suspension	3-5 day suspension VSB	Expulsion VSB
36.	Incendiary/Ignition Device Use or Fire - Butane or disposable lighters, matches or possession and/or detonation of pyrotechnic/incendiary devices in school buildings or on school grounds under circumstances where there is a risk of fire or harm to self or others, except where the device is used in a manner authorized by the school personnel; REPORTING CODE: 15				
	(School Aged Care)	*	Early Pick Up/1 day suspension	3-5 day suspension	5-10 day suspension
	(PreK–grade 4)	*	½-1 day in school suspension	3-5 day suspension	5-10 suspension
	(grades 5-8)		1-10 day suspension	3-10 day suspension	5-10 day suspension - expulsion
	(grades 9-12)		1-10 day suspension	5-10 day suspension	10 day susp. to expulsion
				10 day susp. to expulsion	* to expulsion
37.	Insubordination – Willful refusal to follow an appropriate direction given by a staff member. REPORTING CODE: 8				
	(School Aged Care)	*	*	*	Early Pick Up/suspension
	(PreK–grade 4)	*	*	½-1 day in school suspension	1-3 day suspension
	(grades 5-8)	*	*	1-3 day suspension	3-5 day suspension
	(grades 9-12)	*	1-3 day suspension	3-5 day suspension	5-10 day suspension. to expulsion
38.	Interference, Disruption or Obstruction – Any action taken to attempt to prevent one or more staff members or students from exercising their assigned duties, including loud speech, shouting, screaming or through the use of electronic communication. REPORTING CODE: 8				
	(School Aged Care)	*	*	*	*
	(PreK–grade 4)	*	*	½-1 day in school suspension	1-3 day suspension
	(grades 5-8)	*	1-3 day suspension	3-5 day suspension	5-10 day suspension

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	(grades 9-12)	*	1-3 day suspension	3-5 day suspension	5-10 day suspension to expulsion
39.	Lewd Behavior – Sexual conduct that is considered indecent or offensive. REPORTING CODE: 23				
	(School Aged Care)	*	* school social worker referral	1 day suspension	3 day suspension
	(PreK–grade 4)	*	* school social worker referral	1 day suspension	3 day suspension
	(grades 5-8)	*	1-3 day suspension	3-5 day suspension	5-10 day suspension. to expulsion
	(grades 9-12)	*	1-3 day suspension	3-5 day suspension. to expulsion	5-10 and possible expulsion

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	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
40.	Nuisance and/or Recording Devices – Causing a nuisance with objects that cause distractions, such as MP3 players (iPods), radios, pagers, headsets, cellular phones, universal remote controls, laser pointers, look-alike or electronic cigarettes, handheld video games and music devices, etc. Causing a nuisance through the non-curricular use of cameras, cell phones or other devices for photographic, audio, video, or digital recording and/or sharing of those recordings without staff permission is prohibited. REPORTING CODE: 8				
	(School Aged Care)	*	*	Early Pick Up	1-3 day suspension
	(PreK–grade 4)	*	*	½-1 day in school suspension	1-3 day suspension
	(grades 5-8)	*	1-3 day suspension	3-5 day suspension	5-10 day suspension
	(grades 9-12)	*	1-3 day suspension, SRO referral	3-5 day suspension, SRO referral	10 day suspension, SRO referral
	Involving staff (grades 6-12)	*	*	*	*
41.	Parking - Refusal to comply with regulations. REPORTING CODE: 8				
	(grades 9-12)	* and may include loss of parking permit for remainder of school year	1-5 suspension and may include loss of parking permit for remainder of school year	3-10 day suspension and loss of parking permit for remainder of school year	3-10 day suspension and permanent loss of parking permit
42.	Physical Contact – Staff – Making unwanted contact with a staff person while engaging in deliberately insubordinate conduct. REPORTING CODE: 8				
	(School Aged Care)	*	*	1-3 day suspension	3-5 day suspension
	(PreK–grade 4)	*	*	1-3 day suspension	3-5 day suspension
	(grades 5-8)	3-5 day suspension SRO referral, VSB	5-10 day suspension SRO referral, VSB	10 day suspension - Expulsion VSB	Expulsion VSB
	(grades 9-12)	3-5 day suspension SRO referral, VSB	5-10 day suspension SRO referral, VSB	Expulsion VSB	
43.	Pornography – Possessing, creating or accessing sexually explicit material, including through the use of electronic communications or materials, such as sexting. REPORTING CODE: 23				

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	(School Aged Care)	*social worker referral	1 day suspension	3 day suspension	5 day suspension
	(PreK–grade 4)	* and Social Worker referral	1 day suspension	3 day suspension	5 day suspension
	(grades 5-8)	*	1-3 day suspension SRO referral	3-5 day suspension SRO referral	5-10 day suspension
	(grades 9-12)	1-3 day suspension, SRO referral	3-5 day suspension SRO referral	* to expulsion SRO referral	* to expulsion
44.	Propping, Rigging or Disabling a Secure Door – Any action which causes a door to be unsecured in order to facilitate subsequent re-entry. REPORTING CODE: 8				
	(PreK, School Aged Care, and grades k-12)	*	1 day suspension	3 day suspension	5 day suspension
45.	Pushing, Shoving, and Scuffling (resulting in injury) REPORTING CODE: 23				
	(School Aged Care)	*	*	Early Pick Up	1-3 day suspension
	(PreK–grade 4)	*	*	½- 1 day in-school susp.	1-3 day suspension
	(grades 5-8)	*	1 day in school suspension	1-3 day suspension	3-5 day suspension
	(grades 9-12)	*	1 day suspension	3-5 day suspension	5-10 day suspension

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	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3 rd Offense	4 th Offense
46.	Records or Identification Falsification – Falsifying signatures, data, or school documents, or refusing to give proper identification or giving false information to a staff member. REPORTING CODE: 23				
	(School Aged Care)	*	*	*to 1 day suspension	*to 1 day suspension
	(PreK–grade 4)	*	*	* to 1 day in-school suspension	* to 1 day suspension
	(grades 5-8)	*	1-3 day suspension	3-5 day suspension	5 day suspension
	(grades 9-12)	*	1-3 day suspension, SRO referral	3-5 day suspension, SRO referral	5 day suspension
47.	Robbery or Extortion – Obtaining property from another person where his or her consent was induced by use of force, threat of force or under false pretenses, including through the use of electronic communication. REPORTING CODE: Robbery – 17 Weapon – 22 Extortion – 9				
	(School Aged Care)	* and restitution	1 day suspension and restitution	3 day suspension and restitution	5 day suspension and restitution
	(PreK–grade 4)	* and restitution	1 day suspension and restitution	3 day suspension and restitution	5 day suspension and restitution
	(grades 5-8)	1-3 day suspension and restitution	3-5 day suspension and restitution VSB	5-10 day suspension and restitution - Expulsion and restitution VSB	10 day suspension and restitution - Expulsion VSB
	(grades 9-12)	5-10 day suspension to expulsion and restitution VSB	Expulsion VSB		

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48.	Sexual Violence – A physical act of aggression or force, or the threat of aggression or force, which involves non-consensual sexual contact or sexual intercourse with another person, including intentional touching of clothing covering a person’s intimate parts, intentional touching of a person’s intimate parts, forcing a person to touch any person’s intimate parts, or intentional attempted or actual removal of clothing covering a person’s intimate parts or undergarments. REPORTING CODE: 23				
	(School Aged Care)	* & SSW referral	* to expulsion	* to expulsion	* to expulsion
	(PreK–grade 4)	* & SSW referral	* To expulsion VSB	* To expulsion VSB	* To expulsion VSB
	(grades 5-8)	* To expulsion VSB	* To expulsion VSB	* To expulsion VSB	* To expulsion VSB
	(grades 9-12)	* To expulsion VSB	* To expulsion VSB	* To expulsion VSB	* To expulsion VSB
	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4th Offense
49.	Technology-Related REPORTING CODE: Other- 23 Vandalism - 20 Cyberbullying - 27				
	Non-school use of technology (grades 9-12)	*	*	1 day suspension and 1 month loss of usage	3 day suspension and loss of usage
	Unauthorized adding or altering of hardware/software on a workstation or server (damage of property) (grades 5-12)	3 day suspension loss of usage	5-10 day suspension loss of usage	Expulsion	
	Unauthorized access or activity in a secured area of computer or network (trespassing) (PreK–grade 4)	*	*	1 day suspension and loss of usage	3 day suspension and loss of usage
	Unauthorized access or activity in a secured area of computer or network through the use of any electronic communication or device (trespassing) (grades 5-12)	3 day suspension and loss of usage	5 day suspension and loss of usage	Expulsion	
	Other violations of Acceptable Use Policy (grades 5-12)	*	*	1 day suspension and loss of usage	5 day suspension and loss of usage

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50.	Terroristic Threat – Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another, or to cause evacuation of a building, place of assembly, vehicle or to otherwise cause serious public inconvenience or disruption; or including through the use of electronic communication. REPORTING CODE: 16				
	(School Aged Care)	*	1-3 day suspension	3-5 day suspension	5-10 day suspension
	(PreK–grade 4)	*	3 day suspension	5 day suspension VSB	10 day susp. to expulsion VSB
	(grades 5-8)	3-5 day suspension VSB	5-10 day susp. to expulsion VSB	10 day suspension - Expulsion VSB	Expulsion VSB
	(grades 9-12)	5 day suspension, SRO referral, VSB	10 day suspension, SRO refe. to expulsion VSB	Expulsion VSB	
51.	Theft, or Knowingly Receiving or Possessing Stolen Property – Unauthorized taking of the property of another person or receiving or possessing such property. REPORTING CODE: 17				
	(School Aged Care)	*and restitution	*and restitution	*to 1 day suspension and restitution	*to 3 day suspension and restitution
	(PreK–grade 4)	* and restitution	* and restitution	* to 1 day suspension and restitution	*to 3 day suspension and restitution
	(grades 5-8)	* and restitution	1-3 day suspension and restitution	3-5 day suspension and restitution	5-10 day suspension and restitution
	(grades 9-12)	1-3 day suspension. SRO referral and restitution	3-5 day suspension, SRO referral, and restitution	5-10 day suspension and restitution, possible expulsion	10 day suspension and restitution. expulsion
	Theft, or Knowingly Receiving or Possessing Stolen Property – with a value over \$50 (grades 5-8)	1-3 day suspension	3-5 day suspension	5-10 day suspension - Expulsion	10 day suspension - Expulsion
	Theft, or Knowingly Receiving or Possessing Stolen Property – with a value over \$50 (grades 9-12)	1-3 day suspension, SRO referral, restitution	3-5 day suspension, SRO referral, restitution	5-10 day suspension, SRO referral, restitution, possible Expulsion	

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	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4 th Offense
	Theft, or Knowingly Receiving or Possessing Stolen Property (Cont'd)				
	Theft or Knowingly Receiving or Possessing Stolen Property – with a value over \$500 (grades 5-8)	3-5 day suspension	5-10 day suspension	10 day suspension - Expulsion	Expulsion
	Theft or Knowingly Receiving or Possessing Stolen Property – with a value over \$500 (grades 9-12)	3-5 day suspension, SRO referral, restitution	5-10 day suspension, SRO referral, restitution	10 day suspension, Expulsion	
	Theft or Knowingly Receiving or Possessing Stolen Property – with a value over \$1,000 (grades 5-8)	5-10 day suspension	10 day suspension - Expulsion	Expulsion	
	Theft or Knowingly Receiving or Possessing Stolen Property – with a value over \$1,000 (grades 9-12)	5-10 day suspension	10 day suspension - Expulsion	Expulsion	
52.	Tobacco – Possessing, using, selling, giving or sharing tobacco, liquid or electronic cigarettes or electronic hookah pens in district buildings, on district grounds, in district vehicles or at district events. REPORTING CODE: 19				
	(School Aged Care)	* and Social Worker referral	1 day suspension	1-3 day suspension	3-5 day suspension
	(PreK–grade 4)	* and Social Worker referral	1 day in-school suspension	1-3 day suspension	3-5 day suspension
	(grades 5-8)	1-3 day suspension	3-5 day suspension	5-10 day suspension	10 day suspension
	(grades 9-12)	1 -3 day suspension, SRO referral	3-5 day suspension, SRO referral	5 day suspension	10 day suspension
53.	Trespassing – Being present in any district facility or portion of a district facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a district vehicle. REPORTING CODE: 23 Insubordination - 8				
	(School Aged Care)	*	*	1 day suspension	3 day suspension
	(PreK–grade 4)	*	*	1 day suspension	3 day suspension
	(grades 5-8)	1-3 day suspension	3-5 day suspension	5-10 day suspension	10 day suspension
	(grades 9-12)	1-3 day suspension, SRO referral	3-5 day suspension, SRO referral	5-10 day suspension, SRO referral	* to expulsion

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54.	Vehicle, Unauthorized Use – Occupying or using vehicles during school hours without school authorization. (grades 9-12) REPORTING CODE: 8	* and may include loss of parking permit for remainder of school year	1-5 suspension and may include loss of parking permit for remainder of school year	3-10 day suspension and loss of parking permit for remainder of school year	10 day suspension to expulsion and police referral
	MISBEHAVIORS (continued)	1st Offense	2nd Offense	3rd Offense	4th Offense
55.	Weapon or Look-alike Weapon, Possession – Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any knife; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing severe bodily harm; or any other device, instrument or substance, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm. REPORTING CODE: 22				
	(School Aged Care)	*	*1 day suspension	1-3 day suspension	5 day suspension
	Look-alike weapon possession (PreK–grade 4)	*	* to 1 day suspension	1-3 day suspension	5 day suspension VSB
	Weapon, possession (PreK–grade 4) <i>(NOTE: State law requires expulsion if the weapon is a firearm.)</i>	* to expulsion VSB	* to expulsion VSB	* to expulsion VSB	* to expulsion VSB
	Weapon or look-alike weapon, possession (grades 5-8)	* to expulsion VSB	* to expulsion VSB	* to expulsion VSB	* to expulsion VSB
	Weapon or look-alike weapon, possession (grades 9-12)	* to expulsion VSB	* to expulsion VSB	* to expulsion VSB	* to expulsion VSB

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MISBEHAVIOR MATRIX – TRANSPORTATION RELATED

Minnesota Statute 121A.59 states: “Transportation by school bus is a privilege, 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 for violation of any other law governing student conduct on a school bus, pursuant to a written school district 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 the Individuals with Disabilities Education Act, United States Code, title 20, section 1400 et seq., section 504 of the Rehabilitation Act of 1973, United States Code, title 29, section 794, and the Americans with Disabilities Act, Public Law Number 101-336, are governed by these provisions.”

