

MEMO TO: Board of Education  
TOPIC: Regular School Board Meeting  
FROM: Steve D. Cairns, Superintendent  
DATE: May 11, 2016

A Regular School Board Meeting of the Board of Education will be held May 16, 2016 at 7:30 PM in the High School Room 101.

### Agenda

**1. CALL TO ORDER**

A. Pledge - Chairman Broden

**2. PREVIEW OF AGENDA**

*During this time any board member may pull any item(s) from the Consent Agenda*

**3. ADDITIONS TO THE AGENDA**

A. Resignation - Darcia Johnson, Food Service Support

**4. CONSENT AGENDA**

A. Minutes - May 2	5
B. Monthly Invoices - May 2016 - \$418,726.12- Ck# 57007-57082	8
C. Hand Payables - April 2016 - \$197,083.74 - Ck# 31220 - 31181	24
D. Statement of Cash Balances - April 2016 - \$3,602,626.05	39
E. Budget Comparison	40
F. Wires Payments - April 2016 - \$241,090.85	41
G. Auxiliary Reports	43

**5. COMMUNICATIONS**

A. Enrollment	46
B. Important Upcoming Dates	
May 17 - Native American Senior Recognition Banquet @ 6:00 p.m.	
May 24 - Senior Scholarship Banquet @7:30 p.m.	
May 25 - Baccalaureate @ 7:30 p.m.	
May 26 - Track Sub-Section 29A @ Bagley 2:30 p.m.	
May 27 - Staff Recognition Luncheon - Elementary School Cafeteria @ 11:30 a.m. - 12:30 p.m.	
May 27 - Graduation @7:30 p.m.	

**6. STUDENT INPUT AND RECOGNITION**

- A. Student Council Update
- B. April High School Student of Month  
Walker Cage
- C. Athletes of the Week
  - 1) May 4
    - Walker Cage (Sr., Boys Track)
    - Kylli Anderson (8th grade, Girls Track)
    - Kolten Schultz (7th grade, Boys Track)
    - Hallie Lindgren (7th grade, Girls Track)
  - 2) May 10
    - Tray McCollum (So., Baseball)
    - Alex Rolfson (7th grade, Baseball)
    - Dalton Brovold (So., Boys Golf)
    - Marissa Olson (So., Softball)
    - Izabell Gerbracht (8th grade, Girls Golf)

**7. PUBLIC PARTICIPATION**

**8. COMMITTEE REPORTS**

- A. Transportation
- B. Policy
- C. Facilities
- D. Negotiations
- E. Athletics
- F. Security
- G. Wellness
- H. Other

**9. REPORTS AND PRESENTATIONS**

- A. Possible Service Road Through District Property 48
- B. Policy First Reading and Comments
  - 1) Policy 417 - Chemical Use and Abuse 49
  - 2) Policy 418 - Drug-Free Workplace/Drug-Free School Policy 55
  - Policy 418F - Drug-Free Workplace/Drug-Free School Policy Acknowledgement -  
**NEW**
  - 3) Policy 419 - Tobacco-Free Environment Policy - **NO CHANGE** 60
  - 4) Policy 427 - Workload Limits for Certain Special Education Teachers 63

5) Policy 501 - School Weapons Policy - <b>NO CHANGE</b>	65
6) Policy 502 - Search of Student Lockers, Desks, Personal Possessions & Student's Person	70
7) Policy 506 - Student Discipline Policy 506F - Notice of Suspension Form - <b>NO CHANGE</b>	73
8) Policy 514 - Bullying Prohibition Policy - <b>NO CHANGE</b> Policy 514F - Bullying Incident Report Form - <b>NO CHANGE</b>	95
9) Policy 515 - Protection and Privacy of Pupil Records - <b>NO CHANGE</b> Policy 515F - Juvenile Justice System Request for Info Form - <b>NO CHANGE</b>	106
10) Policy 516 - Student Medication Form 516F1 - Over the Counter Medication Authorization of Administration of Medication Form - <b>NO CHANGE</b> Form 516F2 - Prescription Medication Form - <b>NO CHANGE</b>	145
11) Policy 521 - Student Disability Nondiscrimination Policy 521F - Student Disability Discrimination Grievance Report Form - <b>NO CHANGE</b>	151
12) Policy 522 - Student Sex Nondiscrimination Policy Policy 522F - Unlawful Sex Discrimination Toward a Student Form - <b>NO CHANGE</b>	157

10. **SCHOOL BOARD ACTION**

**A. RESOLUTION ACCEPTING GIFTS/DONATIONS  
TO INDEPENDENT SCHOOL DISTRICT #162–BAGLEY**

**WHEREAS** the following ;therefore, **BE IT RESOLVED** by the School Board of Independent School District #162–Bagley School Board does hereby accepts the following donation:

- \* \$750 from NW Minnesota Foundation for ECI
- \* \$200 from Shevlin Township for Summer Recreation
- \* \$2,934.85 from Mahube-Otwa for Pathways II/School Readiness
- \* \$2,703 from Region 2 Arts Council for Summer Recreation/Prairie Fire Theater

**B. Staffing**

- 1) Resignation - Paul Netland, Bus Driver
- 2) Hire - Carol Vik, Indian Education Director
- 3) Hire - Barrett Willard - Industrial Technology Teacher
- 4) Hire - Cathy Gee - Special Education Teacher
- 5) Medical Leave - Employee A

**C. BES Security Fence & Gate** 163

D. Paper Bids 2016-2017	164
E. Policy 102 Equal Educational Opportunity	165
Per MSBA - It is not mandatory to include "gender" in our policy but we must be mindful and not discriminate against transgender students - MN Statute 363A.03, Subd. 44.	
F. Policy 401 & 401F - Equal Employment Opportunity & Form	166
<b>11. NEXT MEETINGS AGENDA ITEMS - <i>Chairman Broden</i></b>	
<b>12. MEETING SCHEDULE - <i>Chairman Broden</i></b>	
The next School Board meeting will be held on Monday, June 6, 2016, at 7:30 p.m. in High School Room 101.	
<b>13. ADJOURNMENT</b>	
<b>14. SCHOOL BOARD ACTION</b>	

**BAGLEY PUBLIC SCHOOLS  
REGULAR SCHOOL BOARD MEETING  
MAY 2, 2016  
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on Monday, May 2, 2016, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Wendy Fultz, Amy Fontaine, LeAnn Agnes, Toby Anderson, Kathy Clark and Superintendent Cairns. Members absent: None.

Chairman Broden called the meeting to order and opened with the Pledge of Allegiance to the Flag.

1. The Board requested Policy 102 – Equal Education Opportunity and Policy 401 – Equal Employment Opportunity & Form to be removed from the consent agenda for discussion.
2. A motion was made by Amy Fontaine, seconded by Wendy Fultz and carried, to approve the following consent agenda items:
  - A. Minutes – April 18
  - B. Policy 214 – Out-of-State Travel by School Board Members
  - C. Policy 402 – Disability Nondiscrimination Policy and Form
  - D. Policy 406 – Public and Private Personnel Date & Form
  - E. Policy 410 – Family & Medical Leave Policy
  - F. Policy 412 – Expense Reimbursement
  - G. Policy 413 – Harassment and Violence Policy & FormMotion passed 6-0.
3. Chairman Broden announced that Ben Thoma, Faith Broten and Maria Melbo were the April 20 Athletes of the Week and McKenzie Dahl, Wyatt Larson, Remington Aufforth and Cori Bonik were the April 27 Athletes of the Week.
4. Chairman Broden announced that Maria Laesch, Mila Mathison, Christian Rodriguez, Lily Weller, Hannah Maruska, Noah LaCroix, Sora Waukazo, Kiana Wangstad, Allie Plante, Ashton Aust, Inez Auginaush, Kyrie Smith, Nora Stout, Evan LaFond, Logan Masurka, Montayna Leavitt, Theodor Tollefson, Preston Derheim, Abigail Martine, Caitlyn LaVine, Gabrielle Capshaw, Jenna Boe, Gunnar Olson, Latriva Pierce, Logan Mathison, Kaylin Sunderland, Kia Nelson, Jonathan Nepean were the March Elementary School Student of the Month.
5. A motion was made by Amy Fontaine, seconded by Kathy Clark to approve the summer school and budget for the elementary school, high school and ALP June 2-15, 2015. Motion passed 6-0.
6. Superintendent Cairns apprised the Board on the following:
  - A. The Bagley High School Gymnasium HVAC project is back on track and should be completed by May 15, 2016. There are no new costs to the School District.
  - B. Ventilation fans were installed in the bathrooms at the concession/announcer’s building. These costs were covered under the original building plans but never completed.
  - C. The northeast side of Bagley Elementary Building that has a large bubble in it. The siding is under warranty and will be replaced or repaired this summer.
7. Adam Broden and Wendy Fultz will award diplomas at Graduation.
8. LeAnn Agnes volunteered as the board member to serve on the district curriculum advisory committee.
9. A reading of the following policy was held:  
Policy 801 – Equal Access to School Facilities.
10. The Board held a short discussion on Policy 102 – Equal Education Opportunity and Policy 401 – Equal Employment Opportunity. Both policies will be placed on the May 16 agenda.

11. A motion was made by Amy Fontaine, seconded by Wendy Fultz to hire Neltson McPherson as a bus driver beginning the 2016-2017 school year contingent upon receipt of a satisfactory background check and licensure. Motion passed 6-0.
12. A motion was made by Kathy Clark, seconded by Toby Anderson to hire Carl Jacobs as the Head Girls Basketball Coach. Motion passed 6-0.
13. A motion was made by Toby Anderson, seconded by LeAnn Agnes to hire Brandy Mullan as an interim paraprofessional for the remainder of the 2015-2016 school year contingent upon meeting the No Child Left Behind requirements and receipt of a satisfactory background check. Motion passed 6-0.
14. Member Wendy Fultz introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF TESSA R. LARSON,  
A PROBATIONARY TEACHER.

WHEREAS, Tessa R. Larson is a probationary teacher(s) in Independent School District No. 162.

BE IT RESOLVED, by the School Board of Independent School District No. 162, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Tessa R. Larson, a probationary teacher in Independent School District No. 162, is hereby terminated at the close of the current 2015-2016 school year and not to be renewed for the 2016-2017 school year.

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

NOTICE OF TERMINATION  
AND NON-RENEWAL

Ms. Tessa R. Larson  
Address:

Dear Ms. Tessa Larson:

You are hereby notified that at a regularly scheduled meeting of the School Board of Independent School District No. 162 held on May 2, 2016, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2016-2017 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract.

Sincerely,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 162

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Toby Anderson and upon vote being taken thereon, the following voted in favor thereof: Adam Broden, Wendy Fultz, Amy Fontaine, Toby Anderson, LeAnn Agnes and Kathy Clark

and the following voted against the same: None.

whereupon said resolution was declared duly passed and adopted.

15. Superintendent Cairns announced that Joy Krogstad, BRIC paraprofessional, will be retiring at the end of school year.
16. A motion was made by Amy Fontaine, seconded by Wendy Fultz to accept the underground wiring bid from Hill River Electric in the amount of \$4,995.95. Motion passed 6-0.
17. A motion was made by LeAnn Agnes, seconded by Toby Anderson to approve the Minnesota State High School League membership renewal and resolution for the 2016-2017 school year. See attached resolution. Motion passed 6-0.
18. A motion was made by Amy Fontaine, seconded by Toby Anderson to designate Superintendent Steve Cairns as the Identified Official with Authority to authorize user access to MDE secure websites for Bagley Public Schools. Motion passed 6-0.
19. ITEMS FOR THE NEXT AGENDA:
  - A. Policy 102
  - B. Policy 401
  - C. Adoption of Policy 801 – Equal Access to School Facilities
  - D. Staffing
20. The next meeting of the School Board will be held on Monday, May 16, 2016, at 7:30 p.m. in High School Room 101.
21. A motion was made by Amy Fontaine to adjourn the meeting at 8:19 p.m. Motion passed 6-0.

Adam Broden, Chairman  
School Board  
Ind. School District #162

Wendy Fultz, Clerk  
School Board  
Ind. School District #162

## Bagley Public Schools #162 May 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57007	01725		AMERIPRIDE LINEN, INC.		Check		
				E 01	300 361 830 305 000	Consulting/Fees For Services		\$47.31	
	Voucher #:	62067	Invoice		Invoice No: 3500901485, 483	5/16/2016	Paid Amt:	\$47.31	
				E 01	300 255 000 305 000	Fees For Services-Industrial Tech		\$30.02	
	Voucher #:	62068	Invoice		Invoice No: 3500901481	5/16/2016	Paid Amt:	\$30.02	
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$35.00	
	Voucher #:	62069	Invoice		Invoice No: 3500901522	5/16/2016	Paid Amt:	\$35.00	
							Check Amount:	\$112.33	
0162	FNB	57008	02863		AP EXAMS		Check		
				E 01	300 218 388 430 000	Instructional Supply-Gifted and Talent		\$1,631.00	
	Voucher #:	62084	Invoice		Invoice No: 050916	5/16/2016	Paid Amt:	\$1,631.00	
							Check Amount:	\$1,631.00	
0162	FNB	57009	04830		BAGLEY AUTO VALUE		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$5.99	
	Voucher #:	62014	Invoice		Invoice No: 37068796	5/16/2016	Paid Amt:	\$5.99	
							Check Amount:	\$5.99	
0162	FNB	57010	04945		BAGLEY BAKERY		Check		
				E 01	100 050 000 401 000	ASSORTED ROLLS		\$36.00	
	Voucher #:	62094	Invoice		Invoice No: 963908	5/16/2016	Paid Amt:	\$36.00	
							Check Amount:	\$36.00	
0162	FNB	57011	18860		BAGLEY COOP OIL ASSN.		Check		
				E 01	300 292 000 490 295	Food-Athletic Support		\$48.00	
	Voucher #:	62039	Invoice		Invoice No: 18860	5/16/2016	Paid Amt:	\$48.00	
				E 01	310 810 000 440 000	Heating Fuel-Maintenance		\$64.51	
				E 01	005 760 720 440 000	Fuels-Reg Transportation		\$11,178.82	
	Voucher #:	62042	Invoice		Invoice No: APRIL16	5/16/2016	Paid Amt:	\$11,243.33	
							Check Amount:	\$11,291.33	
0162	FNB	57012	08280		BEMIDJI REGIONAL INTERDISTRICT		Check		
				E 01	005 400 372 401 000	General Supplies		\$1,158.36	
	Voucher #:	61931	Invoice		Invoice No: 042816	5/16/2016	Paid Amt:	\$1,158.36	
				E 01	005 405 740 396 000	Deaf/Hard of Hearing Salary - Purchased		\$5,577.69	
				E 01	005 405 740 397 000	Deaf/Hard of Hearing Fringe - Purchased		\$1,016.52	
				E 01	005 406 740 396 000	Visually Impaired Salary - Purchased		\$1,085.00	
				E 01	005 406 740 397 000	Visually Impaired Fringe - Purchased		\$164.38	
				E 01	005 420 740 396 000	Special Ed Salary - Purchased		\$12,418.55	
				E 01	005 420 740 397 000	Special Ed Fringe - Purchased		\$1,881.41	
				E 01	005 401 740 396 000	Speech Salary - Purchased		\$890.00	
				E 01	005 403 740 396 000	Sev Prof Spec Ed Salary - Purchased		\$204.53	

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0162	FNB	57012	08280		<b>BEMIDJI REGIONAL INTERDISTRICT</b>		Check
				E 01	005 416 740 396 000	Multi Needs Spec Ed Salary - Purc	\$204.52
				E 01	100 401 740 396 000	Speech Salary- Purchased	\$18,444.58
				E 01	100 401 740 397 000	Speech Fringe - Purchased	\$3,265.36
				E 01	100 402 740 396 000	MM- Cognitive Dis. Salary - Purchased	\$5,034.84
				E 01	100 402 740 397 000	MM Cognitive Dis. Fringe - Purchased	\$915.53
				E 01	100 407 740 396 000	Special Ed Salary - Purchased	\$3,942.46
				E 01	100 407 740 397 000	Special Ed Fringe - Purchased	\$737.53
				E 01	100 408 740 396 000	EBD Salary - Purchased	\$11,117.50
				E 01	100 408 740 397 000	EBD Fringe - Purchased	\$1,934.30
				E 01	100 410 740 396 000	Other Health Dis. Salary - Purchased	\$10,769.75
				E 01	100 410 740 397 000	Other Health Dis. Fringe - Purchased	\$1,719.12
				E 01	100 411 740 396 000	Autism Salary - Purchased	\$5,750.00
				E 01	100 411 740 397 000	Autism Fringe - Purchased	\$1,121.13
				E 01	100 412 740 396 000	ECSE Salary - Purchased	\$38,633.99
				E 01	100 412 740 397 000	ECSE Fringe - Purchased	\$7,246.54
				E 01	100 420 740 396 000	Special Ed Salary - Purchased	\$11,966.96
				E 01	100 420 740 397 000	Special Ed Fringe - Purchased	\$2,250.51
				E 01	300 211 000 305 000	Fees For Services-High School	\$491.46
				E 01	300 401 740 396 000	Special Ed Salary - Purchased	\$5,895.09
				E 01	300 401 740 397 000	Special Ed Fringe - Purchased	\$974.36
				E 01	300 402 740 396 000	MM-Cognitive Dis. Salary - Purchased	\$14,674.28
				E 01	300 402 740 397 000	MM - Cognitive Dis. Fringe - Purchased	\$2,604.41
				E 01	300 403 740 396 000	SP Cognitive Dis. Salary - Purchased	\$5,750.00
				E 01	300 403 740 397 000	SP Cognitive Dis. Fringe - Purchased	\$1,021.13
				E 01	300 405 740 396 000	Special Ed Salary - Purchased	\$8,400.78
				E 01	300 405 740 397 000	Deaf/Hard of Hearing Fringe - Purchased	\$1,422.72
				E 01	300 408 740 396 000	EBD Salary - Purchased	\$25,234.05
				E 01	300 408 740 397 000	EBD Fringe - Purchased	\$4,228.46
				E 01	300 410 740 396 000	Other Health Dis. Salary - Purchased	\$13,643.74
				E 01	300 410 740 397 000	Other Health Dis. Fringe - Purchased	\$2,374.52
				E 01	300 420 740 396 000	Special Ed Salary - Purchased	\$5,750.00
				E 01	300 420 740 397 000	Special Ed Fringe - Purchased	\$1,121.13
		<b>Voucher #: 61933</b>	Invoice		<b>Invoice No: 042816</b>	<b>5/16/2016</b>	<b>Paid Amt: \$241,878.83</b>
				E 01	100 420 740 399 000	Purchase of Spec Ed Contracted	\$10,852.40
		<b>Voucher #: 61942</b>	Invoice		<b>Invoice No: 42816</b>	<b>5/16/2016</b>	<b>Paid Amt: \$10,852.40</b>
							<b>Check Amount: \$253,889.59</b>
0162	FNB	57013	08414		<b>BEMIDJI STEEL COMPANY</b>		Check
				E 01	005 760 720 401 000	General Supplies-Reg Transportation	\$264.92

