



Independent School District #146  
Regular School Board Meeting  
7:00 PM on January 22, 2024  
Barnesville High School  
302 3rd Street South  
Barnesville, MN 56514

1. Call to Order

The meeting was called to order by Chair Thompson at 7:00 PM.

2. Roll Call

Board members present: Jacob Thompson, Marla Field, Ryan Lindbom, Dion Bredman and Superintendent Ellerbusch.

Members absent: Dave Herbranson, Crystal Henderson and Andrew Maier

Guests present: Samantha Borcharding, Kelly Foss, Sarah Poepping, Carrie Jenkins, Scott Snobl, Megan Martin, Sandy Meyer, Rachel Green, Ley Bouchard, Todd Henrickson, Aaron Schindler, Jodi Samuelson and Brooke Fradet

3. Pledge of Allegiance

4. Approval of Agenda

5. Approval of Minutes

1. Call to Order

The meeting was called to order by Chair Bredman at 7:00 PM

2. Roll Call

Board Members present: Dion Bredman, Marla Field, Ryan Lindbom, Crystal Henderson, Jacob Thompson, Andy Maier and David Herbranson

Guests present: Erin Ellingson, Ley Bouchard, Bryan Strand, Todd Henrickson, Aaron Schindler, Roger Minch, Jodi Samuelson and Brooke Fradet.

3. Pledge of Allegiance

4. Approval of Agenda

Vote to approve the agenda as presented/amended while moving the addendum item to the consent agenda. This motion, made by Marla Field and seconded by David Herbranson, Passed.

5. Approval of Minutes

Vote to approve the minutes of the regular school board meeting on November 20, 2023 as presented/amended. This motion, made by Ryan Lindbom and seconded by Marla Field, Passed.

6. Claims, Accounts and Financial

Vote to approve claims, wires and all other financial reports as presented. This motion, made by Andrew Maier and seconded by David Herbranson, Passed.

7. Appreciation, Recognition and Presentations

7.A. Truth in Taxation Hearing

8. Recognition of Citizens for Input Purposes

9. Reports/News

9.A. High School Principal's Report

9.B. Elementary Principal's Report

9.C. Director of Student Activities and Community Education Coordinator's Report

9.D. Superintendent's Report

9.E. Board Committee Reports

10. Removal of Consent Items for Discussion

Motion to move the previously moved addendum to the consent agenda item back to addendum. This motion, made by Andrew Maier and seconded by Jacob Thompson, Passed.

11. Approval of Consent Items

Vote to approve the consent agenda items as presented/amended items A. Personnel 1-5 and Donations items 1-4. This motion, made by Jacob Thompson and seconded by Marla Field, Passed.

11.A. Personnel

11.A.1) Retirement Resignation from Bruce Davis

11.A.2) Maizey Berg's Resignation as Head Boys Track Coach

11.A.3) Jesse Bucholz as Community Education Elementary Basketball Coach

11.A.4) Jesse Grabow as Community Education Elementary Wrestling Coach

11.A.5) Approve McKenzie Davis as a long-term Paraprofessional Substitute for the remainder of the 2023-24 school year.

11.B. Donations

11.B.1) \$4,263.57 Donation from Scherlings Photography for Elementary Aux.

11.B.2) \$2,166.86 Donation from Scherlings Photography for HS Yearbook

11.B.3) \$525.00 Donation from Barnesville Booster Club for Football Team District T-shirts

11.B.4) \$168.00 Donation from Fun Games - Bouncer in Valley for Spanish Trip

## 12. New Business

12.A. Certification of Property Tax Levy 2023, Payable 2024

Vote to approve certification of property tax levy 2023, payable 2024. This motion, made by Ryan Lindbom and seconded by Marla Field, Passed.

12.B. Property Tax Abatement for Qualified Owners

Vote to approve a resolution authorizing a property tax abatement for qualified owners. This motion, made by Ryan Lindbom and seconded by Marla Field, Passed.

Andrew Maier: Nay, Jacob Thompson: Nay, Dion Bredman: Yea, Marla Field: Yea, Crystal Henderson: Yea, David Herbranson: Yea, Ryan Lindbom: Yea

Yea: 5, Nay: 2 Andrew Maier: Nay, Jacob Thompson: Nay

12.C. Resolution Establishing Combined Polling Places for 2024

Vote to approve the resolution establishing combined polling places for 2024. This motion, made by Andrew Maier and seconded by Jacob Thompson, Passed.

Those in favor: Dion Bredman, Marla Field, Ryan Lindbom, Crystal Henderson, Jacob Thompson, Andy Maier, David Herbranson

Those against: None

Resolution passes

12.D. Pequot Lakes Wrestling Tournament

Vote to approve overnight wrestling trip to Pequot Lakes, MN on December 15-16, including expenses for the coaches meals. This motion, made by Ryan Lindbom and seconded by Jacob Thompson, Passed.

12.E. Central Cass Wrestling Tournament

Vote to approve overnight wrestling trip to Casselton, ND on January 5, including expenses for the coaches meals. This motion, made by Ryan Lindbom and seconded by Jacob Thompson, Passed.

12.F. Wilmar Holiday Basketball Tournament

Vote to approve overnight basketball trip to Wilmar, MN on December 28-29, including expenses for the coaches meals. This motion, made by Ryan Lindbom and seconded by Jacob Thompson, Passed.

12.G. Seniority Lists

12.G.1) 2023-2024 Seniority List for Certified Education Minnesota Barnesville

Vote to approve certified Education Minnesota Barnesville seniority list for 2023-2024.

This motion, made by Marla Field and seconded by Andrew Maier, Passed.

12.G.2) 2023-2024 Seniority List for Paraprofessionals

Vote to approve paraprofessional seniority list for 2023-24. This motion, made by Jacob Thompson and seconded by Dion Bredman, Passed.

12.G.3) 2023-2024 Seniority List for Custodians

Vote to approve custodian seniority list for 2023-24. This motion, made by Andrew Maier and seconded by David Herbranson, Passed.

## 13. First Reading of Policies

## 14. Second Reading of Policies

15. Approval of Policies

Motion to approve presented policies. This motion, made by Marla Field and seconded by Crystal Henderson, Passed.

16. Addendum

Motion to approve transportation costs for students attending Feed My Starving Children service project with 2 buses for transportation, beginning with 12th grade and down under the supervision of Mr. Strand and Holly Inniger. This motion, made by Jacob Thompson and seconded by Dion Bredman, Passed.

17. Discussion/Information

18. Enrollment Update

Enrollment: Grades K-6: 494, Grades 7-12: 379, Enrollment: 873

19. Dates to Remember

19.A. Organizational School Board meeting

19.A.1) Tuesday, January 2, 2024, 7:00 PM

19.B. Regular School Board Meeting

19.B.1) Monday, January 22, 2024, 7:00 PM. One week later than usual due to Martin Luther King Day.

19.C. Negotiations Committee Meeting for Mediation Services

19.C.1) Thursday, January 18, 2024, 9:00 AM

20. Adjournment

Vote to adjourn the meeting at 8:11 PM. This motion, made by Ryan Lindbom and seconded by Crystal Henderson, Passed.

1. Call to Order

The meeting was called to order by Chair Bredman at 7:02 PM.

2. Roll Call- Members present Dion Bredman, Marla Field, Ryan Lindbom, Jacob Thompson, Andrew Maier and Superintendent Ellerbusch. Guests presents-Brooke Fradet

3. Pledge of Allegiance

4. Election of Officers

4.A. Chairperson

Motion to nominate Jacob Thompson as Chairperson. This motion, made by Andrew Maier, Unseconded.

4.B. Vice-Chairperson

Motion to nominate Dion Bredman as Vice-Chair. This motion, made by Ryan Lindbom, Unseconded.

4.C. Clerk

Motion to nominate Ryan Lindbom as Clerk. This motion, made by Marla Field, Unseconded.

4.D. Treasurer

Motion to nominate Marla Field as Treasurer. This motion, made by Andrew Maier, Unseconded.

5. Approval of Agenda

Vote to approve the agenda as presented/amended and adding agenda item 7.H.20 Career Technical Education Committee. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

6. Recognition of Citizens for Input Purposes

7. Organizational Action Items

7.A. Setting of Regular Meeting Time and Dates

Vote to approve scheduling the regular meeting time at 7:00 PM and 2024 dates for January 22, February 26, March 18, April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18 and December 16. This motion, made by Ryan Lindbom and seconded by Dion Bredman, Passed.

7.B. Setting of Compensation for Directors, Finance Officer and District Secretary

Vote to set director, finance officer and district secretary compensation for the year 2024 at \$65 for all regular, special, committee and other meetings and \$300/annual stipend for the chairperson; \$50/annual stipend for the vice chairperson; \$250/annual stipend for the treasurer; and \$125/annual stipend for the clerk. If a meeting is over 3 hours in length compensation will be a maximum of \$130, a double meeting compensation rate. This motion, made by Dion Bredman and seconded by Andrew Maier, Passed.

7.C. Naming of Official Depositories for District Funds

Vote to approve Midwest Bank, Minnesota School District Liquid Asset Fund, and TD Ameritrade Institutional as official depositories for School District funds. This motion, made by Dion Bredman and seconded by Andrew Maier, Passed.

7.D. Investment of Funds

Vote to authorize Jodi Samuelson, Finance Officer to invest funds on behalf of Barnesville Public Schools. This motion, made by Marla Field and seconded by Ryan Lindbom, Passed.

7.E. Annual Delegation of Authority to Make Electronic Fund Transfers

Vote to delegate the authority to make electronic fund transfers to Jodi Samuelson, Finance Officer. This motion, made by Marla Field and seconded by Andrew Maier, Passed.

7.F. Naming of Legal Counsel

Vote to approve approve Kennedy & Graven as the legal counsel for Barnesville Public Schools. This motion, made by Dion Bredman and seconded by Andrew Maier, Passed.

7.G. Naming of Official Newspaper

Vote to approve the Barnesville Record Review as the School District's official newspaper. This motion, made by Marla Field and seconded by Ryan Lindbom, Passed.

7.H. Naming of Representatives and Committee Members

7.H.1) Naming of Curriculum and Instruction Advisory Committee Representatives (Presently Dion Bredman, Marla Field, and Crystal Henderson)

Vote to approve as curriculum and instruction advisory committee representatives as Dion Bredman, Marla Field and Crystal Henderson. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.2) Naming of Technology Advisory Committee Representatives (Presently Dion Bredman, Marla Field, and Jake Thompson)

Vote to approve as technology advisory committee representatives as Marla Field, Jacob Thompson and Dion Bredman. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.3) Naming of High School Site Council Representative(s) (Presently Marla Field)

Vote to approve as high school site council representative as Marla Field. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.4) Naming of Elementary School Site Council Representative(s) (Presently Dion Bredman)

Vote to approve elementary school site council representative as Dion Bredman. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.5) Naming of Staff Development Committee Representative(s) (Presently Crystal Henderson)

Vote to approve as staff development committee representative as Crystal Henderson. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.6) Naming of Continuing Education Committee Representative(s) (Presently Crystal Henderson)

Vote to approve as continuing education committee representative as Crystal Henderson. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.7) Naming of Wellness Committee Representative(s) (Presently Dave Herbranson)

Vote to approve as wellness committee representative as Dave Herbranson. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.8) Naming of Health and Safety Committee Representative(s) (Presently Dave Herbranson)

Vote to approve as health and safety committee representative as Dave Herbranson. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.9) Naming of Community Education Advisory Board Representative(s) (Presently Crystal Henderson)

Vote to approve as community education advisory board representative as Crystal Henderson. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.10) Naming of Buildings and Grounds Committee Representatives (Presently Dave Herbranson, Andrew Maier and Jake Thompson)

Vote to approve as buildings and grounds committee representatives as Dave Herbranson, Andrew Maier and Jacob Thompson. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.11) Naming of Financial Committee Representatives (Presently Dion Bredman, Ryan Lindbom and Andrew Maier)

Vote to approve as financial committee representatives as Jacob Thompson, Ryan Lindbom and Andrew Maier. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.12) Naming of Policy Committee Representatives (Presently Dave Herbranson and Andrew Maier)

Vote to approve as policy and public relations committee representatives as Marla Field and Crystal Henderson. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.13) Naming of Lake Agassiz Education District Board Representative (Presently Marla Field)

Vote to approve as Lake Agassiz Education District board representative as Marla Field. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.14) Naming of Region 1 Board Representative (Presently Ryan Lindbom)

Vote to approve as Region 1 board representative as Ryan Lindbom. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.15) Naming of Clay County Collaborative, MREA, MSBA and Legislative Liaison Representative(s) (Presently Marla Field)

Vote to approve as Clay County Collaborative, MREA, MSBA and Legislative Liaison representative as Marla Field. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.16) Naming of Minnesota State High School League Representative(s) (Presently Ryan Lindbom)

Vote to approve as Minnesota State High School League representative as Ryan Lindbom. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.17) Naming of Employee Negotiation Representatives (Presently Ryan Lindbom, Andrew Maier and Jake Thompson)

Vote to approve as employee negotiation representatives as Ryan Lindbom, Jacob Thompson and Andrew Maier. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.18) Naming of Meet and Confer Representatives (Presently Marla Field and Crystal Henderson)

Motion to name the representatives of the Meet and Confer committee as Marla Field and Crystal Henderson. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.19) Naming of Athletic Committee Representatives (Presently Dave Herbranson, Ryan Lindbom, and Jake Thompson)

Motion to name the representatives of the Athletic Committee as Dave Herbranson, Ryan Lindbom and Jacob Thompson. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

7.H.20) Naming of Career and Technical Education (CTE) Advisory Committee Representatives

Motion to approve the representatives of the Career and Technical Education Advisory Committee as Andrew Maier. This motion, made by Dion Bredman and seconded by Marla Field, Passed.

8. Approve Credit Card Users for Calendar Year 2024

Vote to approve approve the Superintendent, Finance Officer, High School Principal, Elementary Principal and Director of Student Activities and Community Education Coordinator as credit card users for calendar year 2024. This motion, made by Ryan Lindbom and seconded by Jacob Thompson, Passed.

9. Approve Mileage Reimbursement Rate for 2024

Vote to approve the mileage reimbursement rate for calendar year 2024 at 67.0 cents per mile. This motion, made by Andrew Maier and seconded by Dion Bredman, Passed.

10. Discussion/Information

11. Dates to Remember

11.A. Negotiations Committee Meeting for Mediation Services

11.A.1) Thursday, January 18, 2024, 9:00 AM

11.B. Regular School Board Meeting

11.B.1) Monday, January 22, 2024, 7:00 PM

11.C. 11.C. Finance Meeting

12. Adjournment

Motion to adjourn at 8:20 PM. This motion, made by Dion Bredman and seconded by Marla Field, Passed.



TREASURER'S REPORT

		<u>2023-24</u>	<u>2022-23</u>
Book Balance 12/1/23		\$432,785.10	\$240,631.05
Receipts			
12/1/2023	401,241.32		
12/4/2023	1,187.63		
12/5/2023	551,704.85		
12/6/2023	2,820.88		
12/7/2023	1,221.27		
12/8/2023	2,832.57		
12/11/2023	1,374.69		
12/12/2023	2,047.73		
12/13/2023	8,410.59		
12/14/2023	2,904.39		
12/15/2023	1,021.83		
12/18/2023	456.77		
12/19/2023	2,027.71		
12/20/2023	1,340.05		
12/21/2023	1,659.55		
12/22/2023	9,113.69		
12/26/2023	552.94		
12/27/2023	1,931.73		
12/28/2023	529.00		
12/29/2023	485,713.99		
12/31/2023	481.81		
Net in Transit	1,820.00	<u>\$1,482,394.99</u>	<u>\$1,441,773.78</u>
		\$1,915,180.09	\$1,682,404.83
Disbursements		<u>\$2,872,595.76</u>	<u>\$1,198,526.27</u>
Book Balance	12/31/2023	(\$957,415.67)	\$483,878.56
Student Activities		\$186,628.37	\$182,308.01
MSDLAF Investment		\$4,192,611.59	\$3,896,327.14
2019A Bond Investments		\$0.00	\$372,754.94
Bond 2023 Investments		\$1,506,188.81	\$0.00
Midwest Money Market		<u>\$653,659.22</u>	<u>\$936,734.48</u>
Actual Balance		<u><u>\$5,581,672.32</u></u>	<u><u>\$5,872,003.13</u></u>

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE	BALANCE
General	\$3,316,042.00	\$1,707,703.46	\$1,465,590.40	\$3,558,155.06 *	\$3,258,616.99 ^
Student Activities	\$183,125.99	\$33,436.04	\$29,933.66	\$186,628.37	\$182,308.01
Food Service	\$165,069.62	\$76,121.90	\$77,131.07	\$164,060.45	\$265,211.78
Community Service	(\$43,844.99)	\$48,193.95	\$27,114.66	(\$22,765.70)	(\$60,915.64)
Building Construction	\$1,500,835.25	\$6,853.56	\$4,790.00	\$1,502,898.81	\$372,754.94
Debt Service	\$1,655,497.85	\$380,264.15	\$1,843,066.67	\$192,695.33	\$1,854,027.05
Total	<u>\$6,776,725.72</u>	<u>\$2,252,573.06</u>	<u>\$3,447,626.46</u>	<u>\$5,581,672.32</u>	<u>\$5,872,003.13</u>

\* General Fund balance includes \$1,667,880 of restricted/committed funds.

^ General Fund balance includes \$1,515,263 of restricted/committed funds.

Minnesota School District Liquid Asset Fund Plus  
December 2023

Max Account							\$3,467,501.77
Liquid Account							\$3,109.82
2023 Bond Proceeds							\$1,506,188.81
Certificate of Deposit							\$722,000.00
	Investment Date	Institution	Maturity Date	Rate	Investment Amount	Value at Maturity	
	6/26/2023	Global Bank, NY	6/25/2024	5.55%	\$236,000.00	\$249,098.00	
	7/17/2023	Financial Federal Savings Bank, TN	7/16/2024	5.70%	\$150,000.00	\$158,550.00	
	8/2/2023	Fieldpoint Private Bank & Trust, CT	8/1/2024	5.75%	\$100,000.00	\$105,750.00	
	4/4/2023	First Internet Bank of Indiana, IN	4/3/2024	5.59%	\$236,000.00	\$249,192.40	
Total Minnesota School District Liquid Asset Fund Plus							\$5,698,800.40

**Barnesville Public Schools #146  
Revenue Guideline by Source  
Period Ending December 31, 2023**

Sequence: Fd, O/S

Description		B24 Annual Budget	Period 202406	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
001	Levies	(1,200,930.00)	(275,481.17)	(495,719.10)	41%	0.00	41%	(705,210.90)
004	Tax Increment Finance Revenue	(10,850.00)	(1,622.66)	(1,622.66)	15%	0.00	15%	(9,227.34)
010	County Apport	(23,260.00)	(8,115.95)	(9,114.63)	39%	0.00	39%	(14,145.37)
019	Misc Local	(20,810.00)	(6,052.97)	(14,778.80)	71%	0.00	71%	(6,031.20)
021	Revenue from MN Dist	(123,100.00)	0.00	(549.05)	0%	0.00	0%	(122,550.95)
050	Fees from Patrons	(54,900.00)	(4,965.00)	(25,265.00)	46%	0.00	46%	(29,635.00)
060	Student Activity	(114,300.00)	(3,337.84)	(56,047.97)	49%	0.00	49%	(58,252.03)
061	Entry Fee	(9,500.00)	0.00	(1,600.00)	17%	0.00	17%	(7,900.00)
071	Med Assist Fr Dept of HS	(75,000.00)	0.00	(31,387.16)	42%	0.00	42%	(43,612.84)
092	Interest	(96,000.00)	(16,729.33)	(92,224.65)	96%	0.00	96%	(3,775.35)
093	Rent Facilities	(10,000.00)	(137.50)	(372.50)	4%	0.00	4%	(9,627.50)
096	Gifts/Bequests	(29,000.00)	0.00	(1,179.62)	4%	0.00	4%	(27,820.38)
099	Misc Revene	(25,880.00)	(5,473.72)	(15,123.23)	58%	0.00	58%	(10,756.77)
201	Endowment Fund Appr	(41,100.00)	0.00	(26,301.88)	64%	0.00	64%	(14,798.12)
211	Foundation Aid	(7,919,210.00)	(806,673.49)	(2,545,380.25)	32%	0.00	32%	(5,373,829.75)
212	Literacy Incentive Aid	(63,420.00)	0.00	3,804.90	(6%)	0.00	(6%)	(67,224.90)
213	Shared Time	0.00	0.00	(8,029.71)	0%	0.00	0%	8,029.71
227	Abatement	(1,430.00)	0.00	0.00	0%	0.00	0%	(1,430.00)
229	Disparity Reduction	(50.00)	0.00	4.85	(10%)	0.00	(10%)	(54.85)
234	Hmstd/Ag Market Value Credit	(5,820.00)	0.00	582.13	(10%)	0.00	(10%)	(6,402.13)
317	LTFM State Aid	(67,900.00)	0.00	4,073.85	(6%)	0.00	(6%)	(71,973.85)
360	Spec Ed General	(1,106,260.00)	0.00	(100,814.45)	9%	0.00	9%	(1,005,445.55)
369	Rev-Other State Agen	0.00	0.00	(40,780.49)	0%	0.00	0%	40,780.49
370	Misc Rev fm MDE	(40,000.00)	(15,500.00)	(103,327.04)	258%	0.00	258%	63,327.04
400	Federal Funds and Grants	(222,210.00)	0.00	0.00	0%	0.00	0%	(222,210.00)
401	Federal Funds & Grants	(52,650.00)	0.00	0.00	0%	0.00	0%	(52,650.00)
405	Fed.thru Fiscal Agnt	0.00	0.00	(3,756.00)	0%	0.00	0%	3,756.00
619	COM Rev Producing Act (Contra)	45,000.00	16.95	15,650.53	35%	0.00	35%	29,349.47
620	Sale Mat-Rev Producing Act	(90,000.00)	(6,092.28)	(28,966.03)	32%	0.00	32%	(61,033.97)