	MISBEHAVIORS IN DISTRICT VEHICLES	1st Offense	2nd Offense	3rd Offense	4th Offense
56.	Eating/Drinking on the Bus – Due to the dangers of choking and of allergic reactions to food, eating and drinking are not allowed on the bus. REPORTING CODE: 8 or 23				
	(PreK–grade 4)	*	*	1 day bus suspension	3 day bus suspension
	(grades 5-8)	*	1-3 day bus suspension	3-5 day bus suspension	5-10 day bus suspension - bus expulsion
	(grades 9-12)	*	1-3 day bus suspension &/or assigned seat	3-5 day bus suspension &/or assigned seat	5-10 day bus suspension &/or bus expulsion
57.	Improper Boarding or Departing – Getting on or off the bus in a manner which could cause injury to self or others. REPORTING CODE: 8 or 23				
	(PreK–grade 4)	*	*	1 day bus suspension	3 day bus suspension
	(grades 5-8)	*	1-3 day bus suspension	3-5 day bus suspension	5-10 day bus suspension - bus expulsion
	(grades 9-12)	*	1-3 day bus suspension &/or assigned seat	3-5 day bus suspension &/or assigned seat	5-10 day bus suspension &/or bus expulsion
	Not Remaining Seated when the bus is in motion (as required by Minnesota Statute 169.447), including not keeping hands, arms, legs and head inside the bus. REPORTING CODE: 8 or 23				
	(PreK–grade 4)	*	*	1 day bus suspension	3 day bus suspension
	(grades 5-8)	*	1-3 day bus suspension	3-5 day bus suspension	5-10 day bus suspension - bus expulsion
	(grades 9-12)	*	1-3 day bus suspension &/or assigned seat	3-5 day bus suspension &/or assigned seat	5-10 day bus suspension &/or bus expulsion

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58.	Tampering with Emergency or Safety Equipment – Unauthorized handling of emergency or safety equipment on the bus, including first aid kits, fire extinguishers, and emergency doors, windows or hatches, or crossing/patrol flags. REPORTING CODE: 8 or 23 Vandalism - 20				
	(PreK–grade 4)	*	1 day bus suspension	3 day bus suspension	5 day bus suspension
	(grades 5-8)	*	1-3 day bus suspension	3-5 day bus suspension	5-10 day bus suspension - bus expulsion
	(grades 9-12)	*	1-3 day bus suspension &/or assigned seat	3-5 day bus suspension &/or assigned seat	5-10 &/or expulsion from bus
59.	Throwing, Shooting or Spraying of Objects or Propellants – Throwing or shooting any items inside a bus, from outside to inside or from inside to outside a bus. Any spraying of propellants such as cologne, paint, etc. while on the bus. REPORTING CODE: 8 or 23				
	(PreK–grade 4)	*	1 day bus suspension	3 day bus suspension	5 day bus suspension
	(grades 5-8)	*	1-3 day bus suspension	3-5 day bus suspension	5-10 day bus suspension - bus expulsion
	(grades 9-12)	*	1-3 day bus suspension &/or assigned seat	3-5 day bus suspension &/or assigned seat	5-10 bus suspension &/Or expulsion from bus

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	MISBEHAVIORS IN DISTRICT VEHICLES (continued)	1st Offense	2nd Offense	3rd Offense	4th Offense
60	Use of Nuisance Devices on a School Bus – Using nuisance devices including, but not limited to, laser pointers, cellular phones, cameras or electronic devices on a school bus in a way that disrupts the safe transportation of students and/or endangers students or employees. REPORTING CODE: 8 or 23				
	(PreK–grade 4)	*	1 day bus suspension	3 day bus suspension	5 day bus suspension
	(grades 5-8)	*	1-3 day bus suspension	3-5 day bus suspension	5-10 day bus suspension - bus expulsion
	(grades 9-12)	*	1-3 day bus suspension &/or assigned seat	3-5 day bus suspension &/or assigned seat	5-10 day bus suspension &/or Expulsion from bus

Building Construction Fund Projects as of 7/30/2021

	A	B	C	D	E	A-C-D-E	
Project	Project Budget	Vendor Bid Amount +/- Change Orders	Vendor Contract Expenses to Date	Wold Fees to Date	Other Expenses Less Rebates to Date	Remaining Funds	Status
High School Roof Replacement	4,645,800	2,944,318	2,944,318	294,530	11,568	1,395,384	Complete
High School & Pinecrest Chillers	1,182,000	753,551	753,551	74,842	(34,273)	387,879	Complete
Multi-Site Exterior Lighting	468,500	246,483	246,483	30,569	(26,321)	217,770	Complete
High School & McAuliffe Parking Lot	1,516,540	1,084,851	1,084,851	116,970	22,836	291,883	Complete
High School Track Resurfacing	360,000	286,864	286,864	23,219	3,323	46,593	Complete
High School BAS Replacement	1,951,100	606,642	606,642	123,429	28,570	1,192,459	Complete
Pinecrest Partial Roof Replacement	373,000	289,800	289,800	23,757	248	59,194	Complete
Contingency	1,240,554	-	-	-	-	1,240,554	Contingency
Reallocations to projects	(4,520,931)					(4,520,931)	Reallocation
Interest Earnings	-	-	-	-	-	2,114,828	Interest Earnings
Subtotal	7,216,563	6,212,509	6,212,509	687,316	5,951	2,425,614	

Remaining funds from complete projects are available for excess costs on other identified projects or reallocation for new projects.

	A	B	C	D	E	A-C-D-E	
District Wide Camera Project	382,000	192,975	192,975	24,421	21,398	143,206	In Process
Middle School Improvements	23,653,924	22,134,595	21,532,994	1,385,892	242,780	492,258	In Process
McNamara Stadium Improvements	3,370,000	2,688,639	2,688,639	216,215	286,531	178,615	In Process
Pinecrest Deferred Maintenance	968,000	602,279	567,260	62,055	248	338,437	In Process
High School Athletic Field Parking Lot	506,000	426,038	404,736	27,646	20,549	53,068	In Process
Early Childhood Improvements (High School)	445,000	264,690	256,921	28,362	1,414	158,303	In Process
Water Coolers (Tilden & Middle School)	182,000	137,990	-	11,559	-	170,441	In Process
Tilden Deferred Maintenance & Roof	828,746	688,400	653,980	49,803	29,121	95,843	In Process
McAuliffe Deferred Maintenance & Water Coolers	336,731	257,000	-	10,245	43,684	282,801	In Process
Kennedy Deferred Maintenance	576,576	480,000	-	23,528	5,892	547,156	In Process
Kennedy & McAuliffe Partial Roof Replacement	533,200	394,000	-	29,896	3,154	500,150	In Process
Middle School Partial Roof Replacement	717,200	525,600	-	40,074	2,749	674,377	In Process
High School Tennis Court Replacement	542,000	487,333	56,288	25,058	117	460,538	In Process
Subtotal	33,041,377	29,279,538	26,353,792	1,934,754	657,637	4,095,193	

Remaining funds from in process projects are not available for excess costs on other identified projects or reallocation for new projects.

	A	B	C	D	E	A-B-D-E	
High School Retaining Wall	50,000	-	-	-	-	50,000	In Design
Tilden Asbestos	18,400	-	-	-	-	18,400	In Design
High School Deferred Maintenance	604,400	-	-	30,545	-	573,855	In Design
Middle School Track	-	-	-	10,587	10,950	(21,537)	In Design
District Office Renovations	330,000	-	-	-	43,040	286,960	In Design
Board Room Renovations	100,000	-	-	-	-	100,000	In Design
High School Privacy Improvements (Athletic & 2 Add'l)	1,250,000	-	-	36,101	4,800	1,209,099	In Design
Subtotal	2,352,800	-	-	77,233	58,790	2,216,777	

Remaining funds from in design projects are not available for excess costs on other identified projects or reallocation for new projects.

	A	B	C	D	E	A	
District Wide Fire Alarm/Alert System Replacement	365,000	-	-	-	-	365,000	Future
High School Fire Alarm/Alert System Replacement	435,000	-	-	-	-	435,000	Future
Entrance Security Improvements	85,000	-	-	-	-	85,000	Future
Middle School Bathroom Improvements	362,500	-	-	-	-	362,500	Future
HHS Parking Lot Improvement - Phase 3	324,760	-	-	-	-	324,760	Future
Pinecrest Exterior Emergency Lighting	10,000	-	-	-	-	10,000	Future
Middle School Storage Building	290,000	-	-	-	-	290,000	Future
Subtotal	1,872,260	-	-	-	-	1,872,260	

Remaining funds from future projects are not available for excess costs on other identified projects or reallocation for new projects.

Other District Projects	A	B	C	D	E	A-B-E	
Technology Improvements	1,500,000	-	-	na	1,531,229	(31,229)	Not Completed

Flexible Learning Furniture	600,000	-	-	na	140,503	459,497	Not Completed
Interior Locks Allowance	300,000	-	-	na	-	300,000	Not Completed
Door & Glass Improvements	500,000	-	-	na	3,000	497,000	Not Completed
Replace Middle School Softball & Baseball Backstops	160,000	-	-	na	-	160,000	Not Completed
Replace High School Carpet	662,100	-	-	na	-	662,100	Not Completed
Miscellaneous Deferred Maintenance Projects <\$100,000	394,900	-	-	na	133,776	261,124	Not Completed
Subtotal	4,117,000	-	-	-	1,808,508	2,308,492	

Remaining funds from not completed projects are not available for excess costs on other identified projects or reallocation for new projects.

Total	48,600,000	35,492,048	32,566,301	2,699,303	2,530,886	12,918,337
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Complete and In Process (does not include contingency)	43,538,317
Project Total	48,600,000
%	90%

Transfers from Contingency:

- \$445,000 Early Childhood Improvements (High School)
- \$ 87,000 High School Athletic Field Parking Lot
- \$ 44,300 High School Retaining Wall
- \$113,024 Middle School Bathrooms near Auditorium
- \$300,000 Technology
- \$244,500 Water Coolers (\$12,500 Tilden, \$62,500 McAuliffe, \$132,000 Middle School)
- \$746,250 High School Privacy Improvements (Athletic Locker Rooms)
- \$160,476 Kennedy Deferred Maintenance
- \$167,131 McAuliffe Deferred Maintenance
- \$290,000 Middle School Storage Building
- \$542,000 High School Tennis Court Replacement
- \$330,000 District Office Renovations
- \$100,000 Board Room Renovations
- \$85,000 Entrance Security Improvements
- \$503,750 Additional to HHS Privacy Improvements (Bathrooms)
- \$362,500 Middle School Bathrooms
- TBD HHS Basefield Field (Estimate \$80,000-\$200,000)
- TBD Middle School Track Replacement (Estimate \$493,750-\$1,158,875)
- TBD HS Team Locker Privacy Improvements (Estimate \$856,563)
- TBD ALC (Estimate unknown)



AIA Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
Tilden Community Center 2020 Deferred
Maintenance
310 River Street
Hastings, Minnesota 55033

CONTRACT INFORMATION:
Contract For: General Construction

CHANGE ORDER INFORMATION:
Change Order Number: One (1)

Commission No. 192030

Date: March 27, 2020

Date: August 6, 2021

OWNER: *(Name and address)*
Independent School District #200
1000 Eleventh Street West
Hastings, Minnesota 55033

ARCHITECT: *(Name and address)*
Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, Minnesota 55101

CONTRACTOR: *(Name and address)*
Derau Construction
1407 East Cliff Road
Burnsville, Minnesota 55337

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

PR #001 - Urinal Screens for Plan Review. Add \$1,372.00

PR #002 - Metal Ceiling Transition. Add \$727.00

G CPR #002 - Relocate Sprinkler Heads. Add \$1,445.19

TOTAL CHANGE ORDER NO. 1 ADD \$3,544.19

The original Contract Sum was	\$	688,400.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	688,400.00
The Contract Sum will be increased by this Change Order in the amount of	\$	3,544.19
The new Contract Sum including this Change Order will be	\$	691,944.19

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Wold Architects and Engineers

Derau Construction

Independent School District #200

ARCHITECT *(Firm name)*

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*

SIGNATURE

SIGNATURE

SIGNATURE

DOUGLAS KAHL, PROJECT MANAGER

Pat Ranz

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

08/08/2021

8/6/2021

DATE

DATE

DATE

Change proposal pricing worksheet

Date: 6/5/2020
 Contractor: Derau Construction
 Project: Tilden Community Center - Reroof and Windows
 Location: Hastings, MN

Work Description: Furnish and install (3) new urinal screens as per inspectors request.

PR #1

GCPR #: 1

Description	Unit	Labor Rate	Labor Sub-total	7.500% Sales Tax	OH & P 10%	Total
Labor						
Working Foreman	1 hrs	95.00	\$95.00	\$0.00	\$95.00	\$105

Description	Unit	Labor Rate	Labor Sub-Total	Material Price	7.500% Sales Tax	Sub Mark Up 10%	Total
Materials/ Equipment/ Sub							
Urinal Screens	4 hrs	75	\$300.00	\$736.00	\$0.00	\$1,036.00	\$1,140
			\$0.00	\$0.00	\$0.00	\$0.00	\$0

Add days of construction due to added work.
 0 days added.

Sub-Total	\$1,244
3% Bond cost increase	\$37
2% Insurance cost increase	\$25
Sub-Total	\$1,306
5% Contractor mark up	\$65
Total cost proposal	\$1,372

Approved by Owners Representative: _____

BARTLEY



Sales Company Inc.

6509 CAMBRIDGE STREET
MINNEAPOLIS, MINNESOTA 55426-4401

P.O. BOX 26038
(952) 929-0001 FAX (952) 929-4733

Since 1928

BUILDING & RECREATIONAL SPECIALITIES

JUNE 04, 2020

TO: DERAU CONSTRUCTION
ATTN: PAT RAUCH

JOB: TILDEN COMMUNITY CENTER
HASTINGS, MN

SUBJECT TO TERMS AND CONDITIONS LISTED BELOW - WE BID AS FOLLOWS:

PER PR #001:

3 ONLY -SCRANTON PRODUCTS 18" X 48" SOLID PLASTIC URINAL SCREENS WITH
CONTINUOUS ALUMINUM BRACKETS

THE ABOVE MATERIAL, FOB FACTORY FULL FREIGHT ALLOWED TO JOBSITE, NOT
INSTALLED, FOR THE SUM OF:

NON TAXABLE SUBTOTAL = \$689.00
SALES TAX @ 7.125% = \$46.95
PRICE INCLUDING SALES TAX = \$735.95
(SEVEN HUNDRED THIRTY FIVE DOLLARS AND 95/100)

BARTLEY SALES COMPANY, INC.


JEFF BALLARD
JBALLARD@BARTLEYSALES.COM

**THIS BID COVERS OUR INTERPRETATION OF ORIGINAL PLANS AND SPECIFICATIONS
INCLUDING THE FOLLOWING ADDENDA: NONE
JB/AS**

TERMS & CONDITIONS

Subject to credit approval, net 30 days from date of invoice and interest charged at 18% APR after 30 days. No retainage allowed. Bartley Sales Company conditions this quotation on acceptance of its terms of sale. This quotation is made for immediate acceptance and is subject to revision at any time prior to acceptance. Our ability to perform is contingent upon strikes, accidents, delays of carriers or other causes beyond our control. We cannot guarantee dates for manufacturer shipment or delivery. All field measurements are to be furnished and guaranteed by purchaser unless sold erected. Materials cannot be returned without our written consent. Quotations are F.O.B. Shipping point, freight allowed to nearest rail or motor freight delivery point.