6

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0162	FNB	57013	08414		<b>BEMIDJI STEEL COMPANY</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$133.58	
		<b>Voucher #:</b>	<b>61987</b>	Invoice	<b>Invoice No:</b> 140646	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$398.50</b>
				E 01	300 255 000 430 000	Instructional Supply-Industrial Tech		\$142.54	
		<b>Voucher #:</b>	<b>61988</b>	Invoice	<b>Invoice No:</b> 140643	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$142.54</b>
								<b>Check Amount:</b>	<b>\$541.04</b>
0162	FNB	57014	08625		<b>BEMIDJI WELDERS SUPPLY</b>		Check		
				E 01	300 255 000 430 000	Instructional Supply-Industrial Tech		\$85.50	
		<b>Voucher #:</b>	<b>61983</b>	Invoice	<b>Invoice No:</b> B16040015	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$85.50</b>
				E 01	300 255 000 430 000	Instructional Supply-Industrial Tech		\$1,264.00	
		<b>Voucher #:</b>	<b>62023</b>	Invoice	<b>Invoice No:</b> B16040016	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$1,264.00</b>
								<b>Check Amount:</b>	<b>\$1,349.50</b>
0162	FNB	57015	09119		<b>BIO CORPORATION</b>		Check		
				E 01	300 260 000 430 000	FP1417D 14-17 INCH FETAL PIGS, DOUBLE		\$674.00	
				E 01	300 260 000 430 000	Freight		\$122.67	
		<b>Voucher #:</b>	<b>61863</b>	Invoice	<b>Invoice No:</b> 235682	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$796.67</b>
								<b>Check Amount:</b>	<b>\$796.67</b>
0162	FNB	57016	1090		<b>BJORKLUND COMPENSATION CONSULTING, LLC</b>		Check		
				E 01	005 010 000 305 000	Fees for Service-School Board		\$270.00	
		<b>Voucher #:</b>	<b>61941</b>	Invoice	<b>Invoice No:</b> 00003636	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$270.00</b>
								<b>Check Amount:</b>	<b>\$270.00</b>
0162	FNB	57017	12219		<b>BSN SPORTS</b>		Check		
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$308.40	
		<b>Voucher #:</b>	<b>61854</b>	Invoice	<b>Invoice No:</b> 97803897	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$308.40</b>
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$4,308.55	
		<b>Voucher #:</b>	<b>61866</b>	Invoice	<b>Invoice No:</b> 97815318	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$4,308.55</b>
				E 01	300 292 302 530 000	Equipment-Athletic		\$6,450.15	
		<b>Voucher #:</b>	<b>61867</b>	Invoice	<b>Invoice No:</b> 97815317	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$6,450.15</b>
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$619.80	
		<b>Voucher #:</b>	<b>62035</b>	Invoice	<b>Invoice No:</b> 97859845	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$619.80</b>
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$279.95	
		<b>Voucher #:</b>	<b>62113</b>	Invoice	<b>Invoice No:</b> 97887974	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$279.95</b>
								<b>Check Amount:</b>	<b>\$11,966.85</b>
0162	FNB	57018	17509		<b>COLEPAPERS INC.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$13.98	
		<b>Voucher #:</b>	<b>61910</b>	Invoice	<b>Invoice No:</b> 9196868	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$13.98</b>
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$1,307.00	
		<b>Voucher #:</b>	<b>61998</b>	Invoice	<b>Invoice No:</b> 9199320	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$1,307.00</b>

10

## Bagley Public Schools #162 May 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57018	17509		COLEPAPERS INC.		Check		
				E 01	005 110 000 401 000	WHITE PAPER, 8/5X11, 92# BRIGHT		\$1,064.00	
		Voucher #:	61999	Invoice	Invoice No: 9198940	5/16/2016	Paid Amt:		\$1,064.00
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$751.80	
		Voucher #:	62000	Invoice	Invoice No: 9199356	5/16/2016	Paid Amt:		\$751.80
				E 01	310 810 000 401 000	General Supplies-Maintenance		(\$744.80)	
		Voucher #:	62020	Invoice	Invoice No: 9200459	5/16/2016	Paid Amt:		(\$744.80)
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$244.62	
		Voucher #:	62043	Invoice	Invoice No: 9200735	5/16/2016	Paid Amt:		\$244.62
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$320.68	
		Voucher #:	62090	Invoice	Invoice No: 9202592	5/16/2016	Paid Amt:		\$320.68
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$126.07	
		Voucher #:	62108	Invoice	Invoice No: 9203359	5/16/2016	Paid Amt:		\$126.07
								Check Amount:	\$3,083.35
0162	FNB	57019	19582		CULINEX		Check		
				E 02	005 770 701 401 000	General Supplies-Lunches		\$48.00	
				E 02	005 770 701 401 000	General Supplies-Lunches		(\$28.59)	
		Voucher #:	62044	Invoice	Invoice No: 688999	5/16/2016	Paid Amt:		\$19.41
								Check Amount:	\$19.41
0162	FNB	57020	20240		D.W. DAVIES		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$91.67	
		Voucher #:	61996	Invoice	Invoice No: 1531470	5/16/2016	Paid Amt:		\$91.67
								Check Amount:	\$91.67
0162	FNB	57021	21200		DAROOS INC.		Check		
				E 04	005 505 321 401 000	General Supplies-Comm Ed		\$22.44	
		Voucher #:	61944	Invoice	Invoice No: 1	5/16/2016	Paid Amt:		\$22.44
				E 01	300 292 000 490 295	Food-Athletic Support		\$85.00	
		Voucher #:	62087	Invoice	Invoice No: 18, 57	5/16/2016	Paid Amt:		\$85.00
				E 01	005 105 000 490 150	Food-ECI		\$104.65	
		Voucher #:	62088	Invoice	Invoice No: 1, 2	5/16/2016	Paid Amt:		\$104.65
								Check Amount:	\$212.09
0162	FNB	57022	21204		DARRELL'S AUTO GLASS		Check		
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$55.00	
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$43.01	
		Voucher #:	61977	Invoice	Invoice No: 22913	5/16/2016	Paid Amt:		\$98.01
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$55.00	

## Bagley Public Schools #162 May 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57022	21204		<b>DARRELL'S AUTO GLASS</b>		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$248.17	
		Voucher #: 61978	Invoice		Invoice No: 22944	5/16/2016			
								Paid Amt:	\$303.17
								Check Amount:	\$401.18
0162	FNB	57023	1214		<b>EARTH'S BIRTHDAY STORE</b>		Check		
				E 01	100 201 000 430 000	ABB AMAZING BUGS BUTTERFLY KIT		\$94.00	
				E 01	100 201 000 430 000	DELIVERY - APRIL 14		\$15.50	
		Voucher #: 61860	Invoice		Invoice No: 174314A	5/16/2016			
								Paid Amt:	\$109.50
								Check Amount:	\$109.50
0162	FNB	57024	25968		<b>EVCO PETRO PRODUCTS, INC.</b>		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$120.70	
		Voucher #: 62056	Invoice		Invoice No: 199244	5/16/2016			
								Paid Amt:	\$120.70
								Check Amount:	\$120.70
0162	FNB	57025	27140		<b>FARMERS PUBLISHING CO., INC.</b>		Check		
				E 01	300 211 000 305 000	General Supplies-School Board		\$33.90	
				E 01	005 110 000 305 000	Consulting/Fees For Services		\$414.23	
		Voucher #: 62046	Invoice		Invoice No: APRIL16	5/16/2016			
				E 01	100 050 000 305 000	AD FOR JOB OPENINGS		\$149.40	
		Voucher #: 62047	Invoice		Invoice No: 38743, 806, 876	5/16/2016			
				E 01	005 010 000 401 000	STUDENT OF THE MONTH CARDS		\$62.56	
				E 01	100 050 000 305 000	KINDERGARTEN ROUND UP AD - RUN 2 WI		\$62.16	
		Voucher #: 62048	Invoice		Invoice No: 387, 849, 962	5/16/2016			
								Paid Amt:	\$124.72
								Check Amount:	\$722.25
0162	FNB	57026	27166		<b>FASTENAL COMPANY</b>		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$10.64	
		Voucher #: 62079	Invoice		Invoice No: MNBEM111751	5/16/2016			
								Paid Amt:	\$10.64
								Check Amount:	\$10.64
0162	FNB	57027	28293		<b>FLINN SCIENTIFIC, INC.</b>		Check		
				E 01	300 260 000 430 000	P0047 POTASSIUM DICHROMATE - 100G		\$13.70	
				E 01	300 260 000 430 000	C0071 COBALT NITRATE - 100G		\$19.70	
				E 01	300 260 000 430 000	C0069 COBALT CHLORIDE - 100 G		\$16.90	
				E 01	300 260 000 430 000	N0007 NICKEL CHLORIDE - 100 G		\$19.05	
				E 01	300 260 000 430 000	P0077 POTASIUUM PERMANGANATE, REAGI		\$8.35	
				E 01	300 260 000 430 000	GP4035 FLASK, VOLUMETRIC BOROSILICA		\$273.24	
				E 01	300 260 000 430 000	SHIPPING		\$82.99	
		Voucher #: 62054	Invoice		Invoice No: 1970026	5/16/2016			
								Paid Amt:	\$433.93
								Check Amount:	\$433.93

12

## Bagley Public Schools #162 May 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57028	30935		<b>GARDEN VALLEY TELEPHONE</b>		Check		
				E 01	310 810 000 320 000	Telephone-Maintenance		\$2,984.26	
				E 04	005 505 321 320 000	Telephone-Comm Ed		\$14.47	
				E 04	005 580 325 320 000	Telephone -ECFE		\$14.47	
		<b>Voucher #:</b>	<b>61932</b>	Invoice	<b>Invoice No:</b> 200620979	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>\$3,013.20</b>	
								<b>Check Amount:</b>	<b>\$3,013.20</b>
0162	FNB	57029	33291		<b>GRAINGER</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		(\$1,494.60)	
		<b>Voucher #:</b>	<b>61895</b>	Invoice	<b>Invoice No:</b> 9027907634	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>(\$1,494.60)</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$240.80	
		<b>Voucher #:</b>	<b>61896</b>	Invoice	<b>Invoice No:</b> 9062756938	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>\$240.80</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$20.40	
		<b>Voucher #:</b>	<b>61897</b>	Invoice	<b>Invoice No:</b> 9060303022	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>\$20.40</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$1,494.60	
		<b>Voucher #:</b>	<b>61898</b>	Invoice	<b>Invoice No:</b> 9055319199	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>\$1,494.60</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		(\$4.74)	
		<b>Voucher #:</b>	<b>61899</b>	Invoice	<b>Invoice No:</b> 9055319181	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>(\$4.74)</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		(\$1,600.80)	
		<b>Voucher #:</b>	<b>61900</b>	Invoice	<b>Invoice No:</b> 9055319173	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>(\$1,600.80)</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$62.50	
		<b>Voucher #:</b>	<b>61901</b>	Invoice	<b>Invoice No:</b> 9052892156	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>\$62.50</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$272.64	
		<b>Voucher #:</b>	<b>61902</b>	Invoice	<b>Invoice No:</b> 9051618172	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>\$272.64</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$36.87	
		<b>Voucher #:</b>	<b>61905</b>	Invoice	<b>Invoice No:</b> 9081438617	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>\$36.87</b>	
				E 01	005 810 000 401 181	2UKH3 BATTERIES		\$142.54	
		<b>Voucher #:</b>	<b>61917</b>	Invoice	<b>Invoice No:</b> 9087443819	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>\$142.54</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$191.40	
		<b>Voucher #:</b>	<b>61918</b>	Invoice	<b>Invoice No:</b> 9085463033	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>\$191.40</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$255.60	
		<b>Voucher #:</b>	<b>61989</b>	Invoice	<b>Invoice No:</b> 9089253299	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>\$255.60</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$1,642.79	
		<b>Voucher #:</b>	<b>62001</b>	Invoice	<b>Invoice No:</b> 9027907634	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>\$1,642.79</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$63.28	
		<b>Voucher #:</b>	<b>62066</b>	Invoice	<b>Invoice No:</b> 9098373864	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>\$63.28</b>	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$2,261.00	
		<b>Voucher #:</b>	<b>62096</b>	Invoice	<b>Invoice No:</b> 9101989003	<b>5/16/2016</b>	<b>Paid Amt:</b>	<b>\$2,261.00</b>	
								<b>Check Amount:</b>	<b>\$3,584.28</b>

13

## Bagley Public Schools #162 May 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57030	35214		HANDYMANS, INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$325.30	
		Voucher #:	62095	Invoice	Invoice No: 421249				
						5/16/2016		Paid Amt:	\$325.30
								Check Amount:	\$325.30
0162	FNB	57031	35388		HAPPY CHEF		Check		
				E 02	005 770 701 401 000	General Supplies-Lunches		\$108.65	
		Voucher #:	61982	Invoice	Invoice No: 1130072A				
						5/16/2016		Paid Amt:	\$108.65
								Check Amount:	\$108.65
0162	FNB	57032	36806		HILDI, INC.		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$5,835.00	
		Voucher #:	62022	Invoice	Invoice No: 7263				
						5/16/2016		Paid Amt:	\$5,835.00
								Check Amount:	\$5,835.00
0162	FNB	57033	36839		HILL RIVER ELECTRIC, INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$88.50	
		Voucher #:	61903	Invoice	Invoice No: 2427				
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$690.00	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$483.78	
		Voucher #:	61997	Invoice	Invoice No: 2449				
						5/16/2016		Paid Amt:	\$1,173.78
								Check Amount:	\$1,262.28
0162	FNB	57034	36847		HILLYARD, INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$30.74	
		Voucher #:	62092	Invoice	Invoice No: 700234526				
						5/16/2016		Paid Amt:	\$30.74
								Check Amount:	\$30.74
0162	FNB	57035	37835		HOUGHTON MIFFLIN CO.		Check		
				E 01	100 203 000 430 000	PLEASE SEE ATTACHED SHEETS		\$655.20	
		Voucher #:	61865	Invoice	Invoice No: 952199236				
						5/16/2016		Paid Amt:	\$655.20
								Check Amount:	\$655.20
0162	FNB	57036	39224		INTERQUEST DETECTION CANINES		Check		
				E 01	300 211 000 305 000	Fees For Services-High School		\$315.00	
		Voucher #:	61859	Invoice	Invoice No: 193nm-08				
						5/16/2016		Paid Amt:	\$315.00
								Check Amount:	\$315.00
0162	FNB	57037	41570		JOBS HQ		Check		
				E 01	005 110 000 305 000	AD FOR PAPER - JOB OPENINGS - RUN 3 V		\$3,030.56	
		Voucher #:	62070	Invoice	Invoice No: 1711234				
						5/16/2016		Paid Amt:	\$3,030.56
								Check Amount:	\$3,030.56

14

**Bagley Public Schools #162**

**May 2016 Check Register**

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57038	41616		<b>JOHN R. GREEN</b>		Check		
				E 01	100 407 740 433 000	Special Supplies - Special Ed - Elem		\$19.15	
		Voucher #: 61862	Invoice		Invoice No: 01853685	5/16/2016			
								Paid Amt:	\$19.15
								Check Amount:	\$19.15
0162	FNB	57039	1362		<b>JOHNSON, SONNY</b>		Check		
				E 01	300 605 320 305 000	PERFORMER FEE FOR NATIVE AMERICAN		\$200.00	
				E 01	300 605 320 305 000	PENNI WILL NEED CHECK BY MAY 17.		\$0.00	
		Voucher #: 62016	Invoice		Invoice No: 050216	5/16/2016			
								Paid Amt:	\$200.00
								Check Amount:	\$200.00
0162	FNB	57040	42294		<b>JOSTENS INC</b>		Check		
				E 01	300 291 000 401 112	General Supplies-Annual		\$2,259.85	
		Voucher #: 61981	Invoice		Invoice No: 1034128	5/16/2016			
				E 01	300 291 000 401 112	General Supplies-Annual		\$1,501.66	
		Voucher #: 62065	Invoice		Invoice No: 1036010	5/16/2016			
								Paid Amt:	\$1,501.66
								Check Amount:	\$3,761.51
0162	FNB	57041	43077		<b>KENNEDY &amp; GRAVEN, CHARTERED</b>		Check		
				E 01	005 010 000 305 000	Fees for Service-School Board		\$1,880.00	
		Voucher #: 61940	Invoice		Invoice No: 131170	5/16/2016			
								Paid Amt:	\$1,880.00
								Check Amount:	\$1,880.00
0162	FNB	57042	05598		<b>KUBIAK'S FAMILY FOODS</b>		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$63.48	
				E 04	005 580 325 401 000	General Supplies-ECFE		\$49.94	
		Voucher #: 62071	Invoice		Invoice No: APRIL16	5/16/2016			
				E 01	300 408 740 433 000	Special Supplies- HS EBD		\$35.69	
		Voucher #: 62072	Invoice		Invoice No: 535312	5/16/2016			
				E 01	300 291 000 401 122	SUPPLIES, NUTS, MINTS FOR NAT'L HONO		\$50.68	
		Voucher #: 62073	Invoice		Invoice No: 534763	5/16/2016			
								Paid Amt:	\$50.68
								Check Amount:	\$199.79
0162	FNB	57043	44164		<b>LAKES VENDING, INC.</b>		Check		
				E 01	300 292 000 490 295	Food-Athletic Support		\$422.00	
		Voucher #: 61934	Invoice		Invoice No: 5820:008635	5/16/2016			
								Paid Amt:	\$422.00
								Check Amount:	\$422.00
0162	FNB	57044	46136		<b>LISTROM'S DISPOSAL, INC.</b>		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$2,359.61	
		Voucher #: 62019	Invoice		Invoice No: APRIL16	5/16/2016			
								Paid Amt:	\$2,359.61
								Check Amount:	\$2,359.61

15

## Bagley Public Schools #162 May 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57045	47588		<b>MARC</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$967.33	
		Voucher #: 61904	Invoice		Invoice No: 0576859	5/16/2016			
								Paid Amt:	\$967.33
								Check Amount:	\$967.33
0162	FNB	57046	47595		<b>MARCO, INC.</b>		Check		
				E 01	300 211 000 370 000	Rentals and Leases-High School		\$1,329.45	
		Voucher #: 62086	Invoice		Invoice No: 304183593	5/16/2016			
				E 01	100 203 000 370 000	Rentals and Leases-Elem		\$1,891.69	
		Voucher #: 62111	Invoice		Invoice No: 304224215	5/16/2016			
								Paid Amt:	\$1,891.69
								Check Amount:	\$3,221.14
0162	FNB	57047	47626		<b>MARK'S HARDWARE</b>		Check		
				E 01	300 291 000 401 126	General Supplies-Drama Club		\$75.69	
				E 01	300 361 830 433 000	Special-Voc-Woods		\$60.08	
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$10.98	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$154.89	
		Voucher #: 62045	Invoice		Invoice No: APRIL	5/16/2016			
								Paid Amt:	\$301.64
								Check Amount:	\$301.64
0162	FNB	57048	49273		<b>MEDTOX LABORATORIES</b>		Check		
				E 01	005 110 000 305 160	Fees For Services-Drug Testing		\$93.50	
		Voucher #: 62089	Invoice		Invoice No: 04201666597	5/16/2016			
								Paid Amt:	\$93.50
								Check Amount:	\$93.50
0162	FNB	57049	50656		<b>MIDWEST BUS PARTS, INC</b>		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$346.65	
		Voucher #: 62057	Invoice		Invoice No: 76409	5/16/2016			
								Paid Amt:	\$346.65
								Check Amount:	\$346.65
0162	FNB	57050	55660		<b>NAYLOR'S HEATING AND REFRIGERATION, LLC.</b>		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$1,012.00	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$102.25	
		Voucher #: 62034	Invoice		Invoice No: 118698	5/16/2016			
								Paid Amt:	\$1,114.25
								Check Amount:	\$1,114.25
0162	FNB	57051	55863		<b>NEI BOTTLING, INC.</b>		Check		
				E 01	300 292 000 490 295	Food-Athletic Support		\$152.50	
		Voucher #: 61929	Invoice		Invoice No: 801323	5/16/2016			
				E 01	300 292 000 490 295	Food-Athletic Support		\$323.00	
		Voucher #: 62013	Invoice		Invoice No: 801316	5/16/2016			
								Paid Amt:	\$323.00
								Check Amount:	\$475.50
0162	FNB	57052	56769		<b>NETZER'S BEMDIJI FLORAL</b>		Check		
				E 01	005 010 000 401 000	FLOWERS FOR MIKAELA JANICKE - BABY I		\$30.00	