**Barnesville Public Schools #146  
Revenue Guideline by Source  
Period Ending December 31, 2023**

Sequence: Fd, O/S

Description		B24 Annual Budget	Period 202406	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
621	Sale Mat-Resale Mat	(10,350.00)	(202.73)	(1,325.18)	13%	0.00	13%	(9,024.82)
624	Sale of Equipment	(5,000.00)	0.00	(770.00)	15%	0.00	15%	(4,230.00)
625	Insurance Recovery	(5,000.00)	0.00	0.00	0%	0.00	0%	(5,000.00)
01	<b>General Fund</b>	<b>(11,378,930.00)</b>	<b>(1,150,367.69)</b>	<b>(3,580,319.14)</b>	<b>31%</b>	<b>0.00</b>	<b>31%</b>	<b>(7,798,610.86)</b>
02	Food Service							
092	Interest	(1,000.00)	0.00	0.00	0%	0.00	0%	(1,000.00)
099	Misc Revene	(1,300.00)	0.00	0.00	0%	0.00	0%	(1,300.00)
300	State & Grants	(406,500.00)	(48,569.39)	(144,564.04)	36%	0.00	36%	(261,935.96)
369	Rev-Other State Agen	0.00	0.00	(22,317.00)	0%	0.00	0%	22,317.00
400	Federal Funds and Grants	(6,000.00)	0.00	(2,080.93)	35%	0.00	35%	(3,919.07)
471	School Lunch Fed	(100,000.00)	(6,358.08)	(46,570.36)	47%	0.00	47%	(53,429.64)
472	Free & Reduced Meals	(70,000.00)	(11,097.45)	(36,085.35)	52%	0.00	52%	(33,914.65)
473	Commodity Cash Program	(200.00)	0.00	(443.08)	222%	0.00	222%	243.08
474	Commodities	(35,000.00)	0.00	0.00	0%	0.00	0%	(35,000.00)
476	Breakfast Revenue	(25,000.00)	(3,897.08)	(12,114.50)	48%	0.00	48%	(12,885.50)
477	Cash In Lieu Commod	(170.00)	0.00	(207.09)	122%	0.00	122%	37.09
601	Type A Pupil	(65,000.00)	(5,748.40)	(48,914.24)	75%	0.00	75%	(16,085.76)
606	Type A Adult	(3,530.00)	(451.50)	(2,137.20)	61%	0.00	61%	(1,392.80)
02	<b>Food Service</b>	<b>(713,700.00)</b>	<b>(76,121.90)</b>	<b>(315,433.79)</b>	<b>44%</b>	<b>0.00</b>	<b>44%</b>	<b>(398,266.21)</b>
04	Community Service							
001	Levies	(58,730.00)	(9,032.30)	(21,189.71)	36%	0.00	36%	(37,540.29)
019	Misc Local	(50.00)	0.00	0.00	0%	0.00	0%	(50.00)
021	Revenue from MN Dist	(14,000.00)	0.00	0.00	0%	0.00	0%	(14,000.00)
050	Fees from Patrons	(327,500.00)	(19,662.04)	(167,785.04)	51%	0.00	51%	(159,714.96)
092	Interest	(180.00)	0.00	0.00	0%	0.00	0%	(180.00)
096	Gifts/Bequests	(25,000.00)	0.00	(600.00)	2%	0.00	2%	(24,400.00)
227	Abatement	(10.00)	0.00	0.00	0%	0.00	0%	(10.00)
229	Disparity Reduction	(130.00)	0.00	0.63	(0%)	0.00	(0%)	(130.63)
234	Hmstd/Ag Market Value Credit	(1,570.00)	0.00	75.35	(5%)	0.00	(5%)	(1,645.35)

**Barnesville Public Schools #146  
Revenue Guideline by Source  
Period Ending December 31, 2023**

Sequence: Fd, O/S

Description		B24 Annual Budget	Period 202406	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
04	Community Service							
258	Wetland & Native	(20.00)	0.00	0.00	0%	0.00	0%	(20.00)
300	State & Grants	(78,730.00)	(19,603.98)	(46,456.68)	59%	0.00	59%	(32,273.32)
301	Non-Public Aid	(370.00)	0.00	(743.02)	201%	0.00	201%	373.02
04	Community Service	(506,290.00)	(48,298.32)	(236,698.47)	47%	0.00	47%	(269,591.53)
06	Building Construction							
092	Interest	(25,000.00)	(6,853.56)	(58,126.23)	233%	0.00	233%	33,126.23
06	Building Construction	(25,000.00)	(6,853.56)	(58,126.23)	233%	0.00	233%	33,126.23
07	Debt Redemption							
001	Levies	(1,592,230.00)	(237,475.39)	(543,244.22)	34%	0.00	34%	(1,048,985.78)
019	Misc Local	(1,500.00)	0.00	0.00	0%	0.00	0%	(1,500.00)
092	Interest	(500.00)	0.00	0.00	0%	0.00	0%	(500.00)
229	Disparity Reduction	(200.00)	(184.08)	(1,081.81)	541%	0.00	541%	881.81
234	Hmstd/Ag Market Value Credit	(27,300.00)	(3,819.90)	(20,192.76)	74%	0.00	74%	(7,107.24)
258	Wetland & Native	(682,590.00)	(124,875.02)	(680,991.18)	100%	0.00	100%	(1,598.82)
317	LTFM State Aid	(86,700.00)	(12,965.44)	(73,355.17)	85%	0.00	85%	(13,344.83)
07	Debt Redemption	(2,391,020.00)	(379,319.83)	(1,318,865.14)	55%	0.00	55%	(1,072,154.86)
21	Student Activities Fund							
099	Misc Revene	(200,000.00)	0.00	0.00	0%	0.00	0%	(200,000.00)
21	Student Activities Fund	(200,000.00)	0.00	0.00	0%	0.00	0%	(200,000.00)
<b>Report Totals:</b>		<b>(15,214,940.00)</b>	<b>(1,660,961.30)</b>	<b>(5,509,442.77)</b>	<b>36%</b>	<b>0.00</b>	<b>36%</b>	<b>(9,705,497.23)</b>

**Barnesville Public Schools #146**  
**Exp Summary - Fd, Pro**  
**Period Ending December 31, 2023**

Sequence: Fd, Pro

Description		B24 Annual Budget	Period 202406	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
010	Board-Education	50,350.00	6,830.64	24,394.20	48%	0.00	48%	25,955.80
020	Office/Supt	287,330.00	29,248.01	141,941.77	49%	0.00	49%	145,388.23
050	School Admin	495,560.00	40,277.69	230,481.13	47%	0.00	47%	265,078.87
105	General Adm. Support	7,760.00	618.16	3,809.46	49%	0.00	49%	3,950.54
108	Administrative Tech Services	15,000.00	0.00	4,178.64	28%	0.00	28%	10,821.36
110	Business Services	269,090.00	20,546.00	165,406.54	61%	5,329.00	63%	98,354.46
200	Class Size Reduction	24,330.00	0.00	0.00	0%	0.00	0%	24,330.00
201	Kindergarten	349,390.00	29,762.30	120,605.37	35%	0.00	35%	228,784.63
203	Elem Ed	226,640.00	15,678.17	132,040.64	58%	10,669.08	63%	83,930.28
204	First Grade	399,700.00	32,231.47	132,902.16	33%	30.97	33%	266,766.87
205	Second Grade	346,400.00	27,159.86	112,143.48	32%	212.12	32%	234,044.40
206	Third Grade	288,300.00	22,699.12	94,496.27	33%	0.00	33%	193,803.73
207	Fourth Grade	283,660.00	21,687.67	88,678.30	31%	49.05	31%	194,932.65
208	Fifth Grade	288,320.00	24,804.35	100,476.40	35%	11.49	35%	187,832.11
209	Sixth Grade	243,480.00	19,326.71	79,538.45	33%	0.00	33%	163,941.55
211	Secondary Ed-Gen	150,590.00	8,560.85	59,537.03	40%	13,070.70	48%	77,982.27
212	Art	148,960.00	11,685.62	48,155.04	32%	0.00	32%	100,804.96
213	Agriculture - Non Vocational	10,940.00	1,879.42	5,420.29	50%	57.39	50%	5,462.32
215	Business	800.00	0.00	0.00	0%	0.00	0%	800.00
216	Educ. Disadvantaged	96,400.00	8,417.49	33,820.32	35%	0.00	35%	62,579.68
217	Assurance of Mastery	0.00	3,150.10	12,702.90	0%	0.00	0%	(12,702.90)
218	Gifted And Talented	8,600.00	769.50	2,638.26	31%	0.00	31%	5,961.74
220	English	232,380.00	19,333.68	87,374.69	38%	0.00	38%	145,005.31
230	Foreign Language	65,830.00	5,260.87	21,043.58	32%	0.00	32%	44,786.42
240	Health/Phys Ed	258,860.00	20,105.68	81,429.74	31%	0.00	31%	177,430.26
249	Dr Trg/behind Wheel	16,650.00	0.00	1,379.56	8%	0.00	8%	15,270.44
250	FACS	44,780.00	3,189.14	7,882.51	18%	0.00	18%	36,897.49
254	Barnesville Branderz	3,000.00	0.00	0.00	0%	0.00	0%	3,000.00
255	Industrial Educ	111,900.00	10,160.74	44,690.90	40%	624.00	40%	66,585.10

**Barnesville Public Schools #146**  
**Exp Summary - Fd, Pro**  
**Period Ending December 31, 2023**

Sequence: Fd, Pro

Description		B24 Annual Budget	Period 202406	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
256	Mathematics	290,100.00	24,678.64	98,823.47	34%	0.00	34%	191,276.53
258	Inst Music	68,530.00	5,144.97	20,420.24	30%	411.74	30%	47,698.02
259	Vocal Music	156,960.00	13,957.24	56,976.14	36%	0.00	36%	99,983.86
260	Science	310,610.00	24,792.83	99,568.90	32%	0.00	32%	211,041.10
261	Science - River Watch	3,800.00	0.00	0.00	0%	0.00	0%	3,800.00
270	Social-Scienc/Study	286,080.00	22,914.70	91,789.28	32%	0.00	32%	194,290.72
271	Remedial Reading/Lang Arts	109,220.00	14,242.63	55,446.27	51%	0.00	51%	53,773.73
277	Secondary Individualized Instr	31,560.00	0.00	0.00	0%	0.00	0%	31,560.00
288	Flow Thru/Sales	19,500.00	820.20	9,584.13	49%	0.00	49%	9,915.87
289	Flo Thru/Sales	23,800.00	1,188.00	12,338.27	52%	0.00	52%	11,461.73
292	Boys/Girls Athletic	58,060.00	37.95	19,143.36	33%	384.99	34%	38,531.65
294	Boys Athletics	172,970.00	4,853.00	69,947.59	40%	5,597.95	44%	97,424.46
295	Speech/Debate	2,400.00	215.00	215.00	9%	0.00	9%	2,185.00
296	Girls Athletics	128,990.00	9,308.97	61,768.45	48%	0.00	48%	67,221.55
298	Extra-Curricular	147,480.00	8,414.56	59,588.40	40%	2,105.95	42%	85,785.65
299	Concessions	46,710.00	2,783.40	14,068.40	30%	0.00	30%	32,641.60
301	Agriculture	55,210.00	5,841.22	27,338.28	50%	0.00	50%	27,871.72
331	Consumer Homemaking	44,030.00	3,546.47	8,239.80	19%	0.00	19%	35,790.20
341	Business and Office Education	103,410.00	8,810.43	33,396.61	32%	0.00	32%	70,013.39
400	General Special Education	300.00	0.00	337.00	112%	0.00	112%	(37.00)
401	Speech/Lang.impaired	139,790.00	11,488.16	46,038.11	33%	95.70	33%	93,656.19
402	M.I.-Mild-Moderate	95,600.00	11,837.93	43,385.23	45%	0.00	45%	52,214.77
403	M.I.-Moderate-Severe	155,090.00	8,074.32	28,918.50	19%	0.00	19%	126,171.50
404	Physically Impaired	27,440.00	98.86	3,552.47	13%	0.00	13%	23,887.53
405	Deaf-Hard of Hearing	14,300.00	1,200.79	2,851.58	20%	0.00	20%	11,448.42
406	Visually Impaired	5,700.00	189.10	756.40	13%	0.00	13%	4,943.60
407	Spec Learning Disabl	212,000.00	18,880.92	71,513.14	34%	0.00	34%	140,486.86
408	Emot/Behavior Disord	117,170.00	18,561.95	60,711.74	52%	0.00	52%	56,458.26
410	Other Health Impair	254,110.00	18,258.07	75,471.75	30%	0.00	30%	178,638.25

**Barnesville Public Schools #146**  
**Exp Summary - Fd, Pro**  
**Period Ending December 31, 2023**

Sequence: Fd, Pro

Description		B24 Annual Budget	Period 202406	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
411	Autistic	242,930.00	16,527.77	71,715.67	30%	0.00	30%	171,214.33
412	Develop Delayed	13,600.00	684.68	2,131.35	16%	0.00	16%	11,468.65
416	Multiple Handicap	58,870.00	0.00	7,242.07	12%	0.00	12%	51,627.93
420	Special Ed General	98,390.00	8,920.64	38,734.24	39%	890.00	40%	58,765.76
422	Early Intervening Services	159,790.00	6,432.86	38,157.12	24%	0.00	24%	121,632.88
430	Homebound	1,260.00	0.00	0.00	0%	0.00	0%	1,260.00
610	Curric. Consult/Development	0.00	3,724.57	7,449.13	0%	0.00	0%	(7,449.13)
612	Technology	143,740.00	4,978.46	78,723.11	55%	3,325.00	57%	61,691.89
620	Educ.media/Library	79,840.00	8,458.86	28,321.97	35%	34.97	36%	51,483.06
625	Audio/Visual Dept.	280.00	0.00	0.00	0%	0.00	0%	280.00
630	Instruc-Related Technology	63,330.00	6,536.00	35,843.00	57%	0.00	57%	27,487.00
640	Staff Development	105,450.00	284.83	24,977.03	24%	0.00	24%	80,472.97
690	Other Inst Support	28,820.00	0.00	10,100.00	35%	0.00	35%	18,720.00
710	Counseling/Guidance	90,090.00	7,455.13	28,557.91	32%	0.00	32%	61,532.09
715	School Security	4,000.00	24,916.00	150,026.05	3751%	0.00	3751%	(146,026.05)
716	Drug Abuse Prevention	2,000.00	0.00	0.00	0%	0.00	0%	2,000.00
718	Other School Safety	1,500.00	218.44	2,347.69	157%	0.00	157%	(847.69)
720	Health Services	88,320.00	8,141.42	34,900.09	40%	0.00	40%	53,419.91
740	Social Work Services	53,890.00	4,715.60	19,572.76	36%	0.00	36%	34,317.24
760	Pupil Transport	722,380.00	77,188.39	306,455.45	42%	0.00	42%	415,924.55
790	Other Pupil Services	99,500.00	125.00	79,936.31	80%	0.00	80%	19,563.69
810	Oper/Maintenance	1,137,060.00	95,381.54	517,784.99	46%	816.15	46%	618,458.86
811	Grounds Maint	27,000.00	1,350.80	12,106.14	45%	0.00	45%	14,893.86
812	Buildings Maint	71,000.00	(4,401.89)	52,527.16	74%	4,389.22	80%	14,083.62
813	Equip Maint	10,000.00	0.00	3,089.23	31%	0.00	31%	6,910.77
850	Facilities	113,470.00	0.00	17,995.73	16%	0.00	16%	95,474.27
865	LTFM Excl'd Costs -Pro 866,867	37,620.00	12,590.14	39,628.17	105%	6,153.26	122%	(8,161.43)
940	Prop/Other Ins	92,140.00	0.00	83,632.00	91%	0.00	91%	8,508.00

**Barnesville Public Schools #146**  
**Exp Summary - Fd, Pro**  
**Period Ending December 31, 2023**

Sequence: Fd, Pro

Description		B24 Annual Budget	Period 202406	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
01	General Fund							
960	Other Non-Recurring Items	26,280.00	23,754.89	23,754.89	90%	0.00	90%	2,525.11
01	General Fund	11,378,470.00	931,507.68	4,625,065.40	41%	54,258.73	41%	6,699,145.87
02	Food Service							
770	Food Service	713,350.00	77,131.07	298,850.41	42%	0.00	42%	414,499.59
02	Food Service	713,350.00	77,131.07	298,850.41	42%	0.00	42%	414,499.59
04	Community Service							
505	Community Ed	112,230.00	8,221.04	46,571.07	41%	0.00	41%	65,658.93
506	Summer Recreation	73,600.00	952.82	41,557.72	56%	0.00	56%	32,042.28
509	Kids Club	125,050.00	8,781.64	78,293.38	63%	0.00	63%	46,756.62
580	Early Childhood	40,350.00	34.63	396.85	1%	0.00	1%	39,953.15
582	School Readiness	147,990.00	9,259.57	37,913.79	26%	12.71	26%	110,063.50
583	Preschool Screening	3,790.00	0.00	264.06	7%	0.00	7%	3,525.94
585	Youth Dev/Youth Serv	12,420.00	0.00	3,841.19	31%	0.00	31%	8,578.81
590	Other Community Programs	600.00	0.00	813.37	136%	0.00	136%	(213.37)
04	Community Service	516,030.00	27,249.70	209,651.43	41%	12.71	41%	306,365.86
06	Building Construction							
870	Bldg/Capital Improv.	2,500,000.00	4,790.00	626,311.52	25%	5,784.05	25%	1,867,904.43
06	Building Construction	2,500,000.00	4,790.00	626,311.52	25%	5,784.05	25%	1,867,904.43
07	Debt Redemption							
910	Debt Redemption	2,274,340.00	1,843,066.67	2,274,341.67	100%	0.00	100%	(1.67)
07	Debt Redemption	2,274,340.00	1,843,066.67	2,274,341.67	100%	0.00	100%	(1.67)
21	Student Activities Fund							
298	Extra-Curricular	200,000.00	0.00	0.00	0%	0.00	0%	200,000.00
21	Student Activities Fund	200,000.00	0.00	0.00	0%	0.00	0%	200,000.00
<b>Report Totals:</b>		<b>17,582,190.00</b>	<b>2,883,745.12</b>	<b>8,034,220.43</b>	<b>46%</b>	<b>60,055.49</b>	<b>46%</b>	<b>9,487,914.08</b>

FOOD SERVICE REPORT 2023-24

<b>2023-24</b>	September	October	November	December	January	February	March	April	May	2022-23 Average
Beginning Balance	167,493.19	131,508.69	119,477.30	165,069.62	0.00	0.00	0.00	0.00	0.00	264,060
Receipts	16,630.45	75,019.25	110,601.22	76,121.90	0.00	0.00	0.00	0.00	0.00	59,327
Disbursements	52,614.95	87,050.64	65,008.90	77,131.07	0.00	0.00	0.00	0.00	0.00	65,689
Subtotal	131,508.69	119,477.30	165,069.62	164,060.45	0.00	0.00	0.00	0.00	0.00	257,698
Est. Federal/State Funding Due	68,100.80	74,103.75	69,789.55	58,966.81	0.00	0.00	0.00	0.00	0.00	22,996
Ending Balance	199,609.49	193,581.05	234,859.17	223,027.26	0.00	0.00	0.00	0.00	0.00	280,694
Average Daily Participation										
Breakfast										
Elementary	146	157	151	157						86
High School	78	94	98	110						50
Total	224	252	249	266	0	0	0	0	0	136
Lunch										
Elementary	424	430	431	427						399
High School	264	272	266	263						240
Total	688	701	697	690	0	0	0	0	0	639