ACCEPTANCE OF PROPOSAL* - THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED.

DATE OF ACCEPTANCE: _____ SIGNATURE _____

COMPANY NAME: _____

SECTION 10 21 13

SOLID PLASTIC TOILET PARTITIONS

PART 1: GENERAL

1.01 SUMMARY

- A. Section includes: Provide and install urinal screens as indicated on drawings.

1.02 SUBMITTALS

- A. Submit the following in accordance with Section 01 33 00:
 - 1. Product data for compartments, panels, finishes, hardware, and accessories.
 - 2. Shop drawings, showing partition plans, elevations, field verified, dimensions, door swings, details for supports, and method of anchorage.
 - 3. Samples of manufacturer's colors/finishes.
 - 4. Installation instructions.
 - 5. Submit the following per Section 01 78 23.
 - a. Maintenance instructions.
 - b. Copy of warranty.

1.03 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver compartments in suitable crating or packaging to prevent damage in transit and storage.
- B. Coordinate delivery to reduce period of on-site storage. Store under cover in a dry area.

1.04 QUALITY ASSURANCE

- A. Surface-Burning Characteristics: As determined by testing identical products according to ASTM E 84, or another standard acceptable to authorities having jurisdiction, by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
 - 1. Flame-Spread Index: 200 or less.
 - 2. Smoke-Developed Index: 450 or less.
- B. Regulatory Requirements: Comply with applicable provisions in Americans with Disabilities Act (ADA) and local Building Code.

1.05 WARRANTY

- A. Provide 15 year warranty to cover panels, doors, and pilasters against breakage, delamination, and corrosion. Submit per Section 01 78 23.

PART 2: PRODUCTS

2.01 POLYMER RESIN PARTITIONS

- A. Products produced by General Partitions Mfg. Corp. are specified. Other manufacturers with products that conform to requirements of specification are acceptable.
 - 1. Construction
 - a. Urinal Screens: Wall mounted. 18" x 42" – 55".
 - b. Finish: Uniform color throughout.
 - c. Color: Match existing adjacent toilet partitions, using manufacturer's standard color options.

- d. Hardware: Include gravity style self closing continuous hinge and bracket assemblies, steel bar saddle for attachment to floor or ceiling with threaded steel studs and leveling studs, pilaster shoes, aluminum anti-grip headrail on panels, door latches with emergency access, door handles, door strikes and keepers. Provide continuous anchor strip to attach panels to walls. Finish: Aluminum or stainless steel.
 - e. Fasteners: Stainless steel. Provide theft-proof head thru-bolt sex bolt fasteners at hinge brackets, keeper and strike with rubber bumper.
2. Panels
- a. Material: Molded under pressure from high density polymer resin in uniform color throughout.
 - 1) Resistant to delamination, water, steam, corrosion, soaps, detergents, mildew. Does not absorb odors.
 - 2) Self-lubricating surface that is graffiti resistant to markings from pen, pencil, marker, and paint.
 - 3) Edges: Machine radius eliminating sharp edges.
 - 4) Surface texture: Orange peel.
 - b. Heat sinks: Attach anti-grip handrail to bottom edges of panels and doors to protect panel from being ignited by vandals.
 - c. Nominal Thickness:
 - 1) Panels: 1 inch.
- B. Miscellaneous Construction
- 1. Provide factory cut-outs and reinforcing for grab bars and accessories in partitions as required.
 - 2. Meet Building Code requirements for handicapped access.

PART 3: EXECUTION

3.01 PREPARATION

- A. Coordinate requirements for blocking in stud walls to ensure proper support is provided for wall attachments.
- B. Verify that site conditions are ready to receive work and opening dimensions are as indicated on shop drawings.
- C. Verify correct spacing of plumbing fixtures.

3.02 INSTALLATION

- A. Install partitions secure, plumb, and level in accordance with manufacturer's instructions.
- B. Maintain 3/8 to 1 inch uniform space between wall and panels.
- C. Attach panels and pilasters to brackets with tamper-proof sheet metal screws.
- D. Anchor urinal screen panels to walls with continuous aluminum channel.

3.03 ERECTION TOLERANCES

- A. Maximum variation from true position: 1/4 inch.
- B. Maximum variation from plumb: 1/8 inch.

3.04 ADJUSTING

- A. Replace significantly damaged, bent, deeply scratched, or dented panels.

3.05 CLEANING

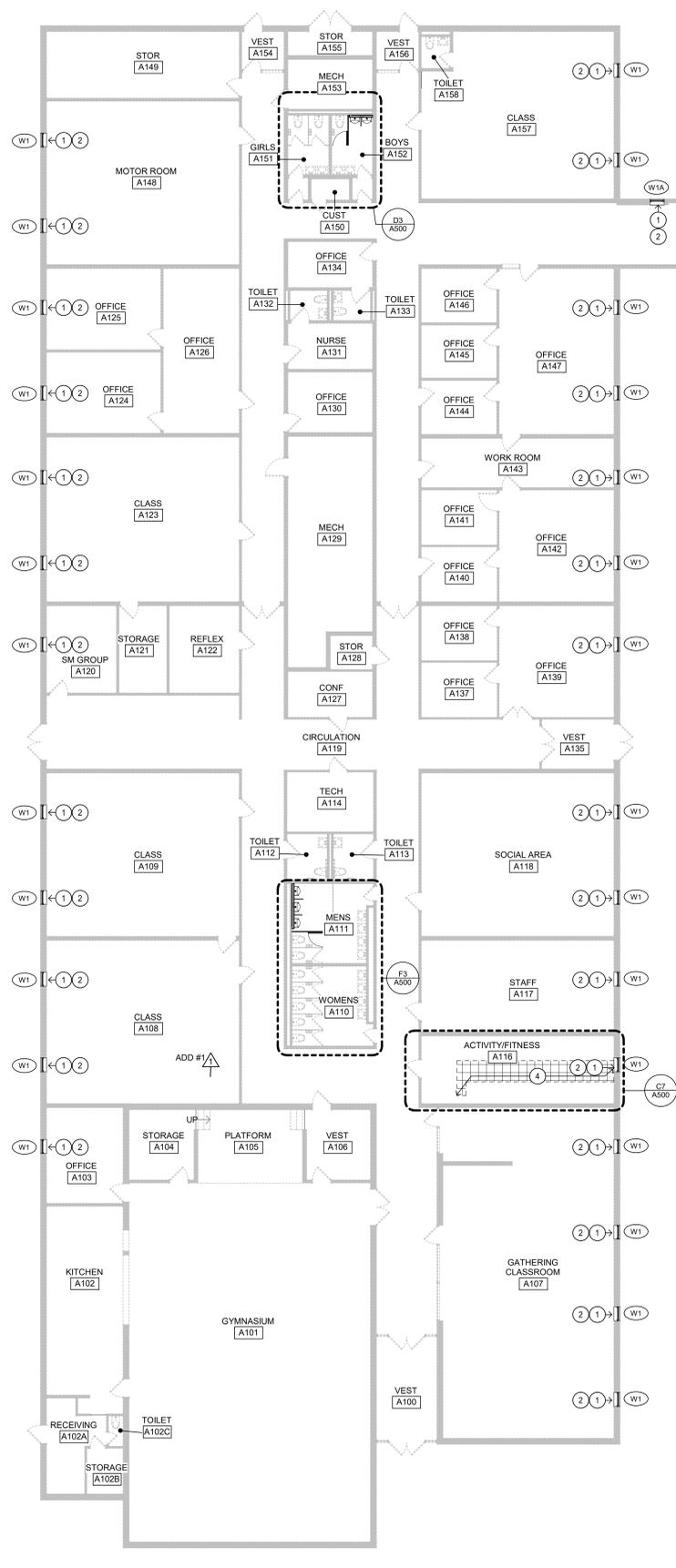
- A. Clean surfaces with liquid spray furniture or counter top polish. Do not use abrasives.

3.06 DEMONSTRATION

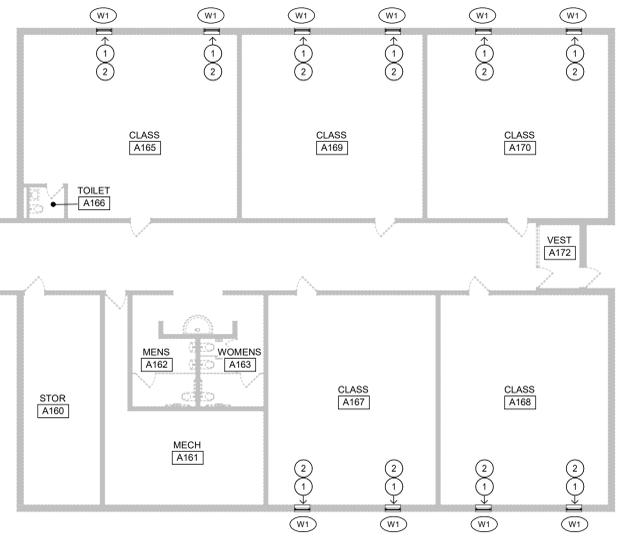
- A. Engage factory-authorized representative to train Owner's maintenance personnel on cleaning procedures and damage repair. Refer to Section 01 79 00 Demonstration and Training.

END OF SECTION 10 21 13

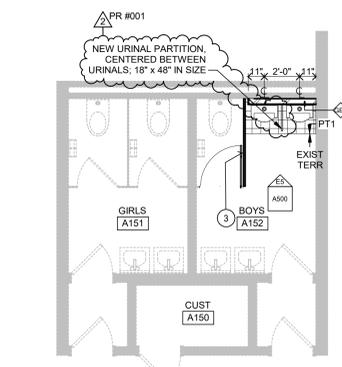
MN



F1 FLOOR PLAN - MAIN LEVEL
3/32" = 1'-0"



D3 ENLARGED TOILET PLAN - A151 & A152
1/4" = 1'-0"

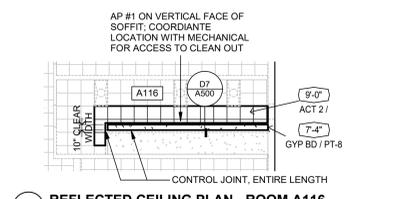


F3 ENLARGED TOILET PLAN - A110 & A111
1/4" = 1'-0"

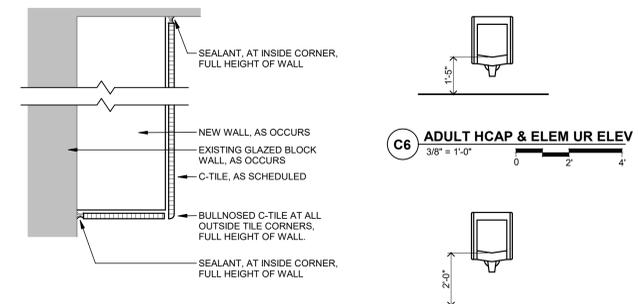
- PLAN GENERAL NOTES**
- ALL PLAN DIMENSIONS ARE NOMINAL TO FACE OF WALL. WALL THICKNESSES ARE SHOWN NOMINAL. SEE WALL TYPES FOR ACTUAL THICKNESS.
 - ALL GYP BD WALLS ARE TO BE 5" THICK, UNLESS OTHERWISE NOTED.
 - ALL CONCRETE BLOCK WALLS ARE TO BE 8 INCHES THICK, UNLESS OTHERWISE NOTED.
 - COORDINATE SIZE AND LOCATION OF ALL DUCT AND SHAFT OPENINGS IN WALLS AND FLOORS W/ MECHANICAL AND ELECTRICAL. PROVIDE ALL REQUIRED LINTELS FOR OPENINGS. SEE LINTEL SCHEDULE.
 - FIELD VERIFY ALL MILLWORK OPENINGS.
 - SET FLOOR DRAINS 3/4" BELOW FINISHED CONCRETE FLOORS UNLESS OTHERWISE NOTED. PROVIDE CONSISTENT SLOPE FROM WALL TO DRAIN BY SLOPING CONCRETE, MIN. 1/4" PER FOOT.
 - VERIFY LOCATION, SIZE AND QUANTITY OF ALL MECHANICAL AND ELECTRICAL EQUIPMENT PADS.
 - ALL DOOR/SIDELITE OPENINGS TO BEGIN 4" FROM ADJACENT WALL UNLESS OTHERWISE NOTED.
 - ALL GYP BD WALLS ARE CENTERED ON GRID UNLESS OTHERWISE NOTED.

- FLOOR PLAN KEY NOTES:**
- PATCH GYP BD AS REQUIRED FOR NEW WINDOW. PAINT ENTIRETY OF WINDOW OPENING, FROM FACE OF FRAME TO EDGE OF JAMB AND HEAD. (DO NOT PAINT SEALANT)
 - REINSTALL SALVAGED WINDOW TREATMENT IN ORIGINAL OPENING.
 - REINSTALL TOILET PARTITION AND MOUNTING BRACKETS AFTER TILE WORK HAS BEEN COMPLETED.
 - MODIFY EXISTING CEILING AS REQUIRED TO INSTALL NEW ROOF DRAIN PIPING AND SOFFIT. MATCH HEIGHTS OF EXISTING. SEE MECH FOR MORE DETAILS.