10

## Bagley Public Schools #162 May 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57052	56769		NETZER'S BEMDIJI FLORAL		Check		
				E 01	005 010 000 401 000	322 26TH ST NW, APT 2, BEMIDJI 218-242-		\$0.00	
		Voucher #:	62050	Invoice	Invoice No: 5345	5/16/2016		Paid Amt:	\$30.00
								Check Amount:	\$30.00
0162	FNB	57053	57845		NORTH CENTRAL PARTS & SERVICE		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$93.54	
		Voucher #:	62059	Invoice	Invoice No: 229203	5/16/2016		Paid Amt:	\$93.54
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$82.74	
		Voucher #:	62060	Invoice	Invoice No: 229352	5/16/2016		Paid Amt:	\$82.74
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$636.51	
		Voucher #:	62061	Invoice	Invoice No: 229802	5/16/2016		Paid Amt:	\$636.51
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		(\$46.86)	
		Voucher #:	62062	Invoice	Invoice No: CM211240	5/16/2016		Paid Amt:	(\$46.86)
				E 01	005 760 720 350 000	Repair and Main Serv-Reg Transportation		\$11,977.55	
		Voucher #:	62063	Invoice	Invoice No: 71612	5/16/2016		Paid Amt:	\$11,977.55
								Check Amount:	\$12,743.48
0162	FNB	57054	58063		NORTH COUNTRY SALT SERVICE, IN		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$243.82	
		Voucher #:	62091	Invoice	Invoice No: 36758	5/16/2016		Paid Amt:	\$243.82
								Check Amount:	\$243.82
0162	FNB	57055	58041		NORTHERN LAKES VENDING		Check		
				E 01	300 292 000 490 295	Food-Athletic Support		\$422.00	
		Voucher #:	62083	Invoice	Invoice No: 5820:008635	5/16/2016		Paid Amt:	\$422.00
								Check Amount:	\$422.00
0162	FNB	57056	58148		NORTHLAND COLLEGE		Check		
				E 01	998 211 000 394 000	to Other Agencies-PSEO, RG ED		\$7,260.00	
		Voucher #:	62109	Invoice	Invoice No: 00334040	5/16/2016		Paid Amt:	\$7,260.00
								Check Amount:	\$7,260.00
0162	FNB	57057	58420		NORTHWEST SERVICE COOPERATIVE		Check		
				E 01	005 110 000 305 160	Fees For Services-Drug Testing		\$44.00	
		Voucher #:	61907	Invoice	Invoice No: 29042	5/16/2016		Paid Amt:	\$44.00
				E 01	005 110 000 305 160	Fees For Services-Drug Testing		\$151.25	
		Voucher #:	61908	Invoice	Invoice No: 29043	5/16/2016		Paid Amt:	\$151.25
				E 01	100 640 316 305 000	Fees For Services-Staff Development		\$375.00	
				E 01	300 640 316 305 000	Fees For Services-Staff Development		\$375.00	
		Voucher #:	61909	Invoice	Invoice No: 59037	5/16/2016		Paid Amt:	\$750.00
				E 01	005 110 000 366 000	Travel-Business Office		\$110.00	
				E 01	100 050 000 366 000	Travel-Elem Office		\$110.00	

## Bagley Public Schools #162 May 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57057	58420		<b>NORTHWEST SERVICE COOPERATIVE</b>		Check		
				E 01	300 050 000 366 000	Travel-HS Office		\$165.00	
				E 04	005 505 321 366 000	Travel-Comm Ed		\$55.00	
		<b>Voucher #:</b>	<b>62049</b>	Invoice	<b>Invoice No:</b> 29086	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$440.00</b>
								<b>Check Amount:</b>	<b>\$1,385.25</b>
0162	FNB	57058	59060		<b>OFFICE DEPOT, INC.</b>		Check		
				E 01	100 203 302 530 000	STORAGE CABINET		\$575.99	
		<b>Voucher #:</b>	<b>61855</b>	Invoice	<b>Invoice No:</b> 834950565001	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$575.99</b>
				E 01	005 110 000 401 000	PLEASE SEE ATTACHED		\$66.99	
				E 01	005 020 000 401 000	PLEASE SEE ATTACHED		\$55.45	
		<b>Voucher #:</b>	<b>62024</b>	Invoice	<b>Invoice No:</b> 837082730001	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$122.44</b>
								<b>Check Amount:</b>	<b>\$698.43</b>
0162	FNB	57059	59658		<b>OTIS ELEVATOR CO.</b>		Check		
				E 01	005 850 347 305 000	Fees For Services-Physical Hazards		\$1,629.83	
		<b>Voucher #:</b>	<b>61937</b>	Invoice	<b>Invoice No:</b> CLG65401Y516	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$1,629.83</b>
								<b>Check Amount:</b>	<b>\$1,629.83</b>
0162	FNB	57060	60228		<b>PAN-O-GOLD BAKING CO.</b>		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$892.50	
		<b>Voucher #:</b>	<b>62110</b>	Invoice	<b>Invoice No:</b> APRIL16	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$892.50</b>
								<b>Check Amount:</b>	<b>\$892.50</b>
0162	FNB	57061	75461	75461-1	<b>PCM/TIGER DIRECT</b>		Check		
				E 01	005 810 000 401 181	C375-3002 CYBER ACOUSTIC AC 200B HEA		\$35.96	
				E 01	005 810 000 401 181	YYAP-139383 STARTECH.COM USB3 TO SA		\$35.69	
				E 01	005 810 000 401 181	YYS1-2484797 VERBATIIM 95098AZO 100 P,		\$26.99	
				E 01	005 810 000 401 181	YYBM-ST500LT025 SEAGATE MOMENTASS		\$140.97	
				E 01	005 810 000 401 181	L49-8031 LG EXTERNAL DVD DRIVE		\$174.95	
				E 01	005 810 000 401 181	YYDG-CTG40638 3.5 MM AUDIO ADAPTER		\$11.96	
				E 01	005 810 000 401 181	Freight		\$24.47	
		<b>Voucher #:</b>	<b>61928</b>	Invoice	<b>Invoice No:</b> S95960300101	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$450.99</b>
								<b>Check Amount:</b>	<b>\$450.99</b>
0162	FNB	57062	61874		<b>PINE TO PRAIRIE CO-OP CENTER</b>		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$1,225.00	
		<b>Voucher #:</b>	<b>61930</b>	Invoice	<b>Invoice No:</b> 042816	<b>5/16/2016</b>		<b>Paid Amt:</b>	<b>\$1,225.00</b>
								<b>Check Amount:</b>	<b>\$1,225.00</b>
0162	FNB	57063	62215		<b>POPPLERS MUSIC INC</b>		Check		
				E 01	100 258 000 430 000	00320674 MASHALIS ON MUSIC		\$84.95	
				E 01	100 258 000 430 000	00562566 ESSENTIAL ELELEMENTS 2000 FL		\$29.97	
				E 01	100 258 000 430 000	00862569 ESSENTIAL ELEMENTS 2000 - CL		\$9.99	

## Bagley Public Schools #162 May 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57063	62215		POPPLERS MUSIC INC		Check		
				E 01	100 258 000 430 000	00862572 ESSENTIAL ELEMENTS 2000 ALT		\$29.97	
		Voucher #: 62081	Invoice		Invoice No: 1876033, 1903286	5/16/2016		Paid Amt: \$154.88	
								Check Amount: \$154.88	
0162	FNB	57064	63020		PUBLIC UTILITIES		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$26,932.35	
		Voucher #: 62018	Invoice		Invoice No: APRIL16	5/16/2016		Paid Amt: \$26,932.35	
				E 01	310 810 000 330 000	Utilities-Maintenance		\$2,977.21	
		Voucher #: 62093	Invoice		Invoice No: MAYIPP	5/16/2016		Paid Amt: \$2,977.21	
								Check Amount: \$29,909.56	
0162	FNB	57065	63365		QUILL CORPORATION		Check		
				E 01	300 605 510 401 000	NOTEBOOKS - 5 SUBJECT		\$230.04	
		Voucher #: 61984	Invoice		Invoice No: 5237608	5/16/2016		Paid Amt: \$230.04	
								Check Amount: \$230.04	
0162	FNB	57066	54280		RAMSRUD AUTO PARTS		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$525.05	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$116.59	
				E 01	300 255 000 430 000	Instructional Supply-Industrial Tech		\$236.56	
		Voucher #: 62064	Invoice		Invoice No: APRIL16	5/16/2016		Paid Amt: \$878.20	
								Check Amount: \$878.20	
0162	FNB	57067	64333		READ NATURALLY		Check		
				E 01	100 203 302 460 000	SE 2010 LEVEL 1.0		\$139.00	
				E 01	100 203 302 460 000	SE 2015 LEVEL 1.5		\$139.00	
				E 01	100 203 302 460 000	SE 2020 LEVEL 2.0		\$139.00	
				E 01	100 203 302 460 000	SE 2008 SHORT VOWEL .8		\$139.00	
				E 01	100 203 302 460 000	SE 2013 LONG VOWEL 1.3		\$139.00	
				E 01	100 203 302 460 000	RN 1142 SE STEPS POSTER		\$10.00	
				E 01	100 203 302 460 000	SHIPPING - 10%		\$35.75	
		Voucher #: 61864	Invoice		Invoice No: 205956	5/16/2016		Paid Amt: \$740.75	
								Check Amount: \$740.75	
0162	FNB	57068	65001		RENNEBERG HARDWOODS, INC.		Check		
				E 01	300 361 830 433 000	Special-Voc-Woods		\$1,483.04	
		Voucher #: 61919	Invoice		Invoice No: 599059	5/16/2016		Paid Amt: \$1,483.04	
								Check Amount: \$1,483.04	
0162	FNB	57069	65696		ROSS LEWIS SIGN CO		Check		
				E 01	300 292 302 530 295	Equipment		\$24,536.00	
		Voucher #: 62058	Invoice		Invoice No: 33262	5/16/2016		Paid Amt: \$24,536.00	
								Check Amount: \$24,536.00	

19

## Bagley Public Schools #162 May 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57070	67160		SCHOOL SPECIALTY, INC.		Check		
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED SHEETS		\$559.27	
	Voucher #:	61911	Invoice		Invoice No: 208116124153	5/16/2016	Paid Amt:	\$559.27	
				E 01	300 211 302 530 000	EARBUDS		\$223.60	
	Voucher #:	62025	Invoice		Invoice No: 208116159810	5/16/2016	Paid Amt:	\$223.60	
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED		\$92.28	
	Voucher #:	62082	Invoice		Invoice No: 208116206458	5/16/2016	Paid Amt:	\$92.28	
				E 01	300 211 302 530 000	PLEASE SEE ATTACHED SHEETS		\$426.59	
	Voucher #:	62112	Invoice		Invoice No: 208116218599	5/16/2016	Paid Amt:	\$426.59	
							Check Amount:	\$1,301.74	
0162	FNB	57071	69121		SMOKEY HILL DRUM GP/JON WEAVER		Check		
				E 01	300 605 320 305 000	DRUM GROUP FOR SR BANQUET		\$300.00	
				E 01	300 605 320 305 000	PENNI NEEDS CHECK BY MAY 17		\$0.00	
	Voucher #:	62015	Invoice		Invoice No: 050216	5/16/2016	Paid Amt:	\$300.00	
							Check Amount:	\$300.00	
0162	FNB	57072	67078		SNA		Check		
				E 02	005 770 701 820 000	RENEWAL OF MEMBERSHIP		\$10.00	
	Voucher #:	61990	Invoice		Invoice No: 042916	5/16/2016	Paid Amt:	\$10.00	
				E 02	005 770 701 820 000	MEMBERSHIPS FOR LORI HINRICHS & NIC		\$94.00	
	Voucher #:	62017	Invoice		Invoice No: 050216	5/16/2016	Paid Amt:	\$94.00	
							Check Amount:	\$104.00	
0162	FNB	57073	69235		SOLID BOTTOM SEPTIC		Check		
				E 01	300 292 000 305 295	Consulting/Fees For Services		\$640.00	
	Voucher #:	62041	Invoice		Invoice No: 050416	5/16/2016	Paid Amt:	\$640.00	
							Check Amount:	\$640.00	
0162	FNB	57074	71810		STELLHER HUMAN SERVICES, INC.		Check		
				E 01	100 408 740 394 000	to Other Agencies		\$6,515.19	
	Voucher #:	61861	Invoice		Invoice No: 160414	5/16/2016	Paid Amt:	\$6,515.19	
				E 01	100 422 799 394 000	to Other Agencies		\$3,250.50	
	Voucher #:	62080	Invoice		Invoice No: 150878	5/16/2016	Paid Amt:	\$3,250.50	
							Check Amount:	\$9,765.69	
0162	FNB	57075	71823		STEMS		Check		
				E 01	005 010 000 401 000	FLOWERS FOR NOELLE BECK		\$30.00	
	Voucher #:	61856	Invoice		Invoice No: 389	5/16/2016	Paid Amt:	\$30.00	
				E 01	005 010 000 401 000	FLOWER FOR LORI HINRICHS		\$30.00	
	Voucher #:	61857	Invoice		Invoice No: 389	5/16/2016	Paid Amt:	\$30.00	
				E 01	005 010 000 401 000	FLOWERS FOR ALLEN AAMODTS FUNERAL		\$30.00	
	Voucher #:	61858	Invoice		Invoice No: 389	5/16/2016	Paid Amt:	\$30.00	

20

## Bagley Public Schools #162 May 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	57075	71823		<b>STEMS</b>		Check		
				E 01	300 291 000 401 122	FLOWERS, CENTER PIECE AND BALLOON:		\$192.60	
		Voucher #:	61986	Invoice	Invoice No: 042916	5/16/2016			
								Paid Amt:	\$192.60
								Check Amount:	\$282.60
0162	FNB	57076	74181		<b>TECH CHECK, LLC</b>		Check		
				E 01	005 810 000 305 181	Consulting/Fees For Services-Technology		\$240.00	
		Voucher #:	62021	Invoice	Invoice No: 0029467	5/16/2016			
								Paid Amt:	\$240.00
								Check Amount:	\$240.00
0162	FNB	57077	1361		<b>TEN SIGMA</b>		Check		
				E 01	300 211 000 460 000	0081 FOUNDATIONS WORKBOOK		\$26.95	
				E 01	300 211 000 460 000	0181 FAST TRACK WORKBOOK		\$44.95	
				E 01	300 211 000 460 000	SHIPPING		\$5.04	
		Voucher #:	61985	Invoice	Invoice No: 153937	5/16/2016			
								Paid Amt:	\$76.94
								Check Amount:	\$76.94
0162	FNB	57078	75450		<b>THUNDERBIRD TROPHIES</b>		Check		
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$30.12	
		Voucher #:	61935	Invoice	Invoice No: 15728	5/16/2016			
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$85.80	
		Voucher #:	61936	Invoice	Invoice No: 15735	5/16/2016			
								Paid Amt:	\$85.80
								Check Amount:	\$115.92
0162	FNB	57079	79179		<b>VERIZON WIRELESS</b>		Check		
				E 01	310 810 000 320 000	Telephone-Maintenance		\$140.04	
		Voucher #:	62085	Invoice	Invoice No: 9764584314	5/16/2016			
								Paid Amt:	\$140.04
								Check Amount:	\$140.04
0162	FNB	57080	80788		<b>WESTWOOD BUILDING CENTER, INC.</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$55.00	
		Voucher #:	62032	Invoice	Invoice No: 179276	5/16/2016			
				E 01	300 291 000 401 125	General Supplies-One Act Play		\$38.32	
		Voucher #:	62033	Invoice	Invoice No: 179254	5/16/2016			
								Paid Amt:	\$38.32
								Check Amount:	\$93.32
0162	FNB	57081	81075		<b>WILLBERGS AUTO CENTER</b>		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$120.86	
		Voucher #:	62031	Invoice	Invoice No: APRIL16	5/16/2016			
								Paid Amt:	\$120.86
								Check Amount:	\$120.86

### Bagley Public Schools #162 May 2016 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	57082	82365		ZIEGLER CAT		Check
				E 01	005 760 720 401 000	General Supplies-Reg Transportation	\$13.94
		Voucher #:	61906	Invoice	Invoice No: PC010197265	5/16/2016	Paid Amt: \$13.94
							Check Amount: \$13.94
							Report Total: \$418,726.12

**Bagley Public Schools #162**  
**May 2016 Check Register**  
**Fund Summary**

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$417,381.76
02	Food Service	\$1,188.04
04	Community Services	\$156.32
<b>Report Total</b>		<b>\$418,726.12</b>

## Bagley Public Schools #162

### April 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	31220	1170		<b>DEAN FOODS NC</b>		Check		
				E 02	005 770 701 495 000	Milk-Lunches	\$145.54		
		<b>Voucher #:</b>	<b>61713</b>	Invoice	<b>Invoice No:</b> 10623881	<b>4/1/2016</b>	<b>Paid Amt:</b>	<b>\$145.54</b>	
				E 02	005 770 701 495 000	Milk-Lunches	\$80.64		
		<b>Voucher #:</b>	<b>61714</b>	Invoice	<b>Invoice No:</b> 10623765	<b>4/1/2016</b>	<b>Paid Amt:</b>	<b>\$80.64</b>	
							<b>Check Amount:</b>	<b>\$226.18</b>	
0162	FNB	31221	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check		
				E 02	005 770 701 490 000	Food-Lunches	\$1,157.47		
				E 02	005 770 705 490 000	Food-Breakfast	\$239.49		
				E 02	005 770 701 401 000	General Supplies-Lunches	\$182.28		
		<b>Voucher #:</b>	<b>61715</b>	Invoice	<b>Invoice No:</b> 3353409	<b>4/1/2016</b>	<b>Paid Amt:</b>	<b>\$1,579.24</b>	
				E 02	005 770 701 490 000	Food-Lunches	\$70.84		
		<b>Voucher #:</b>	<b>61716</b>	Invoice	<b>Invoice No:</b> 3353414	<b>4/1/2016</b>	<b>Paid Amt:</b>	<b>\$70.84</b>	
							<b>Check Amount:</b>	<b>\$1,650.08</b>	
0162	FNB	31222	61525		<b>PETTY CASH FUND</b>		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office	\$75.00		
				E 01	100 203 000 461 000	Standardized Tests-Elem	\$69.95		
				E 04	005 583 354 366 000	Travel-EC Screening	\$33.00		
				E 01	100 203 000 401 101	General Supplies-Elem Auxiliary Accounts	\$164.00		
				E 01	100 203 000 369 101	Team Travel	\$186.00		
				E 01	300 605 320 490 000	Food-AMI	\$69.03		
				E 01	300 403 740 433 000	Special Supplies Severe -Profound	\$11.21		
				E 01	300 220 000 430 000	Instructional Supply-English	\$44.48		
				E 01	005 810 000 401 181	General Supplies-District Technology	\$583.55		
				E 01	100 640 316 366 000	Travel-Staff Development	\$27.00		
				E 01	100 203 000 401 000	General Supplies-Elem	\$40.76		
				E 04	005 505 321 305 000	Fees For Services-Comm Ed	\$216.25		
				E 01	300 292 000 401 295	General Supplies-Athletic Support	\$394.58		
				E 04	005 582 344 366 000	Travel-School Readiness	\$120.00		
				R 01	005 000 000 099 000	Misc Rev	\$337.92		
				E 01	100 203 000 430 000	Instructional Supply-Elem	\$48.55		
				E 04	005 505 321 401 000	General Supplies-Comm Ed	\$20.00		
				R 04	005 000 321 050 000	Fees from Patrons-Comm Ed	\$47.00		
				E 01	300 296 000 305 205	Fees For Services-Girls BB	\$40.00		
				E 01	005 110 000 329 000	Postage/UPS-Business Office	\$25.33		
				E 01	300 605 320 898 000	Scholarships-AMI	\$25.00		
		<b>Voucher #:</b>	<b>61717</b>	Invoice	<b>Invoice No:</b> 04012016	<b>4/1/2016</b>	<b>Paid Amt:</b>	<b>\$2,578.61</b>	
							<b>Check Amount:</b>	<b>\$2,578.61</b>	