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$60.00	
	PO#:	Voucher #:	104453	Invoice	Invoice No: 12152023	12/21/2023	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$322.50	
	PO#:	Voucher #:	104454	Invoice	Invoice No: 121823	12/21/2023	Paid Amt:	\$322.50	
							Check Amount:	\$322.50	
0146	MB	17576			WEX HEALTH INC		Wire		
			E 01	005 110 000 305 000	Benefits Fees			\$115.50	
	PO#:	Voucher #:	104503	Invoice	Invoice No: 0001860665-IN	12/28/2023	Paid Amt:	\$115.50	
							Check Amount:	\$115.50	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$260.00	
	PO#:	Voucher #:	104496	Invoice	Invoice No: 122323	12/28/2023	Paid Amt:	\$260.00	
							Check Amount:	\$260.00	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 033	Health Savings Account			\$1,268.83	
	PO#:	Voucher #:	104495	Invoice	Invoice No: S2024120	12/29/2023	Paid Amt:	\$1,268.83	
							Check Amount:	\$1,268.83	
0146	MB	12851	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$2,145.94	
	PO#:	Voucher #:	104494	Invoice	Invoice No: S2024120	12/29/2023	Paid Amt:	\$2,145.94	
							Check Amount:	\$2,145.94	
0146	MB	12860			MINNESOTA TEACHERS RETIREMENT		Wire		
			B 01	215 018	TRA			\$31,704.71	
	PO#:	Voucher #:	104493	Invoice	Invoice No: S2024120	12/29/2023	Paid Amt:	\$31,704.71	
							Check Amount:	\$31,704.71	
0146	MB	12861			PUBLIC EMPLOYEES RETIREMENT		Wire		
			B 01	215 017	PERA			\$11,790.84	
	PO#:	Voucher #:	104492	Invoice	Invoice No: S2024120	12/29/2023	Paid Amt:	\$11,790.84	
							Check Amount:	\$11,790.84	
0146	MB	12862	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$1,139.28	
	PO#:	Voucher #:	104487	Invoice	Invoice No: S2024120	12/29/2023	Paid Amt:	\$1,139.28	
							Check Amount:	\$1,139.28	
0146	MB	14128			INTERNAL REVENUE SERVICE		Wire		
			B 01	215 010	FICA Payable			\$40,659.66	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	14128			INTERNAL REVENUE SERVICE		Wire		
			B 01	215 011	Federal Tax			\$16,714.83	
	PO#:	Voucher #:	104484	Invoice	Invoice No: S2024120	12/29/2023	Paid Amt:	\$57,374.49	
							Check Amount:	\$57,374.49	
0146	MB	14129			MINN DEPT OF REVENUE		Wire		
			B 01	215 013	State Tax			\$9,008.04	
	PO#:	Voucher #:	104488	Invoice	Invoice No: S2024120	12/29/2023	Paid Amt:	\$9,008.04	
							Check Amount:	\$9,008.04	
0146	MB	14968			REMIT EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$3,168.84	
	PO#:	Voucher #:	104491	Invoice	Invoice No: S2024120	12/29/2023	Paid Amt:	\$3,168.84	
							Check Amount:	\$3,168.84	
0146	MB	14970			REMIT EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$145.84	
	PO#:	Voucher #:	104486	Invoice	Invoice No: S2024120	12/29/2023	Paid Amt:	\$145.84	
							Check Amount:	\$145.84	
0146	MB	16537			REMIT EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$1,130.10	
	PO#:	Voucher #:	104482	Invoice	Invoice No: S2024120	12/29/2023	Paid Amt:	\$1,130.10	
							Check Amount:	\$1,130.10	
0146	MB	16936			REMIT EDUCATORS BENEFITS CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$4,764.24	
	PO#:	Voucher #:	104485	Invoice	Invoice No: S2024120	12/29/2023	Paid Amt:	\$4,764.24	
							Check Amount:	\$4,764.24	
0146	MB	12942			MIDWEST BANK		Wire		
			E 01	005 110 000 305 000	Payroll ACH Fee			\$93.75	
	PO#:	Voucher #:	104504	Invoice	Invoice No: 123123	12/29/2023	Paid Amt:	\$93.75	
							Check Amount:	\$93.75	
0146	MB	17591			NELNET PAYMENT SERVICES		Wire		
			E 01	005 110 000 305 000	ACH Fee			\$16.47	
	PO#:	Voucher #:	104505	Invoice	Invoice No: CI-000295599	12/31/2023	Paid Amt:	\$16.47	
							Check Amount:	\$16.47	
0146	MB	11760			LAKES COUNTRY SERVICE COOP.		Wire		
			B 01	215 026	Health Ins Premium			\$96,962.66	
	PO#:	Voucher #:	104514	Invoice	Invoice No: 010224	1/4/2024	Paid Amt:	\$96,962.66	
							Check Amount:	\$96,962.66	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$252.00	
PO#:	Voucher #:	104515	Invoice	Invoice No:	123023	1/4/2024	Paid Amt:	\$252.00	
							Check Amount:	\$252.00	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$147.87	
PO#:	Voucher #:	104516	Invoice	Invoice No:	123123	1/4/2024	Paid Amt:	\$147.87	
							Check Amount:	\$147.87	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$183.83	
PO#:	Voucher #:	104517	Invoice	Invoice No:	010204	1/4/2024	Paid Amt:	\$183.83	
							Check Amount:	\$183.83	
0146	MB	12942			MIDWEST BANK		Wire		
			E 01	005 110 000 305 000	RDC Monthly fee			\$75.00	
PO#:	Voucher #:	104524	Invoice	Invoice No:	010224	1/5/2024	Paid Amt:	\$75.00	
							Check Amount:	\$75.00	
0146	MB	13040			JMC COMPUTER SERVICE INC.		Wire		
			E 01	005 110 000 305 000	JMC Fees			\$1.80	
PO#:	Voucher #:	104525	Invoice	Invoice No:	JMC Fees Jan 3	1/5/2024	Paid Amt:	\$1.80	
							Check Amount:	\$1.80	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$800.00	
PO#:	Voucher #:	104540	Invoice	Invoice No:	010624	1/11/2024	Paid Amt:	\$800.00	
							Check Amount:	\$800.00	
0146	MB	14130			NORTH DAKOTA TAX COMMISSIONER		Wire		
			B 01	215 013	State Tax			\$24.70	
PO#:	Voucher #:	103742	Invoice	Invoice No:	S2024070	1/11/2024	Paid Amt:	\$24.70	
			B 01	215 013	State Tax			\$25.31	
PO#:	Voucher #:	103905	Invoice	Invoice No:	S2024080	1/11/2024	Paid Amt:	\$25.31	
			B 01	215 013	State Tax			\$23.50	
PO#:	Voucher #:	104119	Invoice	Invoice No:	S2024090	1/11/2024	Paid Amt:	\$23.50	
			B 01	215 013	State Tax			\$25.31	
PO#:	Voucher #:	104192	Invoice	Invoice No:	S2024100	1/11/2024	Paid Amt:	\$25.31	
			B 01	215 013	State Tax			\$24.01	
PO#:	Voucher #:	104427	Invoice	Invoice No:	S2024110	1/11/2024	Paid Amt:	\$24.01	
			B 01	215 013	State Tax			\$24.01	
PO#:	Voucher #:	104490	Invoice	Invoice No:	S2024120	1/11/2024	Paid Amt:	\$24.01	
							Check Amount:	\$146.84	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	17576			WEX HEALTH INC		Wire		
				B 01	215 024	Flex Plan Medical & Dependent Care		\$9.71	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104561</b>	Invoice	<b>Invoice No:</b>	011124		<b>1/12/2024</b>	<b>Paid Amt: \$9.71</b>
									<b>Check Amount: \$9.71</b>
0146	MB	17576			WEX HEALTH INC		Wire		
				B 01	215 033	Health Savings Account		\$1,218.83	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104554</b>	Invoice	<b>Invoice No:</b>	S2024130		<b>1/15/2024</b>	<b>Paid Amt: \$1,218.83</b>
									<b>Check Amount: \$1,218.83</b>
0146	MB	12851	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
				B 01	215 005	Tax Sheltered Annuities		\$1,812.60	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104553</b>	Invoice	<b>Invoice No:</b>	S2024130		<b>1/15/2024</b>	<b>Paid Amt: \$1,812.60</b>
									<b>Check Amount: \$1,812.60</b>
0146	MB	12860			MINNESOTA TEACHERS RETIREMENT		Wire		
				B 01	215 018	TRA		\$31,864.44	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104552</b>	Invoice	<b>Invoice No:</b>	S2024130		<b>1/15/2024</b>	<b>Paid Amt: \$31,864.44</b>
									<b>Check Amount: \$31,864.44</b>
0146	MB	12861			PUBLIC EMPLOYEES RETIREMENT		Wire		
				B 01	215 017	PERA		\$11,391.87	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104551</b>	Invoice	<b>Invoice No:</b>	S2024130		<b>1/15/2024</b>	<b>Paid Amt: \$11,391.87</b>
									<b>Check Amount: \$11,391.87</b>
0146	MB	12862	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
				B 01	215 005	Tax Sheltered Annuities		\$1,139.28	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104546</b>	Invoice	<b>Invoice No:</b>	S2024130		<b>1/15/2024</b>	<b>Paid Amt: \$1,139.28</b>
									<b>Check Amount: \$1,139.28</b>
0146	MB	14128			INTERNAL REVENUE SERVICE		Wire		
				B 01	215 010	FICA Payable		\$39,395.96	
				B 01	215 011	Federal Tax		\$16,484.36	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104543</b>	Invoice	<b>Invoice No:</b>	S2024130		<b>1/15/2024</b>	<b>Paid Amt: \$55,880.32</b>
									<b>Check Amount: \$55,880.32</b>
0146	MB	14129			MINN DEPT OF REVENUE		Wire		
				B 01	215 013	State Tax		\$8,865.23	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104547</b>	Invoice	<b>Invoice No:</b>	S2024130		<b>1/15/2024</b>	<b>Paid Amt: \$8,865.23</b>
									<b>Check Amount: \$8,865.23</b>
0146	MB	14968	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
				B 01	215 005	Tax Sheltered Annuities		\$3,168.84	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104550</b>	Invoice	<b>Invoice No:</b>	S2024130		<b>23 1/15/2024</b>	<b>Paid Amt: \$3,168.84</b>
									<b>Check Amount: \$3,168.84</b>

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	14970	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$145.84	
	PO#:	Voucher #:	104545	Invoice	Invoice No: S2024130	1/15/2024	Paid Amt:	\$145.84	
							Check Amount:	\$145.84	
0146	MB	16537	REMIT		EDUCATORS BENEFIT CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$1,180.10	
	PO#:	Voucher #:	104541	Invoice	Invoice No: S2024130	1/15/2024	Paid Amt:	\$1,180.10	
							Check Amount:	\$1,180.10	
0146	MB	16936	REMIT		EDUCATORS BENEFITS CONSULTANTS		Wire		
			B 01	215 005	Tax Sheltered Annuities			\$4,764.24	
	PO#:	Voucher #:	104544	Invoice	Invoice No: S2024130	1/15/2024	Paid Amt:	\$4,764.24	
							Check Amount:	\$4,764.24	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$60.00	
	PO#:	Voucher #:	104729	Invoice	Invoice No: 011224	1/17/2024	Paid Amt:	\$60.00	
							Check Amount:	\$60.00	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$110.40	
	PO#:	Voucher #:	104730	Invoice	Invoice No: 011324	1/17/2024	Paid Amt:	\$110.40	
							Check Amount:	\$110.40	
0146	MB	17576			WEX HEALTH INC		Wire		
			B 01	215 024	Flex Plan Medical & Dependent Care			\$42.92	
	PO#:	Voucher #:	104731	Invoice	Invoice No: 011624	1/17/2024	Paid Amt:	\$42.92	
							Check Amount:	\$42.92	
0146	MB	17591			NELNET PAYMENT SERVICES		Wire		
			E 01	005 110 000 305 000	ACH Fee			\$14.33	
	PO#:	Voucher #:	104746	Invoice	Invoice No: CI-000303971	1/18/2024	Paid Amt:	\$14.33	
							Check Amount:	\$14.33	
0146	MB	86206	14911	REMIT	AMAZON CAPITAL SERVICES		Check		
			E 01	100 407 740 433 000	Hefty Slider Freezer Storage Bags, Quart Size			\$6.49	
			E 01	100 407 740 433 000	Hefty Slider Freezer Storage Bags, Gallon Siz			\$7.28	
			E 01	100 407 740 401 000	Duracell Coppertop C Batteries, 8-count pack			\$14.77	
			E 01	100 407 740 433 000	Loose-Leaf binder Rings 1-inch (100-Pack)			\$7.99	
			E 01	100 407 740 401 000	Huggies Natural Care Sensitive Baby Wipes, l			\$17.13	
			E 01	100 407 740 401 000	Lysol Disinfectant handi-Pack Wipes, 480 Cou			\$26.50	
			E 01	100 407 740 433 000	Scotch Heavy Duty Shipping Packaging Tape,			\$12.64	
			E 01	100 407 740 433 000	Say It Hear It ABC Animals - 26 Button Board			\$20.62	
			E 01	100 407 740 433 000	Baby Einstein - First words Everywhere! 30-Bt			\$12.39	

# Barnesville Public Schools #146

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	86206	14911	REMIT	AMAZON CAPITAL SERVICES		Check
				E 01	100 407 740 433 000	Welcome To the Symphony: A Musical Explor	\$19.69
<b>PO#: 49652</b>	<b>Voucher #:</b>	<b>104469</b>	Invoice		<b>Invoice No:</b> 197X-NGVC-9LVC	<b>12/22/2023</b>	<b>Paid Amt: \$145.50</b>
				E 01	005 810 000 410 000	Double A batteries, 100 pack	\$48.99
<b>PO#: 49658</b>	<b>Voucher #:</b>	<b>104470</b>	Invoice		<b>Invoice No:</b> 1FV7-KHXP-9QQ9	<b>12/22/2023</b>	<b>Paid Amt: \$48.99</b>
				E 01	100 620 000 470 000	Book	\$9.39
				E 01	100 620 000 470 000	Book	\$9.99
				E 01	100 620 000 470 000	Book	\$11.69
				E 01	100 620 000 470 000	Book	\$14.38
				E 01	100 620 000 470 000	Book	\$12.99
				E 01	100 620 000 470 000	Book	\$12.18
				E 01	100 620 000 470 000	Book	\$16.39
				E 01	100 620 000 470 000	Book	\$7.27
				E 01	100 620 000 470 000	Book	\$12.23
				E 01	100 620 000 470 000	Book	\$35.97
				E 01	100 620 000 470 000	Book	\$1.26
				E 01	100 620 000 470 000	Book	\$6.28
				E 01	100 620 000 470 000	Book	\$12.99
				E 01	100 620 000 470 000	Book	\$6.75
				E 01	100 620 000 470 000	Book	\$8.89
				E 01	100 620 000 470 000	Book	\$5.72
				E 01	100 620 000 470 000	Book	\$14.98
				E 01	100 620 000 470 000	Book	\$7.71
				E 01	100 620 000 470 000	Book	\$12.99
				E 01	100 620 000 470 000	Book	\$7.27
				E 01	100 620 000 470 000	Book	\$7.73
				E 01	100 620 000 470 000	Book	\$6.92
<b>PO#: 49637</b>	<b>Voucher #:</b>	<b>104471</b>	Invoice		<b>Invoice No:</b> 1PDG-HHXR-DRGH	<b>12/22/2023</b>	<b>Paid Amt: \$241.97</b>
				E 01	100 620 000 470 000	Book	\$9.99
				E 01	100 620 000 470 000	Book	\$8.99
				E 01	100 620 000 470 000	Book	\$9.56
				E 01	100 620 000 470 000	Book	\$5.49
				E 01	100 620 000 470 000	Book	\$7.99
				E 01	100 620 000 470 000	Book	\$8.78
				E 01	100 620 000 470 000	Book	\$8.99
				E 01	100 620 000 470 000	Book	\$11.99
				E 01	100 620 000 470 000	Book	\$11.31
				E 01	100 620 000 470 000	Book	\$15.32
				E 01	100 620 000 470 000	Book	\$8.49

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86206	14911	REMIT	AMAZON CAPITAL SERVICES		Check		
				E 01	100 620 000 470 000	Book		\$10.49	
				E 01	100 620 000 470 000	Book		\$10.07	
				E 01	100 620 000 470 000	Book		\$84.18	
				E 01	100 620 000 470 000	Book		\$22.32	
				E 01	100 620 000 470 000	Book		\$13.58	
	PO#: 49637	Voucher #: 104472	Invoice	Invoice No: 139N-CDHP-MYMC		12/22/2023	Paid Amt:	\$247.54	
							Check Amount:	\$684.00	
0146	MB	86207	15512		ANDERSON COACH OF FRAZEE INC		Check		
				E 01	300 294 733 360 502	FB		\$1,945.00	
				E 01	300 289 733 360 000	Auxiliary acct		\$950.00	
	PO#:	Voucher #: 104473	Invoice	Invoice No: 22730		12/22/2023	Paid Amt:	\$2,895.00	
							Check Amount:	\$2,895.00	
0146	MB	86208	10013		BARNESVILLE GROCERY		Check		
				E 01	300 250 000 430 000	Instructional Sup		\$60.14	
				E 01	300 331 830 433 000	Indiv Instruct Mat'l		\$417.51	
	PO#:	Voucher #: 104391	Invoice	Invoice No: Nov 23 FACS		12/22/2023	Paid Amt:	\$477.65	
							Check Amount:	\$477.65	
0146	MB	86209	17746		BIRKELAND, TIM		Check		
				E 01	300 296 000 305 513	Fees For Services		\$180.00	
	PO#:	Voucher #: 104476	Invoice	Invoice No: 122123		12/22/2023	Paid Amt:	\$180.00	
							Check Amount:	\$180.00	
0146	MB	86210	16206	remit	FOLLETT CONTENT SOLUTIONS LLC		Check		
				E 01	300 620 000 470 000	books		\$15.36	
				E 01	300 620 000 470 000	book		\$10.55	
				E 01	300 620 000 470 000	books		\$17.17	
				E 01	300 620 000 470 000	book		\$17.08	
				E 01	300 620 000 470 000	books		\$17.16	
				E 01	300 620 000 470 000	book		\$21.67	
				E 01	300 620 000 470 000	book		\$18.06	
				E 01	300 620 000 470 000	books		\$18.85	
				E 01	300 620 000 470 000	book		\$26.19	
				E 01	300 620 000 470 000	books		\$20.06	
				E 01	300 620 000 470 000	book		\$16.78	
				E 01	300 620 000 470 000	shipping		\$0.00	
	PO#: 49594	Voucher #: 104458	Invoice	Invoice No: 787555F		12/22/2023	Paid Amt:	\$198.93	
						26	Check Amount:	\$198.93	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86211	17625		<b>GRANT, STONEY</b>		Check		
				E 01	300 296 000 305 513	Fees For Services		\$89.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104465</b>	Invoice	<b>Invoice No:</b> 121923	<b>12/22/2023</b>	<b>Paid Amt:</b>	<b>\$89.00</b>	
							<b>Check Amount:</b>	<b>\$89.00</b>	
0146	MB	86212	17029		<b>HEISLER, DARREN</b>		Check		
				E 01	300 294 000 305 503	Fees For Services		\$71.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104478</b>	Invoice	<b>Invoice No:</b> 122123	<b>12/22/2023</b>	<b>Paid Amt:</b>	<b>\$71.00</b>	
							<b>Check Amount:</b>	<b>\$71.00</b>	
0146	MB	86213	17670		<b>REMIT KLEINWOLTERINK, JOSEPH</b>		Check		
				E 01	300 294 000 305 503	Fees For Services		\$71.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104479</b>	Invoice	<b>Invoice No:</b> 122123	<b>12/22/2023</b>	<b>Paid Amt:</b>	<b>\$71.00</b>	
							<b>Check Amount:</b>	<b>\$71.00</b>	
0146	MB	86214	14833		<b>KUTTER, DANA</b>		Check		
				E 01	300 296 000 305 513	Fees For Services		\$89.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104466</b>	Invoice	<b>Invoice No:</b> 121923	<b>12/22/2023</b>	<b>Paid Amt:</b>	<b>\$89.00</b>	
							<b>Check Amount:</b>	<b>\$89.00</b>	
0146	MB	86215	17662		<b>LATEBLOOMER MICROGREENS</b>		Check		
				E 02	005 770 699 490 000	Food (Farm to School)		\$70.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104463</b>	Invoice	<b>Invoice No:</b> 000073	<b>12/22/2023</b>	<b>Paid Amt:</b>	<b>\$70.00</b>	
							<b>Check Amount:</b>	<b>\$70.00</b>	
0146	MB	86216	13701		<b>LIBRARY STORE, INC.</b>		Check		
				E 01	100 203 000 401 000	Laminating Film Item # 30-1706		\$339.80	
				E 01	100 203 000 401 000	Coupon		(\$50.00)	
				E 01	100 203 000 401 000	Shipping		\$43.98	
	<b>PO#:</b> 49678	<b>Voucher #:</b>	<b>104467</b>	Invoice	<b>Invoice No:</b> 666253	<b>12/22/2023</b>	<b>Paid Amt:</b>	<b>\$333.78</b>	
				E 01	300 620 000 470 000	23-30006-01 five nights of Freddy's: The silver		\$25.77	
				E 01	300 620 000 470 000	23-30006-02 five nights of Freddy's: The twist		\$25.77	
				E 01	300 620 000 470 000	five nights of Freddy's: The Fourth Closet vol 3		\$25.80	
				E 01	300 620 000 470 000	23-30127-01 Fireborne		\$28.66	
				E 01	300 620 000 470 000	23-30127-02 Flameball		\$28.66	
				E 01	300 620 000 470 000	23-30127-03 Furrysong		\$28.67	
				E 01	300 620 000 470 000	Freight		\$14.43	
	<b>PO#:</b> 49590	<b>Voucher #:</b>	<b>104468</b>	Invoice	<b>Invoice No:</b> 666423	<b>12/22/2023</b>	<b>Paid Amt:</b>	<b>\$177.76</b>	
							<b>Check Amount:</b>	<b>\$511.54</b>	
0146	MB	86217	13597	remit	<b>MARCO TECHNOLOGIES LLC</b>		Check		
				E 01	300 211 000 401 000	Staples SK602		\$196.08	

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0146	MB	86217	13597	remit	MARCO TECHNOLOGIES LLC		Check		
				E 01	300 211 000 401 000	Freight		\$14.86	
		PO#: 49647	Voucher #: 104457	Invoice	Invoice No: INV11946163	12/22/2023	Paid Amt:	\$210.94	
							Check Amount:	\$210.94	
0146	MB	86218	17278		MENARDS		Check		
				E 01	300 301 830 433 000	Camo water filter 2pk		\$29.99	
				E 01	300 301 830 433 000	4" Strape hinges		\$35.92	
				E 01	300 301 830 433 000	1x10x6' Quality pine		\$64.50	
				E 01	300 301 830 433 000	wolman outdoor paint 3 colors		\$61.76	
				E 01	300 301 830 433 000	screws - box		\$14.76	
				E 01	300 301 830 433 000	Indiv Instruct Mat'l		\$52.46	
		PO#: 49648	Voucher #: 104456	Invoice	Invoice No: 85783	12/22/2023	Paid Amt:	\$259.39	
							Check Amount:	\$259.39	
0146	MB	86219	15673		PENDER, CASSIE		Check		
				R 01	300 298 000 050 000	Refund		\$125.00	
		PO#:	Voucher #: 104464	Invoice	Invoice No: 122023	12/22/2023	Paid Amt:	\$125.00	
							Check Amount:	\$125.00	
0146	MB	86220	16098		PETERSON, DAVID C.		Check		
				E 01	300 294 000 305 503	Fees For Services		\$111.50	
				E 01	300 296 000 305 513	Fees For Services		\$111.50	
		PO#:	Voucher #: 104474	Invoice	Invoice No: 122123	12/22/2023	Paid Amt:	\$223.00	
							Check Amount:	\$223.00	
0146	MB	86221	12076	remit	PREMIUM WATERS, INC.		Check		
				E 01	005 720 000 401 000	General Supplies		\$144.57	
		PO#:	Voucher #: 104459	Invoice	Invoice No: 502958-11-23	12/22/2023	Paid Amt:	\$144.57	
							Check Amount:	\$144.57	
0146	MB	86222	17620	remit	ROTH, ANTHONY		Check		
				E 01	300 296 000 305 513	Fees For Services		\$71.00	
		PO#:	Voucher #: 104477	Invoice	Invoice No: 122123	12/22/2023	Paid Amt:	\$71.00	
							Check Amount:	\$71.00	
0146	MB	86223	15198		SAVARY, DYLAN		Check		
				E 01	300 294 000 305 503	Fees For Services		\$180.00	
		PO#:	Voucher #: 104475	Invoice	Invoice No: 122123	12/22/2023	Paid Amt:	\$180.00	
							Check Amount:	\$180.00	
0146	MB	86224	13532	remit	SCHMITT MUSIC CREDIT DEPT		Check		
				E 01	300 258 000 401 000	Bach Mouthpiece 28		\$98.10	
				E 01	300 258 000 401 000	Fast Valve Oil		\$4.95	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86224	13532	remit	SCHMITT MUSIC CREDIT DEPT		Check		
				E 01	300 258 000 401 000	Blue Juice Valve Oil		\$4.35	
	PO#: 49626	Voucher #: 104460		Invoice	Invoice No: 5599507	12/22/2023	Paid Amt:		\$107.40
				E 01	300 258 000 350 000	Tenor Saxophone Soldering		\$75.00	
	PO#: 49640	Voucher #: 104461		Invoice	Invoice No: 5597726	12/22/2023	Paid Amt:		\$75.00
							Check Amount:		\$182.40
0146	MB	86225	15276		SCHNEIBEL, DANIEL		Check		
				E 01	300 294 000 305 503	Fees For Services		\$71.00	
	PO#:	Voucher #: 104480		Invoice	Invoice No: 122123	12/22/2023	Paid Amt:		\$71.00
							Check Amount:		\$71.00
0146	MB	86226	14824	remit	SUMMIT FIRE PROTECTION		Check		
				E 01	005 865 363 350 000	Truck Charge		\$85.00	
				E 01	005 865 363 350 000	4" square box		\$22.50	
				E 01	005 865 363 350 000	3/8 flex		\$67.50	
				E 01	005 865 363 350 000	service call (fire alarms)		\$455.00	
				E 01	005 865 363 350 000	Fire wire		\$30.00	
	PO#: 49675	Voucher #: 104462		Invoice	Invoice No: 192028807	12/22/2023	Paid Amt:		\$660.00
							Check Amount:		\$660.00
0146	MB	86227	15651	remit	TEACHERS ON CALL		Check		
				E 01	100 203 000 305 000	Elem substitutes		\$1,986.60	
	PO#:	Voucher #: 104481		Invoice	Invoice No: 152460	12/22/2023	Paid Amt:		\$1,986.60
							Check Amount:		\$1,986.60
0146	MB	86228	15764		WEST SIDE STEEL		Check		
				E 01	300 301 830 433 000	1" angle x 3/16"		\$77.65	
				E 01	300 301 830 433 000	1-1/2" flat x 3/16"		\$21.62	
	PO#: 49663	Voucher #: 104455		Invoice	Invoice No: 7794	12/22/2023	Paid Amt:		\$99.27
							Check Amount:		\$99.27
0146	MB	86229	11532	REMIT	CAPITAL ONE		Check		
				E 01	300 301 830 433 000	food science unit ingredients- misc.		\$106.37	
	PO#: 49645	Voucher #: 104497		Invoice	Invoice No: 493347017746741	12/28/2023	Paid Amt:		\$106.37
							Check Amount:		\$106.37
0146	MB	86230	16086	remit	COLONIAL LIFE INSURANCE COMPANY		Check		
				B 01	215 029	Supplemental Insurance-Voluntary		\$213.08	
	PO#:	Voucher #: 104502		Invoice	Invoice No: 41790571213179	12/28/2023	Paid Amt:		\$213.08
							Check Amount:		\$213.08