Key	Item	Manufacturer	Color/ Finish
07 46 00	Manufactured Roof & Wall Panels Sealant	As specified	Color: Custom or standard to match metal
08 51 13	Aluminum Windows Anodized Windows And Accessories Sealant/Window	EFCO As specified	Color: Light Bronze Color: As selected by Architect
09 30 00	Tile Grout: Ceramic Wall Tile Ceramic Floor Tile- Field 1 P TILE-1 Porcelain Floor Tile- Field 1	Laticrete Laticrete Dal Tile Dal Tile	Color: Light Pewter Color: Midnight Black Color: Biscuit Color: Elemental Tan Speckled
09 91 00	Painting PT-1-Exterior HM doors and frames PT-2-Exterior Misc. Metals, Mech. Piping, Equipment PT-3-Exterior Rooftop Equipment PT-4B-Interior HM Doors PT-5-Interior Misc. Metals PT-6A-Walls PT-7-Soffits PT-8-Ceilings	Sherwin Williams	Color: As selected by Architect Color: Greek Villa Color: Greek Villa Color: Greek Villa

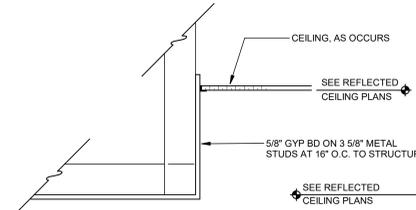


C7 REFLECTED CEILING PLAN - ROOM A116
3/32" = 1'-0"

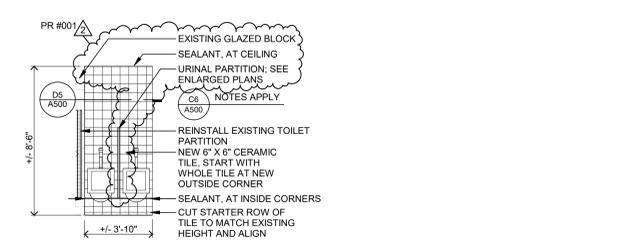


C6 ADULT HCAP & ELEM UR ELEV
3/8" = 1'-0"

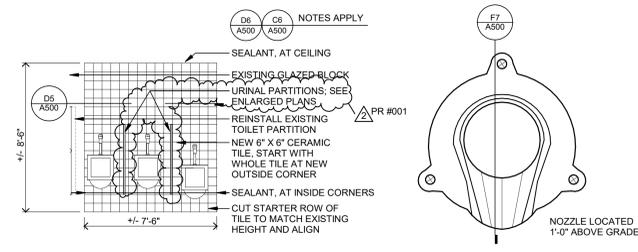
D6 ADULT UR ELEV
3/8" = 1'-0"



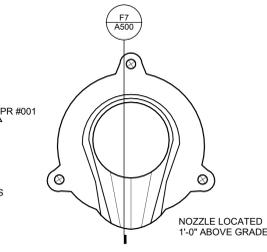
D7 GYPSUM BOARD SOFFIT
1 1/2" = 1'-0"



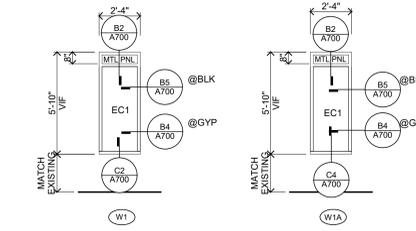
E5 ELEVATION - A152
1/4" = 1'-0"



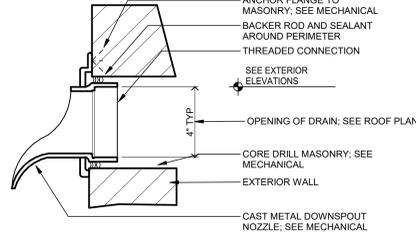
F6 ELEVATION - A111
1/4" = 1'-0"



F6 DOWNSPOUT NOZZLE ELEVATION
3" = 1'-0"



WINDOW TYPES



F7 DOWNSPOUT NOZZLE SECTION
3" = 1'-0"

TILDEN COMMUNITY CENTER 2020 DEFERRED MAINTENANCE
310 RIVER STREET HASTINGS, MINNESOTA 55033
ISD #200: HASTINGS PUBLIC SCHOOLS
1000 WEST 11TH STREET HASTINGS, MINNESOTA 55033



WOLD ARCHITECTS AND ENGINEERS
332 Minnesota Street, Suite W2000 Saint Paul, MN 55101
woldac.com | 651 227 7773

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed ARCHITECT under the laws of the State of MINNESOTA.

R. SCOTT MCQUEEN
R. SCOTT MCQUEEN
License Number: 20155 Date: 02/28/2020

Revisions	Date	Num
ADDENDUM #1	03/17/2020	1
PR #001	05/29/2020	2

Comm: 192030
Date: 02/28/2020
Drawn: ML
Check: SWK
North

FLOOR PLAN - MAIN LEVEL, ENLARGED PLANS

Scale: As indicated
A500

Change proposal pricing worksheet

Date: 10/15/2020
 Contractor: Derau Construction, LLC.
 Project: Tilden Community Center - Roof & Window
 Location: Hastings, MN

Work Description: **Install metal angle extentions to hallway window sills to cover gap. Per PR #2**

GCPR #: 3

Description	Quantity	Unit	Labor Rate	Labor Sub-total	Taxes 8%	Support & Burden 20%	OH & P 10%	Total
Labor								
Working Foreman	1	hr	\$75.00	\$75.00	\$5.83	\$15.00	\$9.58	\$105.41
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	Quantity	Unit	Unit Price	M/ E/ S Sub-total	7.775% Sales Tax	Equipment Sub	OH & P 10%	Total
Materials/ Equipment/ Sub								
Metal Flashing				\$476.00	\$0.00		\$47.60	\$524
				\$0.00	\$0.00		\$0.00	\$0
				\$0.00	\$0.00		\$0.00	\$0
				\$0.00	\$0.00		\$0.00	\$0
				\$0.00	\$0.00		\$0.00	\$0

Sub Total		\$629
Bond	3%	\$19
Insurance	2%	\$13
Sub Total		\$660
OH & Profit	10%	\$66
Grand Total		\$727

Change proposal pricing worksheet

Date: 7/30/2020
 Contractor: Derau Construction, LLC.
 Project: Tilden Community Center - Roof & Window
 Location: Hastings, MN

Work Description: **Relocate existing sprinkler heads for new walls at (2) restrooms.**

GCPR #: 2

Description	Quantity	Unit	Labor Rate	Labor Sub-total	Taxes 8%	Support &	OH & P 10%	Total
						Burden 20%		
Labor								
Working Foreman	2	hr	\$75.00	\$150.00	\$11.66	\$30.00	\$19.17	\$210.83
				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Materials/ Equipment/ Sub	Quantity	Unit	Unit Price	M/ E/ S Sub-total	7.775% Sales Tax	Equipment Sub	OH & P 10%	Total
Fire Sprinkler System	Dynamic Fire			\$1,000.00	\$0.00		\$100.00	\$1,100.00
				\$0.00	\$0.00		\$0.00	\$0.00
				\$0.00	\$0.00		\$0.00	\$0.00
				\$0.00	\$0.00		\$0.00	\$0.00

Sub Total		\$1,310.83
Bond	3%	\$39.32
Insurance	2%	\$26.22
Sub Total		\$1,376.37
OH & Profit	5%	\$68.82
Grand Total		\$1,445.19



DYNAMIC FIRE PROTECTION

**11300 275th Street
Chisago City, MN 55013
www.dynamicfireprotection.net**

Date of Proposal: **7/29/2020**

Proposal To: **Derau Construction
1407 Cliff Road East
Burnsville, MN 55337** Address: **Hastings School
Restroom Remodel**

Fire Protection Scope of Work:

Dynamic Fire Protection is pleased to propose extending 2 sidewall sprinklers to be semi-recessed in walls for new furred out walls in one set of restrooms. All new layouts will comply with state and local fire codes. All labor and material will be provided by Dynamic Fire Protection.

Material:

Associated piping , hangers and fittings to complete the project

Exclusions:

- Scope outside or proposal
- Relocating any fire sprinkler branch lines and or mains
- Any electrical work high or low voltage
- Patching or cutting of any walls or ceilings
- X-raying concrete or liable of any obstructions within the concrete
- Any underground or utility piping feeding the fire sprinkler system

Total Installation Cost: \$1,000.00

**Dynamic Fire Protection
Brian Hoffman
brian.hoffman@dynamicfireprotection.net
651-357-8681
www.dynamicfireprotection.net**

Authorization to Proceed
Customer Signature
Printed Name
P.O. and Total Amount

Change Order

PROJECT: <i>(Name and address)</i> Hastings Middle School 2021 Roof Replacement (202186) 1000 West 11th Street Hastings, Minnesota 55033	CONTRACT INFORMATION: Contract For: General Construction Date: March 24, 2021	CHANGE ORDER INFORMATION: Change Order Number: One (1) Date: August 9, 2021
OWNER: <i>(Name and address)</i> Independent School District #200 1000 West 11th Street Hastings, Minnesota 55033	ARCHITECT: <i>(Name and address)</i> Wold Architects and Engineers 332 Minnesota Street, W2000 Saint Paul, Minnesota 55101	CONTRACTOR: <i>(Name and address)</i> McPhillips Bros. Roofing Co. 2590 Centennial Drive Saint Paul, Minnesota 55109

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

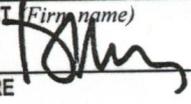
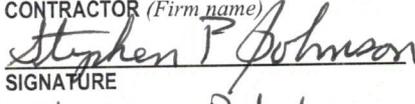
- GC #01: Infrared scanning of existing roof. Add \$2,000.00
- GC #02: Reuse of existing roof insulation. Deduct \$110,600.00

TOTAL CHANGE ORDER NO. 1 DEDUCT (\$108,600.00)

The original Contract Sum was	\$ 525,600.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 525,600.00
The Contract Sum will be decreased by this Change Order in the amount of	\$ 108,600.00
The new Contract Sum including this Change Order will be	\$ 417,000.00
The Contract Time will be increased by Zero (0) days.	
The new date of Substantial Completion will be August 13, 2021	

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Wold Architects and Engineers ARCHITECT <i>(Firm name)</i>	McPhillips Bros. Roofing Co. CONTRACTOR <i>(Firm name)</i>	Independent School District #200 OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
DOUGLAS KAHL, PROJECT MANAGER PRINTED NAME AND TITLE	STEPHEN P JOHNSON PRINTED NAME AND TITLE	 PRINTED NAME AND TITLE
08/09/2021 DATE	08/10/21 DATE	 DATE

EXPENDITURE TOTALS

	FY 2022 Budget (ADP)	**Monthly Expenditures	Year-to-Date Expenditures	Remaining Balance
General Fund (1)	56,954,160	1,633,537	1,633,537	55,320,623
Food Service Fund (2)	2,580,751	92,539	92,539	2,488,213
Community Service Fund (4)	2,528,496	59,964	59,964	2,468,532
Building Construction Fund (6)	8,464,174	1,016,626	1,016,626	7,447,548
Debt Service Fund (7)	3,871,863	264,956	264,956	3,606,907
Student Activities Fund (10)	350,000	2,382	2,382	347,618
Deferred Accounts- Donations/Misc Fund (11)	750,930	4,929	4,929	746,001
Scholarships Fund (12)	95,000	3,000	3,000	92,000
Totals	\$75,595,374	\$3,077,932	\$3,077,932	\$72,517,442

** Monthly expenditures include payroll, finance and encumbrances.

** Some payments are coded to revenue codes and are not included in above monthly expenditures.

TRANSFERS

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
7/2/2021	MSDLAF General	MSDLAF AP	99,721.28	Accounts Payable
7/2/2021	MSDLAF General	MSDLAF Payroll	1,041,512.56	Payroll
7/2/2021	MSDLAF General	MSDLAF Flex	1,643.74	Payroll
7/6/2021	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
7/9/2021	MSDLAF General	MSDLAF AP	77,923.93	Accounts Payable
7/12/2021	Merchants Bank	MSDLAF General	50,000.00	Local Receipts
7/13/2021	MSDLAF General	MSDLAF Health Self Funded	2,800.35	Health Insurance
7/14/2021	MSDLAF General	Vermillion Bank	5,270.90	Local Receipts
7/14/2021	MSDLAF GeneralMAX	MSDLAF General	2,000,000.00	Exchange
7/14/2021	MSDLAF Health Self FundedMAX	MSDLAF Health Self Funded	100,000.00	Exchange
7/15/2021	MSDLAF General	MSDLAF AP	329,010.88	Accounts Payable
7/15/2021	MSDLAF Health Self FundedMAX	MSDLAF Health Self Funded	1,000,000.00	Exchange
7/16/2021	MSDLAF GeneralMAX	MSDLAF General	2,000,000.00	Exchange
7/16/2021	MSDLAF General	MSDLAF AP	96,708.50	Accounts Payable
7/19/2021	Merchants Bank	MSDLAF General	25,000.00	Local Receipts
7/20/2021	MSDLAF General	MSDLAF Flex	1,743.07	Payroll
7/20/2021	MSDLAF General	MSDLAF Payroll	1,026,158.97	Payroll
7/22/2021	MSDLAF General	MSDLAF Payroll	84,443.60	Payroll
7/23/2021	MSDLAF General	MSDLAF AP	606,118.41	Accounts Payable
7/26/2021	Merchants Bank	MSDLAF General	100,000.00	Local Receipts
7/26/2021	MSDLAF General	MSDLAF Payroll	3,321.28	Payroll
7/27/2021	MSDLAF General	MSDLAF Payroll	3,026.32	Payroll
7/29/2021	MSDLAF General	MSDLAF Dental Self Funded	18,032.31	Dental Insurance
7/29/2021	MSDLAF General	MSDLAF Health Self Funded	142,992.10	Health Insurance
7/30/2021	MSDLAF General	MSDLAF AP	567,706.17	Accounts Payable
7/30/2021	MSDLAF GeneralMAX	MSDLAF General	1,000,000.00	Exchange
			\$10,408,134.37	

PAYROLL DISBURSEMENTS

Checks & Direct Deposits	7/1/2021	7/31/2021	1,270,284	Pay dates 7/5 and 7/20
Liability Checks & Wires	7/1/2021	7/31/2021	888,973	Bd. Share \$274,153
Total			\$2,159,256	

FINANCE DISBURSEMENTS

Checks & Wires	7/1/2021	7/31/2021	1,781,023
Total			\$1,781,023

SELF-FUNDED INSURANCE

	Revenue YTD	Expenses YTD	YTD Balance
Dental	88,824	59,440	\$29,385
Health	1,013,472	1,325,417	(\$311,945)

INDEPENDENT SCHOOL DISTRICT NO. 200
Hastings High School and Middle School
 Extra Curricular Student Activity Accounts
 Statement of Receipts and Disbursements
 Year ended June 30, 2022
 Current Statement as of 7/31/2021

Course Code	Activity Account	Balance 7/1/2021	Receipts	Disbursements	Subtotal (Less Interest)	Interest Earned	Balance 6/30/2021
601	Art Club	577.55	0.00	0.00	577.55	0.2650	577.81
608	AVID	1,941.12	0.00	0.00	1,941.12	0.8905	1,942.01
602	Band	3,478.25	0.00	0.00	3,478.25	1.5958	3,479.85
604	Baseball	5,725.92	0.00	71.00	5,654.92	2.5969	5,657.52
605	Basketball - Boys	481.76	0.00	0.00	481.76	0.2210	481.98
609	Choir Tour	540.20	0.00	0.00	540.20	0.2478	540.45
610	Cross Country Running	283.04	0.00	0.00	283.04	0.1299	283.17
612	Culinary Club	986.78	0.00	0.00	986.78	0.4527	987.23
613	Fellowship Christian Athletes (FCA)	784.69	300.00	0.00	1,084.69	0.4870	1,085.18
614	Football	2,372.56	0.00	0.00	2,372.56	1.0885	2,373.65
615	Gymnastics	3,530.03	0.00	0.00	3,530.03	1.6195	3,531.65
616	French Honor Society (FHS)	1,678.98	0.00	0.00	1,678.98	0.7703	1,679.75
624	Golf - Girls	916.61	0.00	93.00	823.61	0.3811	823.99
622	Marching Band	43,359.84	16,483.55	2,072.77	57,770.62	25.9955	57,796.62
675	INTEREST EARNED	0.00	78.21	0.00	78.21	-	0.00
623	National Honor Society (NHS)	2,181.15	0.00	0.00	2,181.15	1.0007	2,182.15
625	Nordic Skiing	5,293.58	0.00	0.00	5,293.58	2.4286	5,296.01
627	Outdoor Club	403.52	0.00	0.00	403.52	0.1851	403.71
618	Peer Helpers	226.35	0.00	0.00	226.35	0.1038	226.45
632	Show Choir	7,717.28	0.00	-61.10	7,778.38	3.5664	7,781.95
643	Soccer - Boys	3,622.33	0.00	0.00	3,622.33	1.6619	3,623.99
647	Spanish Club	12,731.52	0.00	0.00	12,731.52	5.8410	12,737.36
650	Student Council	25,827.65	0.00	0.00	25,827.65	11.8492	25,839.50
652	Tennis - Boys	2,547.73	0.00	0.00	2,547.73	1.1688	2,548.90
653	Tennis - Girls	109.89	0.00	0.00	109.89	0.0504	109.94
655	Thespians	583.08	0.00	0.00	583.08	0.2675	583.35
656	Track	10,757.25	0.00	206.00	10,551.25	4.8480	10,556.10
654	Ultimate Frisbee	1,042.47	0.00	0.00	1,042.47	0.4783	1,042.95
658	Volleyball	524.78	0.00	0.00	524.78	0.2408	525.02
659	Wrestling	6,466.58	0.00	0.00	6,466.58	2.9667	6,469.55
664	Middle School Speech	271.52	0.00	0.00	271.52	0.1246	271.64
665	Middle School Yearbook	2,528.73	0.00	0.00	2,528.73	1.1601	2,529.89
666	Middle School Student Council	7,686.78	0.00	0.00	7,686.78	3.5265	7,690.31
		157,179.52	16,861.76	2,381.67	171,659.61	78.2100	171,659.61