24

## Bagley Public Schools #162

### April 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0162	FNB	31223	61530		<b>PETTY CASH - TRAVEL</b>		Check	
				E 01	100 640 316 366 000	Travel-Staff Development		\$43.42
				E 01	005 760 723 366 000	Travel-Special Needs		\$425.00
				E 01	300 258 000 369 000	Team Travel		\$60.00
				E 01	300 259 000 369 000	Team Travel		\$60.00
				E 01	300 294 000 369 207	Team Travel-Boys Track		\$150.00
				E 01	300 296 000 369 207	Team Travel-Girls Track		\$150.00
				E 04	005 582 344 366 000	Travel-School Readiness		\$120.00
				E 04	005 583 354 366 000	Travel-EC Screening		\$156.21
				E 04	005 586 332 305 100	Fees For Services-Youth Enrich. - W. Rec		\$150.00
				E 01	300 640 316 366 000	Travel-Staff Development		\$158.40
				E 01	005 760 720 366 000	Travel-Reg Transportation		\$330.59
		<b>Voucher #:</b>	<b>61718</b>	Invoice	<b>Invoice No:</b> 040116	<b>4/1/2016</b>	<b>Paid Amt:</b>	<b>\$1,803.62</b>
							<b>Check Amount:</b>	<b>\$1,803.62</b>
0162	FNB	31224	1170		<b>DEAN FOODS NC</b>		Check	
				E 02	005 770 701 495 000	Milk-Lunches		\$146.01
		<b>Voucher #:</b>	<b>61719</b>	Invoice	<b>Invoice No:</b> 10623861	<b>4/1/2016</b>	<b>Paid Amt:</b>	<b>\$146.01</b>
							<b>Check Amount:</b>	<b>\$146.01</b>
0162	FNB	31225	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check	
				E 02	005 770 701 490 000	Food-Lunches		\$1,874.27
				E 02	005 770 705 490 000	Food-Breakfast		\$236.01
		<b>Voucher #:</b>	<b>61720</b>	Invoice	<b>Invoice No:</b> 3285508	<b>4/1/2016</b>	<b>Paid Amt:</b>	<b>\$2,110.28</b>
				E 02	005 770 701 490 000	Food-Lunches		\$43.01
		<b>Voucher #:</b>	<b>61721</b>	Invoice	<b>Invoice No:</b> 3353413	<b>4/1/2016</b>	<b>Paid Amt:</b>	<b>\$43.01</b>
				E 02	005 770 701 490 000	Food-Lunches		\$1,436.73
				E 02	005 770 705 490 000	Food-Breakfast		\$107.34
		<b>Voucher #:</b>	<b>61722</b>	Invoice	<b>Invoice No:</b> 3353410	<b>4/1/2016</b>	<b>Paid Amt:</b>	<b>\$1,544.07</b>
							<b>Check Amount:</b>	<b>\$3,697.36</b>
0162	FNB	31226	01380		<b>AMERICAN FAMILY LIFE ASSUR CO</b>		Check	
				B 01	215 030	Insurance Payable		\$486.75
				B 01	215 030	Insurance Payable		\$155.13
		<b>Voucher #:</b>	<b>61727</b>	Invoice	<b>Invoice No:</b> M2016090	<b>4/4/2016</b>	<b>Paid Amt:</b>	<b>\$641.88</b>
							<b>Check Amount:</b>	<b>\$641.88</b>
0162	FNB	31227	09975		<b>BLUE CROSS BLUE SHIELD OF MN</b>		Check	
				B 01	215 030	Insurance Payable		\$1,435.00
		<b>Voucher #:</b>	<b>61756</b>	Invoice	<b>Invoice No:</b> 040416	<b>4/4/2016</b>	<b>Paid Amt:</b>	<b>\$1,435.00</b>
							<b>Check Amount:</b>	<b>\$1,435.00</b>

25

## Bagley Public Schools #162 April 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	31228	46956		MADISON NATIONAL LIFE INS. CO., INC.		Check		
				B 01	215 030	Insurance Payable		\$309.71	
		Voucher #:	61741	Invoice	Invoice No: M2016090				
						4/4/2016		Paid Amt:	\$309.71
								Check Amount:	\$309.71
0162	FNB	31229	49246		MEDICARE BLUE RX		Check		
				B 01	215 030	Insurance Payable		\$1,014.20	
		Voucher #:	61757	Invoice	Invoice No: 040416				
						4/4/2016		Paid Amt:	\$1,014.20
								Check Amount:	\$1,014.20
0162	FNB	31230	51127		MSEA		Check		
				B 01	215 033	Msea Dues		\$1,041.92	
		Voucher #:	61742	Invoice	Invoice No: M2016090				
						4/4/2016		Paid Amt:	\$1,041.92
								Check Amount:	\$1,041.92
0162	FNB	31231	55745		NCPERS MINNESOTA		Check		
				B 01	215 031	Life Insur Payable		\$64.00	
		Voucher #:	61743	Invoice	Invoice No: M2016090				
						4/4/2016		Paid Amt:	\$64.00
								Check Amount:	\$64.00
0162	FNB	31232	1307		OHIO CHILD SUPPORT PAYMENT CENTRAL		Check		
				B 01	215 035	Garnishments		\$16.31	
		Voucher #:	61740	Invoice	Invoice No: M2016090				
						4/4/2016		Paid Amt:	\$16.31
								Check Amount:	\$16.31
0162	FNB	31233	62610		PREPAID LEGAL SERVICES		Check		
				B 01	215 040	Dues and ID Theft		\$90.65	
		Voucher #:	61744	Invoice	Invoice No: M2016090				
						4/4/2016		Paid Amt:	\$90.65
								Check Amount:	\$90.65
0162	FNB	31234	64630		REGION I ESV		Check		
				B 01	215 027	Flex		\$2,999.84	
		Voucher #:	61745	Invoice	Invoice No: M2016090				
						4/4/2016		Paid Amt:	\$2,999.84
								Check Amount:	\$2,999.84
0162	FNB	31235	67632		SELECTACCOUNT		Check		
				B 01	215 027	Flex		\$2,841.67	
		Voucher #:	61746	Invoice	Invoice No: M2016090				
						4/4/2016		Paid Amt:	\$2,841.67
								Check Amount:	\$2,841.67
0162	FNB	31236	1116		THE OMNI GROUP		Check		
				B 01	215 005	Tax Shelter Payable		\$100.00	
				B 01	215 025	403 (b) Match		\$54.17	
		Voucher #:	61729	Invoice	Invoice No: M2016090				
				B 01	215 005	Tax Shelter Payable		\$1,232.22	
						4/4/2016		Paid Amt:	\$154.17

## Bagley Public Schools #162 April 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	31236	1116		THE OMNI GROUP		Check		
				B 01	215 025	403 (b) Match	\$171.11		
	Voucher #:	61730	Invoice		Invoice No: M2016090	4/4/2016	Paid Amt:	\$1,403.33	
				B 01	215 005	Tax Shelter Payable	\$1,216.50		
				B 01	215 025	403 (b) Match	\$98.44		
	Voucher #:	61731	Invoice		Invoice No: M2016090	4/4/2016	Paid Amt:	\$1,314.94	
				B 01	215 005	Tax Shelter Payable	\$54.17		
				B 01	215 025	403 (b) Match	\$54.17		
	Voucher #:	61732	Invoice		Invoice No: M2016090	4/4/2016	Paid Amt:	\$108.34	
				B 01	215 005	Tax Shelter Payable	\$733.33		
				B 01	215 025	403 (b) Match	\$166.66		
	Voucher #:	61733	Invoice		Invoice No: M2016090	4/4/2016	Paid Amt:	\$899.99	
				B 01	215 005	Tax Shelter Payable	\$1,202.06		
				B 01	215 025	403 (b) Match	\$537.05		
	Voucher #:	61734	Invoice		Invoice No: M2016090	4/4/2016	Paid Amt:	\$1,739.11	
				B 01	215 005	Tax Shelter Payable	\$650.00		
				B 01	215 025	403 (b) Match	\$145.83		
	Voucher #:	61735	Invoice		Invoice No: M2016090	4/4/2016	Paid Amt:	\$795.83	
				B 01	215 005	Tax Shelter Payable	\$163.33		
	Voucher #:	61736	Invoice		Invoice No: M2016090	4/4/2016	Paid Amt:	\$163.33	
				B 01	215 005	Tax Shelter Payable	\$1,196.67		
				B 01	215 025	403 (b) Match	\$832.84		
	Voucher #:	61737	Invoice		Invoice No: M2016090	4/4/2016	Paid Amt:	\$2,029.51	
				B 01	215 005	Tax Shelter Payable	\$2,377.78		
				B 01	215 025	403 (b) Match	\$1,054.17		
	Voucher #:	61738	Invoice		Invoice No: M2016090	4/4/2016	Paid Amt:	\$3,431.95	
				B 01	215 005	Tax Shelter Payable	\$479.16		
				B 01	215 025	403 (b) Match	\$479.16		
	Voucher #:	61739	Invoice		Invoice No: M2016090	4/4/2016	Paid Amt:	\$958.32	
							Check Amount:	\$12,998.82	
0162	FNB	31237	80288		WELLS FARGO BANK OF MN		Check		
				B 01	215 030	Insurance Payable	\$450.00		
	Voucher #:	61747	Invoice		Invoice No: M2016090	4/4/2016	Paid Amt:	\$450.00	
							Check Amount:	\$450.00	
0162	FNB	31238	37821		HOUGH, ALDEN		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance	\$3,595.00		
	Voucher #:	61781	Invoice		Invoice No: 040616	4/6/2016	Paid Amt:	\$3,595.00	
							Check Amount:	\$3,595.00	

27

## Bagley Public Schools #162

### April 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	31239	1170		DEAN FOODS NC		Check		
				E 02	005 770 701 495 000	Milk-Lunches		\$148.48	
	Voucher #:	61809	Invoice		Invoice No: 10623902	4/11/2016	Paid Amt:	\$148.48	
				E 02	005 770 701 495 000	Milk-Lunches		\$115.66	
	Voucher #:	61810	Invoice		Invoice No: 10623926	4/11/2016	Paid Amt:	\$115.66	
								Check Amount:	\$264.14
0162	FNB	31240	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$1,244.40	
				E 02	005 770 705 490 000	Food-Breakfast		\$184.61	
	Voucher #:	61806	Invoice		Invoice No: 3409419	4/11/2016	Paid Amt:	\$1,429.01	
				E 02	005 770 701 490 000	Food-Lunches		\$1,477.46	
				E 02	005 770 705 490 000	Food-Breakfast		\$71.24	
	Voucher #:	61807	Invoice		Invoice No: 3485137	4/11/2016	Paid Amt:	\$1,548.70	
				E 02	005 770 701 490 000	Food-Lunches		\$400.00	
	Voucher #:	61808	Invoice		Invoice No: 3485136	4/11/2016	Paid Amt:	\$400.00	
								Check Amount:	\$3,377.71
0162	FNB	31241	1170		DEAN FOODS NC		Check		
				E 02	005 770 701 495 000	Milk-Lunches		\$7.58	
	Voucher #:	61819	Invoice		Invoice No: 10623889	4/11/2016	Paid Amt:	\$7.58	
				E 02	005 770 701 495 000	Milk-Lunches		\$214.12	
	Voucher #:	61820	Invoice		Invoice No: 10623927	4/11/2016	Paid Amt:	\$214.12	
				E 02	005 770 701 495 000	Milk-Lunches		\$288.49	
	Voucher #:	61821	Invoice		Invoice No: 10623903	4/11/2016	Paid Amt:	\$288.49	
				E 02	005 770 701 495 000	Milk-Lunches		\$520.50	
	Voucher #:	61822	Invoice		Invoice No: 106263948	4/11/2016	Paid Amt:	\$520.50	
								Check Amount:	\$1,030.69
0162	FNB	31242	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$304.89	
				E 02	005 770 705 490 000	Food-Breakfast		\$144.63	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$85.78	
	Voucher #:	61823	Invoice		Invoice No: 3485135	4/11/2016	Paid Amt:	\$535.30	
				E 02	005 770 706 490 000	FFVP GRANT Food		\$880.64	
	Voucher #:	61824	Invoice		Invoice No: 3409418	4/11/2016	Paid Amt:	\$880.64	
				E 02	005 770 701 490 000	Food-Lunches		\$1,368.92	
				E 02	005 770 705 490 000	Food-Breakfast		\$218.26	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$53.31	
	Voucher #:	61825	Invoice		Invoice No: 3409420	4/11/2016	Paid Amt:	\$1,640.49	
								Check Amount:	\$3,056.43

## Bagley Public Schools #162

### April 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	31243	51665		<b>MINNESOTA HISTORICAL SOCIETY</b>		Check		
				E 01	300 291 000 369 141	ENTRY FEE FOR STATE HISTORY DAY - PL		\$90.00	
		Voucher #: 61840	Invoice		Invoice No: 041216	4/12/2016		Paid Amt: \$90.00	
								Check Amount: \$90.00	
0162	FNB	31244	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$830.85	
				E 02	005 770 705 490 000	Food-Breakfast		\$180.84	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$49.82	
		Voucher #: 61841	Invoice		Invoice No: 3541577	4/12/2016		Paid Amt: \$1,061.51	
				E 02	005 770 706 490 000	FFVP GRANT Food		\$915.05	
		Voucher #: 61842	Invoice		Invoice No: 3541576	4/12/2016		Paid Amt: \$915.05	
								Check Amount: \$1,976.56	
0162	FNB	31245	1170		<b>DEAN FOODS NC</b>		Check		
				E 02	005 770 701 495 000	Milk-Lunches		\$140.71	
		Voucher #: 61846	Invoice		Invoice No: 10623947	4/13/2016		Paid Amt: \$140.71	
								Check Amount: \$140.71	
0162	FNB	31246	73661		<b>SYSCO NORTH DAKOTA</b>		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$233.38	
		Voucher #: 61847	Invoice		Invoice No: 604050232	4/13/2016		Paid Amt: \$233.38	
								Check Amount: \$233.38	
0162	FNB	31247	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$420.46	
				E 02	005 770 705 490 000	Food-Breakfast		\$153.95	
		Voucher #: 61845	Invoice		Invoice No: 3541578	4/13/2016		Paid Amt: \$574.41	
								Check Amount: \$574.41	
0162	FNB	31248	61525		<b>PETTY CASH FUND</b>		Check		
				R 01	005 000 000 099 000	Misc Rev		\$11.98	
				E 01	100 203 000 430 000	Instructional Supply-Elem		\$244.98	
				R 02	005 000 701 601 000	Sales-Lunches		\$52.35	
				E 01	005 110 000 329 000	Postage/UPS-Business Office		\$2.80	
				R 04	005 000 321 050 000	Fees from Patrons-Comm Ed		\$21.00	
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$90.00	
				E 04	005 505 321 305 000	Fees For Services-Comm Ed		\$167.30	
				E 01	300 605 320 898 000	Scholarships-AMI		\$51.50	
				E 01	300 291 000 401 126	General Supplies-Drama Club		\$200.00	
				E 01	005 020 000 401 000	General Supplies-Supt. Office		\$38.01	
				E 01	005 105 000 401 166	General Supplies-Radiothon		\$570.65	
				E 01	300 640 316 401 000	General Supplies		\$359.49	

## Bagley Public Schools #162 April 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0162	FNB	31248	61525		<b>PETTY CASH FUND</b>		Check	
				E 01	300 294 000 305 204	Fees For Services-Baseball		\$370.00
				E 01	300 259 000 350 000	Repair and Main Serv-Instrumental Music		\$43.00
				E 01	300 291 000 305 136	Fees For Services-Student Helpers		\$47.25
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$151.98
				E 01	300 294 000 305 207	Fees For Services-Track		\$400.00
				E 01	300 296 000 305 207	Fees For Services-Track		\$400.00
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$15.00
		<b>Voucher #:</b>	<b>61848</b>	Invoice	<b>Invoice No:</b> 041316	<b>4/13/2016</b>	<b>Paid Amt:</b>	<b>\$3,237.29</b>
							<b>Check Amount:</b>	<b>\$3,237.29</b>
0162	FNB	31249	17672		<b>COMFORT INN SUITES</b>		Check	
				E 01	300 291 000 369 141	4 ROOMS FOR APRIL 30		\$347.36
				E 01	300 291 000 369 141	GIVE CHECK TO CAROL PRIOR TO TRAVEL		\$0.00
		<b>Voucher #:</b>	<b>61852</b>	Invoice	<b>Invoice No:</b> 041316	<b>4/13/2016</b>	<b>Paid Amt:</b>	<b>\$347.36</b>
							<b>Check Amount:</b>	<b>\$347.36</b>
0162	FNB	31250	09890		<b>NW SERVICE COOP SCHOOL</b>		Check	
				B 01	215 030	Insurance Payable		\$53,032.30
		<b>Voucher #:</b>	<b>61728</b>	Invoice	<b>Invoice No:</b> M2016090	<b>4/14/2016</b>	<b>Paid Amt:</b>	<b>\$53,032.30</b>
				B 01	215 030	Insurance Payable		\$8,245.70
		<b>Voucher #:</b>	<b>61853</b>	Invoice	<b>Invoice No:</b> 041416	<b>4/14/2016</b>	<b>Paid Amt:</b>	<b>\$8,245.70</b>
							<b>Check Amount:</b>	<b>\$61,278.00</b>
0162	FNB	31251	1232		<b>NORTHERN AIR FAMILY FUN CENTER</b>		Check	
				E 01	300 211 000 369 301	SENIOR FIELD TRIP		\$800.00
		<b>Voucher #:</b>	<b>61868</b>	Invoice	<b>Invoice No:</b> 041816	<b>4/18/2016</b>	<b>Paid Amt:</b>	<b>\$800.00</b>
							<b>Check Amount:</b>	<b>\$800.00</b>
0162	FNB	31252	1074		<b>THE LEUKEMIA &amp; LYMPHOMA SOCIETY</b>		Check	
				R 01	100 000 000 099 000	Misc Rev- Elem		\$2,327.78
		<b>Voucher #:</b>	<b>61869</b>	Invoice	<b>Invoice No:</b> 041816	<b>4/18/2016</b>	<b>Paid Amt:</b>	<b>\$2,327.78</b>
							<b>Check Amount:</b>	<b>\$2,327.78</b>
0162	FNB	31253	61525		<b>PETTY CASH FUND</b>		Check	
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$60.00
				E 01	100 640 316 401 000	General Supplies-Staff Development		\$118.10
				R 04	005 000 321 050 000	Fees from Patrons-Comm Ed		\$21.00
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$1,000.00
				E 04	005 580 325 366 000	Travel-ECFE		\$186.54
				E 01	300 294 000 369 204	Team Travel - Baseball		\$100.00
				E 04	005 505 321 305 000	Fees For Services-Comm Ed		\$233.75
				E 01	300 294 000 305 207	Fees For Services-Track		\$150.00

30

## Bagley Public Schools #162 April 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	31253	61525		PETTY CASH FUND		Check
				E 01	300 296 000 305 207	Fees For Services-Track	\$150.00
				E 01	005 810 000 401 181	General Supplies-District Technology	\$25.98
				E 01	300 294 000 369 207	Team Travel-Boys Track	\$125.00
				E 01	300 296 000 369 207	Team Travel-Girls Track	\$125.00
				R 01	300 000 000 099 000	Misc Rev- High School	\$100.00
				E 01	300 605 320 401 000	General Supplies-AMI	\$89.11
				E 01	300 605 320 366 000	Travel-AMI	\$25.00
				E 01	300 291 000 305 126	Fees For Services-Drama	\$508.00
	Voucher #:	61879	Invoice		Invoice No: 041916	4/19/2016	Paid Amt: \$3,017.48
							Check Amount: \$3,017.48
0162	FNB	31254	1170		DEAN FOODS NC		Check
				E 02	005 770 701 495 000	Milk-Lunches	\$361.29
	Voucher #:	61871	Invoice		Invoice No: 10623968	4/19/2016	Paid Amt: \$361.29
				E 02	005 770 701 495 000	Milk-Lunches	\$148.83
	Voucher #:	61872	Invoice		Invoice No: 10623967	4/19/2016	Paid Amt: \$148.83
				E 02	005 770 701 495 000	Milk-Lunches	\$380.71
	Voucher #:	61876	Invoice		Invoice No: 10623989	4/19/2016	Paid Amt: \$380.71
							Check Amount: \$890.83
0162	FNB	31255	66928		SCHOLASTIC BOOK CLUBS, INC.		Check
				E 01	100 203 000 401 101	BOOKS FOR BOOK BINGO	\$500.00
	Voucher #:	61870	Invoice		Invoice No: 74519819	4/19/2016	Paid Amt: \$500.00
							Check Amount: \$500.00
0162	FNB	31256	73661		SYSCO NORTH DAKOTA		Check
				E 02	005 770 701 490 000	Food-Lunches	\$310.96
	Voucher #:	61873	Invoice		Invoice No: 604130255	4/19/2016	Paid Amt: \$310.96
							Check Amount: \$310.96
0162	FNB	31257	33350		US FOODSERVICE - GRAND FORKS		Check
				E 01	300 211 000 490 000	Food	\$75.75
	Voucher #:	61874	Invoice		Invoice No: 3615702	4/19/2016	Paid Amt: \$75.75
				E 02	005 770 701 490 000	Food-Lunches	\$1,562.97
				E 02	005 770 705 490 000	Food-Breakfast	\$173.12
				E 02	005 770 701 401 000	General Supplies-Lunches	\$17.42
	Voucher #:	61875	Invoice		Invoice No: 3615703	4/19/2016	Paid Amt: \$1,753.51
				E 02	005 770 701 490 000	Food-Lunches	\$848.78
				E 02	005 770 705 490 000	Food-Breakfast	\$198.84
				E 02	005 770 701 401 000	General Supplies-Lunches	\$71.68
	Voucher #:	61877	Invoice		Invoice No: 3615706	4/19/2016	Paid Amt: \$1,119.30