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86231	15413	remit	FIDELITY SECURITY LIFE		Check		
				B 01	215 031	Vision Premium		\$558.44	
	PO#:	Voucher #:	104501	Invoice	Invoice No:	3042841	12/28/2023	Paid Amt:	\$558.44
								Check Amount:	\$558.44
0146	MB	86232	15395		MADISON NATIONAL LIFE		Check		
				B 01	215 027	Life & LTD		\$1,131.82	
	PO#:	Voucher #:	104500	Invoice	Invoice No:	January 2024	12/28/2023	Paid Amt:	\$1,131.82
								Check Amount:	\$1,131.82
0146	MB	86233	15415		NCPERS GROUP LIFE INS.		Check		
				B 01	215 028	PERA Life Insurance		\$128.00	
	PO#:	Voucher #:	104499	Invoice	Invoice No:	108802012024	12/28/2023	Paid Amt:	\$128.00
								Check Amount:	\$128.00
0146	MB	86234	16851		SOCIAL THINKING		Check		
				E 01	100 422 740 433 000	The Power of Thought on Feelings		\$22.99	
				E 01	100 422 740 433 000	The Growing Feelings and Friendship Bundle		\$30.99	
				E 01	100 422 740 433 000	We Thinkers! Volume 2 Social Problem Solver		\$179.99	
				E 01	100 422 740 433 000	Freight		\$19.05	
	PO#: 49651	Voucher #:	104498	Invoice	Invoice No:	295760	12/28/2023	Paid Amt:	\$253.02
								Check Amount:	\$253.02
0146	MB	86235	10013		BARNESVILLE GROCERY		Check		
				E 01	300 331 830 433 000	Indiv Instruct Mat'l		\$158.45	
	PO#:	Voucher #:	104523	Invoice	Invoice No:	090723	1/5/2024	Paid Amt:	\$158.45
								Check Amount:	\$158.45
0146	MB	86236	13662		COLBECK, SCOTT		Check		
				E 01	300 294 000 305 503	Fees For Services		\$164.00	
	PO#:	Voucher #:	104519	Invoice	Invoice No:	010424	1/5/2024	Paid Amt:	\$164.00
								Check Amount:	\$164.00
0146	MB	86237	12853		EA - BARNESVILLE		Check		
				B 01	215 025	Nea-Mea-Bea Dues Payable		\$2,844.57	
	PO#:	Voucher #:	104420	Invoice	Invoice No:	S2024110	1/5/2024	Paid Amt:	\$2,844.57
				B 01	215 025	Nea-Mea-Bea Dues Payable		\$2,844.57	
	PO#:	Voucher #:	104483	Invoice	Invoice No:	S2024120	1/5/2024	Paid Amt:	\$2,844.57
								Check Amount:	\$5,689.14
0146	MB	86238	15344		EDUCATORS BENEFIT CONSULTANTS		Check		
				E 01	005 110 000 305 000	Fees For Services		\$69.18	
	PO#:	Voucher #:	104513	Invoice	Invoice No:	30980	30 1/5/2024	Paid Amt:	\$69.18
								Check Amount:	\$69.18

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	86239	15977	REMIT	ELAN FINANCIAL SERVICES		Check
				E 01	005 020 000 401 000	Zoom subscription (District)	\$17.17
				E 04	005 509 321 401 000	Brightwheel subscription	\$150.00
				E 01	300 289 000 401 000	HS Auxiliary reimb.	\$574.84
				E 01	300 294 000 369 502	State FB Parking	\$60.00
				E 01	300 294 000 366 502	State FB Hotel	\$1,150.92
				E 01	300 294 000 369 502	State FB Hotel (students)	\$3,021.27
				E 01	300 640 316 366 000	Staff Development (HS)	\$129.50
				E 01	300 294 000 401 506	Wrestling Supplies	\$250.00
				E 01	300 294 000 366 506	Adult Wrestling Tourn Rooms	\$287.42
				E 01	100 401 740 433 000	Elem Speech Suplies	\$138.00
				E 01	300 211 000 460 000	College Textbooks	\$1,063.05
<b>PO#:</b>	<b>Voucher #:</b>	<b>104506</b>	Invoice	<b>Invoice No:</b>	December 2023	<b>1/5/2024</b>	<b>Paid Amt: \$6,842.17</b>
							<b>Check Amount: \$6,842.17</b>
0146	MB	86240	15730		ESSENTIA HEALTH		Check
				E 01	300 790 000 305 000	monthly sports medicine agreement	\$125.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>104512</b>	Invoice	<b>Invoice No:</b>	0724.3010.1707.01	<b>1/5/2024</b>	<b>Paid Amt: \$125.00</b>
							<b>Check Amount: \$125.00</b>
0146	MB	86241	16411		HIRST, IVAN		Check
				E 01	300 294 000 305 503	Fees For Services	\$164.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>104518</b>	Invoice	<b>Invoice No:</b>	010424	<b>1/5/2024</b>	<b>Paid Amt: \$164.00</b>
							<b>Check Amount: \$164.00</b>
0146	MB	86242	14833		KUTTER, DANA		Check
				E 01	300 294 000 305 503	Fees For Services	\$45.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>104522</b>	Invoice	<b>Invoice No:</b>	010424	<b>1/5/2024</b>	<b>Paid Amt: \$45.00</b>
							<b>Check Amount: \$45.00</b>
0146	MB	86243	10392		MESPA		Check
				E 01	005 640 316 366 000	MESPA Institute	\$450.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>104509</b>	Invoice	<b>Invoice No:</b>	16662	<b>1/5/2024</b>	<b>Paid Amt: \$450.00</b>
							<b>Check Amount: \$450.00</b>
0146	MB	86244	16818		MN SCHOOL EMPLOYEES ASSOCIATION		Check
				B 01	215 025	Nea-Mea-Bea Dues Payable	\$618.97
<b>PO#:</b>	<b>Voucher #:</b>	<b>104489</b>	Invoice	<b>Invoice No:</b>	S2024120	<b>1/5/2024</b>	<b>Paid Amt: \$618.97</b>
							<b>Check Amount: \$618.97</b>
0146	MB	86245	15229		PENNICK, KOBY A.		Check
				E 01	300 294 000 305 503	Fees For Services 31	\$164.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>104520</b>	Invoice	<b>Invoice No:</b>	010424	<b>1/5/2024</b>	<b>Paid Amt: \$164.00</b>
							<b>Check Amount: \$164.00</b>

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0146	MB	86246	17212		<b>REAL OT SOLUTIONS</b>		Check	
				E 01	100 408 740 433 000	Posters		\$46.50
				E 01	100 408 740 433 000	Desktop stickers		\$18.50
				E 01	100 408 740 433 000	Shipping		\$0.00
	PO#: 49661	Voucher #: 104507	Invoice	Invoice No: #S110719		1/5/2024	Paid Amt:	\$65.00
							Check Amount:	\$65.00
0146	MB	86247	15651	remit	<b>TEACHERS ON CALL</b>		Check	
				E 01	100 203 000 305 000	Elem substitutes		\$1,806.00
				E 01	300 211 000 305 000	HS substitutes		\$903.00
	PO#:	Voucher #: 104511	Invoice	Invoice No: 152703		1/5/2024	Paid Amt:	\$2,709.00
							Check Amount:	\$2,709.00
0146	MB	86248	16653		<b>VERIFIED FIRST</b>		Check	
				E 01	005 105 000 305 000	Background Checks		\$83.16
	PO#:	Voucher #: 104510	Invoice	Invoice No: INV-000456555		1/5/2024	Paid Amt:	\$83.16
							Check Amount:	\$83.16
0146	MB	86249	15278		<b>WENAAS, LAWRENCE</b>		Check	
				E 01	300 294 000 305 503	Fees For Services		\$83.00
	PO#:	Voucher #: 104521	Invoice	Invoice No: 010424		1/5/2024	Paid Amt:	\$83.00
							Check Amount:	\$83.00
0146	MB	86250	16119		<b>WORLD OF OFFICIATING,</b>		Check	
				E 01	300 296 000 305 513	officiating admin fee		\$195.00
	PO#:	Voucher #: 104508	Invoice	Invoice No: 122323		1/5/2024	Paid Amt:	\$195.00
							Check Amount:	\$195.00
0146	MB	86251	10023		<b>BEST WESTERN KELLY INN</b>		Check	
				E 01	300 640 316 366 000	Ag Tech Conference hotel fee		\$268.04
	PO#: 49688	Voucher #: 104527	Invoice	Invoice No: 639781		1/12/2024	Paid Amt:	\$268.04
							Check Amount:	\$268.04
0146	MB	86252	12524		<b>CENTRAL CASS HIGH SCHOOL</b>		Check	
				E 01	300 294 000 369 506	Entry Fees/Student Travel		\$200.00
	PO#:	Voucher #: 104537	Invoice	Invoice No: 011024		1/12/2024	Paid Amt:	\$200.00
							Check Amount:	\$200.00
0146	MB	86253	10001		<b>CITY OF BARNESVILLE</b>		Check	
				E 01	005 810 000 332 000	Electricity		\$12,401.91
				E 01	005 810 000 331 000	Water-Sewage		\$1,926.10
				E 01	005 810 000 330 000	Garbage		\$23.78
				E 04	005 505 321 320 000	Communication		\$33.29

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86253	10001		<b>CITY OF BARNESVILLE</b>		Check		
				E 01	005 810 000 320 000	Communication		\$688.30	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104534</b>	Invoice	<b>Invoice No:</b> 10109858	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$15,073.38</b>	
							<b>Check Amount:</b>	<b>\$15,073.38</b>	
0146	MB	86254	16701		<b>HALVORSON, CHANCEY</b>		Check		
				E 01	300 294 000 305 503	Fees For Services		\$160.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104528</b>	Invoice	<b>Invoice No:</b> 010524	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$160.00</b>	
							<b>Check Amount:</b>	<b>\$160.00</b>	
0146	MB	86255	14156		<b>HAWLEY HIGH SCHOOL</b>		Check		
				E 01	300 295 000 369 519	Entry Fees/Student Travel		\$200.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104539</b>	Invoice	<b>Invoice No:</b> 011024	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$200.00</b>	
							<b>Check Amount:</b>	<b>\$200.00</b>	
0146	MB	86256	16328		<b>HEISE, CHRISTOPHER A</b>		Check		
				E 01	300 294 000 305 503	Fees For Services		\$165.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104556</b>	Invoice	<b>Invoice No:</b> 011124	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$165.00</b>	
							<b>Check Amount:</b>	<b>\$165.00</b>	
0146	MB	86257	14833		<b>KUTTER, DANA</b>		Check		
				E 01	300 294 000 305 503	Fees For Services		\$83.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104532</b>	Invoice	<b>Invoice No:</b> 010524	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$83.00</b>	
							<b>Check Amount:</b>	<b>\$83.00</b>	
0146	MB	86258	16099		<b>MAAE</b>		Check		
				E 01	300 640 316 366 000	Ag Tech conference		\$145.00	
	<b>PO#:</b> 49696	<b>Voucher #:</b>	<b>104526</b>	Invoice	<b>Invoice No:</b> 2581	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$145.00</b>	
							<b>Check Amount:</b>	<b>\$145.00</b>	
0146	MB	86259	16099		<b>MAAE</b>		Check		
				E 01	300 301 830 820 000	membership		\$245.00	
	<b>PO#:</b> 49696	<b>Voucher #:</b>	<b>104560</b>	Invoice	<b>Invoice No:</b> 2023-24	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$245.00</b>	
							<b>Check Amount:</b>	<b>\$245.00</b>	
0146	MB	86260	17480		<b>MARCUS, BRIAN</b>		Check		
				E 01	300 294 000 305 503	Fees For Services		\$45.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104558</b>	Invoice	<b>Invoice No:</b> 011124	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$45.00</b>	
							<b>Check Amount:</b>	<b>\$45.00</b>	
0146	MB	86261	16402		<b>MNIAAA</b>		Check		
				E 01	005 640 316 366 000	A Schindler		\$395.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104533</b>	Invoice	<b>Invoice No:</b> 1355	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$395.00</b>	
							<b>Check Amount:</b>	<b>\$395.00</b>	

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Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86262	17037		<b>SOLBERG, BRADLEY D</b>		Check		
				E 01	300 294 000 305 503	Fees For Services		\$165.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104555</b>	Invoice	<b>Invoice No:</b> 011124	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$165.00</b>	
							<b>Check Amount:</b>	<b>\$165.00</b>	
0146	MB	86263	15514		<b>SYLLIAASEN, BRAD</b>		Check		
				E 01	300 294 000 305 503	Fees For Services		\$165.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104557</b>	Invoice	<b>Invoice No:</b> 011124	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$165.00</b>	
							<b>Check Amount:</b>	<b>\$165.00</b>	
0146	MB	86264	15744		<b>WEINZIERL, RYAN</b>		Check		
				E 01	300 294 000 305 503	Fees For Services		\$160.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104530</b>	Invoice	<b>Invoice No:</b> 010524	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$160.00</b>	
							<b>Check Amount:</b>	<b>\$160.00</b>	
0146	MB	86265	15200		<b>WEISER, RYAN</b>		Check		
				E 01	300 294 000 305 503	Fees For Services		\$160.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104529</b>	Invoice	<b>Invoice No:</b> 010524	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$160.00</b>	
							<b>Check Amount:</b>	<b>\$160.00</b>	
0146	MB	86266	15278		<b>WENAAS, LAWRENCE</b>		Check		
				E 01	300 294 000 305 503	Fees For Services		\$45.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104531</b>	Invoice	<b>Invoice No:</b> 010524	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$45.00</b>	
				E 01	300 294 000 305 503	Fees For Services		\$83.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104559</b>	Invoice	<b>Invoice No:</b> 011124	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$83.00</b>	
							<b>Check Amount:</b>	<b>\$128.00</b>	
0146	MB	86267	10389		<b>WEST CENTRAL AREA SCHOOLS</b>		Check		
				E 01	300 294 000 369 506	Entry Fees/Student Travel		\$250.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104538</b>	Invoice	<b>Invoice No:</b> 011024	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$250.00</b>	
							<b>Check Amount:</b>	<b>\$250.00</b>	
0146	MB	86268	16972		<b>XCEL ENERGY</b>		Check		
				E 01	005 810 000 333 000	Natural Gas		\$3,412.03	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104535</b>	Invoice	<b>Invoice No:</b> 858960545	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$3,412.03</b>	
							<b>Check Amount:</b>	<b>\$3,412.03</b>	
0146	MB	86269	16972		<b>XCEL ENERGY</b>		Check		
				E 01	005 810 000 333 000	Natural Gas		\$12,589.32	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104536</b>	Invoice	<b>Invoice No:</b> 858913650	<b>1/12/2024</b>	<b>Paid Amt:</b>	<b>\$12,589.32</b>	
							<b>Check Amount:</b>	<b>\$12,589.32</b>	
0146	MB	86270	16256		<b>ADA-BORUP-WEST PUBLIC SCHOOL</b>		Check		
				E 01	300 296 000 369 513	Entry Fees/Student Travel		\$180.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104728</b>	Invoice	<b>Invoice No:</b> 011724	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$180.00</b>	
							<b>Check Amount:</b>	<b>\$180.00</b>	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86271	15412		AFLAC		Check		
				B 01	215 029	Supplemental Insurance-Voluntary		\$493.54	
<b>PO#:</b>	<b>Voucher #:</b>	<b>104562</b>	Invoice	<b>Invoice No:</b>	646539	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$493.54</b>	
								<b>Check Amount:</b>	<b>\$493.54</b>
0146	MB	86272	14911		REMIT AMAZON CAPITAL SERVICES		Check		
				E 01	100 620 000 470 000	Book - Last Laugh		\$7.99	
<b>PO#:</b> 49643	<b>Voucher #:</b>	<b>104563</b>	Invoice	<b>Invoice No:</b>	1VV9-V4J7-M3CN	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$7.99</b>	
			R 01	300 299 000 619 000	Concessions Cost of Sales		\$239.94		
<b>PO#:</b>	<b>Voucher #:</b>	<b>104564</b>	Invoice	<b>Invoice No:</b>	1RHL-7N4Q-314N	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$239.94</b>	
			E 01	300 296 000 401 517	Dudley NFHS SB 12 Fastpitch Softball-12Pacl		\$742.00		
<b>PO#:</b> 49681	<b>Voucher #:</b>	<b>104565</b>	Invoice	<b>Invoice No:</b>	1HRQ-YRJY-LPJ3	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$742.00</b>	
			E 01	300 050 000 401 000	Apple pencil 1st generation		\$237.00		
<b>PO#:</b> 49679	<b>Voucher #:</b>	<b>104566</b>	Invoice	<b>Invoice No:</b>	1KPT-6FC9-M9VX	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$237.00</b>	
			E 01	100 620 000 470 000	Book		\$11.69		
<b>PO#:</b>	<b>Voucher #:</b>	<b>104567</b>	Invoice	<b>Invoice No:</b>	16DJ-JWCM-CDFK	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$11.69</b>	
			E 01	100 408 740 433 000	Blending and Segmenting: Workbook: Black a		\$24.99		
			E 01	100 408 740 433 000	Ejanmilar 24 Pcs Fidget Blocks, Push Silicone		\$17.99		
			E 01	100 408 740 433 000	Discovery Toys – Sensory Pops Blocks   Popp		\$34.99		
			E 01	100 408 740 433 000	AK-SHIP 7.8in Big Size Popp Math Toys , Rair		\$15.96		
			E 01	100 408 740 433 000	hand2mind Beginning Word Builder, CVC Wor		\$9.75		
			E 01	100 408 740 433 000	Word Pop CVC Words Games - Learn to Reac		\$29.39		
			E 01	100 408 740 433 000	Chew Necklaces for Sensory Kids, 3 Pack Sili		\$15.56		
			E 01	100 408 740 433 000	Chew Necklace, Sensory Chew Necklace Bun		\$9.99		
			E 01	100 408 740 433 000	Amazon Basics 1/3-Cut Tab, Assorted Positior		\$20.78		
			E 01	100 408 740 433 000	Educational Insights Hot Dots Feelings & Frier		\$15.97		
			E 01	100 408 740 433 000	SkillEase Social Emotional Learning Activities,		\$29.99		
			E 01	100 408 740 433 000	Who's Feeling What? ,Social Emotional Learn		\$13.99		
<b>PO#:</b> 49642	<b>Voucher #:</b>	<b>104568</b>	Invoice	<b>Invoice No:</b>	1WRT-V3D6-PDR6	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$239.35</b>	
			E 01	100 620 000 470 000	Book		\$7.71		
<b>PO#:</b>	<b>Voucher #:</b>	<b>104569</b>	Invoice	<b>Invoice No:</b>	1X3T-CYQN-CYVK	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$7.71</b>	
			E 01	100 620 000 470 000	Book		\$4.51		
<b>PO#:</b>	<b>Voucher #:</b>	<b>104570</b>	Invoice	<b>Invoice No:</b>	1WKP-NHPL-9DY6	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$4.51</b>	
			E 01	100 204 000 401 000	AFMAT Electric Pencil Sharpener, Fully Autom		\$32.99		
			E 01	100 204 000 401 000	Freight		\$6.99		
<b>PO#:</b> 49710	<b>Voucher #:</b>	<b>104713</b>	Invoice	<b>Invoice No:</b>	1TGC-4TDC-D7JR	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$39.98</b>	
								<b>Check Amount:</b>	<b>\$1,530.17</b>
0146	MB	86273	15900		ANDERSON ELECTRIC LLC	35	Check		
				E 01	005 812 000 350 000	Labor		\$1,700.00	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86273	15900		<b>ANDERSON ELECTRIC LLC</b>		Check		
				E 01	005 812 000 350 000 materials			\$487.00	
	PO#: 49687	Voucher #: 104571		Invoice	Invoice No: 7810	1/17/2024			
								<b>Paid Amt: \$2,187.00</b>	
								<b>Check Amount: \$2,187.00</b>	
0146	MB	86274	10002	remit	<b>ARAMARK</b>		Check		
				E 02	005 770 701 382 000 Laundry/Dry Cleaning			\$173.19	
	PO#:	Voucher #: 104572		Invoice	Invoice No: 2520319313	1/17/2024			
				E 02	005 770 701 382 000 Laundry/Dry Cleaning			\$173.19	
	PO#:	Voucher #: 104573		Invoice	Invoice No: 2520319314	1/17/2024			
				E 02	005 770 701 382 000 Laundry/Dry Cleaning			\$173.19	
	PO#:	Voucher #: 104574		Invoice	Invoice No: 2520311979	1/17/2024			
				E 02	005 770 701 382 000 Laundry/Dry Cleaning			\$173.19	
	PO#:	Voucher #: 104575		Invoice	Invoice No: 2520311978	1/17/2024			
								<b>Paid Amt: \$173.19</b>	
								<b>Check Amount: \$692.76</b>	
0146	MB	86275	10685		<b>BARNESVILLE BUS COMPANY, INC.</b>		Check		
				E 01	005 760 720 442 000 Gasoline			\$3,465.12	
	PO#:	Voucher #: 104579		Invoice	Invoice No: Dec 23 Fuel	1/17/2024			
				E 01	005 105 000 305 000 Drug/Alcohol Tests			\$35.00	
	PO#:	Voucher #: 104580		Invoice	Invoice No: 98739	1/17/2024			
				E 01	005 760 713 360 000 Open Enrollment Transportation			\$6,848.00	
	PO#:	Voucher #: 104581		Invoice	Invoice No: Dec 23 OE	1/17/2024			
				E 04	005 582 344 360 000 Preschool Busing			\$2,400.00	
	PO#:	Voucher #: 104582		Invoice	Invoice No: Dec 23 Preschool	1/17/2024			
				E 01	300 218 388 360 000 Knowledge Bowl			\$336.00	
				E 01	300 296 733 360 513 GBB			\$3,494.50	
				E 01	300 294 733 360 503 BBB			\$3,862.75	
				E 01	300 294 733 360 506 Wrestling			\$3,051.75	
	PO#:	Voucher #: 104583		Invoice	Invoice No: Dec 23 Extra	1/17/2024			
								<b>Paid Amt: \$10,745.00</b>	
								<b>Check Amount: \$23,493.12</b>	
0146	MB	86276	10685		<b>BARNESVILLE BUS COMPANY, INC.</b>		Check		
				E 01	005 760 720 360 000 Monthly Fee			\$57,800.00	
	PO#:	Voucher #: 104577		Invoice	Invoice No: January 2024	1/17/2024			
								<b>Paid Amt: \$57,800.00</b>	
								<b>Check Amount: \$57,800.00</b>	
0146	MB	86277	12156		<b>BARNESVILLE C-STORE</b>		Check		
				E 01	005 811 000 442 000 Gasoline			\$23.04	
	PO#:	Voucher #: 104586		Invoice	Invoice No: 787-1	1/17/2024			
								<b>Paid Amt: \$23.04</b>	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86277	12156		<b>BARNESVILLE C-STORE</b>		Check		
				E 01	005 760 733 401 000	Car Wash		\$9.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104587</b>	Invoice	<b>Invoice No:</b> 2727-1			<b>Paid Amt:</b>	<b>\$9.00</b>
								<b>Check Amount:</b>	<b>\$32.04</b>
0146	MB	86278	16618		<b>BARNESVILLE DRUG &amp; HARDWARE</b>		Check		
				E 01	005 810 000 410 000	Custodial Supplies		\$35.47	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104578</b>	Invoice	<b>Invoice No:</b> 155427			<b>Paid Amt:</b>	<b>\$35.47</b>
								<b>Check Amount:</b>	<b>\$35.47</b>
0146	MB	86279	12637		<b>BARNESVILLE FFA</b>		Check		
				E 01	300 299 000 305 000	Concessions		\$747.59	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104604</b>	Invoice	<b>Invoice No:</b> 011124			<b>Paid Amt:</b>	<b>\$747.59</b>
								<b>Check Amount:</b>	<b>\$747.59</b>
0146	MB	86280	17497		<b>BARNESVILLE PTO</b>		Check		
				E 01	300 299 000 305 000	Concessions		\$842.37	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104584</b>	Invoice	<b>Invoice No:</b> 122123			<b>Paid Amt:</b>	<b>\$842.37</b>
								<b>Check Amount:</b>	<b>\$842.37</b>
0146	MB	86281	10025		<b>BARNESVILLE RECORD-REVIEW</b>		Check		
				E 01	005 010 000 380 000	Public Hearing Tax Abatements		\$288.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104576</b>	Invoice	<b>Invoice No:</b> 123123			<b>Paid Amt:</b>	<b>\$288.00</b>
								<b>Check Amount:</b>	<b>\$288.00</b>
0146	MB	86282	13904		<b>BOY'S BASKETBALL</b>		Check		
				E 01	300 299 000 305 000	Concessions		\$1,838.67	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104585</b>	Invoice	<b>Invoice No:</b> 010624			<b>Paid Amt:</b>	<b>\$1,838.67</b>
								<b>Check Amount:</b>	<b>\$1,838.67</b>
0146	MB	86283	15925		<b>BOYS GOLF</b>		Check		
				E 01	300 289 000 401 000	Booster Club donation		\$500.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104656</b>	Invoice	<b>Invoice No:</b> 011624			<b>Paid Amt:</b>	<b>\$500.00</b>
								<b>Check Amount:</b>	<b>\$500.00</b>
0146	MB	86284	10001		<b>CITY OF BARNESVILLE</b>		Check		
				E 01	100 716 342 401 000	DARE supplies		\$1,974.34	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104588</b>	Invoice	<b>Invoice No:</b> 121523			<b>Paid Amt:</b>	<b>\$1,974.34</b>
								<b>Check Amount:</b>	<b>\$1,974.34</b>
0146	MB	86285	12618		<b>CLAY COUNTY CONNECTION</b>		Check		
				E 01	005 010 000 380 000	Advertising		\$445.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104625</b>	Invoice	<b>Invoice No:</b> 123123			<b>Paid Amt:</b>	<b>\$445.00</b>
								<b>Check Amount:</b>	<b>\$445.00</b>