INDEPENDENT SCHOOL DISTRICT NO. 200
HASTINGS, MINNESOTA
TREASURER'S REPORT TO SCHOOL BOARD

July 2021 Investment Reconciliation - %-104-%

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND - 01	15,000,000.00	5,000,000.00	0.00	20,000,000.00
BOND FUND - 06	5,644,043.05	0.00	1,508,008.00	4,136,035.05
SCHOLARSHIP FUND - 12	10,000.00	0.00	0.00	10,000.00
DENTAL SELF FUNDED - 20	496,000.00	0.00	0.00	496,000.00
HEALTH SELF FUNDED - 21	1,000,000.00	1,500,000.00	0.00	2,500,000.00
TOTALS	22,150,043.05	6,500,000.00	1,508,008.00	<u>27,142,035.05</u>

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
Certificates of Deposit - MSDLAF - General	0.00	0.00	0.00
Term - MSDLAF - General	20,000,000.00	0.00	20,000,000.00
Term - MSDLAF - Bond	0.00	0.00	0.00
Managed Account - MSDLAF - Bond	4,136,035.05	0.00	4,136,035.05
Scholarship CD	10,000.00	0.00	10,000.00
Certificates of Deposit - MSDLAF - Dental	496,000.00	0.00	496,000.00
Term - MSDLAF - Health	2,500,000.00	0.00	2,500,000.00
TREASURER'S BALANCE	27,142,035.05	0.00	<u>27,142,035.05</u>

INDEPENDENT SCHOOL DISTRICT NO. 200
HASTINGS, MINNESOTA
TREASURER'S REPORT TO SCHOOL BOARD

July 2021 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH
GENERAL FUND- 01	17,327,903.04	1,967,068.46	(9,838,728.36)	9,456,243.14
FOOD SERVICE FUND - 02	539,337.70	90,935.21	(78,044.51)	552,228.40
COMMUNITY ED - 04	718,090.03	80,961.18	(103,903.53)	695,147.68
BUILDING CONSTRUCTION - 06	8,884,546.77	183.83	664,875.08	9,549,605.68
DEBT REDEMPTION - 07	14,224,109.22	42,972.10	934,939.60	15,202,020.92
STUDENT ACTIVITY FUND -10	157,179.52	16,875.59	(2,395.50)	171,659.61
DEFERRED ACCOUNTS - 11	775,840.36	41,017.62	(26,687.47)	790,170.51
SCHOLARSHIP - 12	218,646.92	5.33	(3,000.00)	215,652.25
TRUST - 18	87,623.67	0.00	132.14	87,755.81
DENTAL SELF FUNDED - 20	530,738.73	9.79	(41,407.51)	489,341.01
HEALTH SELF FUNDED -21	5,921,293.14	12,183.33	(2,687,555.99)	3,245,920.48
OPEB PERA/CE TRUST - 45	4,816,535.69	0.00	(3,433.85)	4,813,101.84
TOTALS	54,201,844.79	2,252,212.44	(11,185,209.90)	45,268,847.33

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	OUTSTANDING DEPOSITS	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
Merchants Bank	59,727.94	0.00	0.00	7.99	59,735.93
MSDLAF AP	1,005,449.05	(955,542.99)	0.00	0.00	49,906.06
MSDLAF Payroll	131,462.54	(31,603.26)	0.00	150.00	100,009.28
MSDLAF Scholarship	219,652.25	(4,000.00)	0.00	0.00	215,652.25
MSDLAF General	15,279,089.28	0.00	12,920.45	0.00	15,292,009.73
MSDLAF Flex	48,741.08	0.00	0.00	0.00	48,741.08
MSDLAF Dental Self Funded	504,253.16	(14,912.15)	0.00	0.00	489,341.01
MSDLAF Health Self Funded	3,364,923.59	(60,892.12)	0.00	(62,679.46)	3,241,352.01
MSDLAF Bond Proceeds	8,032,730.68	0.00	0.00	1,516,875.00	9,549,605.68
Vermillion Bank	162,602.30	0.00	0.00	45.00	162,647.30
MidAmerica - CE Trust	87,755.81	0.00	0.00	0.00	87,755.81
OPEB PERA/CE Trust Account	4,816,806.34	0.00	0.00	0.00	4,816,806.34
US Bank Escrow	11,322,784.85	0.00	0.00	(167,500.00)	11,155,284.85
TREASURER'S BALANCE	45,035,978.87	(1,066,950.52)	12,920.45	1,286,898.53	45,268,847.33

HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

											Pay/Void			
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount	
MB	P201MB	95152		Wire	1	10229	MERCHANTS BANK FEES	C Corporation	No	Yes	No	07/16/2021	17.19	
Bank Total:												\$17.19		
USAP	P20102	95019		Wire	1	2976	SALES TAX (MN DEPT REVENUE)	Other	No	Yes	No	07/09/2021	277.00	
USAP	P20102	95020		Wire	1	9012	PITNEY BOWES POSTAGE BY PHONE	C Corporation	No	Yes	No	07/09/2021	1,300.00	
USAP	P20115	95077		Wire	1	10920	AFFINETY - MERCH BANK FEES (WIRE)	S Corporation	No	Yes	No	07/15/2021	601.39	
USAP	P20115	95078		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	07/15/2021	8,853.60	
USAP	P20115	95079		Wire	1	9935	ELEYO FEES	S Corporation	No	Yes	No	07/15/2021	3,194.26	
USAP	P20115	95102		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	Yes	No	07/15/2021	790.00	
USAP	P20115	95103		Wire	1	9860	MINNESOTA STATE RETIREMENT SYST	Other	No	Yes	No	07/15/2021	10,500.00	
USAP	P20103	95162		Wire	1	2855	US BANK	C Corporation	No	Yes	No	07/16/2021	96,993.75	
USAP	P20104	95166		Wire	1	9860	MINNESOTA STATE RETIREMENT SYST	Other	No	Yes	No	07/23/2021	65,652.82	
USAP	P20104	95186		Wire	1	2855	US BANK	C Corporation	No	Yes	No	07/23/2021	167,500.00	
USAP	P20130	95230		Wire	1	9557	BMO HARRIS BANK NA	C Corporation	No	No	No	07/30/2021	2,174.74	
USAP	P20101	95003	825630	Check	1	8940	ANDERSON, SARAH		Yes	No	No	07/02/2021	20.16	
USAP	P20101	95000	825631	Check	1	5596	BARNES & NOBLE INC	C Corporation	Yes	No	No	07/02/2021	5,545.08	
USAP	P20101	94995	825632	Check	1	11152	BERRY'S ALL FLOORING	Ind/Sole Proprietor	Yes	No	No	07/02/2021	5,317.00	
USAP	P20101	94990	825633	Check	1	10193	BIRCHBARK BOOKS AND NATIVE ARTS	Ind/Sole Proprietor	Yes	No	No	07/02/2021	116.85	
USAP	P20101	95002	825634	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	C Corporation	Yes	No	No	07/02/2021	59.73	
USAP	P20101	94994	825635	Check	1	10934	R1 FRANZ REPROGRAPHICS INC	S Corporation	Yes	No	No	07/02/2021	350.00	
USAP	P20101	95007	825636	Check	1	5963	R1 FRONTLINE TECHNOLOGIES, INC.	LLC - Partnership	Yes	No	No	07/02/2021	14,545.37	
USAP	P20101	95001	825637	Check	1	7804	KIDCREATE STUDIO	LLC - S Corp	Yes	No	No	07/02/2021	1,563.00	
USAP	P20101	94991	825638	Check	1	10721	R2 NORTHFIELD SOLAR LLC	LLC - Partnership	Yes	No	No	07/02/2021	21,607.18	
USAP	P20101	95006	825639	Check	1	9853	PEDERSEN, KARL		Yes	No	No	07/02/2021	250.00	
USAP	P20101	95008	825640	Check	1	9849	R1 SHOUTPOINT INC	S Corporation	Yes	No	No	07/02/2021	5,175.00	
USAP	P20101	94998	825641	Check	1	4115	SKYHAWKS	LLC - S Corp	Yes	No	No	07/02/2021	2,150.00	
USAP	P20101	94997	825642	Check	1	3391	ST. ELIZABETH ANN SETON	Other	Yes	No	No	07/02/2021	1,398.24	
USAP	P20101	95004	825643	Check	1	9030	STRAKA, RYAN		Yes	No	No	07/02/2021	500.00	
USAP	P20101	94999	825644	Check	1	5203	TEACHERS CURRICULUM INSTITUTE	LLC - Partnership	Yes	No	No	07/02/2021	14,523.00	
USAP	P20101	94996	825645	Check	1	3277	UPPER LAKES FOODS, INC	S Corporation	Yes	No	No	07/02/2021	5,772.40	
USAP	P20101	94992	825646	Check	1	10722	R2 WALCOTT SOLAR LLC	LLC - Partnership	Yes	No	No	07/02/2021	10,761.91	
USAP	P20101	94993	825647	Check	1	10723	R2 WARSAW SOLAR LLC	LLC - Partnership	Yes	No	No	07/02/2021	10,020.37	
USAP	P20101	95005	825648	Check	1	9481	WELCH, MARISSA		Yes	No	No	07/02/2021	45.99	
USAP	P20102	95051	825649	Check	1	7110	APPLE EDUCATION INC	C Corporation	Yes	No	No	07/09/2021	598.00	
USAP	P20102	95062	825650	Check	1	1087	R1 ASCD	Other	Yes	No	No	07/09/2021	89.00	
USAP	P20102	95045	825651	Check	1	3155	BEHNKE, RON		Yes	No	No	07/09/2021	61.04	
USAP	P20102	95060	825652	Check	1	9537	BUTLER, RAYMOND		Yes	No	No	07/09/2021	127.24	
USAP	P20102	95053	825653	Check	1	8681	CANVAS HEALTH	C Corporation	Yes	No	No	07/09/2021	3,709.56	
USAP	P20102	95049	825654	Check	1	5986	R2 CENGAGE LEARNING	C Corporation	Yes	No	No	07/09/2021	10,670.00	

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

													Pay/Void	
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount	
USAP	P20102	95066	825655	Check	1	6745	CULLIGAN OF STILLWATER	S Corporation	Yes	No	No	07/09/2021	401.50	
USAP	P20102	95046	825656	Check	1	3399	R1 DALCO	S Corporation	Yes	No	No	07/09/2021	1,166.28	
USAP	P20102	95054	825657	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	C Corporation	Yes	No	No	07/09/2021	279.36	
USAP	P20102	95023	825658	Check	1	10787	DOWNTOWN TIRE AND AUTO INC	S Corporation	Yes	No	No	07/09/2021	686.61	
USAP	P20102	95028	825659	Check	1	11167	EDUCATION WEEK	Other	Yes	No	No	07/09/2021	395.00	
USAP	P20102	95065	825660	Check	1	3775	Elementary Summer Schl Petty Cs		Yes	No	No	07/09/2021	600.00	
USAP	P20102	95061	825661	Check	1	9817	EMERGENCY OUTFITTERS INC	C Corporation	Yes	No	No	07/09/2021	1,402.00	
USAP	P20102	95048	825662	Check	1	5943	FRANCIS, DENNIS		Yes	No	No	07/09/2021	72.80	
USAP	P20102	95021	825663	Check	1	10558	GORDER, CARRIE		Yes	No	No	07/09/2021	250.00	
USAP	P20102	95031	825664	Check	1	1482	GRAINGER, W.W..	C Corporation	Yes	No	No	07/09/2021	849.09	
USAP	P20102	95050	825665	Check	1	6602	HEINEMANN	LLC - C Corp	Yes	No	No	07/09/2021	14,447.86	
USAP	P20102	95032	825666	Check	1	1582	HILLYARD INC-MINNEAPOLIS	C Corporation	Yes	No	No	07/09/2021	112.56	
USAP	P20102	95057	825667	Check	1	9329	HOMETOWN ACE HARDWARE	S Corporation	Yes	No	No	07/09/2021	198.32	
USAP	P20102	95034	825668	Check	1	1845	HORIZON COMMERCIAL POOL SUPPLY	S Corporation	Yes	No	No	07/09/2021	18.87	
USAP	P20102	95033	825669	Check	1	1720	JUDGE APPLIANCE	S Corporation	Yes	No	No	07/09/2021	1,798.00	
USAP	P20102	95055	825670	Check	1	9029	KLEIN, JIM		Yes	No	No	07/09/2021	250.00	
USAP	P20102	95022	825671	Check	1	10573	KOLPIN, AMANDA		Yes	No	No	07/09/2021	86.13	
USAP	P20102	95035	825672	Check	1	1942	MENARDS	S Corporation	Yes	No	No	07/09/2021	1,082.00	
USAP	P20102	95037	825673	Check	1	2093	METRO EAST CONFERENCE	Partnership	Yes	No	No	07/09/2021	846.00	
USAP	P20102	95036	825674	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	No	No	07/09/2021	4,947.54	
USAP	P20102	95043	825675	Check	1	2795	MTI DISTRIBUTING, INC.	C Corporation	Yes	No	No	07/09/2021	1,629.11	
USAP	P20102	95027	825676	Check	1	11004	NEXT WAVE CNC	LLC - S Corp	Yes	No	No	07/09/2021	5,162.72	
USAP	P20102	95026	825677	Check	1	10987	NICOL, BARBARA	Ind/Sole Proprietor	Yes	No	No	07/09/2021	594.00	
USAP	P20102	95038	825678	Check	1	2221	PRAXAIR DISTRIBUTION INC.	C Corporation	Yes	No	No	07/09/2021	35.17	
USAP	P20102	95024	825679	Check	1	10924	R1 REF ASSIGNORS LLC	LLC - Partnership	Yes	No	No	07/09/2021	120.00	
USAP	P20102	95025	825680	Check	1	10925	REMMERT EDUCATIONAL CONSULTING	Ind/Sole Proprietor	Yes	No	No	07/09/2021	1,500.00	
USAP	P20102	95064	825681	Check	1	2819	REPUBLIC SERVICES #923	C Corporation	Yes	No	No	07/09/2021	469.22	
USAP	P20102	95039	825682	Check	1	2330	SANDKAMP, GREGORY		Yes	No	No	07/09/2021	72.80	
USAP	P20102	95044	825683	Check	1	2850	R1 SCHOOL SPECIALTY	C Corporation	Yes	No	No	07/09/2021	3,301.29	
USAP	P20102	95063	825684	Check	1	2370	SECRETARY OF STATE		Yes	No	No	07/09/2021	120.00	
USAP	P20102	95052	825685	Check	1	8117	R1 SHRED-IT USA -MPLS	C Corporation	Yes	No	No	07/09/2021	568.10	
USAP	P20102	95058	825686	Check	1	9414	SITEONE LANDSCAPE SUPPLY LLC	LLC - C Corp	Yes	No	No	07/09/2021	1,491.99	
USAP	P20102	95040	825687	Check	1	2519	TEAM SPORTING GOODS	S Corporation	Yes	No	No	07/09/2021	7,302.12	
USAP	P20102	95041	825688	Check	1	2548	R1 T-MOBILE	C Corporation	Yes	No	No	07/09/2021	206.92	
USAP	P20102	95030	825689	Check	1	1280	UNITED RENTALS (NORTH AMERICA) II	C Corporation	Yes	No	No	07/09/2021	652.68	
USAP	P20102	95029	825690	Check	1	11168	USACHEVA, YELENA		Yes	No	No	07/09/2021	250.00	
USAP	P20102	95047	825691	Check	1	4252	R1 VIKING ELECTRIC SUPPLY INC	C Corporation	Yes	No	No	07/09/2021	2,420.28	
USAP	P20102	95056	825692	Check	1	9065	R1 VOYAGER SOPRIS LEARNING INC	C Corporation	Yes	No	No	07/09/2021	1,647.90	
USAP	P20102	95059	825693	Check	1	9481	WELCH, MARISSA		Yes	No	No	07/09/2021	19.96	