31

## Bagley Public Schools #162 April 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	31257	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check		
				E 02	005 770 701 401 000	General Supplies-Lunches		\$86.18	
		Voucher #:	61878	Invoice	Invoice No: 3615701	4/19/2016			
								Paid Amt:	\$86.18
								Check Amount:	\$3,034.74
0162	FNB	31258	1170		<b>DEAN FOODS NC</b>		Check		
				E 02	005 770 701 495 000	Milk-Lunches		\$165.27	
		Voucher #:	61880	Invoice	Invoice No: 10623988	4/21/2016			
								Paid Amt:	\$165.27
								Check Amount:	\$165.27
0162	FNB	31259	05598		<b>KUBIAK'S FAMILY FOODS</b>		Check		
				E 01	300 640 316 490 000	Food-Staff Development		\$296.10	
		Voucher #:	61886	Invoice	Invoice No: 562386	4/21/2016			
								Paid Amt:	\$296.10
				E 02	005 770 701 490 000	Food-Lunches		\$108.46	
		Voucher #:	61887	Invoice	Invoice No: 511038-103	4/21/2016			
								Paid Amt:	\$108.46
				E 01	300 211 000 401 301	General Supplies-HS Auxiliary Account		\$167.47	
		Voucher #:	61888	Invoice	Invoice No: 549675-103	4/21/2016			
								Paid Amt:	\$167.47
				E 01	300 256 000 430 000	MISC FOOD FOR PRE-ALGEBRA CLASS		\$40.00	
		Voucher #:	61889	Invoice	Invoice No: 549850-103	4/21/2016			
								Paid Amt:	\$40.00
				E 04	005 580 325 490 000	Food-ECFE		\$26.87	
		Voucher #:	61890	Invoice	Invoice No: 550422-103	4/21/2016			
								Paid Amt:	\$26.87
				E 01	005 010 000 401 000	COOKIES FOR BOARD MEETING		\$32.79	
		Voucher #:	61891	Invoice	Invoice No: 551627-103	4/21/2016			
								Paid Amt:	\$32.79
				E 01	100 720 000 401 000	General Supplies-School Nurse- Elem		\$125.39	
		Voucher #:	61892	Invoice	Invoice No: 515105-103	4/21/2016			
								Paid Amt:	\$125.39
				E 01	300 408 740 433 000	Special Supplies- HS EBD		\$35.86	
		Voucher #:	61893	Invoice	Invoice No: 516812-103	4/21/2016			
								Paid Amt:	\$35.86
				E 01	300 408 740 433 000	Special Supplies- HS EBD		\$35.40	
		Voucher #:	61894	Invoice	Invoice No: 524957	4/21/2016			
								Paid Amt:	\$35.40
								Check Amount:	\$868.34
0162	FNB	31260	46113		<b>LINDFORS AGENCY</b>		Check		
				E 01	005 760 720 340 000	Property Insurance-Transportation		\$4,900.00	
				E 01	005 940 000 340 000	Property Insurance		\$18,301.00	
		Voucher #:	61885	Invoice	Invoice No: SCP2427882-33	4/21/2016			
								Paid Amt:	\$23,201.00
								Check Amount:	\$23,201.00
0162	FNB	31261	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$1,372.33	
				E 02	005 770 705 490 000	Food-Breakfast		\$283.02	
				E 02	005 770 701 495 000	Milk-Lunches		\$8.41	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$231.39	
		Voucher #:	61881	Invoice	Invoice No: 3670725	4/21/2016			
								Paid Amt:	\$1,895.15

32

## Bagley Public Schools #162 April 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	31261	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check		
				E 02	005 770 706 490 000	FFVP GRANT Food		\$1,413.02	
		<b>Voucher #:</b>	<b>61882</b>	Invoice	<b>Invoice No:</b> 3670721	<b>4/21/2016</b>		<b>Paid Amt:</b>	<b>\$1,413.02</b>
				E 02	005 770 701 490 000	Food-Lunches		\$128.65	
		<b>Voucher #:</b>	<b>61883</b>	Invoice	<b>Invoice No:</b> 3670723	<b>4/21/2016</b>		<b>Paid Amt:</b>	<b>\$128.65</b>
				E 02	005 770 701 490 000	Food-Lunches		\$776.87	
				E 02	005 770 705 490 000	Food-Breakfast		\$202.59	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$69.60	
		<b>Voucher #:</b>	<b>61884</b>	Invoice	<b>Invoice No:</b> 3670724	<b>4/21/2016</b>		<b>Paid Amt:</b>	<b>\$1,049.06</b>
								<b>Check Amount:</b>	<b>\$4,485.88</b>
0162	FNB	31262	1170		<b>DEAN FOODS NC</b>		Check		
				E 02	005 770 701 495 000	Milk-Lunches		\$157.22	
		<b>Voucher #:</b>	<b>61914</b>	Invoice	<b>Invoice No:</b> 10624007	<b>4/28/2016</b>		<b>Paid Amt:</b>	<b>\$157.22</b>
				E 02	005 770 701 495 000	Milk-Lunches		\$205.80	
		<b>Voucher #:</b>	<b>61915</b>	Invoice	<b>Invoice No:</b> 10624008	<b>4/28/2016</b>		<b>Paid Amt:</b>	<b>\$205.80</b>
				E 02	005 770 701 495 000	Milk-Lunches		\$428.99	
		<b>Voucher #:</b>	<b>61923</b>	Invoice	<b>Invoice No:</b> 10624030	<b>4/28/2016</b>		<b>Paid Amt:</b>	<b>\$428.99</b>
				E 02	005 770 701 495 000	Milk-Lunches		\$157.22	
		<b>Voucher #:</b>	<b>61924</b>	Invoice	<b>Invoice No:</b> 10624029	<b>4/28/2016</b>		<b>Paid Amt:</b>	<b>\$157.22</b>
								<b>Check Amount:</b>	<b>\$949.23</b>
0162	FNB	31263	73661		<b>SYSCO NORTH DAKOTA</b>		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$354.76	
		<b>Voucher #:</b>	<b>61912</b>	Invoice	<b>Invoice No:</b> 604200235	<b>4/28/2016</b>		<b>Paid Amt:</b>	<b>\$354.76</b>
				E 02	005 770 701 490 000	Food-Lunches		\$181.09	
				E 02	005 770 706 490 000	FFVP GRANT Food		\$178.32	
		<b>Voucher #:</b>	<b>61925</b>	Invoice	<b>Invoice No:</b> 604270222	<b>4/28/2016</b>		<b>Paid Amt:</b>	<b>\$359.41</b>
								<b>Check Amount:</b>	<b>\$714.17</b>
0162	FNB	31264	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check		
				E 02	005 770 701 490 000	Food-Lunches		\$2,482.37	
				E 02	005 770 705 490 000	Food-Breakfast		\$227.22	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$44.20	
		<b>Voucher #:</b>	<b>61913</b>	Invoice	<b>Invoice No:</b> 3744103	<b>4/28/2016</b>		<b>Paid Amt:</b>	<b>\$2,753.79</b>
				E 02	005 770 701 490 000	Food-Lunches		\$1,172.36	
				E 02	005 770 705 490 000	Food-Breakfast		\$192.01	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$13.72	
		<b>Voucher #:</b>	<b>61916</b>	Invoice	<b>Invoice No:</b> 3744104	<b>4/28/2016</b>		<b>Paid Amt:</b>	<b>\$1,378.09</b>
				E 02	005 770 706 490 000	FFVP GRANT Food		\$83.96	
		<b>Voucher #:</b>	<b>61920</b>	Invoice	<b>Invoice No:</b> 3802883	<b>4/28/2016</b>		<b>Paid Amt:</b>	<b>\$83.96</b>

33

## Bagley Public Schools #162

### April 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	31264	33350		<b>US FOODSERVICE - GRAND FORKS</b>		Check		
				E 02	005 770 706 490 000	FFVP GRANT Food		\$791.92	
		<b>Voucher #: 61921</b>	Invoice		<b>Invoice No: 3802884</b>	<b>4/28/2016</b>	<b>Paid Amt:</b>	<b>\$791.92</b>	
				E 02	005 770 701 490 000	Food-Lunches		\$693.66	
				E 02	005 770 705 490 000	Food-Breakfast		\$434.21	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$114.53	
		<b>Voucher #: 61922</b>	Invoice		<b>Invoice No: 3802888</b>	<b>4/28/2016</b>	<b>Paid Amt:</b>	<b>\$1,242.40</b>	
				E 02	005 770 701 490 000	Food-Lunches		\$1,241.16	
				E 02	005 770 705 490 000	Food-Breakfast		\$153.60	
				E 02	005 770 701 401 000	General Supplies-Lunches		\$107.31	
		<b>Voucher #: 61926</b>	Invoice		<b>Invoice No: 3802887</b>	<b>4/28/2016</b>	<b>Paid Amt:</b>	<b>\$1,502.07</b>	
				E 02	005 770 701 490 000	Food-Lunches		\$147.12	
				E 02	005 770 701 490 000	Food-Lunches		(\$147.12)	
				E 01	100 050 000 401 000	Food-Lunches		\$147.12	
		<b>Voucher #: 61927</b>	Invoice		<b>Invoice No: 3802886</b>	<b>4/28/2016</b>	<b>Paid Amt:</b>	<b>\$147.12</b>	
								<b>Check Amount:</b>	<b>\$7,899.35</b>
0162	FNB	31265	1305		<b>KONICA MINOLTA PREMIER FINANCE</b>		Check		
				E 01	300 211 000 370 000	Rentals and Leases-High School		\$953.05	
		<b>Voucher #: 61938</b>	Invoice		<b>Invoice No: 302836440</b>	<b>4/28/2016</b>	<b>Paid Amt:</b>	<b>\$953.05</b>	
								<b>Check Amount:</b>	<b>\$953.05</b>
0162	FNB	31266	47593		<b>MARCO</b>		Check		
				E 01	100 203 000 370 000	Rentals and Leases-Elem		\$310.80	
				E 01	300 211 000 370 000	Rentals and Leases-High School		\$507.10	
		<b>Voucher #: 61939</b>	Invoice		<b>Invoice No: 3284224</b>	<b>4/28/2016</b>	<b>Paid Amt:</b>	<b>\$817.90</b>	
								<b>Check Amount:</b>	<b>\$817.90</b>
0162	FNB	31267	1147		<b>US POSTAL SERVICE(POSTAGE BY PHONE)</b>		Check		
				E 01	005 110 000 329 000	Postage/UPS-Business Office		\$2,000.00	
		<b>Voucher #: 61943</b>	Invoice		<b>Invoice No: 042816</b>	<b>4/28/2016</b>	<b>Paid Amt:</b>	<b>\$2,000.00</b>	
								<b>Check Amount:</b>	<b>\$2,000.00</b>
0162	FNB	31268	61525		<b>PETTY CASH FUND</b>		Check		
				R 04	005 586 332 050 100	Fees from Patrons- Youth Enr. W. Rec		\$20.00	
				E 01	300 294 000 305 207	Fees For Services-Track		\$600.00	
				E 01	300 296 000 305 207	Fees For Services-Track		\$600.00	
				E 04	005 580 325 401 000	General Supplies-ECFE		\$8.75	
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$200.00	
				E 01	005 105 000 401 166	General Supplies-Radiothon		\$85.57	
				E 04	005 505 321 401 412	General Supplies-BLT Grant		\$27.49	
				E 01	100 212 000 430 000	Instructional Supply- Elem Art		\$124.00	
				E 01	300 259 000 350 000	Repair and Main Serv-Instrumental Music		\$30.00	

6162

## Bagley Public Schools #162 April 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	31268	61525		<b>PETTY CASH FUND</b>		<b>Check</b>
				E 01	300 291 000 401 126	General Supplies-Drama Club	\$968.72
				E 01	100 216 401 401 000	General Supplies-Title I	\$163.06
				R 01	100 000 000 099 000	Misc Rev- Elem	\$16.20
				E 01	005 110 000 329 000	Postage/UPS-Business Office	\$29.56
				E 01	300 291 000 305 133	Fees For Services-Chaperones	\$50.00
				E 01	300 296 000 305 208	Fees For Services-Softball	\$320.00
				E 01	300 294 000 305 204	Fees For Services-Baseball	\$285.00
		<b>Voucher #:</b>	<b>61945</b>	Invoice	<b>Invoice No:</b> 042916	<b>4/29/2016</b>	<b>Paid Amt: \$3,528.35</b>
							<b>Check Amount: \$3,528.35</b>
0162	FNB	31269	61530		<b>PETTY CASH -TRAVEL</b>		<b>Check</b>
				E 01	300 294 000 369 207	Team Travel-Boys Track	\$673.30
				E 01	300 296 000 369 207	Team Travel-Girls Track	\$673.29
				E 01	100 203 000 369 101	Team Travel	\$40.00
				E 01	100 640 316 366 000	Travel-Staff Development	\$163.09
				E 01	300 605 320 366 000	Travel-AMI	\$67.27
				E 01	300 294 000 369 204	Team Travel - Baseball	\$175.00
				E 01	005 760 723 360 000	Transportation Costs	\$262.50
				E 01	300 294 000 369 206	Team Travel-Boys Golf	\$100.00
				E 01	300 291 000 369 119	Team Travel - Science Fair	\$597.21
				E 01	300 291 000 366 119	Travel-Science Fair	\$545.61
				E 01	005 760 720 366 000	Travel-Reg Transportation	\$51.38
				E 01	005 760 720 440 000	Fuels-Reg Transportation	\$24.50
				E 04	005 582 344 366 000	Travel-School Readiness	\$120.00
				E 01	300 605 320 430 000	Instructional Supply-AMI	\$13.06
				E 01	005 110 000 366 000	Travel-Business Office	\$6.49
		<b>Voucher #:</b>	<b>61946</b>	Invoice	<b>Invoice No:</b> 04292016	<b>4/29/2016</b>	<b>Paid Amt: \$3,512.70</b>
							<b>Check Amount: \$3,512.70</b>
0162	FNB	31270	01380		<b>AMERICAN FAMILY LIFE ASSUR CO</b>		<b>Check</b>
				B 01	215 030	Insurance Payable	\$645.88
		<b>Voucher #:</b>	<b>61947</b>	Invoice	<b>Invoice No:</b> M2016100	<b>4/29/2016</b>	<b>Paid Amt: \$645.88</b>
							<b>Check Amount: \$645.88</b>
0162	FNB	31271	09975		<b>BLUE CROSS BLUE SHIELD OF MN</b>		<b>Check</b>
				B 01	215 030	Insurance Payable	\$1,435.00
		<b>Voucher #:</b>	<b>61979</b>	Invoice	<b>Invoice No:</b> 042916	<b>4/29/2016</b>	<b>Paid Amt: \$1,435.00</b>
							<b>Check Amount: \$1,435.00</b>

35

## Bagley Public Schools #162 April 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	31272	46956		MADISON NATIONAL LIFE INS. CO., INC.		Check		
				B 01	215 030		Insurance Payable	\$309.71	
		Voucher #:	61961	Invoice	Invoice No: M2016100	4/29/2016		Paid Amt:	\$309.71
								Check Amount:	\$309.71
0162	FNB	31273	49246		MEDICARE BLUE RX		Check		
				B 01	215 030		Insurance Payable	\$1,014.20	
		Voucher #:	61980	Invoice	Invoice No: 042916	4/29/2016		Paid Amt:	\$1,014.20
								Check Amount:	\$1,014.20
0162	FNB	31274	51127		MSEA		Check		
				B 01	215 033		Msea Dues	\$1,033.09	
		Voucher #:	61962	Invoice	Invoice No: M2016100	4/29/2016		Paid Amt:	\$1,033.09
								Check Amount:	\$1,033.09
0162	FNB	31275	55745		NCPERS MINNESOTA		Check		
				B 01	215 031		Life Insur Payable	\$64.00	
		Voucher #:	61963	Invoice	Invoice No: M2016100	4/29/2016		Paid Amt:	\$64.00
								Check Amount:	\$64.00
0162	FNB	31276	1307		OHIO CHILD SUPPORT PAYMENT CENTRAL		Check		
				B 01	215 035		Garnishments	\$16.31	
		Voucher #:	61960	Invoice	Invoice No: M2016100	4/29/2016		Paid Amt:	\$16.31
								Check Amount:	\$16.31
0162	FNB	31277	62610		PREPAID LEGAL SERVICES		Check		
				B 01	215 040		Dues and ID Theft	\$90.65	
		Voucher #:	61964	Invoice	Invoice No: M2016100	4/29/2016		Paid Amt:	\$90.65
								Check Amount:	\$90.65
0162	FNB	31278	64630		REGION I ESV		Check		
				B 01	215 027		Flex	\$2,999.84	
		Voucher #:	61965	Invoice	Invoice No: M2016100	4/29/2016		Paid Amt:	\$2,999.84
								Check Amount:	\$2,999.84
0162	FNB	31279	67632		SELECTACCOUNT		Check		
				B 01	215 027		Flex	\$200.00	
		Voucher #:	61537	Credit	Invoice No: Z2016080	4/29/2016		Paid Amt:	(\$200.00)
				B 01	215 027		Flex	\$3,041.67	
		Voucher #:	61966	Invoice	Invoice No: M2016100	4/29/2016		Paid Amt:	\$3,041.67
								Check Amount:	\$2,841.67
0162	FNB	31280	1116		THE OMNI GROUP		Check		
				B 01	215 005		Tax Shelter Payable	\$100.00	
				B 01	215 025		403 (b) Match	\$54.17	
		Voucher #:	61949	Invoice	Invoice No: M2016100	4/29/2016		Paid Amt:	\$154.17