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86286	16568		<b>COCA-COLA BOTTLING COMPANY HIGH COUNTRY</b>		Check		
				R 01	300 299 000 619 000	Concessions Cost of Sales		\$849.50	
PO#:		Voucher #:	104589	Invoice	Invoice No: 4623562	1/17/2024	Paid Amt:	\$849.50	
				R 01	300 299 000 619 000	Concessions Cost of Sales		\$825.00	
PO#:		Voucher #:	104590	Invoice	Invoice No: 4592194	1/17/2024	Paid Amt:	\$825.00	
				R 01	300 299 000 619 000	Return		\$1,448.50	
PO#:		Voucher #:	104591	Credit	Invoice No: 4592035	1/17/2024	Paid Amt:	(\$1,448.50)	
				R 01	300 299 000 619 000	Concessions Cost of Sales		\$241.00	
PO#:		Voucher #:	104714	Invoice	Invoice No: 4623479	1/17/2024	Paid Amt:	\$241.00	
				R 01	300 299 000 619 000	Concessions Cost of Sales		\$38.50	
PO#:		Voucher #:	104715	Invoice	Invoice No: 4623481	1/17/2024	Paid Amt:	\$38.50	
							Check Amount:	\$505.50	
0146	MB	86287	16568		<b>COCA-COLA BOTTLING COMPANY HIGH COUNTRY</b>		Check		
				E 02	005 770 707 490 000	Food		\$218.75	
PO#:		Voucher #:	104592	Invoice	Invoice No: 4623480	1/17/2024	Paid Amt:	\$218.75	
							Check Amount:	\$218.75	
0146	MB	86288	13662		<b>COLBECK, SCOTT</b>		Check		
				E 01	300 296 000 305 513	Fees For Services		\$164.00	
PO#:		Voucher #:	104593	Invoice	Invoice No: 11224	1/17/2024	Paid Amt:	\$164.00	
							Check Amount:	\$164.00	
0146	MB	86289	15619		<b>CULINEX</b>		Check		
				E 02	005 770 701 401 000	Probe for Combi oven		\$212.88	
				E 02	005 770 701 401 000	Freight		\$22.10	
PO#: 49668		Voucher #:	104594	Invoice	Invoice No: INV892603	1/17/2024	Paid Amt:	\$234.98	
							Check Amount:	\$234.98	
0146	MB	86290	10007		<b>DACOTAH PAPER CO</b>		Check		
				R 01	300 299 000 619 000	Concessions Cost of Sales		\$229.60	
PO#:		Voucher #:	104595	Invoice	Invoice No: 17070	1/17/2024	Paid Amt:	\$229.60	
				E 01	005 810 000 410 000	Tielx		\$62.55	
PO#: 49665		Voucher #:	104596	Invoice	Invoice No: 13667	1/17/2024	Paid Amt:	\$62.55	
							Check Amount:	\$292.15	
0146	MB	86291	12089		<b>DVS RENEWAL</b>		Check		
				E 01	005 760 733 401 000	20 Ford TCN		\$20.25	
PO#:		Voucher #:	104701	Invoice	Invoice No: 20 FORD 24	1/17/2024	Paid Amt:	\$20.25	
				E 01	005 760 733 401 000	19 DODGE CARAVAN		\$20.25	
PO#:		Voucher #:	104702	Invoice	Invoice No: 19 DODG 24	1/17/2024	Paid Amt:	\$20.25	
				E 01	005 760 733 401 000	09 MAZD	38	\$20.25	
PO#:		Voucher #:	104703	Invoice	Invoice No: 09 MAZD 24	1/17/2024	Paid Amt:	\$20.25	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86291	12089		<b>DVS RENEWAL</b>		Check		
				E 01 005 760	733 401 000 17 Dodge van			\$20.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104704</b>	Invoice	<b>Invoice No:</b> 17 DODGE 24	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$20.25</b>
				E 01 005 760	733 401 000 17 Dodge van			\$20.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104705</b>	Invoice	<b>Invoice No:</b> 17 DODG 24	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$20.25</b>
				E 01 005 760	733 401 000 10 Dodg			\$20.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104706</b>	Invoice	<b>Invoice No:</b> 10 DODG 24	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$20.25</b>
				E 01 005 760	733 401 000 01 Blue			\$20.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104707</b>	Invoice	<b>Invoice No:</b> 01 BLUE 24	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$20.25</b>
				E 01 005 760	733 401 000 12 CHEV			\$20.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104708</b>	Invoice	<b>Invoice No:</b> 12 CHEV 24	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$20.25</b>
				E 01 005 760	733 401 000 15 DODG			\$20.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104709</b>	Invoice	<b>Invoice No:</b> 15 DODG 24	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$20.25</b>
				E 01 005 760	733 401 000 14 Chrysler			\$20.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104710</b>	Invoice	<b>Invoice No:</b> 14 CHRY 24	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$20.25</b>
				E 01 005 760	733 401 000 14 Chry			\$20.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104711</b>	Invoice	<b>Invoice No:</b> 14 CHRYS 24	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$20.25</b>
				E 01 005 760	733 401 000 Plate # 930818 92 GMC			\$20.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104712</b>	Invoice	<b>Invoice No:</b> 92 GMC 24	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$20.25</b>
								<b>Check Amount:</b>	<b>\$243.00</b>
0146	MB	86292	13220		<b>EARTHGRAINS BAKING CO. INC.</b>		Check		
				E 02 005 770	701 490 000 Food			\$64.84	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104638</b>	Invoice	<b>Invoice No:</b> 52155690002454	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$64.84</b>
				E 02 005 770	701 490 000 Food			\$312.60	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104597</b>	Invoice	<b>Invoice No:</b> 52155690002421	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$312.60</b>
				E 02 005 770	701 490 000 Food			\$100.60	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104598</b>	Invoice	<b>Invoice No:</b> 52155690002455	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$100.60</b>
				E 02 005 770	701 490 000 Food			\$104.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104599</b>	Invoice	<b>Invoice No:</b> 52155690002384	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$104.00</b>
				E 02 005 770	701 490 000 Food			\$229.40	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104600</b>	Invoice	<b>Invoice No:</b> 52155690002385	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$229.40</b>
				E 02 005 770	701 490 000 Food			\$93.44	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104601</b>	Invoice	<b>Invoice No:</b> 52155690002420	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$93.44</b>
				E 02 005 770	701 490 000 Food			\$20.40	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104602</b>	Invoice	<b>Invoice No:</b> 52155690002386	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$20.40</b>
								<b>Check Amount:</b>	<b>\$925.28</b>
0146	MB	86293	14678		<b>EHLERS</b>	39	Check		
				E 01 005 110	000 305 000 Truth in Taxation presentation			\$2,150.00	
	<b>PO#:</b> 49539	<b>Voucher #:</b>	<b>104654</b>	Invoice	<b>Invoice No:</b> 96532	<b>1/17/2024</b>	<b>Paid Amt:</b>		<b>\$2,150.00</b>

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	86293	14678		<b>EHLERS</b>		<b>Check</b>
				E 01	005 110 000 305 000	Annual Continuing Disclosure Report preparat	\$3,150.00
		<b>PO#: 49593</b>	<b>Voucher #: 104603</b>	Invoice	<b>Invoice No: 96191</b>	<b>1/17/2024</b>	<b>Paid Amt: \$3,150.00</b>
							<b>Check Amount: \$5,300.00</b>
0146	MB	86294	10052		<b>FARMERS COOPERATIVE OIL CO</b>		<b>Check</b>
				E 01	005 760 733 442 000	Gasoline	\$49.14
		<b>PO#:</b>	<b>Voucher #: 104605</b>	Invoice	<b>Invoice No: 4328-1</b>	<b>1/17/2024</b>	<b>Paid Amt: \$49.14</b>
				E 01	005 760 733 442 000	Gasoline	\$63.04
		<b>PO#:</b>	<b>Voucher #: 104606</b>	Invoice	<b>Invoice No: 1638-2</b>	<b>1/17/2024</b>	<b>Paid Amt: \$63.04</b>
				E 01	005 760 733 442 000	Gasoline	\$50.10
		<b>PO#:</b>	<b>Voucher #: 104607</b>	Invoice	<b>Invoice No: 4924-1</b>	<b>1/17/2024</b>	<b>Paid Amt: \$50.10</b>
				E 01	005 760 733 442 000	Gasoline	\$57.29
		<b>PO#:</b>	<b>Voucher #: 104608</b>	Invoice	<b>Invoice No: 2118-2</b>	<b>1/17/2024</b>	<b>Paid Amt: \$57.29</b>
				E 01	005 760 733 442 000	Gasoline	\$38.79
		<b>PO#:</b>	<b>Voucher #: 104609</b>	Invoice	<b>Invoice No: 2154-2</b>	<b>1/17/2024</b>	<b>Paid Amt: \$38.79</b>
				E 01	005 760 733 442 000	Gasoline	\$26.96
		<b>PO#:</b>	<b>Voucher #: 104610</b>	Invoice	<b>Invoice No: 6272-1</b>	<b>1/17/2024</b>	<b>Paid Amt: \$26.96</b>
				E 01	005 760 733 442 000	Gasoline	\$63.00
		<b>PO#:</b>	<b>Voucher #: 104611</b>	Invoice	<b>Invoice No: 2851-2</b>	<b>1/17/2024</b>	<b>Paid Amt: \$63.00</b>
				E 01	005 760 733 442 000	Gasoline	\$48.16
		<b>PO#:</b>	<b>Voucher #: 104612</b>	Invoice	<b>Invoice No: 7528</b>	<b>1/17/2024</b>	<b>Paid Amt: \$48.16</b>
				E 01	005 760 733 442 000	Gasoline	\$57.01
		<b>PO#:</b>	<b>Voucher #: 104613</b>	Invoice	<b>Invoice No: 3209-2</b>	<b>1/17/2024</b>	<b>Paid Amt: \$57.01</b>
				E 01	005 760 733 442 000	Gasoline	\$40.38
		<b>PO#:</b>	<b>Voucher #: 104614</b>	Invoice	<b>Invoice No: 3937-2</b>	<b>1/17/2024</b>	<b>Paid Amt: \$40.38</b>
				E 01	005 760 733 442 000	Gasoline	\$63.64
		<b>PO#:</b>	<b>Voucher #: 104615</b>	Invoice	<b>Invoice No: 9101-1</b>	<b>1/17/2024</b>	<b>Paid Amt: \$63.64</b>
				E 01	005 760 733 442 000	Gasoline	\$50.58
		<b>PO#:</b>	<b>Voucher #: 104616</b>	Invoice	<b>Invoice No: 111-1</b>	<b>1/17/2024</b>	<b>Paid Amt: \$50.58</b>
				E 01	005 760 733 442 000	Gasoline	\$29.10
		<b>PO#:</b>	<b>Voucher #: 104617</b>	Invoice	<b>Invoice No: 82-1</b>	<b>1/17/2024</b>	<b>Paid Amt: \$29.10</b>
				E 01	005 760 733 442 000	Gasoline	\$55.39
		<b>PO#:</b>	<b>Voucher #: 104618</b>	Invoice	<b>Invoice No: 9991-1</b>	<b>1/17/2024</b>	<b>Paid Amt: \$55.39</b>
				E 01	005 810 000 442 000	Gasoline	\$55.20
		<b>PO#:</b>	<b>Voucher #: 104619</b>	Invoice	<b>Invoice No: 28-1</b>	<b>1/17/2024</b>	<b>Paid Amt: \$55.20</b>
							<b>Check Amount: \$747.78</b>
0146	MB	86295	17749		<b>FRINK, HANNAH M</b>	40	<b>Check</b>
				E 01	300 640 316 305 000		\$250.00

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86295	17749		FRINK, HANNAH M		Check		
				E 01	100 640 316 305 000			\$250.00	
	PO#:	Voucher #:	104727	Invoice	Invoice No: 011524	1/17/2024	Paid Amt:	\$500.00	
							Check Amount:	\$500.00	
0146	MB	86296	10060		FUCHS SANITATION, INC		Check		
				E 01	005 810 000 330 000 Garbage			\$1,205.83	
	PO#:	Voucher #:	104620	Invoice	Invoice No: 119810	1/17/2024	Paid Amt:	\$1,205.83	
							Check Amount:	\$1,205.83	
0146	MB	86297	13917		GIRLS BASKETBALL		Check		
				E 01	300 289 000 401 000 Booster Club Donation			\$875.50	
	PO#:	Voucher #:	104655	Invoice	Invoice No: 011624	1/17/2024	Paid Amt:	\$875.50	
							Check Amount:	\$875.50	
0146	MB	86298	14210		GIRLS TRACK		Check		
				E 01	300 299 000 305 000 Concessions			\$815.84	
	PO#:	Voucher #:	104724	Invoice	Invoice No: 011624	1/17/2024	Paid Amt:	\$815.84	
							Check Amount:	\$815.84	
0146	MB	86299	12255		REMIT GOPHER		Check		
				E 04	005 505 321 401 000 Deluxe Vinyl Floor Tape- orange- Item# 93-136			\$19.49	
	PO#: 49694	Voucher #:	104622	Invoice	Invoice No: #IN342463	1/17/2024	Paid Amt:	\$19.49	
							Check Amount:	\$19.49	
0146	MB	86300	13868		GRADE 10		Check		
				E 01	300 298 000 401 000 Class Dues			\$30.00	
	PO#:	Voucher #:	104623	Invoice	Invoice No: Dues	1/17/2024	Paid Amt:	\$30.00	
							Check Amount:	\$30.00	
0146	MB	86301	13894		GRADE 9		Check		
				E 01	300 298 000 401 000 Class Dues			\$15.00	
	PO#:	Voucher #:	104624	Invoice	Invoice No: Class Dues	1/17/2024	Paid Amt:	\$15.00	
							Check Amount:	\$15.00	
0146	MB	86302	17625		GRANT, STONEY		Check		
				E 01	300 294 000 305 503 Fees For Services			\$89.00	
	PO#:	Voucher #:	104722	Invoice	Invoice No: 011624	1/17/2024	Paid Amt:	\$89.00	
				E 01	300 296 000 305 513 Fees For Services			\$64.00	
	PO#:	Voucher #:	104621	Invoice	Invoice No: 01124	1/17/2024	Paid Amt:	\$64.00	
							Check Amount:	\$153.00	
0146	MB	86303	17709		HARRY'S PIZZA LLC		Check		
				R 01	300 299 000 619 000 Concessions Cost of Sales			\$567.00	
	PO#:	Voucher #:	104626	Invoice	Invoice No: 61482	1/17/2024	Paid Amt:	\$567.00	
							Check Amount:	\$567.00	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86304	16328	REMIT	HEISE, CHRISTOPHER A		Check		
				E 01	300 294 000 305 503	Fees For Services		\$166.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104718</b>	Invoice	<b>Invoice No:</b> 011624	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$166.00</b>	
							<b>Check Amount:</b>	<b>\$166.00</b>	
0146	MB	86305	17029		HEISLER, DARREN		Check		
				E 01	300 294 000 305 503	Fees For Services		\$64.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104720</b>	Invoice	<b>Invoice No:</b> 011624	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$64.00</b>	
							<b>Check Amount:</b>	<b>\$64.00</b>	
0146	MB	86306	15388	remit	INNOVATIVE OFFICE SOLUTIONS LLC		Check		
				E 01	300 211 000 401 000	VER95102 DISC,DVD-R,4.7GB,100PK,SR		\$36.80	
				E 01	300 211 000 401 000	Freight		\$3.00	
	<b>PO#:</b> 49698	<b>Voucher #:</b>	<b>104628</b>	Invoice	<b>Invoice No:</b> IN4431211	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$39.80</b>	
							<b>Check Amount:</b>	<b>\$39.80</b>	
0146	MB	86307	17618		IRELAND TRIP		Check		
				E 01	300 299 000 305 000	Fees For Services		\$485.43	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104627</b>	Invoice	<b>Invoice No:</b> 011224	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$485.43</b>	
							<b>Check Amount:</b>	<b>\$485.43</b>	
0146	MB	86309	12685	REMIT	JW PEPPER & SON INC.		Check		
				E 01	300 259 000 430 000	Remember Me #11513733 SATB		\$23.00	
				E 01	300 259 000 430 000	Come to Me O My Love SAB #1718097		\$27.50	
	<b>PO#:</b> 49706	<b>Voucher #:</b>	<b>104629</b>	Invoice	<b>Invoice No:</b> 366037102	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$50.50</b>	
				E 01	300 259 000 430 000	Oye Como Va Accompaniment Download MP3		\$33.20	
				E 01	300 259 000 430 000	Shipping and handling		\$12.99	
	<b>PO#:</b> 49706	<b>Voucher #:</b>	<b>104630</b>	Invoice	<b>Invoice No:</b> 366026996	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$46.19</b>	
				E 01	300 259 000 430 000	11545132E, Yonder Come Day EPRINT-		\$50.00	
	<b>PO#:</b> 49646	<b>Voucher #:</b>	<b>104631</b>	Invoice	<b>Invoice No:</b> 365904583	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$50.00</b>	
				E 01	300 258 000 430 000	ESSENTIAL ELEMENTS #1 FLUTE (Original :		\$31.96	
				E 01	300 258 000 430 000	ESSENTIAL ELEMENTS #1 TRUMPET (Orig		\$79.90	
				E 01	300 258 000 430 000	ESSENTIAL ELEMENTS #1 TROMBONE (Ori		\$39.95	
				E 01	300 258 000 430 000	ESSENTIAL ELEMENTS #1 TUBA (Original S		\$13.98	
				E 01	300 258 000 430 000	ESSENTIAL ELEMENTS #1 CLARINET (Orig		\$15.98	
	<b>PO#:</b> 49456	<b>Voucher #:</b>	<b>104632</b>	Invoice	<b>Invoice No:</b> 365765859	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$181.77</b>	
				E 01	300 258 000 430 000	Smoke on the Water - M Sweeney		\$55.00	
				E 01	300 258 000 430 000	When the Stars Began to Fall - F Allen		\$70.00	
				E 01	300 258 000 430 000	Hot Hot Hot - Lavender/Rapp		\$60.00	
				E 01	300 258 000 430 000	National Emblem - Bagely		\$70.00	
				E 01	300 258 000 430 000	Beauty and the Beast Highlights - Moss		\$80.00	
				E 01	300 258 000 430 000	Horkstow Grange - P Grainger		\$60.00	
				E 01	300 258 000 430 000	Appalachian Morning - R Sheldon		\$60.00	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86309	12685	REMIT	JW PEPPER & SON INC.		Check		
				E 01	300 258 000 430 000	Shipping	\$22.99		
				E 01	300 258 000 430 000	Excellence in Chamber Music #3 - Trombone	\$6.99		
	PO#: 49560	Voucher #:	104633	Invoice	Invoice No: 365756594	1/17/2024	Paid Amt:	\$484.98	
							Check Amount:	\$813.44	
0146	MB	86310	16348	remit	KEMPS LLC		Check		
				E 02	005 770 710 495 000	Milk (Supply Chain Assistance Funds)	\$133.20		
				E 02	005 770 701 490 000	Food	\$23.05		
	PO#:	Voucher #:	104716	Invoice	Invoice No: 4933817	1/17/2024	Paid Amt:	\$156.25	
				E 02	005 770 710 495 000	Milk (Supply Chain Assistance Funds)	\$828.45		
	PO#:	Voucher #:	104639	Invoice	Invoice No: 4965252	1/17/2024	Paid Amt:	\$828.45	
				E 02	005 770 710 495 000	Milk (Supply Chain Assistance Funds)	\$193.65		
	PO#:	Voucher #:	104640	Invoice	Invoice No: 4940875	1/17/2024	Paid Amt:	\$193.65	
				E 02	005 770 710 495 000	Milk (Supply Chain Assistance Funds)	\$213.00		
	PO#:	Voucher #:	104641	Invoice	Invoice No: 4953499	1/17/2024	Paid Amt:	\$213.00	
				E 02	005 770 710 495 000	Milk (Supply Chain Assistance Funds)	\$144.45		
				E 02	005 770 701 490 000	Food	\$23.05		
	PO#:	Voucher #:	104642	Invoice	Invoice No: 4945829	1/17/2024	Paid Amt:	\$167.50	
				E 02	005 770 710 495 000	Milk (Supply Chain Assistance Funds)	\$345.15		
				E 02	005 770 701 490 000	Food	\$46.10		
	PO#:	Voucher #:	104643	Invoice	Invoice No: 4948574	1/17/2024	Paid Amt:	\$391.25	
				E 02	005 770 710 495 000	Milk (Supply Chain Assistance Funds)	\$218.25		
	PO#:	Voucher #:	104644	Invoice	Invoice No: 4922253	1/17/2024	Paid Amt:	\$218.25	
				E 02	005 770 710 495 000	Milk (Supply Chain Assistance Funds)	\$36.90		
				E 02	005 770 701 490 000	Food	\$23.05		
	PO#:	Voucher #:	104645	Invoice	Invoice No: 4921683	1/17/2024	Paid Amt:	\$59.95	
				E 02	005 770 710 495 000	Milk (Supply Chain Assistance Funds)	\$229.50		
				R 01	300 299 000 619 000	Concessions Cost of Sales	\$308.42		
	PO#:	Voucher #:	104646	Invoice	Invoice No: 4928316	1/17/2024	Paid Amt:	\$537.92	
				E 02	005 770 710 495 000	Milk (Supply Chain Assistance Funds)	\$605.25		
	PO#:	Voucher #:	104647	Invoice	Invoice No: 4930017	1/17/2024	Paid Amt:	\$605.25	
				E 02	005 770 710 495 000	Milk (Supply Chain Assistance Funds)	\$233.05		
				E 02	005 770 701 490 000	Food	\$23.05		
	PO#:	Voucher #:	104648	Invoice	Invoice No: 4934417	1/17/2024	Paid Amt:	\$256.10	
				E 02	005 770 710 495 000	Milk (Supply Chain Assistance Funds)	\$735.30		
				E 02	005 770 701 490 000	Food	\$46.10		
	PO#:	Voucher #:	104636	Invoice	Invoice No: 4941735	43 1/17/2024	Paid Amt:	\$781.40	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86310	16348	remit	KEMPS LLC		Check		
				E 02	005 770 710 495 000	Milk (Supply Chain Assistance Funds)		\$193.65	
<b>PO#:</b>	<b>Voucher #:</b>	<b>104637</b>		Invoice	<b>Invoice No:</b> 4953305	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$193.65</b>	
							<b>Check Amount:</b>	<b>\$4,602.62</b>	
0146	MB	86311	17748		KOLNESS, MICHAEL L		Check		
				E 01	300 294 000 305 503	Fees For Services		\$166.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>104719</b>		Invoice	<b>Invoice No:</b> 011624	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$166.00</b>	
							<b>Check Amount:</b>	<b>\$166.00</b>	
0146	MB	86312	10190	remit	LAKE AGASSIZ EDUCATION COOPERATIVE		Check		
				E 01	005 850 348 571 000	Interest on Long-Term Lease		\$14,382.73	
				E 01	005 850 348 570 000	Principal on Long-Term Lease		\$69,156.78	
<b>PO#:</b>	<b>Voucher #:</b>	<b>104649</b>		Invoice	<b>Invoice No:</b> 2023-24	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$83,539.51</b>	
				E 01	200 420 740 396 000	Sp Ed Sal Pur F Other D		\$9,349.02	
				E 01	200 401 740 396 000	Sp Ed Sal Pur F Other D		\$2,562.41	
				E 01	200 404 740 396 000	Sp Ed Sal Pur F Other D		\$98.86	
				E 01	100 740 374 377 000	Licensed Social Worker		\$4,715.60	
				E 01	200 406 740 396 000	Sp Ed Sal Pur F Other D		\$189.10	
<b>PO#:</b>	<b>Voucher #:</b>	<b>104650</b>		Invoice	<b>Invoice No:</b> January 2024	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$16,914.99</b>	
							<b>Check Amount:</b>	<b>\$100,454.50</b>	
0146	MB	86313	17662		LATEBLOOMER MICROGREENS		Check		
				E 02	005 770 699 490 000	Food (Farm to School)		\$70.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>104652</b>		Invoice	<b>Invoice No:</b> 77	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$70.00</b>	
							<b>Check Amount:</b>	<b>\$70.00</b>	
0146	MB	86314	14637		LOCKSHOP		Check		
				E 01	005 865 369 350 000	service call		\$70.00	
				E 01	005 865 369 350 000	Classroom door hardware		\$994.00	
				E 01	005 865 369 350 000	labor		\$52.50	
				E 01	005 865 369 350 000	mileage		\$97.50	
<b>PO#:</b> 49689	<b>Voucher #:</b>	<b>104651</b>		Invoice	<b>Invoice No:</b> 0000271084	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$1,214.00</b>	
							<b>Check Amount:</b>	<b>\$1,214.00</b>	
0146	MB	86315	13592	REMIT	MARCO TECHNOLOGIES LLC		Check		
				E 01	005 110 302 580 000	Copier Contract		\$712.75	
				E 01	300 211 302 580 000	Copier Contract		\$1,425.51	
				E 01	100 203 302 580 000	Copier Contract		\$1,425.51	
				E 01	005 110 302 580 000	Supply Freight		\$7.80	
				E 01	300 211 302 580 000	Supply Freight		\$15.60	



## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86315	13592	REMIT	MARCO TECHNOLOGIES LLC		Check		
				E 01	100 203 302 580 000	Supply Freight		\$15.60	
	PO#:	Voucher #:	104726	Invoice	Invoice No: 519699391	1/17/2024	Paid Amt:	\$3,602.77	
							Check Amount:	\$3,602.77	
0146	MB	86316	13597	remit	MARCO TECHNOLOGIES LLC		Check		
				E 01	100 203 000 401 000	KONICA SK-602 (CORNER & BOOKLET) ST/		\$98.04	
	PO#: 49684	Voucher #:	104653	Invoice	Invoice No: INV12020880	1/17/2024	Paid Amt:	\$98.04	
							Check Amount:	\$98.04	
0146	MB	86317	16625	remit	MDE-MCIS: ACCOUNT 621892		Check		
				E 01	300 710 000 555 000	MCIS Site License, Medium, July Subscription		\$1,455.00	
				E 01	300 710 000 555 000	MCIS SPED Subscriber		\$155.00	
	PO#:	Voucher #:	104657	Invoice	Invoice No: MN24-22869	1/17/2024	Paid Amt:	\$1,610.00	
							Check Amount:	\$1,610.00	
0146	MB	86318	16180		MINNESOTA TRUE TEAM TRACK		Check		
				E 01	300 292 000 369 505	Entry Fees/Student Travel		\$140.00	
	PO#:	Voucher #:	104660	Invoice	Invoice No: 12202023	1/17/2024	Paid Amt:	\$140.00	
							Check Amount:	\$140.00	
0146	MB	86319	17668		MISSION MECHANICAL INC		Check		
				E 06	005 870 000 305 896	Math Room HVAC Updates, incl. Insulation, T/		\$11,395.00	
				E 06	005 870 000 305 896	rounding		(\$2.50)	
	PO#: 49151	Voucher #:	104659	Invoice	Invoice No: PB230183	1/17/2024	Paid Amt:	\$11,392.50	
							Check Amount:	\$11,392.50	
0146	MB	86320	16818		MN SCHOOL EMPLOYEES ASSOCIATION		Check		
				B 01	215 025	Nea-Mea-Bea Dues Payable		\$570.47	
	PO#:	Voucher #:	104548	Invoice	Invoice No: S2024130	1/17/2024	Paid Amt:	\$570.47	
							Check Amount:	\$570.47	
0146	MB	86321	11039		MN ST COMMUNITY/TECH COLLEGE		Check		
				E 01	300 211 000 460 000	ECHS Course Books		\$678.88	
	PO#:	Voucher #:	104658	Invoice	Invoice No: 00871142	1/17/2024	Paid Amt:	\$678.88	
							Check Amount:	\$678.88	
0146	MB	86322	17126		NDSU ATHLETICS		Check		
				E 01	300 294 000 401 502	Facility Rental		\$1,600.00	
	PO#:	Voucher #:	104661	Invoice	Invoice No: JAN1024	1/17/2024	Paid Amt:	\$1,600.00	
							Check Amount:	\$1,600.00	
0146	MB	86323	13201		NUDELL, ROB		Check		
				E 01	300 296 000 305 513	Fees For Services 45		\$164.00	
	PO#:	Voucher #:	104662	Invoice	Invoice No: 011224	1/17/2024	Paid Amt:	\$164.00	
							Check Amount:	\$164.00	



## Barnesville Public Schools #146

### Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86324	12074		<b>NW LINKS</b>		Check		
				E 01	005 108 311 320 000	FY 24 Quarterly Network Cost		\$3,483.64	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104666</b>	Invoice	<b>Invoice No:</b> 13747	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$3,483.64</b>	
							<b>Check Amount:</b>	<b>\$3,483.64</b>	
0146	MB	86325	16873		<b>OLAND, ANDREW</b>		Check		
				E 01	300 296 000 305 513	Fees For Services		\$164.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104663</b>	Invoice	<b>Invoice No:</b> 011224	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$164.00</b>	
							<b>Check Amount:</b>	<b>\$164.00</b>	
0146	MB	86326	12076	remit	<b>PREMIUM WATERS, INC.</b>		Check		
				E 01	005 720 000 401 000	General Supplies		\$187.57	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104725</b>	Invoice	<b>Invoice No:</b> 502958-12-23	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$187.57</b>	
							<b>Check Amount:</b>	<b>\$187.57</b>	
0146	MB	86327	16017	REMIT	<b>PURCHASE POWER</b>		Check		
				E 01	005 110 000 329 000	postage		\$500.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104664</b>	Invoice	<b>Invoice No:</b> 010824	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$500.00</b>	
							<b>Check Amount:</b>	<b>\$500.00</b>	
0146	MB	86328	17686		<b>PURPLE GOOSE</b>		Check		
				E 04	005 580 325 401 000	ECFE - Pizza		\$151.60	
	<b>PO#:</b> 49704	<b>Voucher #:</b>	<b>104665</b>	Invoice	<b>Invoice No:</b> 000002	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$151.60</b>	
							<b>Check Amount:</b>	<b>\$151.60</b>	
0146	MB	86329	17731	REMIT	<b>REALLY GREAT READING COMPANY LLC</b>		Check		
				E 01	100 201 000 460 000	Letter Tile Box		\$1,112.00	
				E 01	100 201 000 460 000	Shipping		\$111.20	
	<b>PO#:</b> 49577	<b>Voucher #:</b>	<b>104667</b>	Invoice	<b>Invoice No:</b> 45613	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$1,223.20</b>	
							<b>Check Amount:</b>	<b>\$1,223.20</b>	
0146	MB	86330	10166		<b>REGION I</b>		Check		
				E 01	005 110 000 316 000	Data Processing Svcs		\$2,448.17	
				E 01	005 110 302 316 000	Data Processing Svcs		\$2,081.94	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104668</b>	Invoice	<b>Invoice No:</b> 13653	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$4,530.11</b>	
							<b>Check Amount:</b>	<b>\$4,530.11</b>	
0146	MB	86331	17471		<b>REINHART FOODSERVICE LLC</b>		Check		
				E 02	005 770 701 490 000	Food		\$1,346.42	
				E 02	005 770 705 490 000	Breakfast Food		\$431.83	
				E 02	005 770 701 490 000	Food (SCA Eligible)		\$358.99	
				E 02	005 770 701 401 000	General Supplies		\$74.28	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104669</b>	Invoice	<b>Invoice No:</b> 854035	<b>46 1/17/2024</b>	<b>Paid Amt:</b>	<b>\$2,211.52</b>	
				E 02	005 770 705 490 000	Credit		\$1,719.04	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104670</b>	Credit	<b>Invoice No:</b> 85706	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>(\$1,719.04)</b>	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
0146	MB	86331	17471		REINHART FOODSERVICE LLC		Check	
				E 02 005 770 701 490 000	Credit		\$15.30	
<b>PO#:</b>		<b>Voucher #:</b>	<b>104671</b>	Credit	<b>Invoice No:</b> 86063	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>(\$15.30)</b>
				E 02 005 770 701 490 000	Food		\$1,508.76	
				E 02 005 770 701 401 000	General Supplies		\$90.96	
				E 02 005 770 705 490 000	Breakfast Food		\$391.95	
				E 02 005 770 710 490 000	Food (Supply Chain Assistance Funds)		\$287.61	
				E 02 005 770 707 490 000	Food		\$350.77	
				R 01 300 299 000 619 000	Concessions Cost of Sales		\$159.60	
<b>PO#:</b>		<b>Voucher #:</b>	<b>104672</b>	Invoice	<b>Invoice No:</b> 854036	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$2,789.65</b>
				E 02 005 770 701 490 000	Food		\$1,678.51	
				E 02 005 770 705 490 000	Breakfast Food		\$1,179.73	
				E 02 005 770 701 490 000	Food (SCA Eligible)		\$248.53	
				E 02 005 770 701 401 000	General Supplies		\$156.54	
<b>PO#:</b>		<b>Voucher #:</b>	<b>104673</b>	Invoice	<b>Invoice No:</b> 865246	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$3,263.31</b>
				E 02 005 770 701 490 000	Food		\$2,905.01	
				E 02 005 770 701 401 000	General Supplies		\$208.64	
				E 02 005 770 705 490 000	Breakfast Food		\$539.45	
				E 02 005 770 701 490 000	Food (SCA Eligible)		\$310.81	
				R 01 300 299 000 619 000	Concessions Cost of Sales		\$347.06	
<b>PO#:</b>		<b>Voucher #:</b>	<b>104674</b>	Invoice	<b>Invoice No:</b> 864505	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$4,310.97</b>
				E 02 005 770 705 490 000	Credit		\$42.43	
<b>PO#:</b>		<b>Voucher #:</b>	<b>104675</b>	Credit	<b>Invoice No:</b> 871910	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>(\$42.43)</b>
				E 02 005 770 705 490 000	Credit		\$27.12	
<b>PO#:</b>		<b>Voucher #:</b>	<b>104677</b>	Credit	<b>Invoice No:</b> 870567	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>(\$27.12)</b>
				E 02 005 770 705 490 000	Credit		\$34.78	
<b>PO#:</b>		<b>Voucher #:</b>	<b>104678</b>	Credit	<b>Invoice No:</b> 870570	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>(\$34.78)</b>
				E 02 005 770 701 490 000	Food		\$2,252.83	
				E 02 005 770 701 401 000	General Supplies		\$84.05	
				E 02 005 770 705 490 000	Breakfast Food		\$409.56	
				E 02 005 770 701 490 000	Food (SCA Eligible)		\$240.30	
				R 01 300 299 000 619 000	Concessions Cost of Sales		\$611.01	
				E 04 005 509 321 490 000	KC Snacks		\$88.95	
<b>PO#:</b>		<b>Voucher #:</b>	<b>104679</b>	Invoice	<b>Invoice No:</b> 870331	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$3,686.70</b>
				E 02 005 770 701 490 000	Food		\$2,230.38	
				E 02 005 770 705 490 000	Breakfast Food		\$486.30	
				E 02 005 770 701 490 000	Food (SCA Eligible) 47		\$0.00	
				E 02 005 770 701 401 000	General Supplies		\$74.28	
<b>PO#:</b>		<b>Voucher #:</b>	<b>104680</b>	Invoice	<b>Invoice No:</b> 873514	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$2,790.96</b>

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86331	17471		<b>REINHART FOODSERVICE LLC</b>		Check		
				E 04	005 509 321 490 000	KC Snacks		\$420.84	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104681</b>	Invoice	<b>Invoice No:</b> 873979		<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$420.84</b>
				E 02	005 770 701 490 000	Commodities		\$267.75	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104682</b>	Invoice	<b>Invoice No:</b> 869460		<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$267.75</b>
								<b>Check Amount:</b>	<b>\$17,903.03</b>
0146	MB	86332	17730		<b>REMIT RICKFORD RANCH LLC</b>		Check		
				E 02	005 770 699 490 000	Food (Farm to School)		\$5,461.25	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104683</b>	Invoice	<b>Invoice No:</b> 331		<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$5,461.25</b>
				E 02	005 770 699 490 000	Food (Farm to School)		\$4,713.75	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104684</b>	Invoice	<b>Invoice No:</b> 330		<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$4,713.75</b>
								<b>Check Amount:</b>	<b>\$10,175.00</b>
0146	MB	86333	14553		<b>REMIT ROCHESTER TELECOM SYSTEMS</b>		Check		
				E 01	005 810 000 320 000	Communication		\$70.36	
				E 04	005 505 321 320 000	Communication		\$1.02	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104685</b>	Invoice	<b>Invoice No:</b> 31404		<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$71.38</b>
								<b>Check Amount:</b>	<b>\$71.38</b>
0146	MB	86334	17620		<b>remit ROTH, ANTHONY</b>		Check		
				E 01	300 296 000 305 513	Fees For Services		\$64.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104686</b>	Invoice	<b>Invoice No:</b> 11224		<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$64.00</b>
				E 01	300 296 000 305 513	Fees For Services		\$64.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104721</b>	Invoice	<b>Invoice No:</b> 11624		<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$64.00</b>
								<b>Check Amount:</b>	<b>\$128.00</b>
0146	MB	86335	13532		<b>remit SCHMITT MUSIC CREDIT DEPT</b>		Check		
				E 01	300 258 000 450 000	Vic Firth 5B Drumsticks		\$40.47	
				E 01	300 258 000 450 000	Salyers Marimba Etude Mallets - E20		\$35.90	
				E 01	300 258 000 450 000	Salyers Xylophone Mallets - E60		\$23.90	
				E 01	300 258 000 450 000	Promark Timpani Staccato Mallet		\$30.95	
	<b>PO#:</b> 49682	<b>Voucher #:</b>	<b>104688</b>	Invoice	<b>Invoice No:</b> 5657124		<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$131.22</b>
								<b>Check Amount:</b>	<b>\$131.22</b>
0146	MB	86336	13919		<b>SPANISH</b>		Check		
				E 01	300 299 000 305 000	Fees For Services		\$604.71	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104687</b>	Invoice	<b>Invoice No:</b> 010424		<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$604.71</b>
								<b>Check Amount:</b>	<b>\$604.71</b>
0146	MB	86337	10140		<b>STEIN'S INC</b>		Check		
				E 01	005 813 000 350 000	Motor filter	48	\$17.01	
				E 01	005 813 000 350 000	Extension tube		\$93.63	
				E 01	005 813 000 350 000	Brush Assembly		\$52.00	



## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0146	MB	86337	10140		STEIN'S INC		Check
				E 01	005 813 000 350 000	Handle Grip	\$35.63
				E 01	005 813 000 350 000	Hose	\$73.30
				E 01	005 813 000 350 000	Swivel neck	\$32.64
				E 01	005 813 000 350 000	shop supplies	\$4.95
				E 01	005 813 000 350 000	Labor	\$78.00
<b>PO#: 49693</b>	<b>Voucher #: 104689</b>	Invoice	<b>Invoice No: 930772</b>			<b>1/17/2024</b>	<b>Paid Amt: \$387.16</b>
		E 01	005 813 000 350 000		Filter	\$44.41	
		E 01	005 813 000 350 000		handle	\$26.43	
		E 01	005 813 000 350 000		cord hook	\$6.10	
		E 01	005 813 000 350 000		40' cord	\$32.40	
		E 01	005 813 000 350 000		cover assembly	\$139.10	
		E 01	005 813 000 350 000		bearing block	\$36.27	
		E 01	005 813 000 350 000		bearing block	\$24.40	
		E 01	005 813 000 350 000		PC board	\$63.67	
		E 01	005 813 000 350 000		shop supplies	\$4.95	
		E 01	005 813 000 350 000		labor	\$78.00	
		E 01	005 813 000 350 000		pick up and delivery	\$18.00	
<b>PO#: 49692</b>	<b>Voucher #: 104690</b>	Invoice	<b>Invoice No: 930759</b>			<b>1/17/2024</b>	<b>Paid Amt: \$473.73</b>
		E 01	005 810 000 410 000		Glass cleaner	\$81.34	
		E 01	005 810 000 410 000		Foam Eliminator	\$85.89	
		E 01	005 810 000 410 000		can liner 60 gal	\$34.93	
		E 01	005 810 000 410 000		can liner 24x32	\$71.64	
		E 01	005 810 000 410 000		Freight	\$5.00	
<b>PO#: 49685</b>	<b>Voucher #: 104691</b>	Invoice	<b>Invoice No: 930840</b>			<b>1/17/2024</b>	<b>Paid Amt: \$278.80</b>
		E 01	005 720 302 401 000		Tampons	\$94.48	
		E 01	005 810 000 410 000		mop handle	\$29.26	
		E 01	005 810 000 410 000		can liner 60 gal	\$34.93	
<b>PO#: 49691</b>	<b>Voucher #: 104692</b>	Invoice	<b>Invoice No: 930490-1</b>			<b>1/17/2024</b>	<b>Paid Amt: \$158.67</b>
		E 01	005 720 302 401 000		Tampons	\$283.44	
		E 01	005 810 000 410 000		H2orange	\$446.52	
		E 01	005 810 000 410 000		Mop handle	\$117.04	
		E 01	005 810 000 410 000		can liner 24x32	\$23.88	
		E 01	005 810 000 410 000		can liner 29x44	\$39.02	
		E 01	005 810 000 410 000		can liner 33 gal	\$68.74	
		E 01	005 810 000 410 000		Wet mops	\$101.18	
		E 01	005 810 000 410 000		Freight	\$5.00	
<b>PO#: 49685</b>	<b>Voucher #: 104693</b>	Invoice	<b>Invoice No: 930490</b>			<b>1/17/2024</b>	<b>Paid Amt: \$1,084.82</b>