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USAP	P20102	95042	825694	Check	1	2663	WOLD ARCHITECTS AND ENGNRS INC	C Corporation	Yes	No	No	07/09/2021		3,637.91
USAP	P20115	95135	825695	Check	1	7110	APPLE EDUCATION INC	C Corporation	Yes	No	No	07/15/2021		299.00
USAP	P20115	95112	825696	Check	1	10919	ARVIG	S Corporation	Yes	No	No	07/15/2021		1,205.95
USAP	P20115	95080	825697	Check	1	10471	BAKER TILLY MUNICIPAL ADVISORS LL	LLC - Partnership	Yes	No	No	07/15/2021		3,100.00
USAP	P20115	95140	825698	Check	1	9066	BAKKER, PAUL	Other	Yes	No	No	07/15/2021		115.92
USAP	P20115	95136	825699	Check	1	7312	BATTERIES PLUS BULBS	C Corporation	Yes	No	No	07/15/2021		537.38
USAP	P20115	95113	825700	Check	1	1156	BIX PRODUCE COMPANY LLC	Partnership	Yes	No	No	07/15/2021		178.50
USAP	P20115	95094	825701	Check	1	7120	BSN SPORTS GROUP INC	C Corporation	Yes	No	No	07/15/2021		1,600.00
USAP	P20115	95099	825702	Check	1	9443	BURROWS, KELLI	Ind/Sole Proprietor	Yes	No	No	07/15/2021		150.00
USAP	P20115	95132	825703	Check	1	4811	CENTER FOR EFFECTIVE SCHOOL OPI	Ind/Sole Proprietor	Yes	No	No	07/15/2021		17,875.00
USAP	P20115	95138	825704	Check	1	7911	CENTURYLINK	C Corporation	Yes	No	No	07/15/2021		89.40
USAP	P20115	95141	825705	Check	1	9128	CESO TRANSPORTATION LLC	LLC - S Corp	Yes	No	No	07/15/2021		45,000.00
USAP	P20115	95114	825706	Check	1	1221	CHANHASSEN DINNER THEATER	Partnership	Yes	No	No	07/15/2021		520.00
USAP	P20115	95115	825707	Check	1	1235	CITY OF HASTINGS	Other	Yes	No	No	07/15/2021		2,833.33
USAP	P20115	95116	825708	Check	1	1250	COMCAST	C Corporation	Yes	No	No	07/15/2021		122.09
USAP	P20115	95101	825709	Check	1	9999	CORNERSTONE ON THE VERMILLION	Ind/Sole Proprietor	Yes	No	No	07/15/2021		1,820.00
USAP	P20115	95117	825710	Check	1	1286	CUB FOODS	LLC - S Corp	Yes	No	No	07/15/2021		120.76
USAP	P20115	95118	825711	Check	1	1299	DAKOTA COUNTY PROPERTY TAXATIO	Other	Yes	No	No	07/15/2021		2,258.37
USAP	P20115	95130	825712	Check	1	3399	DALCO	S Corporation	Yes	No	No	07/15/2021		335.18
USAP	P20115	95098	825713	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	C Corporation	Yes	No	No	07/15/2021		144.11
USAP	P20115	95106	825714	Check	1	10860	DEPARTMENT OF TRANSPORTATION	Other	Yes	No	No	07/15/2021		743.00
USAP	P20115	95086	825715	Check	1	11171	DRESSELY, KELSEY		Yes	No	No	07/15/2021		47.72
USAP	P20115	95134	825716	Check	1	6190	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	Yes	No	No	07/15/2021		468.09
USAP	P20115	95091	825717	Check	1	3030	GROTH MUSIC	S Corporation	Yes	No	No	07/15/2021		188.00
USAP	P20115	95100	825718	Check	1	9641	HANSEY, JACLYN		Yes	No	No	07/15/2021		30.62
USAP	P20115	95083	825719	Check	1	11133	HASTINGS CREAMERY LLC	Ind/Sole Proprietor	Yes	No	No	07/15/2021		4,275.04
USAP	P20115	95088	825720	Check	1	11176	HASTINGS GOLF CLUB	Ind/Sole Proprietor	Yes	No	No	07/15/2021		784.30
USAP	P20115	95131	825721	Check	1	3718	HASTINGS PARKS & RECREATION	Other	Yes	No	No	07/15/2021		523.20
USAP	P20115	95095	825722	Check	1	7721	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	07/15/2021		190.76
USAP	P20115	95089	825723	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	No	No	07/15/2021		32,101.44
USAP	P20115	95119	825724	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	No	No	07/15/2021		62,745.32
USAP	P20115	95107	825725	Check	1	10868	INTRADO INTERACTIVE SERVICES CO	C Corporation	Yes	No	No	07/15/2021		5,722.50
USAP	P20115	95109	825726	Check	1	10901	JAMF SOFTWARE, LLC	C Corporation	Yes	No	No	07/15/2021		13,500.00
USAP	P20115	95133	825727	Check	1	5828	JIM CARLSON LEASING CO.	C Corporation	Yes	No	No	07/15/2021		600.00
USAP	P20115	95143	825728	Check	1	9459	KONICA MINOLTA	C Corporation	Yes	No	No	07/15/2021		2,705.18
USAP	P20115	95081	825729	Check	1	10552	LEE, CODY		Yes	No	No	07/15/2021		500.00
USAP	P20115	95144	825730	Check	1	9776	LOFFLER COMPANIES	S Corporation	Yes	No	No	07/15/2021		550.00
USAP	P20115	95096	825731	Check	1	8342	M JUDGE ELECTRIC LLC	Ind/Sole Proprietor	Yes	No	No	07/15/2021		4,319.60
USAP	P20115	95128	825732	Check	1	3120	MASE	Other	Yes	No	No	07/15/2021		500.00

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USAP	P20115	95120	825733	Check	1	1894	MASSP	Other	Yes	No	No	07/15/2021		4,940.00
USAP	P20115	95087	825734	Check	1	11175	METCALF, MELISSA		Yes	No	No	07/15/2021		250.00
USAP	P20115	95092	825735	Check	1	3813	MN DEPT OF PUBLIC SAFETY	Other	Yes	No	No	07/15/2021		17,010.31
USAP	P20115	95127	825736	Check	1	2795	MTI DISTRIBUTING, INC.	C Corporation	Yes	No	No	07/15/2021		470.60
USAP	P20115	95108	825737	Check	1	10880	R1 NILFISK INC.	C Corporation	Yes	No	No	07/15/2021		373.31
USAP	P20115	95111	825738	Check	1	10905	READING PLUS LLC	LLC - C Corp	Yes	No	No	07/15/2021		17,700.00
USAP	P20115	95137	825739	Check	1	7314	REGENTS OF UNIVERSITY OF MN	Other	Yes	No	No	07/15/2021		395.00
USAP	P20115	95121	825740	Check	1	2267	REGION V COMPUTER SERVICES	Other	Yes	No	No	07/15/2021		13,484.00
USAP	P20115	95104	825741	Check	1	10525	RESPONDUS INC	S Corporation	Yes	No	No	07/15/2021		3,745.00
USAP	P20115	95097	825742	Check	1	8633	RUPP ANDERSON SQUIRES & WALDSF	C Corporation	Yes	No	No	07/15/2021		2,523.50
USAP	P20115	95139	825743	Check	1	8228	R1 SCHOOL DATEBOOKS INC	S Corporation	Yes	No	No	07/15/2021		4,368.00
USAP	P20115	95110	825744	Check	1	10903	R1 SECURITAS ELECTRONIC SECURITY IN	C Corporation	Yes	No	No	07/15/2021		2,949.00
USAP	P20115	95105	825745	Check	1	10535	R1 SEESAW	C Corporation	Yes	No	No	07/15/2021		5,062.50
USAP	P20115	95122	825746	Check	1	2449	R1 ST. PAUL PIONEER PRESS	C Corporation	Yes	No	No	07/15/2021		315.00
USAP	P20115	95123	825747	Check	1	2461	STATE CHEMICAL SOLUTIONS	S Corporation	Yes	No	No	07/15/2021		479.05
USAP	P20115	95124	825748	Check	1	2476	STERNAU & ASSOCIATES	Ind/Sole Proprietor	Yes	No	No	07/15/2021		2,323.17
USAP	P20115	95090	825749	Check	1	2519	TEAM SPORTING GOODS	S Corporation	Yes	No	No	07/15/2021		590.59
USAP	P20115	95082	825750	Check	1	10990	TEAMWORKS INTERNATIONAL INC.	S Corporation	Yes	No	No	07/15/2021		2,585.12
USAP	P20115	95084	825751	Check	1	11169	TECH ACADEMY	S Corporation	Yes	No	No	07/15/2021		594.00
USAP	P20115	95142	825752	Check	1	9380	THE WORKS	Other	Yes	No	No	07/15/2021		2,130.00
USAP	P20115	95085	825753	Check	1	11170	THOMPSON, TERI		Yes	No	No	07/15/2021		12.44
USAP	P20115	95125	825754	Check	1	2559	TRIO SUPPLY	C Corporation	Yes	No	No	07/15/2021		466.93
USAP	P20115	95145	825755	Check	1	9916	R1 TURNITIN LLC	LLC - Partnership	Yes	No	No	07/15/2021		7,800.00
USAP	P20115	95126	825756	Check	1	2567	U.S. BANK	C Corporation	Yes	No	No	07/15/2021		462.50
USAP	P20115	95129	825757	Check	1	3277	UPPER LAKES FOODS, INC	S Corporation	Yes	No	No	07/15/2021		4,640.34
USAP	P20115	95093	825758	Check	1	6727	ZEH TEK INC	S Corporation	Yes	No	No	07/15/2021		262.00
USAP	P20103	95159	825759	Check	1	5596	BARNES & NOBLE INC	C Corporation	Yes	No	No	07/16/2021		100.64
USAP	P20103	95157	825760	Check	1	1493	FRONTIER AG & TURF	C Corporation	Yes	No	No	07/16/2021		44.65
USAP	P20103	95163	825761	Check	1	2879	HASTINGS AREA ROTARY CLUB	Other	Yes	No	No	07/16/2021		150.00
USAP	P20103	95164	825762	Check	1	7323	R1 HOUGHTON MIFFLIN HARCOURT	C Corporation	Yes	No	No	07/16/2021		360.12
USAP	P20103	95160	825763	Check	1	9202	R1 INFINITE CAMPUS, INC.	S Corporation	Yes	No	No	07/16/2021		162.50
USAP	P20103	95155	825764	Check	1	10902	SCHAFFER, ABBY		Yes	No	No	07/16/2021		250.00
USAP	P20103	95161	825765	Check	1	9399	R1 SCHOLASTIC	C Corporation	Yes	No	No	07/16/2021		376.56
USAP	P20103	95158	825766	Check	1	2850	R1 SCHOOL SPECIALTY	C Corporation	Yes	No	No	07/16/2021		574.43
USAP	P20103	95156	825767	Check	1	11178	ST. CROIX COLLISION	LLC - S Corp	Yes	No	No	07/16/2021		1,000.00
USAP	P20103	95154	825768	Check	1	10221	THOMPSON, RYAN		Yes	No	No	07/16/2021		250.00
USAP	P20104	95184	825769	Check	1	8045	ALLINA HOSPITALS & CLINICS	Other	Yes	No	No	07/23/2021		230.00
USAP	P20104	95167	825770	Check	1	10142	ALLSTREAM	C Corporation	Yes	No	No	07/23/2021		780.00
USAP	P20104	95180	825771	Check	1	6074	APPLE INC	C Corporation	Yes	No	No	07/23/2021		999.00