## Bagley Public Schools #162 April 2016 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	31280	1116		THE OMNI GROUP		Check		
				B 01	215 005	Tax Shelter Payable	\$1,232.22		
				B 01	215 025	403 (b) Match	\$171.11		
		<b>Voucher #:</b>	<b>61950</b>	Invoice	<b>Invoice No:</b> M2016100	<b>4/29/2016</b>	<b>Paid Amt:</b>	<b>\$1,403.33</b>	
				B 01	215 005	Tax Shelter Payable	\$1,216.50		
				B 01	215 025	403 (b) Match	\$98.44		
		<b>Voucher #:</b>	<b>61951</b>	Invoice	<b>Invoice No:</b> M2016100	<b>4/29/2016</b>	<b>Paid Amt:</b>	<b>\$1,314.94</b>	
				B 01	215 005	Tax Shelter Payable	\$54.17		
				B 01	215 025	403 (b) Match	\$54.17		
		<b>Voucher #:</b>	<b>61952</b>	Invoice	<b>Invoice No:</b> M2016100	<b>4/29/2016</b>	<b>Paid Amt:</b>	<b>\$108.34</b>	
				B 01	215 005	Tax Shelter Payable	\$733.33		
				B 01	215 025	403 (b) Match	\$166.66		
		<b>Voucher #:</b>	<b>61953</b>	Invoice	<b>Invoice No:</b> M2016100	<b>4/29/2016</b>	<b>Paid Amt:</b>	<b>\$899.99</b>	
				B 01	215 005	Tax Shelter Payable	\$1,202.06		
				B 01	215 025	403 (b) Match	\$537.05		
		<b>Voucher #:</b>	<b>61954</b>	Invoice	<b>Invoice No:</b> M2016100	<b>4/29/2016</b>	<b>Paid Amt:</b>	<b>\$1,739.11</b>	
				B 01	215 005	Tax Shelter Payable	\$650.00		
				B 01	215 025	403 (b) Match	\$145.83		
		<b>Voucher #:</b>	<b>61955</b>	Invoice	<b>Invoice No:</b> M2016100	<b>4/29/2016</b>	<b>Paid Amt:</b>	<b>\$795.83</b>	
				B 01	215 005	Tax Shelter Payable	\$163.33		
		<b>Voucher #:</b>	<b>61956</b>	Invoice	<b>Invoice No:</b> M2016100	<b>4/29/2016</b>	<b>Paid Amt:</b>	<b>\$163.33</b>	
				B 01	215 005	Tax Shelter Payable	\$1,196.67		
				B 01	215 025	403 (b) Match	\$832.84		
		<b>Voucher #:</b>	<b>61957</b>	Invoice	<b>Invoice No:</b> M2016100	<b>4/29/2016</b>	<b>Paid Amt:</b>	<b>\$2,029.51</b>	
				B 01	215 005	Tax Shelter Payable	\$2,377.78		
				B 01	215 025	403 (b) Match	\$1,054.17		
		<b>Voucher #:</b>	<b>61958</b>	Invoice	<b>Invoice No:</b> M2016100	<b>4/29/2016</b>	<b>Paid Amt:</b>	<b>\$3,431.95</b>	
				B 01	215 005	Tax Shelter Payable	\$479.16		
				B 01	215 025	403 (b) Match	\$479.16		
		<b>Voucher #:</b>	<b>61959</b>	Invoice	<b>Invoice No:</b> M2016100	<b>4/29/2016</b>	<b>Paid Amt:</b>	<b>\$958.32</b>	
							<b>Check Amount:</b>	<b>\$12,998.82</b>	
0162	FNB	31281	80288		WELLS FARGO BANK OF MN		Check		
				B 01	215 030	Insurance Payable	\$450.00		
		<b>Voucher #:</b>	<b>61967</b>	Invoice	<b>Invoice No:</b> M2016100	<b>4/29/2016</b>	<b>Paid Amt:</b>	<b>\$450.00</b>	
							<b>Check Amount:</b>	<b>\$450.00</b>	
							<b>Report Total:</b>	<b>\$197,083.74</b>	

37

**Bagley Public Schools #162**  
**April 2016 Hand Payables Check Register**  
**Fund Summary**

<b>Fund Description</b>		<b>Total</b>
01	General Fund	\$160,479.43
02	Food Service	\$34,909.15
04	Community Services	\$1,695.16
<b>Report Total</b>		<b>\$197,083.74</b>

**Bagley Public Schools  
Treasurer's Report  
Period Ended April 30, 2016**

<b>CASH SUMMARY</b>	<b>General</b>	<b>Food Service</b>	<b>Community Service</b>	<b>Capital Projects</b>	<b>Debt Redemption</b>	<b>Trust</b>	<b>Total</b>
Ending Cash Balances	<u>3,010,557.38</u>	<u>124,507.14</u>	<u>125,192.54</u>	<u>226,534.12</u>	<u>114,746.85</u>	<u>1,088.02</u>	<u>3,602,626.05</u>
<b>OPERATING ANALYSIS</b>							
<b>Revenues</b>							
Current Month Receipts	1,212,280.12	63,772.67	8,630.85	0.00	1,931.07	0.00	1,286,614.71
Previous Months	<u>7,567,125.98</u>	<u>396,245.82</u>	<u>168,191.82</u>	<u>1,828.43</u>	<u>123,877.59</u>	<u>0.00</u>	<u>8,257,269.64</u>
<b>Total YTD Revenues</b>	<b><u>8,779,406.10</u></b>	<b><u>460,018.49</u></b>	<b><u>176,822.67</u></b>	<b><u>1,828.43</u></b>	<b><u>125,808.66</u></b>	<b><u>0.00</u></b>	<b><u>9,543,884.35</u></b>
Current Month Expenditures	1,012,081.09	72,181.88	21,441.40	0.00	0.00	0.00	1,105,704.37
Previous Months	<u>8,604,341.99</u>	<u>434,253.12</u>	<u>179,667.73</u>	<u>133,751.95</u>	<u>449,915.00</u>	<u>0.00</u>	<u>9,801,929.79</u>
<b>Total YTD Expenditures</b>	<b><u>9,616,423.08</u></b>	<b><u>506,435.00</u></b>	<b><u>201,109.13</u></b>	<b><u>133,751.95</u></b>	<b><u>449,915.00</u></b>	<b><u>0.00</u></b>	<b><u>10,907,634.16</u></b>
Revenues Over (Under) Expenditures	<u>(837,016.98)</u>	<u>(46,416.51)</u>	<u>(24,286.46)</u>	<u>(131,923.52)</u>	<u>(324,106.34)</u>	<u>0.00</u>	<u>(1,363,749.81)</u>
<b>BUDGET ANALYSIS</b>							
<b>Revenues</b>							
YTD Revenues	8,779,406.10	460,018.49	176,822.67	1,828.43	125,808.66	0.00	9,543,884.35
Budget	<u>12,112,992.00</u>	<u>584,750.00</u>	<u>283,735.00</u>	<u>0.00</u>	<u>312,185.00</u>	<u>500.00</u>	<u>13,294,162.00</u>
Over (Under) Budget	<u>(3,333,585.90)</u>	<u>(124,731.51)</u>	<u>(106,912.33)</u>	<u>1,828.43</u>	<u>(186,376.34)</u>	<u>(500.00)</u>	<u>(3,749,777.65)</u>
% Budget Received	<u>72.48%</u>	<u>78.67%</u>	<u>62.32%</u>	<u>0.00%</u>	<u>40.30%</u>	<u>0.00%</u>	<u>71.79%</u>
<b>Expenditures</b>							
YTD Expenditures	9,616,423.08	506,435.00	201,109.13	133,751.95	449,915.00	0.00	10,907,634.16
Budget	<u>12,629,997.00</u>	<u>612,745.00</u>	<u>297,459.00</u>	<u>0.00</u>	<u>450,000.00</u>	<u>500.00</u>	<u>13,990,701.00</u>
Over (Under) Budget	<u>(3,013,573.92)</u>	<u>(106,310.00)</u>	<u>(96,349.87)</u>	<u>133,751.95</u>	<u>(85.00)</u>	<u>(500.00)</u>	<u>(3,082,566.84)</u>
% Budget Expended (Over)	<u>76.14%</u>	<u>82.65%</u>	<u>67.61%</u>	<u>0.00%</u>	<u>99.98%</u>	<u>0.00%</u>	<u>77.96%</u>

INDEPENDENT SCHOOL DISTRICT 162

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET AND ACTUAL

GENERAL FUND

THROUGH MONTH ENDED APRIL 30, 2016

WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2015

	2016			2015	
	Budgeted Amounts		Actual	Over (Under)	
	Original	Final		Budget	Actual
<b>REVENUES</b>					
Local Property Taxes	1,057,462	1,036,734	409,870.95	(626,863.05)	922,158
Other Local and County Revenues	284,004	298,282	240,871.35	(57,410.65)	380,291
Revenues from State Sources	10,135,421	10,063,375	7,513,031.12	(2,550,343.88)	9,766,303
Revenues from Federal Sources	634,000	704,601	605,322.69	(99,278.31)	565,838
Investment Earnings	12,000	10,000	10,309.99	309.99	10,140
<b>TOTAL REVENUES</b>	<b>12,122,887</b>	<b>12,112,992</b>	<b>8,779,406.10</b>	<b>(3,333,586)</b>	<b>11,644,730</b>
<b>EXPENDITURES</b>					
<b>District and School Administration</b>					
Wages	512,900	572,877	474,202.13	(98,674.87)	545,162
Benefits	140,986	148,240	117,317.59	(30,922.41)	135,184
Supplies/Services	68,600	68,302	59,069.44	(9,232.56)	64,985
<b>District Support Services</b>					
Wages	119,350	116,864	97,352.98	(19,511.02)	113,846
Benefits	25,165	23,139	18,805.91	(4,333.09)	22,607
Supplies/Services	172,650	158,795	156,182.86	(2,612.14)	152,874
<b>Regular Instruction</b>					
Wages	3,516,580	3,448,316	2,549,758.33	(898,557.67)	3,281,370
Benefits	911,785	904,818	656,931.95	(247,886.05)	873,119
Supplies/Services	689,795	619,150	511,193.42	(107,956.58)	649,499
<b>Vocational Instruction</b>					
Wages	85,000	39,203	26,135.13	(13,067.87)	82,763
Benefits	13,360	6,267	4,176.11	(2,090.89)	13,085
Supplies/Services	9,300	26,800	8,516.39	(18,283.61)	27,719
<b>Special Education</b>					
Wages	795,750	852,933	573,872.41	(279,060.59)	707,952
Benefits	239,812	178,242	118,206.30	(60,035.70)	167,307
Supplies/Services	1,262,951	1,156,668	974,779.72	(181,888.28)	1,277,771
<b>Instructional Support Services</b>					
Wages	259,847	303,966	156,615.96	(147,350.04)	346,222
Benefits	57,405	46,629	29,398.64	(17,230.36)	69,123
Supplies/Services	80,763	109,902	83,083.09	(26,818.91)	96,674
<b>Pupil Support Services</b>					
Wages	471,600	499,495	406,217.09	(93,277.91)	448,899
Benefits	80,948	92,389	73,342.63	(19,046.37)	73,425
Supplies/Services	489,515	429,845	401,787.42	(28,057.58)	592,647
<b>Site, Buildings &amp; Equipment</b>					
Wages	422,500	570,787	445,586.19	(125,200.81)	470,055
Benefits	105,325	114,635	87,861.47	(26,773.53)	90,910
Supplies/Services	1,663,000	2,047,127	1,491,421.92	(555,705.08)	1,925,191
<b>Fiscal &amp; Other Fixed Costs</b>					
	73,000	94,608	94,608.00	0.00	56,707
<b>TOTAL EXPENDITURES</b>	<b>12,267,887</b>	<b>12,629,997</b>	<b>9,616,423.08</b>	<b>(3,013,574)</b>	<b>12,285,094</b>
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(145,000)	(517,005)	(837,017)	(320,012)	(640,364)

## Bagley Public Schools #162 April 2016 Wire Payments Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	1016			MN DEPT OF REVENUE		Wire		
				B 01	215 013	State W/H Payable		\$17.96	
	Voucher #:	61726	Invoice		Invoice No: Z2016090	4/8/2016		Paid Amt:	\$17.96
				B 01	215 013	State W/H Payable		\$21,249.38	
	Voucher #:	61750	Invoice		Invoice No: M2016090	4/8/2016		Paid Amt:	\$21,249.38
								Check Amount:	\$21,267.34
0162	FNB	1015			IRS		Wire		
				B 01	215 011	Fed W/H Payable		\$71.42	
	Voucher #:	61723	Credit		Invoice No: Z2016090	4/8/2016		Paid Amt:	(\$71.42)
				B 01	215 010	FICA Payable		\$55.52	
	Voucher #:	61725	Invoice		Invoice No: Z2016090	4/8/2016		Paid Amt:	\$55.52
				B 01	215 010	FICA Payable		\$85,608.90	
				B 01	215 011	Fed W/H Payable		\$51,317.11	
	Voucher #:	61749	Invoice		Invoice No: M2016090	4/8/2016		Paid Amt:	\$136,926.01
				B 01	215 010	FICA Payable		\$213.40	
				B 01	215 011	Fed W/H Payable		\$5.00	
	Voucher #:	61754	Invoice		Invoice No: M201609S0	4/8/2016		Paid Amt:	\$218.40
								Check Amount:	\$137,128.51
0162	FNB	51276			MINNESOTA CHILD SUPPORT PAY CT		Wire		
				B 01	215 035	Garnishments		\$1,042.00	
	Voucher #:	61751	Invoice		Invoice No: M2016090	4/8/2016		Paid Amt:	\$1,042.00
								Check Amount:	\$1,042.00
0162	FNB	62905			PUBLIC EMPLOYEES RET ASSOC		Wire		
				B 01	215 017	PERA Payable		\$27,500.00	
	Voucher #:	61752	Invoice		Invoice No: M2016090	4/20/2016		Paid Amt:	\$27,500.00
				B 01	215 017	PERA Payable		\$1.40	
	Voucher #:	61755	Invoice		Invoice No: M201609S0	4/20/2016		Paid Amt:	\$1.40
								Check Amount:	\$27,501.40
0162	FNB	1014			TRA		Wire		
				B 01	215 018	TRA Payable		\$54.44	
	Voucher #:	61724	Invoice		Invoice No: Z2016090	4/20/2016		Paid Amt:	\$54.44
				B 01	215 018	TRA Payable		\$53,891.42	
	Voucher #:	61748	Invoice		Invoice No: M2016090	4/20/2016		Paid Amt:	\$53,891.42
				B 01	215 018	TRA Payable		\$205.74	
	Voucher #:	61753	Invoice		Invoice No: M201609S0	4/20/2016		Paid Amt:	\$205.74
								Check Amount:	\$54,151.60
								Report Total:	\$241,090.85

**Bagley Public Schools #162**  
**April 2016 Wire Payments Register**  
**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
01    General Fund	\$241,090.85
<b>Report Total</b>	<b>\$241,090.85</b>

Elementary Auxiliary Account  
April 30, 2016

	4/1/16	Receipts	Disbursements	4/30/16
Student Activities	\$287.05	0	\$1.00	\$286.05
Title VII	\$24.92			\$24.92
<b>Total</b>	<b>\$311.97</b>	<b>\$0.00</b>	<b>\$1.00</b>	<b>\$310.97</b>

BAGLEY ELEM SCHOOL  
 AUXILARY ACCOUNT  
 FY 16

	7/1/15	Receipts	Disbursements	6/30/16
Student Activities	\$296.05	\$0.00	\$10.00	\$286.05
Title VII	\$24.92	\$0.00	\$0.00	\$24.92
<b>Total</b>	<b>\$320.97</b>	<b>\$0.00</b>	<b>\$10.00</b>	<b>\$310.97</b>

## Bagley High School Auxiliary Master Account-2015-2016 School Year

April 1-30-2016				
Auxiliary Accounts:	Beg Balance	Receipts	Disbursements	End Balance
Class of 2015	\$0.00			
Class of 2016	\$536.03		\$100.00	\$436.03
Class of 2017	\$226.83			\$226.83
Class Of 2018	\$338.27			\$338.27
Class of 2019	\$132.00			\$132.00
Class of 2020	\$186.86			\$186.86
Class of 2021	\$114.75			\$114.75
Band/Choir	\$17,482.94	\$2,078.58	\$7,982.74	\$11,578.78
Cultural Club ***	\$0.00	\$430.00		\$430.00
Interact Club	\$1,021.01			\$1,021.01
Prom	\$2,474.59	\$3,259.00	\$1,250.00	\$4,483.59
Robotics	\$3,240.20			\$3,240.20
Student Council	\$14,841.59	\$493.56	\$398.12	\$14,937.03
<b>Totals</b>	<b>\$40,595.07</b>	<b>\$6,261.14</b>	<b>\$9,730.86</b>	<b>\$37,125.35</b>

\*\*\*New Account

  
 Helen Kennedy

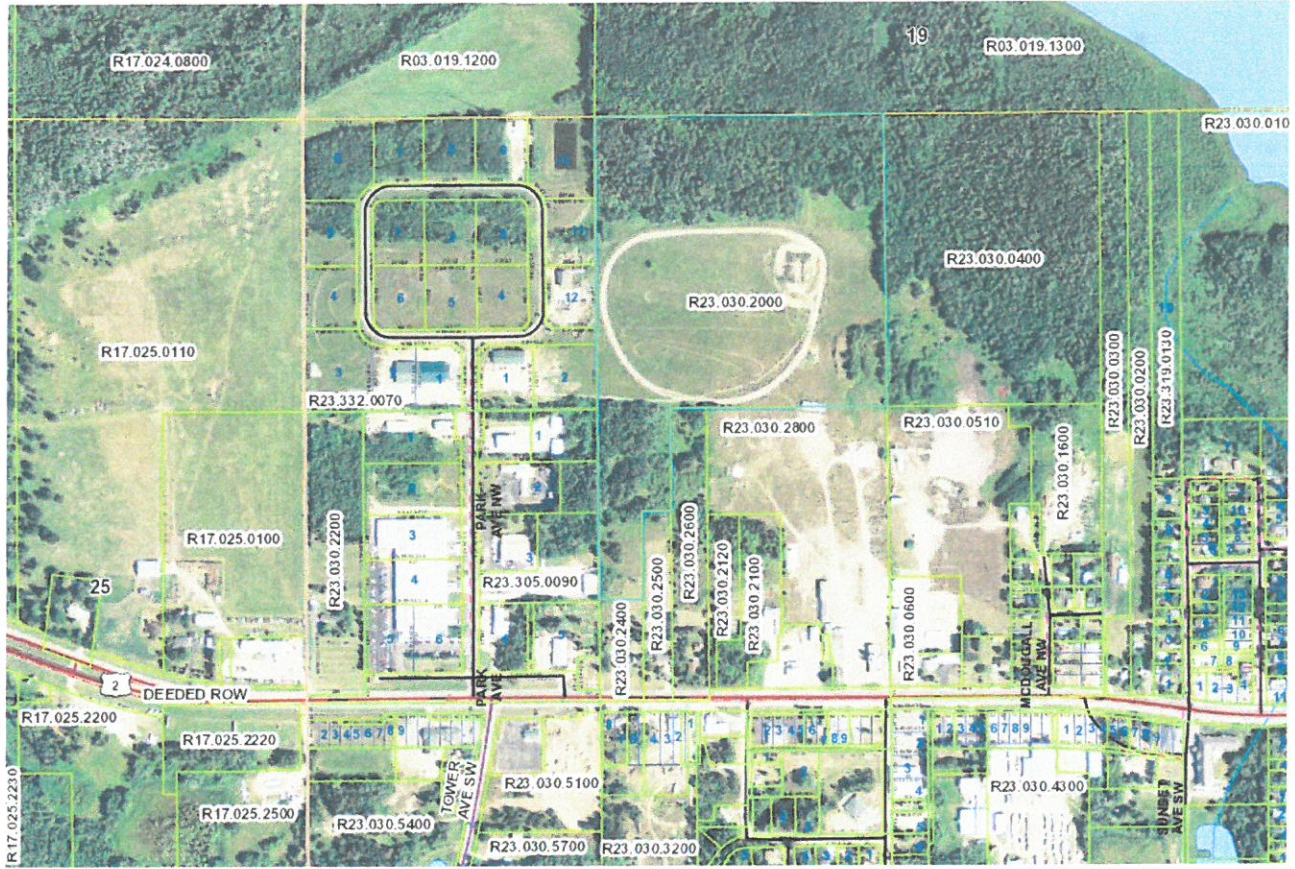
High School Principal

5-12-16

Date

<b>Bagley School</b>											
<b>Enrollment K -12</b>											
<b>SY 2015-2016</b>											
	<b>5/2/16</b>	<b>4/1/16</b>	<b>3/1/16</b>	<b>2/1/16</b>	<b>1/4/16</b>	<b>12/1/15</b>	<b>11/2/15</b>	<b>10/1/15</b>	<b>9/15/15</b>	<b>5/1/15</b>	<b>9/16/14</b>
HK	16	16	15	15	16	16	16	16	14	11	13
K	57	57	59	59	60	60	61	59	60	79	78
1	89	89	91	91	90	90	90	91	91	75	79
2	71	71	72	72	72	72	72	75	75	99	100
3	98	98	100	101	102	102	102	102	102	81	84
4	79	79	78	77	77	77	78	77	77	84	87
5	82	82	82	83	82	82	83	83	84	76	80
6	77	78	78	79	80	80	80	80	80	71	71
<b>Total K-6</b>	<b>569</b>	<b>570</b>	<b>575</b>	<b>577</b>	<b>579</b>	<b>579</b>	<b>582</b>	<b>583</b>	<b>583</b>	<b>576</b>	<b>592</b>
7	71	71	72	74	74	75	73	75	74	66	68
8	68	67	67	67	66	66	68	68	68	74	77
9	77	74	76	78	78	79	78	77	77	82	90
10	78	81	81	82	81	82	83	86	86	77	86
11	61	61	59	62	62	63	64	67	70	59	62
12	48	48	49	49	50	50	53	56	56	58	63
<b>Total 7-12</b>	<b>403</b>	<b>402</b>	<b>404</b>	<b>412</b>	<b>411</b>	<b>415</b>	<b>419</b>	<b>429</b>	<b>431</b>	<b>416</b>	<b>446</b>
<b>Total K-12</b>	<b>972</b>	<b>972</b>	<b>979</b>	<b>989</b>	<b>990</b>	<b>994</b>	<b>1,001</b>	<b>1,012</b>	<b>1,014</b>	<b>992</b>	<b>1,038</b>