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86337	10140		STEIN'S INC		Check		
				E 01	005 720 302 401 000	wax liners		\$38.35	
	<b>PO#:</b> 49685	<b>Voucher #:</b>	<b>104694</b>	Invoice	<b>Invoice No:</b> 930573	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$38.35</b>	
				E 01	005 810 000 410 000	can liner 60 gal		\$69.20	
				E 01	005 810 000 410 000	can liner 33 gal		\$68.50	
				E 01	005 810 000 410 000	can liner 29x44		\$57.33	
				E 01	005 810 000 410 000	can liner 24x32		\$71.64	
				E 01	005 810 000 410 000	freight		\$5.00	
	<b>PO#:</b> 49709	<b>Voucher #:</b>	<b>104695</b>	Invoice	<b>Invoice No:</b> 931336	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$271.67</b>	
							<b>Check Amount:</b>	<b>\$2,693.20</b>	
0146	MB	86338	15651	remit	TEACHERS ON CALL		Check		
				E 01	100 203 000 305 000	Elem substitutes		\$3,462.19	
				E 01	300 211 000 305 000	HS substitutes		\$728.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104696</b>	Invoice	<b>Invoice No:</b> 153013	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$4,190.19</b>	
							<b>Check Amount:</b>	<b>\$4,190.19</b>	
0146	MB	86339	16572		THELEN, MARK		Check		
				E 01	300 296 000 305 513	Fees For Services		\$89.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104723</b>	Invoice	<b>Invoice No:</b> 011624	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$89.00</b>	
							<b>Check Amount:</b>	<b>\$89.00</b>	
0146	MB	86340	17639		TRAP TEAM ISD 146 AUXILIARY ACCOUNT		Check		
				E 01	300 299 000 305 000	Concessions		\$575.30	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104697</b>	Invoice	<b>Invoice No:</b> 010524	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$575.30</b>	
							<b>Check Amount:</b>	<b>\$575.30</b>	
0146	MB	86341	10295		US FOODS		Check		
				E 02	005 770 705 490 000	Breakfast Food		\$226.98	
				E 02	005 770 701 490 000	Food		\$107.08	
				E 02	005 770 710 490 000	Food (SCA Elig)		\$262.86	
				E 02	005 770 701 495 000	Milk		\$265.80	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104698</b>	Invoice	<b>Invoice No:</b> 3911420	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$862.72</b>	
				E 02	005 770 705 490 000	Breakfast Food		\$174.42	
				E 02	005 770 701 401 000	General Supplies		\$195.87	
				E 02	005 770 701 490 000	Food		\$96.04	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104699</b>	Invoice	<b>Invoice No:</b> 3737292	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$466.33</b>	
				E 02	005 770 705 490 000	Breakfast Food		\$104.10	
				E 02	005 770 701 490 000	Food		\$89.04	
				E 02	005 770 710 490 000	Food (SCA Elig)		\$459.23	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104700</b>	Invoice	<b>Invoice No:</b> 3551702	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$652.37</b>	
						50	<b>Check Amount:</b>	<b>\$1,981.42</b>	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86342	15200		<b>WEISER, RYAN</b>		Check		
				E 01	300 294 000 305 503	Fees For Services		\$166.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>104717</b>		Invoice	<b>Invoice No:</b> 011624	<b>1/17/2024</b>	<b>Paid Amt:</b>	<b>\$166.00</b>	
								<b>Check Amount:</b>	<b>\$166.00</b>
0146	MB	86343	14911		<b>REMIT AMAZON CAPITAL SERVICES</b>		Check		
				E 01	300 211 000 401 000	300 Clear Plastic Forks - Heavyweight		\$71.25	
				E 01	300 211 000 401 000	300 Clear Plastic Spoons - Heavy Duty		\$58.57	
<b>PO#:</b> 49697	<b>Voucher #:</b>	<b>104741</b>		Invoice	<b>Invoice No:</b> 19YT-R4X1-MRTY	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$129.82</b>	
				E 01	005 810 000 410 000	Boiler book		\$107.00	
				E 01	005 810 000 410 000	Study guide		\$32.00	
<b>PO#:</b> 49701	<b>Voucher #:</b>	<b>104742</b>		Invoice	<b>Invoice No:</b> 1C3C-TG3P-7FCK	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$139.00</b>	
				E 01	300 260 000 430 000	10 Pairs 2.0mm Spade 2P Cable Lead Plug C.		\$15.38	
				E 01	300 260 000 430 000	Shipping on orders under \$35		\$6.99	
<b>PO#:</b> 49705	<b>Voucher #:</b>	<b>104743</b>		Invoice	<b>Invoice No:</b> 1CCX-HF1F-1CFX	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$22.37</b>	
				E 01	300 260 000 430 000	3ml Disposable Plastic Transfer Pipettes, Calil		\$13.99	
				E 01	300 260 000 430 000	Hexanes Lab Grade, 1 Gallon		\$56.06	
				E 01	300 260 000 430 000	ELEGOO PLA Plus Filament 1.75mm Black &		\$52.96	
				E 01	300 260 000 430 000	216 Buna-N O-Ring, 70A Durometer, Round, E		\$9.80	
<b>PO#:</b> 49700	<b>Voucher #:</b>	<b>104744</b>		Invoice	<b>Invoice No:</b> 1HRY-9T7W-3MY3	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$132.81</b>	
								<b>Check Amount:</b>	<b>\$424.00</b>
0146	MB	86344	10013		<b>BARNESVILLE GROCERY</b>		Check		
				R 01	300 299 000 619 000	Concessions Cost of Sales		\$47.97	
<b>PO#:</b>	<b>Voucher #:</b>	<b>104747</b>		Invoice	<b>Invoice No:</b> Dec 23 Conc	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$47.97</b>	
				E 01	300 331 830 433 000	Indiv Instruct Mat'l		\$181.28	
<b>PO#:</b>	<b>Voucher #:</b>	<b>104748</b>		Invoice	<b>Invoice No:</b> FACS	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$181.28</b>	
				E 01	300 331 830 433 000	Indiv Instruct Mat'l		\$151.59	
<b>PO#:</b>	<b>Voucher #:</b>	<b>104749</b>		Invoice	<b>Invoice No:</b> FACS-2	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$151.59</b>	
								<b>Check Amount:</b>	<b>\$380.84</b>
0146	MB	86345	14803		<b>DAKOTA REFRIGERATION</b>		Check		
				E 01	005 865 369 350 000	IRC replacement kit		\$505.34	
				E 01	005 865 369 350 000	labor		\$396.50	
				E 01	005 865 369 350 000	Supplies		\$10.00	
				E 01	005 865 369 350 000	Truck Charge		\$45.00	
<b>PO#:</b> 49715	<b>Voucher #:</b>	<b>104734</b>		Invoice	<b>Invoice No:</b> F196221	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$956.84</b>	
								<b>Check Amount:</b>	<b>\$956.84</b>

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86346	15411		<b>DELTA DENTAL OF MINNESOTA</b>		Check		
				B 01	215 032 premiums			\$3,275.19	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104745</b>	Invoice	<b>Invoice No:</b> CNS0001451570	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$3,275.19</b>	
							<b>Check Amount:</b>	<b>\$3,275.19</b>	
0146	MB	86347	13784		<b>NOVA FIRE PROTECTION, INC.</b>		Check		
				E 01	005 865 363 305 000 service agreement			\$695.00	
	<b>PO#:</b> 49716	<b>Voucher #:</b>	<b>104732</b>	Invoice	<b>Invoice No:</b> 8164-5091	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$695.00</b>	
				E 01	005 865 363 305 000 service agreement			\$1,560.00	
	<b>PO#:</b> 49716	<b>Voucher #:</b>	<b>104733</b>	Invoice	<b>Invoice No:</b> 8164-5092	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$1,560.00</b>	
							<b>Check Amount:</b>	<b>\$2,255.00</b>	
0146	MB	86348	15043		<b>SCHATZ, TAYLOR</b>		Check		
				E 04	005 505 321 305 000 TKD			\$1,376.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104751</b>	Invoice	<b>Invoice No:</b> 011824	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$1,376.00</b>	
							<b>Check Amount:</b>	<b>\$1,376.00</b>	
0146	MB	86349	17598		<b>STOKKA, TONYA</b>		Check		
				E 04	005 505 321 305 000 Fees For Services			\$112.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104750</b>	Invoice	<b>Invoice No:</b> 011824	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$112.00</b>	
							<b>Check Amount:</b>	<b>\$112.00</b>	
0146	MB	86350	13590		<b>WE TRAVEL PC INC</b>		Check		
				E 01	005 630 302 305 000 Technology Coordinator			\$7,224.00	
				E 01	005 630 302 305 000 Josh - fix server			\$202.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104735</b>	Invoice	<b>Invoice No:</b> 1081	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$7,426.00</b>	
				E 01	005 612 000 319 000 PC & Mac Management Software			\$750.00	
	<b>PO#:</b> 49717	<b>Voucher #:</b>	<b>104736</b>	Invoice	<b>Invoice No:</b> 13391	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$750.00</b>	
				E 01	005 715 342 405 000 Cyber Security: Avanan Email Security			\$594.00	
				E 01	005 715 342 405 000 Cyber Security: Google Workspace Backup			\$420.00	
				E 01	005 715 342 405 000 Cyber Security: Server Protection			\$250.00	
				E 01	005 715 342 405 000 Cyber Security: Advanced EDR (PCS)			\$745.00	
				E 01	005 715 342 405 000 Cyber Security: Advanced EDR (Macs)			\$350.00	
				E 01	005 715 342 405 000 Vulnerability Scanning & Compliance Manager			\$250.00	
				E 01	005 715 342 405 000 Staff Cyber Security Training			\$312.00	
	<b>PO#:</b> 49717	<b>Voucher #:</b>	<b>104737</b>	Invoice	<b>Invoice No:</b> 13382	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$2,921.00</b>	
				E 01	100 612 000 455 000 Dell USB Slim DVD Drive			\$39.99	
				E 01	300 612 000 401 000 Insignia 50" Class TV High School Old Comm			\$259.99	
	<b>PO#:</b> 49717	<b>Voucher #:</b>	<b>104738</b>	Invoice	<b>Invoice No:</b> 13339	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$299.98</b>	
				E 04	005 505 321 401 000 Brother Toner Color Set - Community Ed Offic			\$410.00	
				E 01	005 612 000 455 000 Dell 32GB Ram Server Upgrade			\$719.99	
				E 01	100 612 000 401 000 Lightspeed Pendant Microphone			\$89.99	
	<b>PO#:</b> 49717	<b>Voucher #:</b>	<b>104739</b>	Invoice	<b>Invoice No:</b> 13376	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$1,219.98</b>	

# Barnesville Public Schools #146

## Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86350	13590		<b>WE TRAVEL PC INC</b>		Check		
				E 01	005 612 000 405 000	District Staff DNS Internet Filter - Covers all St		\$99.00	
		<b>PO#: 49717</b>	<b>Voucher #: 104740</b>	Invoice	<b>Invoice No: 13383</b>	<b>1/18/2024</b>	<b>Paid Amt:</b>	<b>\$99.00</b>	
								<b>Check Amount:</b>	<b>\$12,715.96</b>
0146	MB	86351	17343		<b>AMERICAN TIME</b>		Check		
				E 01	005 810 000 410 000	WIFI_NC1YR Cloud Subscription		\$499.95	
		<b>PO#: 49725</b>	<b>Voucher #: 104753</b>	Invoice	<b>Invoice No: 874748</b>	<b>1/19/2024</b>	<b>Paid Amt:</b>	<b>\$499.95</b>	
								<b>Check Amount:</b>	<b>\$499.95</b>
0146	MB	86352	17355		<b>HILLYARD/HUTCHINSON</b>		Check		
				E 01	005 810 000 410 000	Tack it		\$638.34	
				E 01	005 810 000 410 000	hand soap		\$785.20	
				E 01	005 810 000 410 000	Super shine all		\$288.96	
				E 01	005 810 000 410 000	Top clean		\$321.20	
				E 01	005 810 000 410 000	Spray clean HD cleaner		\$572.96	
				E 01	005 810 000 410 000	Misc		\$0.00	
				E 01	005 810 000 410 000	1 qt plus		\$893.60	
		<b>PO#: 49726</b>	<b>Voucher #: 104752</b>	Invoice	<b>Invoice No: 605362252</b>	<b>1/19/2024</b>	<b>Paid Amt:</b>	<b>\$3,500.26</b>	
								<b>Check Amount:</b>	<b>\$3,500.26</b>
0146	MB	86353	16372		<b>RICHARDS TRANSPORTATION SERVICE</b>		Check		
				E 01	300 294 000 369 503	Boys Basketball to Park Rapid		\$682.50	
				E 01	300 289 000 369 000	Auxiliary		\$289.50	
		<b>PO#:</b>	<b>Voucher #: 104754</b>	Invoice	<b>Invoice No: 15089</b>	<b>1/19/2024</b>	<b>Paid Amt:</b>	<b>\$972.00</b>	
								<b>Check Amount:</b>	<b>\$972.00</b>
0146	MB	86354	11878		<b>SCHRITZ PLUMBING &amp; HEATING</b>		Check		
				E 01	005 865 381 350 000	labor		\$110.00	
				E 01	005 865 381 350 000	Delta faucet		\$138.90	
				E 01	005 865 381 350 000	flex supply lines		\$18.50	
		<b>PO#: 49727</b>	<b>Voucher #: 104755</b>	Invoice	<b>Invoice No: 521009</b>	<b>1/19/2024</b>	<b>Paid Amt:</b>	<b>\$267.40</b>	
								<b>Check Amount:</b>	<b>\$267.40</b>
0146	MB	86355	10140		<b>STEIN'S INC</b>		Check		
				E 01	005 810 000 410 000	Power scrub		\$113.76	
				E 01	005 865 352 401 000	nitrile gloves		\$61.49	
				E 01	005 865 352 401 000	nitrile gloves		\$67.90	
				E 01	005 865 352 401 000	nitrile gloves		\$61.05	
				E 01	005 810 000 410 000	60 gallon bags		\$34.60	
				E 01	005 810 000 410 000	can liner 33 gal		\$68.50	
				E 01	005 810 000 410 000	can liner 12-16 gallon		\$71.64	
				E 01	005 810 000 410 000	can liner 29x44		\$19.11	

## Barnesville Public Schools #146 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0146	MB	86355	10140		<b>STEIN'S INC</b>		Check		
				E 01	005 810 000 410 000	Freight		\$5.00	
	<b>PO#:</b> 49728	<b>Voucher #:</b>	<b>104756</b>	Invoice	<b>Invoice No:</b> 931844				<b>Paid Amt: \$503.05</b>
				E 01	005 810 000 410 000	lever switch		\$1.66	
				E 01	005 810 000 410 000	Swivel neck		\$53.50	
	<b>PO#:</b> 49728	<b>Voucher #:</b>	<b>104757</b>	Invoice	<b>Invoice No:</b> 930963				<b>Paid Amt: \$55.16</b>
									<b>Check Amount: \$558.21</b>
0146	MB	86356	10784		<b>SUPER DUPER PUBLICATIONS</b>		Check		
				E 01	100 401 740 401 000	#TMF859 CASL-2 Comprehensive Forms		\$80.00	
	<b>PO#:</b> 49711	<b>Voucher #:</b>	<b>104758</b>	Invoice	<b>Invoice No:</b> 2875171A				<b>Paid Amt: \$80.00</b>
									<b>Check Amount: \$80.00</b>
0146	MB	86357	15651	remit	<b>TEACHERS ON CALL</b>		Check		
				E 01	100 203 000 305 000	Elem substitutes		\$1,631.98	
				E 01	300 211 000 305 000	HS substitutes		\$1,092.00	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104759</b>	Invoice	<b>Invoice No:</b> 153270				<b>Paid Amt: \$2,723.98</b>
									<b>Check Amount: \$2,723.98</b>
0146	MB	86358	10904		<b>JOHNSON CONTROLS, INC</b>		Check		
				E 01	005 812 000 350 000	Repairs to RTU 1, RTU5, AC2 and thermostat		\$1,248.20	
	<b>PO#:</b> 49656	<b>Voucher #:</b>	<b>104634</b>	Invoice	<b>Invoice No:</b> 1-131558802174				<b>Paid Amt: \$1,248.20</b>
				E 01	005 865 380 350 000	Labor		\$1,895.40	
				E 01	005 865 380 350 000	Materials		\$1,865.03	
				E 01	005 865 380 350 000	Fee		\$219.00	
				E 01	005 865 380 350 000	mileage		\$46.00	
	<b>PO#:</b> 49683	<b>Voucher #:</b>	<b>104635</b>	Invoice	<b>Invoice No:</b> 1-131669701760				<b>Paid Amt: \$4,025.43</b>
				E 01	005 865 380 350 000	Credit		\$1,488.26	
	<b>PO#:</b>	<b>Voucher #:</b>	<b>104760</b>	Credit	<b>Invoice No:</b> 1-131156775959 Credi				<b>Paid Amt: (\$1,488.26)</b>
									<b>Check Amount: \$3,785.37</b>
									<b>Report Total: \$724,980.37</b>

**Barnesville Public Schools #146**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$673,486.72
02	Food Service	\$34,937.96
04	Community Service	\$5,163.19
06	Building Construction	\$11,392.50
<b>Report Total</b>		<b>\$724,980.37</b>

## Student Activity Account Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
1146	MN	18290	1434		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	300 298 000 401 440	Books- Blame it on the Mistletoe		\$40.91	
		PO#: 1453	Voucher #:	5145	Invoice	Invoice No: 1Y17-WDHT-13J9	12/13/2023		Paid Amt: \$40.91
									Check Amount: \$40.91
1146	MN	18291	1016		<b>BARNESVILLE GROCERY</b>		Check		
				E 01	300 298 000 401 370	Team Bonding		\$4.04	
		PO#:	Voucher #:	5146	Invoice	Invoice No: 3081671105	12/13/2023		Paid Amt: \$4.04
				E 01	300 298 000 401 370	Team Event		\$16.42	
		PO#:	Voucher #:	5147	Invoice	Invoice No: 2217407	12/13/2023		Paid Amt: \$16.42
									Check Amount: \$20.46
1146	MN	18292	1354		<b>BOMSTAD, RYAN</b>		Check		
				E 01	300 298 000 401 530	Pizza A thon		\$245.40	
		PO#:	Voucher #:	5148	Invoice	Invoice No: 12132023	12/13/2023		Paid Amt: \$245.40
									Check Amount: \$245.40
1146	MN	18293	1266		<b>INNIGER, HOLLY</b>		Check		
				E 01	300 298 000 401 360	Coin Drive		\$375.41	
		PO#:	Voucher #:	5150	Invoice	Invoice No: 12122023	12/13/2023		Paid Amt: \$375.41
				E 01	300 298 000 401 360	Coin Drive		\$130.39	
		PO#:	Voucher #:	5144	Invoice	Invoice No: 12132023	12/13/2023		Paid Amt: \$130.39
									Check Amount: \$505.80
1146	MN	18294	1026		<b>ISD #146</b>		Check		
				E 01	300 298 000 401 570	TrackWrestling		\$50.00	
		PO#:	Voucher #:	5149	Invoice	Invoice No: TrackWrestling	12/13/2023		Paid Amt: \$50.00
									Check Amount: \$50.00
1146	MN	18295	1780		<b>MINNTEX</b>		Check		
				E 01	300 298 000 401 410	Fruit Fundraiser		\$10,202.94	
		PO#:	Voucher #:	5151	Invoice	Invoice No: 18284	12/13/2023		Paid Amt: \$10,202.94
									Check Amount: \$10,202.94
1146	MN	18296	1562		<b>THE PREFERRED SAVINGS GUIDE</b>		Check		
				E 01	300 298 000 401 300	Blue Book Fundraiser		\$630.00	
				E 01	300 298 000 401 315	Blue Book Fundraiser		\$1,110.00	
		PO#:	Voucher #:	5152	Invoice	Invoice No: 6034	12/13/2023		Paid Amt: \$1,740.00
									Check Amount: \$1,740.00
1146	MN	18297	1685		<b>WORLD'S FINEST CHOCOLATE</b>		Check		
				E 01	100 298 000 401 105	Chocolate Fundraiser		\$5,880.00	
		PO#:	Voucher #:	5143	Invoice	Invoice No: 692941	56 12/13/2023		Paid Amt: \$5,880.00
									Check Amount: \$5,880.00

## Student Activity Account Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
1146	MN	18298	1624		<b>AAA AWARDS</b>		Check		
				E 01	300 298 000 401 580	AAA Football Awards		\$716.90	
		PO#:	Voucher #:	5155	Invoice	Invoice No: 19771		12/21/2023	
									Paid Amt: \$716.90
									Check Amount: \$716.90
1146	MN	18299	1434		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	100 298 000 401 110	Christmas Bingo Prizes		\$249.11	
		PO#: 1456	Voucher #:	5154	Invoice	Invoice No: 13Y7-1NYL-QK6K		12/21/2023	
									Paid Amt: \$249.11
									Check Amount: \$249.11
1146	MN	18300	1044		<b>GYLLAND, JENNIFER</b>		Check		
				E 01	300 298 000 401 315	Stickers for Students		\$117.11	
		PO#:	Voucher #:	5153	Invoice	Invoice No: 12212023		12/21/2023	
									Paid Amt: \$117.11
									Check Amount: \$117.11
1146	MN	18301	1026		<b>ISD #146</b>		Check		
				E 01	300 298 000 401 570	Hotel Rooms for Students at Pequot tourney		\$574.84	
		PO#:	Voucher #:	5156	Invoice	Invoice No: 12212023		12/21/2023	
									Paid Amt: \$574.84
									Check Amount: \$574.84
1146	MN	18302	1093		<b>STRAND, BRYAN</b>		Check		
				E 01	300 298 000 401 580	Highlight Video		\$400.00	
		PO#:	Voucher #:	5158	Invoice	Invoice No: 12152023		12/21/2023	
									Paid Amt: \$400.00
									Check Amount: \$400.00
1146	MN	18303	1601		<b>WE TRAVEL PC</b>		Check		
				E 01	300 298 000 401 580	USB Drives		\$70.00	
		PO#:	Voucher #:	5157	Invoice	Invoice No: 1082		12/21/2023	
									Paid Amt: \$70.00
									Check Amount: \$70.00
1146	MN	18304	1266		<b>INNIGER, HOLLY</b>		Check		
				E 01	300 298 000 401 360	Gifts for Needy Families		\$272.01	
		PO#:	Voucher #:	5161	Invoice	Invoice No: 12222023		12/22/2023	
									Paid Amt: \$272.01
									Check Amount: \$272.01
1146	MN	18305	1061		<b>LONG WEEKEND SPORTSWEAR</b>		Check		
				E 01	300 298 000 401 550	Clothes		\$934.00	
		PO#:	Voucher #:	5159	Invoice	Invoice No: 27906		12/22/2023	
									Paid Amt: \$934.00
									Check Amount: \$934.00
1146	MN	18306	1091		<b>SCHERLING PHOTOGRAPHY</b>		Check		
				E 01	300 298 000 401 550	Basketball Banner		\$175.00	
		PO#:	Voucher #:	5160	Invoice	Invoice No: 12202023BHS		12/22/2023	
									Paid Amt: \$175.00
									Check Amount: \$175.00