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USAP	P20104	95183	825772	Check	1	7937	BROTHERS FIRE PROTECTION CO	C Corporation	Yes	No	No	07/23/2021	1,040.00	
USAP	P20104	95176	825773	Check	1	3748	CENTERPOINT ENERGY	C Corporation	Yes	No	No	07/23/2021	570.73	
USAP	P20104	95169	825774	Check	1	1235	CITY OF HASTINGS	Other	Yes	No	No	07/23/2021	33,795.68	
USAP	P20104	95168	825775	Check	1	11162	R1 FAS-CUT LAWN & SNOW SERVICES INC	S Corporation	Yes	No	No	07/23/2021	10,000.00	
USAP	P20104	95182	825776	Check	1	6796	FICKER, RANDALL		Yes	No	No	07/23/2021	19.00	
USAP	P20104	95170	825777	Check	1	1478	GOPHER SPORT	S Corporation	Yes	No	No	07/23/2021	1,167.30	
USAP	P20104	95171	825778	Check	1	1845	HORIZON COMMERCIAL POOL SUPPLY	S Corporation	Yes	No	No	07/23/2021	695.33	
USAP	P20104	95181	825779	Check	1	6156	JOSTENS		Yes	No	No	07/23/2021	898.58	
USAP	P20104	95185	825780	Check	1	8342	M JUDGE ELECTRIC LLC	Ind/Sole Proprietor	Yes	No	No	07/23/2021	912.00	
USAP	P20104	95172	825781	Check	1	1876	MALLOY, MONTAGUE, KARNOWSKI,	C Corporation	Yes	No	No	07/23/2021	6,410.00	
USAP	P20104	95173	825782	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	No	No	07/23/2021	18,595.50	
USAP	P20104	95189	825783	Check	1	8687	R1 MN INSURANCE SCHOLASTIC TRUST	Other	Yes	No	No	07/23/2021	284,303.99	
USAP	P20104	95178	825784	Check	1	4827	R1 RIVER COUNTRY CO-OP	C Corporation	Yes	No	No	07/23/2021	261.87	
USAP	P20104	95177	825785	Check	1	4405	R1 STEP SAVER INC	S Corporation	Yes	No	No	07/23/2021	152.93	
USAP	P20104	95174	825786	Check	1	2476	STERNAU & ASSOCIATES	Ind/Sole Proprietor	Yes	No	No	07/23/2021	2,068.20	
USAP	P20104	95179	825787	Check	1	5650	R1 SYNCHRONY BANK/AMAZON	C Corporation	Yes	No	No	07/23/2021	6,812.41	
USAP	P20104	95187	825788	Check	1	5650	R1 SYNCHRONY BANK/AMAZON	C Corporation	Yes	No	No	07/23/2021	681.04	
USAP	P20104	95175	825789	Check	1	2522	TERRY'S HARDWARE	S Corporation	Yes	No	No	07/23/2021	2,426.69	
USAP	P20104	95190	825790	Check	1	9481	WELCH, MARISSA		Yes	No	No	07/23/2021	11.98	
USAP	P20104	95188	825791	Check	1	7995	R2 WERNER ELECTRIC SUPPLY	LLC - C Corp	Yes	No	No	07/23/2021	471.36	
USAP	P20104	95192	825792	Check	1	10960	DEWITT, LAURA		Yes	No	No	07/23/2021	36.05	
USAP	P20104	95191	825793	Check	1	10807	TUPA, KARA	Ind/Sole Proprietor	Yes	No	No	07/23/2021	228.00	
USAP	P20130	95227	825794	Check	1	7110	APPLE EDUCATION INC	C Corporation	Yes	No	No	07/30/2021	999.00	
USAP	P20130	95278	825795	Check	1	9066	BAKKER, PAUL	Other	Yes	No	Yes	07/30/2021	386.46	
USAP	P20130	95226	825796	Check	1	5596	BARNES & NOBLE INC	C Corporation	Yes	No	No	07/30/2021	964.68	
USAP	P20130	95236	825797	Check	1	10946	R1 BIMBO BAKERIES USA	C Corporation	Yes	No	No	07/30/2021	118.80	
USAP	P20130	95240	825798	Check	1	1156	BIX PRODUCE COMPANY LLC	Partnership	Yes	No	No	07/30/2021	203.20	
USAP	P20130	95271	825799	Check	1	7120	R2 BSN SPORTS LLC	C Corporation	Yes	No	No	07/30/2021	1,848.00	
USAP	P20130	95281	825800	Check	1	9537	BUTLER, RAYMOND		Yes	No	No	07/30/2021	32.77	
USAP	P20130	95238	825801	Check	1	11177	CAMP FIRE MINNESOTA	Other	Yes	No	No	07/30/2021	450.00	
USAP	P20130	95219	825802	Check	1	1214	CDW GOVERNMENT	LLC - C Corp	Yes	No	No	07/30/2021	1,453.90	
USAP	P20130	95241	825803	Check	1	1214	CDW GOVERNMENT	LLC - C Corp	Yes	No	No	07/30/2021	7,470.00	
USAP	P20130	95272	825804	Check	1	7295	CENTURYLINK	C Corporation	Yes	No	No	07/30/2021	168.61	
USAP	P20130	95273	825805	Check	1	7332	CENTURYLINK	C Corporation	Yes	No	No	07/30/2021	3,477.99	
USAP	P20130	95242	825806	Check	1	1235	CITY OF HASTINGS	Other	Yes	No	Yes	07/30/2021	0.00	
USAP	P20130	95243	825807	Check	1	1235	CITY OF HASTINGS	Other	Yes	No	No	07/30/2021	7,034.61	
USAP	P20130	95244	825808	Check	1	1235	CITY OF HASTINGS	Other	Yes	No	No	07/30/2021	1,215.00	
USAP	P20130	95245	825809	Check	1	1251	COMMERCIAL KITCHEN SERVICES	S Corporation	Yes	No	No	07/30/2021	3,082.98	
USAP	P20130	95231	825810	Check	1	10506	CORVAL CONSTRUCTORS INC	S Corporation	Yes	No	No	07/30/2021	5,459.10	

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
USAP	P20130	95246	825811	Check	1	1286	CUB FOODS	LLC - S Corp	Yes	No	No	07/30/2021		143.69
USAP	P20130	95247	825812	Check	1	1296	DAKOTA COUNTY PARKS DEPT	Other	Yes	No	No	07/30/2021		335.00
USAP	P20130	95265	825813	Check	1	3399	DALCO	S Corporation	Yes	No	No	07/30/2021		496.93
USAP	P20130	95277	825814	Check	1	8840	DEFINITIVE TECHNOLOGY SOLUTIONS	C Corporation	Yes	No	No	07/30/2021		522.51
USAP	P20130	95232	825815	Check	1	10860	DEPARTMENT OF TRANSPORTATION	Other	Yes	No	No	07/30/2021		743.00
USAP	P20130	95263	825816	Check	1	3131	DIST OFFICE PETTY CASH FUND		Yes	No	No	07/30/2021		18.12
USAP	P20130	95269	825817	Check	1	6183	ECSI INC	S Corporation	Yes	No	No	07/30/2021		270.00
USAP	P20130	95237	825818	Check	1	11162	FAS-CUT LAWN & SNOW SERVICES INC	S Corporation	Yes	No	No	07/30/2021		11,275.00
USAP	P20130	95266	825819	Check	1	3921	FOLLETT SCHOOL SOLUTIONS INC	C Corporation	Yes	No	No	07/30/2021		11,095.30
USAP	P20130	95283	825820	Check	1	9863	GENUINE PARTS COMPANY	C Corporation	Yes	No	No	07/30/2021		4.69
USAP	P20130	95248	825821	Check	1	1482	GRAINGER, W.W..	C Corporation	Yes	No	No	07/30/2021		1,531.29
USAP	P20130	95262	825822	Check	1	3030	GROTH MUSIC	S Corporation	Yes	No	No	07/30/2021		58.20
USAP	P20130	95274	825823	Check	1	7721	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	07/30/2021		510.69
USAP	P20130	95249	825824	Check	1	1660	INSTITUTE FOR ENVIRONMENTAL ASS	S Corporation	Yes	No	No	07/30/2021		1,180.00
USAP	P20130	95221	825825	Check	1	1665	INTERMEDIATE SCHOOL DIST 917	Other	Yes	No	No	07/30/2021		15,505.56
USAP	P20130	95235	825826	Check	1	10901	JAMF SOFTWARE, LLC	C Corporation	Yes	No	No	07/30/2021		1,650.00
USAP	P20130	95275	825827	Check	1	7804	KIDCREATE STUDIO	LLC - S Corp	Yes	No	No	07/30/2021		308.00
USAP	P20130	95282	825828	Check	1	9776	LOFFLER COMPANIES	S Corporation	Yes	No	No	07/30/2021		550.00
USAP	P20130	95279	825829	Check	1	9392	MARCUS CINEMAS	C Corporation	Yes	No	No	07/30/2021		405.00
USAP	P20130	95250	825830	Check	1	1942	MENARDS	S Corporation	Yes	No	No	07/30/2021		184.02
USAP	P20130	95222	825831	Check	1	1977	MINNESOTA COACHES INC	S Corporation	Yes	No	No	07/30/2021		47,352.29
USAP	P20130	95251	825832	Check	1	1983	MINNESOTA DEPT. OF HEALTH	Other	Yes	No	No	07/30/2021		180.00
USAP	P20130	95234	825833	Check	1	10880	NILFISK INC.	C Corporation	Yes	No	No	07/30/2021		543.52
USAP	P20130	95216	825834	Check	1	10721	NORTHFIELD SOLAR LLC	LLC - Partnership	Yes	No	No	07/30/2021		71,687.27
USAP	P20130	95223	825835	Check	1	2146	ORKIN PEST CONTROL INC.	C Corporation	Yes	No	No	07/30/2021		387.25
USAP	P20130	95239	825836	Check	1	11179	PEDERSON, THOMAS	Ind/Sole Proprietor	Yes	No	No	07/30/2021		325.80
USAP	P20130	95225	825837	Check	1	3910	PINE BEND PAVING INC	S Corporation	Yes	No	No	07/30/2021		30,700.00
USAP	P20130	95233	825838	Check	1	10879	POWERSCHOOL GROUP LLC	LLC - Partnership	Yes	No	No	07/30/2021		27,780.00
USAP	P20130	95224	825839	Check	1	3023	SAFETY-KLEEN SYSTEMS	C Corporation	Yes	No	No	07/30/2021		1,445.00
USAP	P20130	95260	825840	Check	1	2704	SCHOLASTIC MAGAZINES	C Corporation	Yes	No	No	07/30/2021		5,527.18
USAP	P20130	95261	825841	Check	1	2850	SCHOOL SPECIALTY	C Corporation	Yes	No	No	07/30/2021		109.83
USAP	P20130	95270	825842	Check	1	6682	SFM	C Corporation	Yes	No	No	07/30/2021		165,739.00
USAP	P20130	95252	825843	Check	1	2387	SHERWIN WILLIAMS CO	C Corporation	Yes	No	No	07/30/2021		266.58
USAP	P20130	95253	825844	Check	1	2393	SIEMENS INC.	C Corporation	Yes	No	No	07/30/2021		364.12
USAP	P20130	95280	825845	Check	1	9414	SITEONE LANDSCAPE SUPPLY LLC	LLC - C Corp	Yes	No	No	07/30/2021		1,460.57
USAP	P20130	95267	825846	Check	1	4115	SKYHAWKS	LLC - S Corp	Yes	No	No	07/30/2021		1,293.00
USAP	P20130	95276	825847	Check	1	8312	SpEd FORMS INC	C Corporation	Yes	No	No	07/30/2021		11,623.91
USAP	P20130	95284	825848	Check	1	9886	STERICYCLE INC	C Corporation	Yes	No	No	07/30/2021		174.36
USAP	P20130	95268	825849	Check	1	5445	SUMMIT FIRE PROTECTION INC.	C Corporation	Yes	No	No	07/30/2021		1,780.00

HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
USAP	P20130	95254	825850	Check	1 2519		TEAM SPORTING GOODS	S Corporation	Yes	No	No	07/30/2021		7,986.11
USAP	P20130	95220	825851	Check	1 1575		TESSIER-MORSE, HAILEN		Yes	No	No	07/30/2021		44.00
USAP	P20130	95228	825852	Check	1 9831		THE MATH LEARNING CENTER	Other	Yes	No	No	07/30/2021		2,699.61
USAP	P20130	95255	825853	Check	1 2548	R1	T-MOBILE	C Corporation	Yes	No	No	07/30/2021		174.96
USAP	P20130	95256	825854	Check	1 2559		TRIO SUPPLY	C Corporation	Yes	No	No	07/30/2021		304.00
USAP	P20130	95257	825855	Check	1 2563		TROPHIES PLUS	Ind/Sole Proprietor	Yes	No	No	07/30/2021		262.75
USAP	P20130	95229	825856	Check	1 9875		TROVEHL DIVISION 10 LLC	LLC - C Corp	Yes	No	No	07/30/2021		17,994.00
USAP	P20130	95264	825857	Check	1 3277		UPPER LAKES FOODS, INC	S Corporation	Yes	No	No	07/30/2021		5,984.01
USAP	P20130	95217	825858	Check	1 10722	R2	WALCOTT SOLAR LLC	LLC - Partnership	Yes	No	No	07/30/2021		38,915.83
USAP	P20130	95218	825859	Check	1 10723	R2	WARSAW SOLAR LLC	LLC - Partnership	Yes	No	No	07/30/2021		35,672.18
USAP	P20130	95259	825860	Check	1 2683		YMCA CAMP ST. CROIX	C Corporation	Yes	No	No	07/30/2021		1,556.56
USAP	P20130	95258	825861	Check	1 2633		ZAYO GROUP HOLDINGS INC	C Corporation	Yes	No	No	07/30/2021		3,954.08
USAP	p20130	95285	825862	Check	1 3718		HASTINGS PARKS & RECREATION	Other	Yes	No	No	07/30/2021		91.56
Bank Total:													\$1,781,005.86	
Report Total:													\$1,781,023.05	

HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
USPR	P221P1	95009		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	07/06/2021	52,880.89
USPR	P221P1	95010		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	07/06/2021	34,476.45
USPR	P221P1	95011		Wire	1	2016	MN TRA	Other	No	Yes	No	07/06/2021	115,701.38
USPR	P221P1	95012		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	07/06/2021	205,130.60
USPR	P221P1	95013		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	07/06/2021	23,417.41
USPR	P221P2	95197		Wire	1	10929	EDUCATORS BENEFIT CONSULTANTS	LLC - Partnership	No	Yes	No	07/26/2021	52,718.13
USPR	P221P2	95198		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	07/26/2021	34,487.30
USPR	P221P2	95199		Wire	1	2016	MN TRA	Other	No	Yes	No	07/26/2021	115,610.89
USPR	P221P2	95200		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	07/26/2021	211,477.13
USPR	P221P2	95201		Wire	1	3166	BREMER BANK FEES	Other	No	Yes	No	07/26/2021	299.30
USPR	P221P2	95202		Wire	1	7771	MINNESOTA PERA (WIRE TRANSFER)	Other	No	Yes	No	07/26/2021	21,839.21
USPR	P221P3	95212		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	07/26/2021	5,400.17
USPR	P221P4	95213		Wire	1	1984	MINNESOTA DEPT. OF REVENUE	Other	No	Yes	No	07/27/2021	63.77
USPR	P221P4	95214		Wire	1	2705	EFTPS - TAX PAYMENT		No	Yes	No	07/27/2021	408.17
USPR	P221P1	95014	105282	Check	1	9449	R1 WISCONSIN SUPPORT COLLECTIONS	Other	Yes	No	No	07/06/2021	47.50
USPR	P221P2	95207	105283	Check	1	5234	EDUCATION MINNESOTA	Other	Yes	No	No	07/26/2021	18.00
USPR	P221P2	95206	105284	Check	1	4539	HASTINGS PUBLIC SCHOOLS FOUNDA	Other	Yes	No	No	07/26/2021	870.00
USPR	P221P2	95209	105285	Check	1	7384	HIGH SCHL FACULTY SCHOLARSHIP		Yes	No	No	07/26/2021	96.00
USPR	P221P2	95204	105286	Check	1	2002	MINNESOTA TEAMSTERS LOCAL 320	Other	Yes	No	No	07/26/2021	1,914.00
USPR	P221P2	95205	105287	Check	1	2010	NCPERS GROUP LIFE INS -157410	C Corporation	Yes	No	No	07/26/2021	64.00
USPR	P221P2	95208	105288	Check	1	6780	SEIU LOCAL 284	Other	Yes	No	No	07/26/2021	11.54
USPR	P221P2	95203	105289	Check	1	10169	STANDARD INSURANCE COMPANY	C Corporation	Yes	No	No	07/26/2021	11,728.25
USPR	P221P2	95210	105290	Check	1	8906	WINGS FINANCIAL CREDIT UNION	C Corporation	Yes	No	No	07/26/2021	200.00
USPR	P221P2	95211	105291	Check	1	9449	R1 WISCONSIN SUPPORT COLLECTIONS	Other	Yes	No	No	07/26/2021	112.50