<b>Bagley School</b>												
<b>Enrollment K -12</b>												
<b>Comparison 2005/06 - 2015/16 SY</b>												
	<b>5/2/16</b>	<b>5/1/15</b>	<b>5/1/14</b>	<b>5/1/13</b>	<b>5/1/12</b>	<b>5/2/11</b>	<b>5/3/10</b>	<b>5/1/09</b>	<b>5/1/08</b>	<b>5/1/07</b>	<b>5/1/06</b>	
HK	16	11	4	16	19	14	14	13	18	5	9	
K	57	79	76	89	71	74	74	68	59	75	73	
1	89	75	99	87	79	76	72	70	66	80	76	
2	71	99	81	86	73	71	68	68	85	80	65	
3	98	81	88	76	69	66	73	76	75	66	68	
4	79	84	77	77	65	80	79	75	64	65	86	
5	82	76	71	66	75	83	76	65	66	91	78	
6	77	71	66	74	83	83	69	71	91	79	73	
<b>Total K-6</b>	<b>569</b>	<b>576</b>	<b>562</b>	<b>571</b>	<b>534</b>	<b>547</b>	<b>525</b>	<b>506</b>	<b>524</b>	<b>541</b>	<b>528</b>	
7	71	66	75	88	86	72	68	87	80	73	97	
8	68	74	82	81	67	75	85	72	73	97	71	
9	77	82	80	64	70	80	77	70	95	66	94	
10	78	77	62	65	72	69	71	85	62	88	88	
11	61	59	61	70	64	64	80	62	83	78	64	
12	48	58	68	64	63	80	50	77	79	58	77	
<b>Total 7-12</b>	<b>403</b>	<b>416</b>	<b>428</b>	<b>432</b>	<b>422</b>	<b>440</b>	<b>431</b>	<b>453</b>	<b>472</b>	<b>460</b>	<b>491</b>	
<b>Total K-12</b>	<b>972</b>	<b>992</b>	<b>990</b>	<b>1,003</b>	<b>956</b>	<b>987</b>	<b>956</b>	<b>959</b>	<b>996</b>	<b>1,001</b>	<b>1,019</b>	



**417 CHEMICAL USE AND ABUSE**

**Board Adopted: January 22, 1981**

**Board Revised: ~~March 21, 2011~~ May 16, 2016**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEFINITIONS**

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.
- B. "Chemicals" includes, but is not limited to alcohol, toxic substances, **medical cannabis**, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.
- C. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to

and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### IV. STUDENTS

##### A. Instruction

1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
2. Each school shall have age-appropriate and developmentally based activities that:
  - a. address the consequences of violence and the illegal use of drugs, as appropriate;
  - b. promote a sense of individual responsibility;
  - c. teach students that most people do not illegally use drugs;
  - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - e. teach students about the dangers of emerging drugs;
  - f. engage students in the learning process; and
  - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:

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

B. Reports of Chemical Use and Abuse

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

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

C. Preassessment Team

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

D. Data Practices

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

2. Destruction of Records

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

E. Consent

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

F. School and Community Advisory Team

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

**V. EMPLOYEES**

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:

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

## 418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

Board Adopted: May 21, 2001 Board Revised: ~~January 5, 2015~~ May 16, 2016

### I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, **medical cannabis**, and controlled substances without a physician's prescription.

### II. GENERAL STATEMENT OF POLICY

- A. Use **or possession** of controlled substances, toxic substances, **medical cannabis**, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses alcohol, toxic substances, ~~or~~ controlled substances, **or medical cannabis** in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

### III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "**Medical cannabis**" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- ~~D~~ D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- ~~E~~ E. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the

purpose of receiving remuneration or consideration.

**E F.** “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.

**F G.** “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, **except medical cannabis**, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### **V. PROCEDURES**

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, **except medical cannabis**, must comply with the school district’s student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, **except medical cannabis**, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district’s drug and alcohol testing policies and procedures.

- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- F G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## VI. ENFORCEMENT

### A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

### B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

TO BE PLACED ON SCHOOL DISTRICT LETTERHEAD

**ACKNOWLEDGEMENT**

**DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY**

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy of Independent School District No. 162, Bagley, Minnesota.

Dated: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Applicant*

\_\_\_\_\_  
*Type or Printed Name*

## **419 TOBACCO-FREE ENVIRONMENT**

Board Adopted: June 15, 1987

Board Revised: ~~February 2, 2015~~ May 16, 2016

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

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

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

### **III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

- A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

- B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- D. "Smoking" means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

#### **V. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

Penalty: Staff member shall:

Step 1: \*Receive verbal reprimand for 1<sup>st</sup> violation

Step 2: \*Receive one written warning (copies in personal file) for 2<sup>nd</sup> violation.

Step 3: \*Be subject to procedure of Minnesota Statute 125:12 (Reason for Termination for further violations, which shall be considered insubordination.

Citizens:

Violations may be referred to the Superintendent, Building Principal, or other

school district supervisory personnel responsible for the area or program during which the violation occurred.

Penalty: citizen will be:

Step 1: \*Asked to refrain from use of tobacco

Step 2: \*Asked to leave school property

Step 3: \*Prohibited from entering school property for a specified period of time. (This shall be by Superintendent's recommendation).

- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## **VI. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

**427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS**  
Board Adopted: June 1, 2015 **Board Revised: May 16, 2016**

*[Note: School districts are required by Minn. Rule 3525.2340, Subp. 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]*

*[Note: Minn. Stat. § 179A.07, Subd. 1, of the Public **Employers Employment** Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA’s position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]*

**I. PURPOSE**

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

**II. DEFINITIONS**

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

**III. GENERAL STATEMENT OF POLICY**

A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.

- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, the bargained work agreement, travel time, and other services required in the IEPs of eligible students.

#### **IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED**

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers' exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public ~~Employers~~ **Employment** Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

## 501 SCHOOL WEAPONS POLICY

Board Adopted: June 20, 2011

Board Revised: ~~February 2, 2015~~ May 16, 2016

### 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; metal knuckles; numchucks; throwing stars; explosives; mace and other propellants; stunguns; poisons; 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 may be treated as the possession and use of a weapon.

- #### B. "School Location"
- "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 nonstudent 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, OR 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 may include:

1. immediate out-of-school suspension;
  2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; and
  5. possible 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 Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the

circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

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

Board Adopted: June 20, 2011

Board Revised: May 16, 2016

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

A. Lockers and Personal Possessions Within a Locker

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

B. Desks

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

C. Personal Possessions and Student's Person

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

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

### **III. DEFINITIONS**

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” 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 school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- F. An abbreviated copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

**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.

## 506 STUDENT DISCIPLINE

Board Adopted: June 20, 2011

Board Revised: ~~February 17, 2015~~

May 16, 2016

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

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

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

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

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals

and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### III. AREAS OF RESPONSIBILITY

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

authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### **IV. STUDENT RIGHTS**

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

#### **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

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

- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

**VI. CODE OF STUDENT CONDUCT**

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

district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. ~~Violation of the following school district's policies: Hazing Prohibition Policy; Student Attendance Policy; Weapons Policy; Internet Acceptable Use and Safety Policy; Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy; Violence Prevention Policy; Bullying Prohibition Policy; Harassment and Violence Policy; Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy; Student Medication Policy; Non-discrimination Policies; Cell Phone Policy, or any other student policies adopted by the School Board.~~

~~Violation of the school district's Hazing Prohibition Policy;~~

5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. ~~Violation of the school district's Student Attendance Policy;~~
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances, ~~except as prescribed by a physician, including (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and~~ one student sharing prescription medication

with another student);

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not

limited to, driving on school property in such a manner as to endanger persons or property;

25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violation Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school

district personnel, or other persons;

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

## **VII. DISCIPLINARY ACTION OPTIONS**

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

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

- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

#### **VIII. REMOVAL OF STUDENTS FROM CLASS**

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

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

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

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

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student from a Class.
  - 1. When a student is to be removed from class, the teacher shall direct the student to go to the office or, in the case of a disabled student, their special education case manager, and will follow up by calling or e-mailing to notify that the student has been removed from class;
  - 2. When appropriate, teachers should follow-up with a phone call to the parents and a referral to the office, documenting the behavior and removal;
  - 3. When appropriate, the principal, or the principal's designee, will complete the referral, citing any additional consequences.
- D. Responsibility for and Custody of a Student Removed From Class.
  - 1. When removed, students should report to the school office;
  - 2. Students should immediately walk to the office. In some cases, it may be necessary for the student to be accompanied to the office by a school employee or another student
  - 3. If a student refuses to leave the classroom, the teacher should call the office and the office will send someone to the classroom to retrieve the student;
  - 4. Students who are removed from class may remain in a designated area, determined by the principal or principal's designee, to process their removal or work on class work;
  - 5. When a student has been removed from class the principal or principal's designee will have responsibility for the student until they resume their normal school schedule.
- E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. In most cases, a student will return to class the following day, or in the case of an elementary student, possibly later that same day. Students are responsible for coursework missed during the removal
2. In some cases, it may be necessary for the student and teacher to meet or the student, teacher, parents and administration to meet before the student returns to class.

F. Procedures for Notification.

1. School personnel (teacher, paraprofessional, principal, principal's designee) will verbally notify the student of the misconduct that caused removal from class at the time of removal; when appropriate, parents will be notified by the teacher or student's case manager by phone or e-mail as soon after the removal as possible and/or the principal or principal's designee will notify the parent by phone, e-mail or mailing the disciplinary referral within 48 hours of the removal.

G. Disabled Students; Special Provisions.

1. If a student is on an Individualized Education Program (IEP), the student's case manager should be notified of the student being removed from class. The case manager may determine it is necessary for a review of the IEP.
2. If removal from class becomes excessive, the student should be referred by the teacher, counselor, principal, or other school support staff, to the Student Assistance Team, to discuss possible interventions and begin the pre-referral process for special education services.

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

1. The Student Assistance Team (SAT) at the secondary level, and the Teacher Assessment Team at the elementary level, will be designated as the chemical abuse preassessment team pursuant to Minn. Stat. § 121A.26;
2. The Child Protection Collaborative Committee will be designated as the school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27;

and

3. Any teacher or school personnel who suspects a student is under the influence of any chemical, including drugs or alcohol, should immediately report their suspicion to the school administration. Minn. Stat. § 121A.29.
- I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
    1. The principal or principal’s designee will be responsible for enforcing the school discipline guidelines and interventions tied to violations of the code of student contact.
  - J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student’s Behavior.
    1. Parents are invited to participate in Open Houses, Parent-Teacher Conferences and individual teacher/administrative meetings as appropriate.
  - K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.
    1. The SAT and TAT teams meet regularly to discuss concerns regarding behavior, academics and attendance.

**IX. DISMISSAL**

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

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

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

- B. Violations leading to suspension, based upon severity, may also be

grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

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

C. Suspension Procedures

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

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

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student.

The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, or in the case in which the student leaves the school building and the administration cannot contact the student, 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. 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.)
8. 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.
9. 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, or that the student has left the premises, 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.
10. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months

from the date the student is expelled. The authority to expel rests with the school board.

2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

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

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

**X. ADMISSION OR READMISSION PLAN**

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

**XI. NOTIFICATION OF POLICY VIOLATIONS**

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

**XII. STUDENT DISCIPLINE RECORDS**

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

**XIII. DISABLED STUDENTS**

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

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

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

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

#### **XIV. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) 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.

**506F FORM: Notice of Suspension**

School Board Adopted: June 20, 2011

School Board Revised: ~~February 17, 2015~~ May 16, 2016

**NOTICE OF SUSPENSION**

(Name of Parent or Guardian)

(Address)

(City, State, Zip)

Dear (Parent or Guardian)

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

The grounds for suspension are:

Briefly, the facts that have been determined are:

The testimony received was:

An administrative conference to determine the above was conducted before

\_\_\_\_\_, at \_\_\_\_\_ on \_\_\_\_\_  
(Name of Administrator) (Time) (Date)

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

The plan of readmission is:

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

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

If you have any questions, please call.

Sincerely,

\_\_\_\_\_  
Administrator

Enc: Minn. Stat. §§ 121A.40-121A.56

**514 BULLYING PROHIBITION POLICY**

Board Adopted: September 19, 2005

Board Revised: ~~June 9, 2014~~

May 16, 2016

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

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

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

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

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

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

### **III. DEFINITIONS**

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

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

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

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

**IV. REPORTING PROCEDURE**

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

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

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

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take

immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides

information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students

regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

- F. The school district may implement violence prevention and character

development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

#### **VIII. NOTICE**

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

#### **IX. POLICY REVIEW**

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

## **BULLYING INCIDENT REPORT FORM**

*Bullying is defined as any behavior that intimidates, threatens, is abusive or harming to another individual, with an actual or perceived imbalance of power and is repeated or forms a pattern; or materially and substantially interferes with a student's education opportunity, performance, or participation in school functions and activities.*

### **PLEASE COMPLETE AND RETURN TO THE SCHOOL OFFICE**

Your Name: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Relationship to Victim: \_\_\_Self \_\_\_Parent/Guardian \_\_\_Grandparent \_\_\_Faculty/Staff  
\_\_\_Other (please list) \_\_\_\_\_

Did you witness the incident: \_\_\_Yes \_\_\_No if no, Name of person who reported this to you \_\_\_\_\_

Where did the incident occur: (please be specific) \_\_\_\_\_

Type of bullying: \_\_\_Verbal \_\_\_Non-Verbal \_\_\_Physical \_\_\_Cyber-Bullying \_\_\_Other,  
Types of bullying behavior involved, see reverse side

Name of person(s) being bullied: \_\_\_\_\_

Name of person(s) who is/are bullying: \_\_\_\_\_

Name of person(s) who were bystanders/witnesses: \_\_\_\_\_

Briefly describe the incident: \_\_\_\_\_

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Has this incident happened before: \_\_\_Yes \_\_\_No, If yes how many times: \_\_\_\_\_

How long ago did this happen: \_\_\_\_\_

**CONTINUED ON BACK SIDE**

**Circle all behaviors that apply**

**PHYSICAL CONDUCT**-Harm to another's body or property

- Threatening physical harm
- Making threatening gestures
- Hitting
- Cornering/blocking
- Destroying or defacing property
- Pinching
- Biting
- Spitting
- Kicking
- Tripping
- Extortion
- Punching
- Theft
- Scratching
- Hair pulling
- Slapping
- Arson

**EMOTIONAL CONDUCT**-Harm to another's self-worth

- Threatening to secure silence
- Challenging in public
- Insulting gestures
- Dirty looks
- Insulting remarks
- Harassing and/or frightening phone calls, emails, text or phone messages
- Unwanted sexually suggestive remarks, images or gestures
- Name calling
- Taunting
- Racial, Ethnic or Religious slurs or epithets
- Defacing or falsifying schoolwork
- Insulting/degrading graffiti

**RELATIONAL CONDUCT**-Harm to another through damage (or threat of damage) to relationship or feelings of acceptance, friendship or group inclusion

- Using negative body language or facial expressions
- Gossiping
- Insulting publicly
- Exclusion
- Ostracizing/total group rejection
- Starting/spreading rumors
- Ignoring someone to punish or coerce
- Undermining other relationships
- Threatening to end a relationship
- Playing mean tricks
- Arranging public humiliation

**Describe any physical evidence that exists related to the incident (including physical marks, video/audio, printouts/screenshots of social media and other websites, emails, photos, text messages, etc.) Be advised that photos should be taken and printed off for all evidence contained on cellphones (i.e. text messages, photos, social media activity):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action. The District prohibits retaliation (i.e. threats, rumor spreading, ostracism, assault, destruction of property, etc.) by a student or District employee against any person who makes a report of bullying in good faith, serves as a witness, or participates in an investigation.*

\_\_\_\_\_  
Signature of person making the report Date

DO NOT WRITE BELOW THIS LINE

Received by \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

**515 PROTECTION AND PRIVACY OF PUPIL RECORDS**  
Board Adopted: July 21, 2014

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEFINITIONS**

A. Authorized Representative

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

B. Biometric Record

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

C. Dates of Attendance

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

D. Directory Information

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

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

E. Education Records

1. What constitutes “education records.” Education records means those records which: (1) are directly related to a student; and (2) are maintained by the school district or by a party acting for the school district.
2. What does not constitute an education record. The term, “education records,” does not include:
  - a. Records of instructional personnel which:

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

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

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, which are:
- (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
  - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
  - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the

purpose of this definition, “treatment” does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

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

F. Eligible Student

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

G. Juvenile Justice System

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

H. Legitimate Educational Interest

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

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

I. Parent

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

J. Personally Identifiable

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

K. Record

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

L. Responsible Authority

“Responsible authority” means Superintendent Steve Cairns.

M. Student

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

N. School Official

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

O. Summary Data

“Summary data” means statistical records and reports derived from data on

individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

P. Other Terms and Phrases

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

**IV. GENERAL CLASSIFICATION**

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

**V. STATEMENT OF RIGHTS**

A. Rights of Parents and Eligible Students

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

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

7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

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

C. Disabled Students

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

**VI. DISCLOSURE OF EDUCATION RECORDS**

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. the consequences of giving informed consent; and
  - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
  - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and

- b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
- 4. A signed and dated written consent may include a record and signature in electronic form that:
  - a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
- 5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
  - a. in plain language;
  - b. dated;
  - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
  - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minn. Stat. Ch. 256B or Minnesota Care under Minn. Stat. Ch. 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
  - a. performs an institutional service or function for which the school district would otherwise use employees;
  - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
  - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made.
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act Policy 529 Staff Notification of Violent Behavior by Students and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minn. Stat. § 260B.171, unless the data are required to be destroyed under Minn. Stat. § 120A.22, Subd. 7(c) or § 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records which have been transferred

and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;

4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid.

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

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system’s ability to effectively serve the student whose records are released; or
  - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student’s full name, home address, telephone number, and date of birth; a student’s school schedule, attendance record, and photographs, if any; and parents’ names, home addresses, and telephone numbers.

7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. § 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters,

and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or

disability to individuals in the public educational agency or institution in which the investigation is being conducted;

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

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

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minn. Stat. § 260B.171, Subd. 3. The principal must notify the counselor

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

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

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any

teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action; or

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

C. Nonpublic School Students

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

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer

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

## VII. RELEASE OF DIRECTORY INFORMATION

### A. Classification

Directory information is public except as provided herein.

### B. Former Students

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

### C. Present Students and Parents

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

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

2. Students/Parents must request within 30 days of their first attendance day if they do not want their directory information disclosed. Any change of release in directory information being made after 30 days of attendance must be made through the building principal, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
  - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

The designation of any information as directory information about a student or

parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

## **VIII. DISCLOSURE OF PRIVATE RECORDS**

### **A. Private Records**

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

### **B. Private Records Not Accessible to Parent**

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

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
  - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
  - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data

subject; and

- e. whether the data concerns medical, dental or other health services provided pursuant to Minn. Stat. §§ 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

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

**IX. DISCLOSURE OF CONFIDENTIAL RECORDS**

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

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

1. The school district may make any data classified as protected non-public or

confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.