Bank Total: \$888,972.59

Report Total: \$888,972.59

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
USBP	P201B1	95017	965	Check	1 9506		BITUMINOUS ROADWAYS INC	LLC - S Corp	Yes	No	No	07/09/2021	56,287.50
USBP	P201B1	95018	966	Check	1 9926		DOOR SERVICE COMPANY OF THE TW	S Corporation	Yes	No	No	07/09/2021	3,000.00
USBP	P201B1	95016	967	Check	1 7721	R2	INNOVATIVE OFFICE SOLUTIONS	LLC - Partnership	Yes	No	No	07/09/2021	43,039.96
USBP	P201B1	95015	968	Check	1 2663		WOLD ARCHITECTS AND ENGNRS INC	C Corporation	Yes	No	No	07/09/2021	18,577.46
USBP	P201B2	95153	969	Check	1 1257		COMPUTER INTEGRATION TECHNOLO	S Corporation	Yes	No	No	07/16/2021	731,095.00
Bank Total:												\$851,999.92	
Report Total:												\$851,999.92	

HASTINGS PUBLIC SCHOOLS Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
ACTV	P22012	95068		Wire	1 9557		BMO HARRIS BANK NA	C Corporation	No	Yes	No	07/13/2021	342.27
ACTV	P22011	94989	37918	Check	1 8688		HERITAGE EMBROIDERY	S Corporation	Yes	Yes	No	07/02/2021	71.00
ACTV	P22012	95067	37919	Check	1 3030		GROTH MUSIC	S Corporation	Yes	Yes	No	07/13/2021	109.00
ACTV	P22013	95146	37920	Check	1 7400		CREATIVE COSTUMING & DESIGNS, IN	Ind/Sole Proprietor	Yes	Yes	No	07/16/2021	1,714.50
ACTV	P22014	95165	37921	Check	1 1365		ED'S TROPHIES	S Corporation	Yes	Yes	No	07/23/2021	206.00
Bank Total:												\$2,442.77	
Report Total:												\$2,442.77	

HASTINGS PUBLIC SCHOOLS

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
SCH	P2011P	95147	304371	Check	1 11174		NAPPER, JULIA / RIVERLAND COMMUN		Yes	No	No	07/16/2021	1,000.00
SCH	P2012P	95215	304372	Check	1 11185		PACHAN, PRESZTYIGEI / CONCORDIA I		Yes	No	No	07/28/2021	2,000.00
Bank Total:												\$3,000.00	
Report Total:												\$3,000.00	

HASTINGS PUBLIC SCHOOLS
Dental Self-Funded Summary
Period Ending July 31, 2021

Sequence: Crs, Org, Fd

										22ADP				% YTD		Remaining
Description										Annual Budget	Period 202201	Year To Date	% YTD	Encumbrances	+ Enc	Balance
R	20	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00
R	20	000	000	000	092	000	422	000	Interest-Dental	(3,727.00)	437.97	437.97	(12%)	0.00	(12%)	(4,164.97)
R	20	000	000	000	095	000	422	000	Employer Share/Premiums	(528,754.00)	(71,299.12)	(71,299.12)	13%	0.00	13%	(457,454.88)
R	20	000	000	000	097	000	422	000	Employee Share/Premiums	(118,199.00)	(9,227.02)	(9,227.02)	8%	0.00	8%	(108,971.98)
R	20	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(88,543.00)	(8,736.27)	(8,736.27)	10%	0.00	10%	(79,806.73)
E	20	005	105	000	301	000	422	000	Fees-Carrier & Consultant	32,086.00	2,691.20	2,691.20	8%	0.00	8%	29,394.80
E	20	005	105	000	302	000	422	000	Claims-Dental	585,831.00	56,748.62	56,748.62	10%	0.00	10%	529,082.38
000 Districtwide										(121,306.00)	(29,384.62)	(29,384.62)	24%	0.00	24%	(91,921.38)
Report Totals:										(121,306.00)	(29,384.62)	(29,384.62)	24%	0.00	24%	(91,921.38)

HASTINGS PUBLIC SCHOOLS

Health Self-Funded Summary

Period Ending July 31, 2021

Sequence: Crs, Org, Fd

										22ADP			% YTD			Remaining
										Annual Budget	Period 202201	Year To Date	% YTD	Encumbrances	+ Enc	Balance
										Description						
R	21	000	000	000	087	000	422	000	EE Unpaid Premiums	0.00	0.00	0.00	0%	0.00	0%	0.00
R	21	000	000	000	092	000	422	000	Interest -Health	(41,290.00)	283.19	283.19	(1%)	0.00	(1%)	(41,573.19)
R	21	000	000	000	095	000	422	000	Employer Share/Premiums	(6,515,727.00)	(859,680.72)	(859,680.72)	13%	0.00	13%	(5,656,046.28)
R	21	000	000	000	097	000	422	000	Employee Share/Premiums	(1,163,385.00)	(110,267.78)	(110,267.78)	9%	0.00	9%	(1,053,117.22)
R	21	000	000	000	098	000	422	000	Retiree-Cobra Share/Premiurr	(280,916.00)	(33,030.92)	(33,030.92)	12%	0.00	12%	(247,885.08)
R	21	000	000	000	099	000	422	000	ER/Trust Share for Retirees	(61,940.00)	(5,370.68)	(5,370.68)	9%	0.00	9%	(56,569.32)
E	21	005	105	000	317	000	422	000	Network Fees	23,533.00	415.77	415.77	2%	0.00	2%	23,117.23
E	21	005	105	000	322	000	422	000	PaydHealth Fees	0.00	0.00	0.00	0%	0.00	0%	0.00
E	21	005	105	000	300	000	422	000	Pharmacy Rebates/Admin Fee	(114,660.00)	(10,536.11)	(10,536.11)	9%	0.00	9%	(104,123.89)
E	21	005	105	000	301	000	422	000	Veba/Flex/TrustPoint	19,898.00	1,647.00	1,647.00	8%	0.00	8%	18,251.00
E	21	005	105	000	302	000	422	000	Claims-Medical	6,792,437.00	528,005.65	528,005.65	8%	0.00	8%	6,264,431.35
E	21	005	105	000	307	000	422	000	Health Carrier TPA	237,876.00	19,479.00	19,479.00	8%	0.00	8%	218,397.00
E	21	005	105	000	308	000	422	000	StopLoss	401,830.00	42,245.07	42,245.07	11%	0.00	11%	359,584.93
E	21	005	105	000	309	000	422	000	Fitness reimbursements	16,700.00	539.62	539.62	3%	0.00	3%	16,160.38
E	21	005	105	000	312	000	422	000	Consultant-OneDigital \$40,000	40,000.00	0.00	0.00	0%	0.00	0%	40,000.00
E	21	005	105	000	305	000	422	000	Claims-Pharmacy/RX	1,198,665.00	63,861.48	63,861.48	5%	0.00	5%	1,134,803.52
E	21	005	105	000	314	000	422	000	Springbuk Fee \$1/pm/pm	5,532.00	1,353.00	1,353.00	24%	0.00	24%	4,179.00
000 Districtwide										558,553.00	(361,056.43)	(361,056.43)	(65%)	0.00	(65%)	919,609.43
R	21	000	000	000	094	326	422	000	Employer-VEBA Trust Rev	(722,400.00)	(2,400.00)	(2,400.00)	0%	0.00	0%	(720,000.00)
R	21	000	000	000	089	326	422	000	Employer-PCORI-ACA \$2.54	(3,045.00)	(3,004.82)	(3,004.82)	99%	0.00	99%	(40.18)
E	21	005	105	000	301	326	422	000	Employer-VEBA Trust Pmt.	722,400.00	675,000.00	675,000.00	93%	0.00	93%	47,400.00
E	21	005	105	000	313	326	422	000	Employer-PCORI- ACA \$2.54	3,045.00	3,004.82	3,004.82	99%	0.00	99%	40.18
326 District Additional R/E										0.00	672,600.00	672,600.00	0%	0.00	0%	(672,600.00)
R	21	000	000	000	088	331	422	000	P1 Wellness Credit	(15,000.00)	0.00	0.00	0%	0.00	0%	(15,000.00)
E	21	005	105	000	335	331	422	000	Short-Term Lease/Rental	0.00	401.50	401.50	0%	0.00	0%	(401.50)
E	21	005	105	000	366	331	422	000	Participation Fees Wellness	0.00	0.00	0.00	0%	0.00	0%	0.00
E	21	005	105	000	370	331	422	000	Rentals & Leases Wellness	5,000.00	0.00	0.00	0%	0.00	0%	5,000.00
E	21	005	105	000	401	331	422	000	Supplies Wellness	9,500.00	0.00	0.00	0%	0.00	0%	9,500.00
E	21	005	105	000	305	331	422	000	Consult/Fees For Svc	0.00	0.00	0.00	0%	0.00	0%	0.00
E	21	005	105	000	314	331	422	000	Consultant Expense Wellness	500.00	0.00	0.00	0%	0.00	0%	500.00
331 Wellness R/E										0.00	401.50	401.50	0%	0.00	0%	(401.50)
Report Totals:										558,553.00	311,945.07	311,945.07	56%	0.00	56%	246,607.93

HR PERSONNEL REPORT

Board Meeting Date:

8/25/2021

RETIREMENT/RESIGNATION/TERMINATION

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE
Danielle Anselment	Resignation	Student Recess / Lunch Aide, 2.5 hrs/day JFK Elementary	ED MN ESP	June 4, 2021
Janice Niederkorn	Retirement	Admin Support Asst II, 3.25 hrs/day Hastings High School	HESA	June 4, 2021
Adriane Platt	Resignation	Paraprofessional, 5.75 hrs/ day McAuliffe Elementary	ED MN ESP	September 8, 2021
Jared Zetwick	Resignation	Custodian, 8 hrs/day Hastings High School	Custodian	July 28, 2021

HIRES

NAME	ASSIGNMENT	SALARY PLACEMENT/HOURLY RATE	EMPLOYEE GROUP	EFFECTIVE DATE
Kay Beebe	B Squad Volleyball Coach Hastings High School	\$3832 / Year	N/A	August 16, 2021
Mikayla Domonkos	SAC Assistant, 5 hrs/day Pinecrest Elementary	\$15.05 / Hour	Comm. Ed Para	September 8, 2021
Marianne Hart	Non Public Nurse	\$33.68 / Hour	N/A	July 1, 2021 - June 30, 2022
Michaela (Burr) Hoffman	Social Worker, 1.0 FTE Pinecrest Elementary	\$62,971 / Year	ED MN Teachers	August 26, 2021
Shayla Kasel	Grade 7 & 8 Social Studies Teacher, 1.0 FTE Hastings Middle School	\$45,034	ED MN Teachers	August 26, 2021
Ann Martin	Paraprofessional, 5.75 hrs/day Hastings Middle School	\$17.84 / Hour	ED MN ESP	September 8, 2021
Jason Matsch	Cross Country Coach Hastings Middle School	\$2267 / Year	N/A	September 9, 2021
Rose Miller-Andrist	ECSE Teacher, 1.0 FTE Tilden	\$50,315 / Year	ED MN Teachers	August 26, 2021
Nick Odman	Football Coach Hastings Middle School	\$2520 / Year	N/A	August 31, 2021
Kel O'Leary	Girls C Squad Soccer Coach Hastings High School	\$3233 / Year	N/A	August 16, 2021
Jaxon Schiller	9th Grade Football Coach Hastings High School	\$2073 / Year	N/A	August 16, 2021
Tim Slapnicher	Girls JV Soccer Coach Hastings High School	\$3822 / Year	N/A	August 16, 2021
Kent Swanson	Football Coach Hastings Middle School	\$2520 / Year	N/A	August 31, 2021
William Utecht	9th Grade Football Coach Hastings High School	\$2073 / Year	N/A	August 16, 2021
Megan Wojcik	Non Public Nurse	\$33.68 / Hour	N/A	July 1, 2021 - June 30, 2022

LEAVE APPROVAL

NAME	STATUS	ASSIGNMENT	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Kendra Berg	Approval	Art Teacher, 1.0 FTE Hastings Middle School	ED MN Teachers	February 11 - May 18, 2022 (Approximate Dates)
Robert Betcher	Approval	Custodian, 8 hrs/day Hastings High School	Custodian	September 9, 2021 - January 3, 2022

ASSIGNMENT CHANGES

NAME	FROM	TO	EMPLOYEE GROUP	EFFECTIVE DATE(S)
Ron Behnke	Lead Computer Technician, 8 hrs/day District Wide	Network Engineer, 8hrs/day District Wide	Supervisor	August 23, 2021
Casey Likes	Accounts Payable Clerk, 8 hrs/day District Wide	Special Services Office Specialist, 8 hrs/day District Wide	Individual	TBD

As per policy 430 Staff Recognition, the following parameters shall be in place for the 2021-2022 school year:

- Employees reaching yearly marks, shall be allowed to choose an item or items from the school store as identified below.
 - 5 years - \$30
 - 10 years - \$50
 - 20 years - \$50
 - 30 years - \$60
 - 40 years - \$100
 - 45 years - \$150

- Retiring employees will be recognized with a stadium blanket.
- Employees of the semester will be recognized with a certificate.
- Employee of the year will be recognised with a crystal trophy.



406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. ~~"Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the~~

~~suggestion.~~

“Personnel data” means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;

8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account

for an employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- B. The following information on applicants for employment is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multi member agency pursuant to Minn. Stat. § 15.0597; and

- i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
 3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released

unless authorized by law or by the employee's informed written consent.

- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data is private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the

complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district shall make any report to the Minnesota Professional Educator Licensing and Standards Board or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat.

Ch. 13. Data that are released under this paragraph must not include data on the student.

- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district

seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the following individual as the authority responsible for personnel data:

Cathy Moen
Director of Human Resources
1000 11th Street West
Hastings, MN 55033
651-480-7002

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Policy Reviewed: 6.23.2021

Policy Adopted: 6.23.2021

Policy Revised:

Future Meetings

Date	Time	Description	Location
09/02/2021	5:00 - 6:00 PM	Policy Committee Meeting	District Office
09/24/2021	10:00 - 11:00 AM	Facility Comittee Meeting	District Office
10/26/2021	11:00 - 12:00 PM	Facility Comittee Meeting	District Office