2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minn. Stat. § 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

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

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

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

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

- A. The school district will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
  - 1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and
  - 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.
- C. A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority building principal in writing by September 1 each year. The written request must include the following information:
  - 1. Name of student and parent, as appropriate;
  - 2. Home address;
  - 3. Student's grade level;
  - 4. School presently attended by student;
  - 5. Parent's legal relationship to student, if applicable;
  - 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
  - 7. Specific category or categories of information which are not to be released to

the public, including military recruiting officers and post-secondary educational institutions.

- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

## **XII. LIMITS ON REDISCLOSURE**

### **A. Redisclosure**

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

### **B. Redisclosure Not Prohibited**

- 1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
  - a. The disclosures meet the requirements of Section VI. of this policy; and
  - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.

2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 U.S.C. § 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

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

D. Notification

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

### **XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**

A. Responsible Authority

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

B. Record Security

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

C. Plan for Securing Student Records

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

contain the following information:

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

D. Review of Written Plan for Securing Student Records

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

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record with the education records of the student which indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student;
  - b. the legitimate interests these parties had in requesting or obtaining the information; and
  - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
  - b. the legitimate interests under Section VI. of this policy which each of

the additional parties has in requesting or obtaining the information;  
and

- c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. U.S.C. § 2332b(g)(5)(B) or an act of domestic or international terrorism.
  4. The record of requests of disclosures may be inspected by:
    - a. the parent of the student or the eligible student;
    - b. the school official or his or her assistants who are responsible for the custody of the records; and
    - c. the parties authorized by law to audit the record-keeping procedures of the school district.
  5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
    - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure;  
and
    - b. the parties to whom the school district disclosed the information.

6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

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

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are

requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

## **XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

### **A. Request to Amend Education Records**

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

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

### **B. Right to a Hearing**

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

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

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

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

C. Conduct of Hearing

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

D. Appeal

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

**XVI. PROBLEMS ACCESSING DATA**

A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

B. Data practices compliance official means Superintendent Steve Cairns.

C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

**XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

A. Where to File Complaints

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

B. Content of Complaint

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

**XVIII. WAIVER**

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

**XIX. ANNUAL NOTIFICATION OF RIGHTS**

A. Contents of Notice

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

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of violent behavior.

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

**XX. DESTRUCTION AND RETENTION OF RECORDS**

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

**XXI. COPIES OF POLICY**

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

## PUBLIC NOTICE

Independent School District No. 162 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

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

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

- e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act Policy 529 Staff Notification of Violent Behavior by Students and data regarding a student’s history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

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

- g. That the parent or eligible student has a right to obtain a copy of the school district’s policy regarding the protection and privacy of pupil records; and
- h. That copies of the school district’s policy regarding the protection and privacy of school records are located at [www.bagley.k12.mn.us](http://www.bagley.k12.mn.us) or 202 Bagley Avenue NW, Bagley, MN 56621.

2. Independent School District No. 162 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
  - a. It classifies records as public, private, or confidential.
  - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
  - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
  - d. It establishes procedures and regulations for access to and disclosure of education records.
  - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. 162 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

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

possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

- a. **THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**
  - b. **SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**
  - c. **IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**
    - (1) **NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
    - (2) **HOME ADDRESS;**
    - (3) **SCHOOL PRESENTLY ATTENDED BY STUDENT;**
    - (4) **PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
    - (5) **SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.**
5. Pursuant to applicable law, Independent School District No. 162 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

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

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL, WITHIN 30 DAYS OF THEIR FIRST ATTENDANCE DAY. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

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

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

INDEPENDENT SCHOOL DISTRICT NO. 162  
BAGLEY, MINNESOTA

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chairperson

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

**JUVENILE JUSTICE SYSTEM  
REQUEST FOR INFORMATION**

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

**DATE/TIME OF REQUEST:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
(Superintendent of school district or chief administrative officer of school)

**FROM:** \_\_\_\_\_  
(Requester's name/agency)

**STUDENT:** \_\_\_\_\_

**BASIS FOR REQUEST:**

\_\_\_\_\_ Juvenile delinquency investigation/prosecution

\_\_\_\_\_ Child protection assessment/investigation

\_\_\_\_\_ Investigation/filing of CHIPS or delinquency petition

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESPONSE TO REQUEST:**

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

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

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

\_\_\_\_\_ Use of a controlled substance, alcohol, or tobacco \_\_\_\_\_

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

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

\_\_\_\_\_  
Signature/Title

***[Note: A principal or chief administrative officer of a school who receives such a request to disclose information about a student to the juvenile justice system shall, to the extent permitted by federal law, notify the student’s parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student’s parent or guardian notifies the principal or chief administrative officer within ten (10) days of receiving the certified notice that the parent or guardian objects to the disclosure, the principal or chief administrative officer must not disclose the information. The principal or chief administrative officer must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the principal or chief administrative officer must respond to the data request.]***

## 516 STUDENT MEDICATION

Board Adopted: June 20, 2011

Board Revised: ~~January 7, 2014~~ May 16, 2016

### I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

### II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, **except any form of medical cannabis**, in accordance with law and school district procedures.

### III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. **Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.**
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new

pharmacy instructions shall be required immediately as well.

- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
  - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
  - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
  - 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
    - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
    - b. the inhaler is properly labeled for that student; and

- c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:

- a. that are used off school grounds;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student’s parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
  - a. possess epinephrine auto-injectors; or
  - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student’s health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student’s § 504 plan.

- K. “Parent” for students 18 years old or older is the student.
- L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school’s supply of epinephrine auto-injectors.

**OVER THE COUNTER MEDICATION  
AUTHORIZATION OF ADMINISTRATION OF MEDICATION**

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Parent/Guardians: \_\_\_\_\_  
School: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_

**To Authorized School Personnel:**

- I hereby request and authorize you to administer to: \_\_\_\_\_  
(Student's Name)
- My child may possess and self administer over-the-counter pain relief medication listed below.

**Name of Medication:** \_\_\_\_\_  
**Dosage:** \_\_\_\_\_ **Child's Weight:** \_\_\_\_\_  
**Allergies:** \_\_\_\_\_  
**Time or Frequency:** \_\_\_\_\_  
**Reason for Use:** \_\_\_\_\_

The school intends to use the requested information to provide for your child's health and safety needs while at school. You may refuse to supply the requested personal information. There will be no consequence for not providing the information. It may result in an incomplete health and safety plan for your child. The information you provide will be shared only with staff in the school whose jobs require access to this information to ensure your child's safety and school success.  
I release school personnel from the liability in the event any reaction results from the administration of this medication.

\_\_\_\_\_ Phone #: \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_  
(Parent/Guardian Signature) (Date)

**PARENT/GUARDIAN: The procedure for administering medication on a study trip is different from medication administration during the regular school day.**

Procedure for students who may need to take medication while away from school on a study trip is as follows:

It is the teacher's responsibility to inform, in advance, the Health Office when the class is going on a study trip. Any medication that needs to be given to the student will be sent with the teacher/responsible adult who will carry and administer the medication on the study trip as necessary.

When the teacher/responsible adult administering the medication on the study trip returns to the school building, he/she must record the time and sign the medication administration recording sheet in the medication book.

I give my permission for the teacher/responsible adult on a study trip to give my child \_\_\_\_\_ his/her medication that has been set up by the Health Office.  
(Child's Name)

I release school personnel from liability in the event of any reaction which results from the administration of this medication:

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

**516F2 FORM**

**PRESCRIPTION MEDICATION**  
**PHYSICAL ORDER FOR MEDICATION AND PARENT/GUARDIAN AUTHORIZATION FORM**  
(TO BE RENEWED ANNUALLY)

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Parent/Guardians: \_\_\_\_\_  
School: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_

**PHYSICIAN'S ORDER**

I hereby request and authorize you administer to the above named student:

<u>MEDICATION</u>	<u>DOSAGE</u>	<u>TIME</u>	<u>DURATION</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Diagnosis/Medical reason for medication: \_\_\_\_\_

Other medications that child is taking: \_\_\_\_\_

**Allergies:** \_\_\_\_\_

I recommend that this student is knowledgeable about the use of this medicine/inhaler and can self administer:  
\_\_\_\_ YES \_\_\_\_ NO

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Physician's name \_\_\_\_\_ Phone # \_\_\_\_\_  
Clinic \_\_\_\_\_ Fax# \_\_\_\_\_

**PARENT/GAURDIAN AUTHORIZATION**

1. I request that the above medication be given to my child during school hours as ordered by this student's physician.
2. I will immediately notify the school of any changes in the medication or physician's order, dosage, change, frequency, or duration of administration.
3. I give my permission for the school nurse to communicate with other school personnel about the action, use, effect and side effects of the medication.
4. I give my permission for the school nurse to consult with the student's physician concerning any questions that arise with regard to the listed medication, medical condition or side effects of this medication.
5. I release all school personnel and the Bagley or Clearbrook/Gonvick Schools from any and all liability in the event of any adverse reaction resulting from the use or administration of this medication.
6. The school intends to use the requested information to provide for your child's health and safety needs while at school. You may refuse to supply the requested personal information. There will be no consequence for not providing the information. It may result in an incomplete health and safety plan for your child. The information you provide will be shared only with staff in the school whose jobs require access to this information to ensure you child's safety and school success.

\_\_\_\_\_  
(parent/guardian) signature Phone # \_\_\_\_\_ (H) \_\_\_\_\_ date

Phone# \_\_\_\_\_ (W)

**7. Study Trips:**

- a) I give my permission for the teacher/responsible adult to administer the medication on a study trip, as necessary, following school procedure.
- b) I release all school personnel, the Bagley or Clearbrook/Gonvick Schools, and any responsible adult administering the medication form any and all liability in the event of any adverse reaction resulting from the use or administration of this medication.

\_\_\_\_\_  
(parent/guardian) signature Phone# \_\_\_\_\_ (H) \_\_\_\_\_ date

Phone# \_\_\_\_\_ (W)

**521 STUDENT DISABILITY NONDISCRIMINATION – ISD #162 Bagley**

Board Adopted: January 3, 2011

Board Revised: ~~March 4, 2013~~ May 16, 2016

**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 special 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. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504, need special 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. GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION**

The following grievance procedure applies to claims of disability discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

Human Rights Officer

Principal Helen Kennedy  
1130 Main Avenue North  
Bagley, MN 56621  
Tel (218) 694-3120

Superintendent

Steve Cairns  
202 Bagley Avenue NW  
Bagley, MN 56621  
Tel (218) 694-6184

- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligation.

**IV. INVESTIGATION**

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Section 504 coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.
- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.
- D. The school district may take immediate steps to protect the parties involved in the

complaint process, pending completion of an investigation of alleged unlawful discrimination.

- E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- F. The district shall comply with federal and state law pertaining to retention of records.

**V. APPEAL**

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures".

**VI. SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination. School district action taken for violation of this policy shall be consistent with the requirements of application collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

**VII. RETALIATION**

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in any investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

**VIII. CONFLICT OF INTEREST**

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the

process by the person for whom a conflict or potential conflict of interest exists.

**IX. DISSEMINATION OF POLICY**

The school district shall adopt and publish these procedures.

**X. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

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

U.S. Department of Education  
Office of Civil Rights, Region V  
500 West Madison Street, Suite 1475  
Chicago, IL 60661  
Tel: 312-730-1560  
TDD: 312-730-1609

MN Department of Human Rights  
190 East 5<sup>th</sup> Street  
St. Paul, MN 55101  
Toll Free: 800-657-3704  
Tel: 651-296-5663  
TDD: 651-296-1283

**For complaints of employment discrimination:**

Equal Employment Opportunity Commission  
330 S. 2<sup>nd</sup> Avenue, Suite 430  
Minneapolis, MN 55401  
Toll Free: 800-669-4000  
Tel: 612-335-4040  
TDD: 612-335-4045

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

**521 FORM: STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM**

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. 162 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.

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)

INDEPENDENT SCHOOL DISTRICT NO. 162

521 FORM: STUDENT DISABILITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. 162 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.

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 STUDENT SEX NONDISCRIMINATION POLICY

Board Revised: March 4, 2013

### I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

### II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. ~~It is the responsibility of e~~Every school district employee ~~for to~~ shall be responsible complying with this policy.
- C. The school board hereby designates the following staff as its Title IX Coordinator and Alternate Coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

Title IX Coordinator:

Dean of Students Doreen Zierer  
202 Bagley Avenue NW  
Bagley, MN 56621  
Phone 218-694-6528  
[dzierer@bagley.k12.mn.us](mailto:dzierer@bagley.k12.mn.us)

Alternate Title IX Coordinator:

Superintendent Steve Cairns  
202 Bagley Avenue NW  
Bagley, MN 56621  
Phone 218-694-6184  
[scairns@bagley.k12.mn.us](mailto:scairns@bagley.k12.mn.us)

- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer. Questions relating solely to Title IX and its regulations may be referred to:

U.S. Department of Education  
Office of Civil Rights, Region V  
500 W. Madison Street, Suite 1475  
Chicago, IL 60661  
Tel: 312-730-1560  
TDD: 312-730-1609

**III. GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION**

The following grievance procedure applies to claims of sex discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

Human Rights Officer

Principal ~~Helen Kennedy~~ David Gooch  
1130 Main Avenue North  
Bagley, MN 56621  
Tel (218) 694-3120

Superintendent

Steve Cairns  
202 Bagley Avenue NW  
Bagley, MN 56621  
Tel (218) 694-6184

- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district’s legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligation.

**IV. INVESTIGATION**

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed

appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or a school district official or neutral third party designated by the Title IX coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.
- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.
- D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.
- E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- F. The district shall comply with federal and state law pertaining to retention of records.

**V. APPEAL**

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Compliant Procedures".

**VI. SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination. School district action taken for violation of this policy shall be consistent with the requirements of application collective bargaining agreements, Minnesota

and federal law and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

**VII. RETALIATION**

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in any investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

**VIII. CONFLICT OF INTEREST**

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

**IX. DISSEMINATION OF POLICY**

The school district shall adopt and publish these procedures.

**X. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

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

U.S. Department of Education  
Office of Civil Rights, Region V  
500 West Madison Street, Suite 1475  
Chicago, IL 60661  
Tel: 312-730-1560  
TDD: 312-730-1609

MN Department of Human Rights  
190 East 5<sup>th</sup> Street  
St. Paul, MN 55101  
Toll Free: 800-657-3704  
Tel: 651-296-5663  
TDD: 651-296-1283

**For complaints of employment discrimination:**

Equal Employment Opportunity Commission

330 S. 2<sup>nd</sup> Avenue, Suite 430

Minneapolis, MN 55401

Toll Free: 800-669-4000

Tel: 612-335-4040

TDD: 612-335-4045

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

*Legal References:*

34 C.P.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)

34 C.P.R. Section 106.8(b) (Title IX of the Education Amendment of 1972)

**Policy 522F**

**INDEPENDENT SCHOOL DISTRICT NO. 162  
STUDENT SEX DISCRIMINATION GRIEVANCE REPORT FORM**

General Statement of Policy Prohibiting Disability Discrimination

Independent School District No. 162 maintains a firm policy prohibiting all forms of discrimination on the basis of sex. All persons are to be treated with respect and dignity. Discrimination on the basis of a sex will not be tolerated.

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)



PO Box 781 \* Grand Rapids, MN 55744-0781  
(218) 328-5504 \* 1-800-241-2309 \* Fax: (218) 328-5509

**PROPOSAL**

To: Dan Lavine  
Bagley Elementary School

Date: May 4<sup>th</sup>, 2016  
PROPOSAL# 0516228  
F.O.B. Job Site  
Terms: Due Upon Completion

**Regarding: Parking Lot Fence**

Keller Fence Company-North proposes to furnish and install the following:

Remove 90 LF of existing 6' high chainlink fence. Salvageable material for reinstall; 50 LF of 9 gauge chainlink fabric, 6 each 2" line posts, 90 LF of 1 5/8" top rail.

Install 142 LF of 6' high chainlink fence using salvaged materials and new. Includes 1 each 30' wide cantilever gate and 1 each 3' walk gate. New materials are as follows: 4" X 10'6" full weight cantilever gate posts, 2 1/2" X 10'6" SS20 terminal posts, 2" X 9' SS20 line posts, 1 5/8" SS20 top rail. All cantilever gate posts concrete set. All other posts driven.

**FOR THE SUM OF.....\$ 4,995.00**

The above quotation is good for a period of ten (10) days from the date of this proposal. Keller Fence Company -North appreciates the opportunity to quote on this project and hope it merits your favorable review. If you have any questions or need additional information do not hesitate to call us at the above number.

<b>PROPOSAL ACCEPTED BY</b>
_____
Date: _____
<b>PURCHASE ORDER #</b>

Sincerely,

Scott Windorski  
Keller Fence Company - North, Inc.

**Paper Bids  
2016-2017 SY**

<u>Company</u>	<u>White (8.5x11)</u>	<u>White (11x17)</u>	<u>Pastel (8.5x11)</u>	<u>Bright (8.5x11)</u>	<u>Grand Total</u>
Cole Paper	\$10,440	\$114.00	\$1,711.30	\$580	\$12,845.30
Contract Paper Group	\$9,476	\$139.60	\$1,829.25	\$575	\$12,019.85
NWSC	\$9,552	\$115.08	\$1,586.25	\$582	\$11,835.33
<b>Wilcox Paper</b>	<b>\$9,500</b>	<b>\$105.20</b>	<b>\$1,513.25</b>	<b>\$623</b>	<b>\$11,741.45</b>

Recommendation is Wilcox Paper

## 102 EQUAL EDUCATIONAL OPPORTUNITY POLICY

Board Adopted: October 18, 2010

Board Revised: May 16, 2016

### I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the Bagley School District.

### II. GENERAL STATEMENT OF POLICY

- A. ~~It is the~~ policy of Bagley School District's policy is to provide equal educational opportunity for all students. The Bagley School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The Bagley School District also makes reasonable accommodations for disabled students.
- B. The Bagley 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.
- 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. ~~It is the responsibility of e~~Every school district employee shall be responsible for ~~to~~ complying with this policy conscientiously.
- E. Any student, parent or guardian having any questions 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.

## 401 EQUAL EMPLOYMENT OPPORTUNITY

Board Revised: October 19, 2015

Board Revised: May 16, 2016

### I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the Bagley School District is to provide equal employment opportunity for all applicants and employees. The Bagley School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, **gender**, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The Bagley School District prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. ~~It is the responsibility of e~~Every school district employee **shall be responsible for t**~~e~~ following this policy.

### III. GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION

The following grievance procedure applies to claims of sex and disability discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

Human Rights Officer  
Principal ~~Helen Kennedy~~ David Gooch  
1130 Main Avenue North  
Bagley, MN 56621  
Tel (218) 694-3120  
[dgooch@bagley.k12.mn.us](mailto:dgooch@bagley.k12.mn.us)

Superintendent  
Steve Cairns  
202 Bagley Avenue NW  
Bagley, MN 56621  
Tel (218) 694-6184  
[scairns@bagley.k12.mn.us](mailto:scairns@bagley.k12.mn.us)

- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligation.

#### **IV. INVESTIGATION**

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.
- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the

alleged incident occurred.

- D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.
- E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- F. The district shall comply with federal and state law pertaining to retention of records.

**V. APPEAL**

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures".

**VI. SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination. School district action taken for violation of this policy shall be consistent with the requirements of application collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

**VII. RETALIATION**

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in any investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

**VIII. CONFLICT OF INTEREST**

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

**IX. DISSEMINATION OF POLICY**

The school district shall adopt and publish these procedures.

**X. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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Toll Free: 800-669-4000  
Tel: 612-335-4040  
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INDEPENDENT SCHOOL DISTRICT NO. 162

401 FORM: EQUAL EMPLOYMENT OPPORTUNITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Equal Employment Opportunity Discrimination

Independent School District No. 162 maintains a firm policy prohibiting all forms of discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. All persons are to be treated with respect and dignity. Discrimination will not be tolerated.

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I have been discriminated against based on \_\_\_\_\_  
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 \_\_\_\_\_. 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)