## Student Activity Account Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
1146	MN	18307	1781		NATIONAL FFA		Check		
				E 01	300 298 000 401 410	FFA Supplies		\$645.00	
		PO#: 1449	Voucher #:	5162	Invoice	Invoice No: 12202023		12/22/2023	
								Paid Amt:	\$645.00
								Check Amount:	\$645.00
1146	MN	18308	1030		CROWN TROPHY		Check		
				E 01	300 298 000 401 550	Medals for tournament		\$274.55	
		PO#: 1457	Voucher #:	5164	Invoice	Invoice No: 65372		12/28/2023	
								Paid Amt:	\$274.55
								Check Amount:	\$274.55
1146	MN	18310	1106		WALMART- CAPITAL ONE		Check		
				E 01	300 298 000 401 360	Coin Drive Toys		\$997.78	
		PO#:	Voucher #:	5165	Invoice	Invoice No: 1652825690		12/28/2023	
								Paid Amt:	\$997.78
								Check Amount:	\$997.78
1146	MN	18311	1434		AMAZON CAPITAL SERVICES		Check		
				E 01	300 298 000 401 410	Chair Covers for Banquet		\$79.99	
		PO#: 1458	Voucher #:	5169	Invoice	Invoice No: 1JJT-T7FK-4MHD		1/4/2024	
								Paid Amt:	\$79.99
				E 01	300 298 000 401 470	Blue Tape		\$36.99	
		PO#: 1454	Voucher #:	5170	Invoice	Invoice No: 1L3L-JX6F-QNM6		1/4/2024	
								Paid Amt:	\$36.99
								Check Amount:	\$116.98
1146	MN	18312	1011		ANDERSON'S		Check		
				E 01	300 298 000 401 470	Snoball Cornation items		\$213.06	
		PO#: 1455	Voucher #:	5171	Invoice	Invoice No: 4467790		1/4/2024	
								Paid Amt:	\$213.06
								Check Amount:	\$213.06
1146	MN	18313	1354		BOMSTAD, RYAN		Check		
				E 01	300 298 000 401 530	1000 Point Banner		\$75.00	
		PO#:	Voucher #:	5166	Invoice	Invoice No: 1000PtBanner		1/4/2024	
								Paid Amt:	\$75.00
				E 01	300 298 000 401 530	Team Meal		\$334.57	
		PO#:	Voucher #:	5167	Invoice	Invoice No: TeamMeal		1/4/2024	
								Paid Amt:	\$334.57
								Check Amount:	\$409.57
1146	MN	18314	1065		MIDWEST BANK		Check		
				E 01	300 298 000 401 550	Start up Cash for Tournament		\$2,500.00	
		PO#:	Voucher #:	5172	Invoice	Invoice No: 142024		1/4/2024	
								Paid Amt:	\$2,500.00
								Check Amount:	\$2,500.00
1146	MN	18315	1091		SCHERLING PHOTOGRAPHY		Check		
				E 01	300 298 000 401 530	BB Banner		\$175.00	
		PO#:	Voucher #:	5168	Invoice	Invoice No: 11302023BHS		1/4/2024	
								Paid Amt:	\$175.00
								Check Amount:	\$175.00

## Student Activity Account Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
1146	MN	18316	1434		<b>AMAZON CAPITAL SERVICES</b>		Check		
				E 01	300 298 000 401 470 Candy for Snoball week activities			\$463.02	
		PO#: 1461	Voucher #:	5177	Invoice Invoice No: 11TT-NNCV-P6F7	1/16/2024			
							Paid Amt:	\$463.02	
							Check Amount:	\$463.02	
1146	MN	18317	1545		<b>CONCORDIA COLLEGE MUSIC</b>		Check		
				E 01	300 298 000 401 315 Choir Festival			\$120.00	
		PO#:	Voucher #:	5174	Invoice Invoice No: 01162024	1/16/2024			
							Paid Amt:	\$120.00	
							Check Amount:	\$120.00	
1146	MN	18318	1026		<b>ISD #146</b>		Check		
				E 01	300 298 000 401 550 Wilmar Hotel Rooms			\$1,186.28	
		PO#:	Voucher #:	5176	Invoice Invoice No: WilmarHotel	1/16/2024			
				E 01	300 298 000 401 580 Bus to State FB Final			\$950.00	
		PO#:	Voucher #:	5178	Invoice Invoice No: Anderson	1/16/2024			
				E 01	300 298 000 401 580 DVD & CD			\$53.43	
		PO#:	Voucher #:	5180	Invoice Invoice No: CBI * ROXIO	1/16/2024			
							Paid Amt:	\$53.43	
							Check Amount:	\$2,189.71	
1146	MN	18319	1065		<b>MIDWEST BANK</b>		Check		
				E 01	300 298 000 401 470 Start Up money for Snoball activities			\$500.00	
		PO#:	Voucher #:	5173	Invoice Invoice No: SBall	1/16/2024			
							Paid Amt:	\$500.00	
							Check Amount:	\$500.00	
1146	MN	18320	1091		<b>SCHERLING PHOTOGRAPHY</b>		Check		
				E 01	300 298 000 401 570 Wrestling Banner			\$150.00	
		PO#:	Voucher #:	5175	Invoice Invoice No: 01022024BHS	1/16/2024			
							Paid Amt:	\$150.00	
							Check Amount:	\$150.00	
1146	MN	18321	1105		<b>WOW FUNDRAISING</b>		Check		
				E 01	100 298 000 401 107 Lip Suckers Elementary			\$864.00	
		PO#: 1460	Voucher #:	5179	Invoice Invoice No: 201186	1/16/2024			
							Paid Amt:	\$864.00	
							Check Amount:	\$864.00	
1146	MN	18322	1348		<b>ASKEGAARD, MATT</b>		Check		
				E 01	300 298 000 401 521 Practice Rounds Golf			\$365.07	
		PO#:	Voucher #:	5184	Invoice Invoice No: 01182024	1/18/2024			
							Paid Amt:	\$365.07	
							Check Amount:	\$365.07	
1146	MN	18323	1026		<b>ISD #146</b>		Check		
				E 01	300 298 000 401 550 Charter Bus Cost Difference			\$289.50	
		PO#:	Voucher #:	5183	Invoice Invoice No: BBBBus	1/18/2024			
							Paid Amt:	\$289.50	
							Check Amount:	\$289.50	

## Student Activity Account Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
1146	MN	18324	1823		LOEN, NANCY		Check
				E 01	300 298 000 401 410 FFA Supplies		\$272.13
		PO#:	Voucher #:	5182	Invoice Invoice No: 01182024	1/18/2024	Paid Amt: \$272.13
							Check Amount: \$272.13
1146	MN	18325	1105		WOW FUNDRAISING		Check
				E 01	300 298 000 401 104 Suckers for Giving Hearts Day		\$288.00
		PO#: 1459	Voucher #:	5181	Invoice Invoice No: 201152	1/18/2024	Paid Amt: \$288.00
							Check Amount: \$288.00
							Report Total: \$33,027.85

CLAIMS PRESENTED TO THE BOARD OF EDUCATION

Monday, January 22, 2024

Ackerson, Heidi			\$1,120.13		
		Paraprofessional Substitute	\$1,120.13		
Amundson, Peyton			\$193.34		
		Custodial Expense	\$193.34		
Askegaard, Matthew			\$32.00		
		Teacher Substitute	\$32.00		
Biewer, Joyce			\$261.00		
		Paraprofessional Substitute	\$261.00		
Blanco, Amira			\$742.29		
		Kids Club	\$742.29		
Blilie, Amber			\$96.00		
		Teacher Substitute	\$96.00		
Blomberg, Cassandra			\$3,132.52		
		Kids Club	\$1,299.76		
		Preschool	\$1,832.76		
Bolgrean, Shirley			\$714.14		
		Paraprofessional Substitute	\$714.14		
Bowen, Susan			\$373.38		
		Food Service Substitute	\$373.38		
Bredman, Dion			\$670.00		
		School Board Expense	\$670.00		
Carlton, Cheryl			\$2,784.31		
		Paraprofessional	\$1,460.00		
		Preschool	\$1,324.31		
Caruso, Amy			\$2,108.22		
		Preschool	\$1,644.53		
		Transportation	\$265.81		
		Community Ed	\$100.00		
		Paraprofessional Substitute	\$97.88		
Chezum, Briana			\$376.29		
		Concessions	\$376.29		
Caluson, Carol			\$101.50		
		Paraprofessional Substitute	\$101.50		
Davis, Bruce			\$392.37		
		Custodial Expense	\$392.37		
Davis, McKenzie			\$1,761.02		
		Paraprofessional Substitute	\$1,761.02		
Del Greco, Benjamin			\$96.00		
		Teacher Substitute	\$96.00		
Duval, Duane			\$477.77		
		Custodial Expense	\$477.77		
Eberhardt, Laura			\$32.00		
		Teacher Substitute	\$32.00		

Ellefson, Christine			\$65.00		
	Meeting	\$65.00			
Ellingson, Erin			\$32.00		
	Teacher Substitute	\$32.00			
Ernst, Laurie			\$128.00		
	Custodial Expense	\$128.00			
Fenner, Juanita			\$1,086.28		
	Food Service Expense	\$1,086.28			
Field, Marla			\$1,491.00		
	School Board Expense	\$1,491.00			
Field, Michelle			\$1,497.56		
	Staff Development	\$1,497.56			
Foss, Kelly			\$139.39		
	Staff Development	\$139.39			
Fradet, Annika			\$176.08		
	Kids Club	\$176.08			
Fradet, Brooke			\$130.00		
	School Board Expense	\$130.00			
Getz, Timothy			\$23.58		
	Food Service Expense	\$23.58			
Gilbertson, Carl			\$144.00		
	Custodial Expense	\$144.00			
Goering, John			\$96.00		
	Teacher Substitute	\$96.00			
Green, Rachel			\$467.63		
	Paraprofessional Substitute	\$467.63			
Gylland, Jennifer			\$32.00		
	Teacher Substitute	\$32.00			
Haapala, Laurie			\$76.84		
	Custodial Expense	\$76.84			
Halverson-Wolters, Chrissa			\$201.79		
	Breakfast Monitor	\$201.79			
Hamman, Angela			\$877.80		
	Food Service Expense	\$877.80			
Haugen, Samantha			\$105.13		
	Paraprofessional Substitute	\$105.13			
Haus, Jessica			\$11.11		
	Breakfast Monitor	\$11.11			
Henderson, Crystal			\$975.00		
	School Board Expense	\$975.00			
Herbranson, David			\$750.06		
	School Board Expense	\$750.06			
Herbranson, Joanne			\$11.87		
	Paraprofessional	\$11.87			

Hermes, Anthony			\$64.00		
	Teacher Substitute	\$64.00			
Hoyer, Megan			\$128.00		
	Teacher Substitute	\$128.00			
Inniger, Megan			\$24.00		
	Teacher Substitute	\$24.00			
Johnson, Jedidiah			\$96.00		
	Teacher Substitute	\$96.00			
Julsrud, Wanda			\$2,060.09		
	Transportation	\$2,060.09			
Kallod, Michelle			\$381.11		
	Accompaniment	\$381.11			
Kara, Roxanne			\$152.00		
	Custodial Expense	\$152.00			
Kluck, Melissa			\$2,320.99		
	Transportation	\$2,320.99			
Kuik, Julie			\$84.76		
	Clerical	\$84.76			
Larson, Sarah			\$96.00		
	Teacher Substitute	\$96.00			
Lindbom, Ryan			\$892.78		
	School Board Expense	\$892.78			
Maier, Andrew			\$585.00		
	School Board Expense	\$585.00			
Manning, Lynn			\$449.51		
	Food Service Expense	\$449.51			
Mulcahy, Elisabeth			\$787.18		
	Kids Club	\$787.18			
Nelson, Kathryn			\$164.13		
	Kids Club	\$164.13			
Odden, Scott			\$439.05		
	Custodial Expense	\$439.05			
Paulson, Siri			\$35.00		
	Activity Worker	\$35.00			
Pender, Haley			\$130.50		
	Paraprofessional Substitute	\$130.50			
Petersen, Monica			\$96.00		
	Teacher Substitute	\$96.00			
Power, Olivia			\$127.75		
	Kids Club	\$127.75			
Rasmussen, Janet			\$94.96		
	Paraprofessional	\$94.96			
Redding, LaVonne			\$835.46		
	Food Service Expense	\$835.46			

Reep, Richard			\$144.00		
	Custodial Expense	\$144.00			
Rollie, Cynthia			\$435.01		
	Food Service Expense	\$435.01			
Ronsberg, Betsy			\$222.10		
	Breakfast Monitor	\$222.10			
Rotz, Lindsey			\$62.15		
	Kids Club	\$62.15			
Rotz, Stacey			\$2,687.42		
	Preschool	\$2,687.42			
Rwolett, Sadie			\$64.00		
	Teacher Substitute	\$64.00			
Samuelson, Jodi			\$65.00		
	School Board Expense	\$65.00			
Schaub, Michael			\$96.00		
	Teacher Substitute	\$96.00			
Schilling, Ava			\$227.87		
	Kids Club	\$227.87			
Schmitt, TJ			\$224.00		
	Teacher Substitute	\$224.00			
Schwartz, Ashley			\$5.55		
	Paraprofessional	\$5.55			
Smith, Heidi			\$32.00		
	Teacher Substitute	\$32.00			
Snobl, Scott			\$96.00		
	Teacher Substitute	\$96.00			
Snow, Kayla			\$922.05		
	Kids Club	\$922.05			
Sossa, Brynn			\$837.57		
	Kids Club	\$837.57			
Spillum, Mary			\$578.00		
	Kids Club	\$578.00			
Strand, Nathan			\$64.00		
	Teacher Substitute	\$64.00			
Suter, Chad			\$96.00		
	Teacher Substitute	\$96.00			
Thompson, Jacob			\$740.00		
	School Board Expense	\$740.00			
Thompson, Piper			\$56.00		
	Activity Worker	\$56.00			
Trowbridge, Philip			\$64.00		
	Teacher Substitute	\$64.00			
Tschumperlin, Jay			\$44.66		
	Custodial Expense	\$44.66			

Wilhelm, April			\$297.26		
		Paraprofessional Substitute	\$297.26		
Wirth, Barbara			\$877.80		
		Food Service Expense	\$877.80		
Xiong, Ger			\$2,230.49		
		Kids Club	\$569.65		
		Paraprofessional	\$1,660.84		
Yang, Tony			\$210.25		
		Custodial Substitute	\$210.25		
		TOTAL	45,405.85	\$45,405.85	
<b>MSDLAF TRANSFERS TO MIDWEST BANK</b>					
	12/29/2023	TRANSFER	\$85,000		
	12/29/2023	TRANSFER	\$400,000		
	1/12/2024	TRANSFER	\$2,100,000		
					\$2,585,000
<b>MIDWEST BANK CREDIT CARD EXPENDITURES</b>					
Jon Ellerbusch					\$17.17
		Zoom subscription	\$17.17		
Todd Henrickson					\$0.00
Bryan Strand					\$5,235.24
		College Textbooks	\$1,063.05		
		State Football Exp	\$4,172.19		
Jodi Samuelson					\$138.00
		Elem. Speech Inst. Supplies	\$138.00		
Aaron Schindler					\$1,451.76
		Track Clinic	\$129.50		
		Wrestling Expense	\$250.00		
		Wrestling Hotel Exp	\$862.26		
		State Football Exp	\$60.00		
		Brighthweel Subscription	\$150.00		
Total Credit Card Expense					\$6,842.17

- 7. Appreciation, Recognition and Presentations
- 8. Recognition of Citizens for Input Purposes
- 9. Reports/News
  - A. High School Principal's Report



## Barnesville High School - Board Report January 22, 2024

### Past Months Events

1. November Students of the Month - 7th -Jude Tuel, 8th - Dylan Steele, 9th - Allie Axness, 10th - Jack Maesse, 11th - Jack Maesse, 12th - Ava Foster
2. December Students of Month 7th- Hadley Schmidt, 8th - Ellie Haus, 9th - Samantha Arntson, 10th - Ella Brasel , 11th - Sophie Frederick , 12th - Nate Huesman
3. January Students of the Month - 7th - Monica Wilson, 8th - Jocelyn Beaudoin, 9th - Josie McKay, 10th - Macie Blilie, 11th - Ava Follingstad, 12th - Carli Vigesaa
4. End of the semester 1/quarter 2 was Thursday, January 18
  1. Grades are due tomorrow at 8:30 a.m.
5. PaY and Student Council shopped in December for 10 families this year for Christmas. The coin drive plus donations raised over \$2,500, the families picked up their presents at the food pantry to keep everything anonymous.
6. Monday, January 15 - Teacher Workshop
  1. Thanks to staff development for organizing a great day
  2. Started the day with a great speaker, Hannah Frink who talked to all staff in the PAC
    1. afternoon had many great speakers

### Future High School Events

7. Para Professional week - It is this week Monday thru Friday
  1. Thank you to all of our outstanding paras in the high school
  2. Breanna Anderson, Carrie Braton, Kathy Braton, Susan Duval, Cheryl Suter, Leah Wirth, Kelsey Haspel, Cassie Pender, Debbie (Ger) Xiong, Lauryn Braton,
8. Giving Hearts Day - PaY silent auction at boys game vs Pelican Rapids, February 6.
  1. They will donate all profits from the silent auction to the Barnesville Fire Department, Barnesville Library, and Barnesville FFA Alumni & Supporters.
9. I will be attending the state principal convention this week, Wednesday thru Friday.
10. Snoball Week is next week
  1. Congratulations to the following candidates - **King** - Levi Eickenbrock, Ayden Hauck, Nate Huesman, Avery Schroeder, Jay Tschumperlin **Queen** - Kenady Christopherson, Jayci Dukek, Elisabeth Mulcahy, Hadly Pearson, Olivia Power

2. There will be activities during the week and a fun day in the afternoon on Friday
3. Formal dance on Saturday 9-12
11. February 2 - Capital Outlay requests will be due in the high school office
12. February 5 - Choir Concert
13. February 8 - Pre-ACT -10th grade
14. February 12 - Band Concert
15. February 19 - No School - Presidents Day
16. February 26 - HS workshop 4:00-7:30 p.m.
17. February 29 - end of Trimester 2
18. March 4 - High school conferences 4:00-7:30 p.m.
19. March 12 - ACT administered on site for juniors



# TODD HENRICKSON - ELEMENTARY PRINCIPAL

## Board Report – January 22, 2024

- **Dec 21<sup>st</sup> – Dare Graduation @ 1:30**
  - Thank you to Officer Jesse Atteberry for working with our 6<sup>th</sup> Grade Students.
  - Essay Contest Winners: Mariah Berg, Jaxon Nyberg, Aafy Afrasiab, & Adelyn Roemmich
  - Darren Winners: Jaxon Nyberg & Adelyn Roemmich
  - Drawing Winners
    - Prize Bags: Jack Lien, Siri Voxland, Isaac Abrahamson, Cassidy Rotz, Carter Askegaard, Reagan Nelson, Jace Meyer, & Lauren Peterson
    - Bike Helmets: Bentley Carmichael, Lillianna Smeby, Gavin Overby, Chloe Enfield, Tanner McLeod, Brianna Haus, Tucker Moe-Savageau, Caitlyn Johnson.

- **Jan 9<sup>th</sup> – National Law Enforcement Day**
  - Students made thank you cards for all of our First Responders: Police, Fire, and Ambulance
  - Mr. Grosz invited members of the State Highway Patrol Department, Clay County Sheriff's Department, and the Barnesville Police Department to a game of Dodgeball with our 6<sup>th</sup> Grade students as a way to thank them for all that they do. Thank you to those Law Enforcement individuals who took part in the game.



- **Jan 15<sup>th</sup> – Teacher Workshop (see attached)**
- **Jan 18<sup>th</sup> – End of Quarter 2**
  - Report cards will be mailed this week
- **Jan 19<sup>th</sup> – CPT (All Staff)**
  - QPR (Question-Persuade-Refer) Suicide Prevention Training
  - Aaron Cadayong – Lakeland Mental Health
- **Jan 22<sup>nd</sup> – Paraprofessional Recognition Week**
  - Thank you to all of our paraprofessionals and all that they do for our students!
- **Jan 24<sup>th</sup> – Grades 4-6 Ski Trip – Andes Tower Hills**

**Upcoming Events:**

Jan	23	C	9:00 – Grades are Due 12:30 – Read Act Webinar – Mr. H
Jan	24	A	7:30 – TAT – Conference Room 8:30 - Ski Trip – Grades 4-6 11:30 – BIT Team – Conference Room
Jan	25	B	Grade Level Meetings <ul style="list-style-type: none"> <li>• 8:55 – Grade 4 / 9:45 – Grade 5 / 10:10 – Grade 6 / 11:55 – Kindergarten / 12:20 – Grade 1 / 1:10 – Grade 2 / 2:15 – Grade 3</li> </ul>

Jan	31	C	7:30 – LA Committee Meeting - Library 8:45 – Grocery Store Visits – Grade 2 (30 minutes each class)
Feb	2	B	3:30 – Capital Outlay Requests are Due
Feb	6	A	7:30 – Wellness Committee – HS Conference Room 7:30 – Tech Meeting – HS Conference Room 9:30 – Dental Education – PAC <ul style="list-style-type: none"> <li>• 9:30 – Preschool &amp; Grade 1 / 10:10 – Grade 2</li> <li>• 12:35 – Kindergarten / 1:10 – Grade 3 / 1:45 – Grade 4</li> </ul>
Feb	7	B	MESPA Institute – Bloomington – Mr. H 7:30 – Site Council – Library
Feb	8	C	MESPA Institute – Bloomington – Mr. H Curriculum Review - LA Committee Members – Conference Room <ul style="list-style-type: none"> <li>• Morning K-2 / Afternoon 3-6</li> </ul>
Feb	9	A	MESPA Institute – Bloomington – Mr. H 2:00 – 2 <sup>nd</sup> Grade Grocery Store – Cafeteria
Feb	14	A	7:30 – PBIS Meeting – Library 11:30 – BIT Team – Conference Room
Feb	16	B	10:30 – Late Start – CPT
Feb	19	---	No School
Feb	21	A	7:30 – Staff Meeting / LA Committee Meeting

# STAFF DEVELOPMENT DAY

JANUARY 15TH, 2024

8:00-8:25 - Coffee and Breakfast - High School Commons

8:30-11:30 - Prioritizing Mental Health in Yourself - Hannah Frink-PAC

**\*\*Please bring a device (phone, laptop, iPad) \*\*Small Groups are for this\*\***

We will meet as a large group and then Hannah will have us separate into smaller groups throughout her presentation.

11:30-12:00 - Lunch will be provided in the New High School Commons

Options:

12:00-3:00 (20 MAX) *You will be notified if you will be attending this	BenQ Training	Monica Petersen's Classroom
12:00-2:00 (10-15) *You know if you need this	uKeru Refresher	Commons/BSA
12:00-1:00	How to motivate and inspire learners - Crystal Henderson	HS Library
1:00-2:00	Jason Savage - TRA & Teacher Pensions	HS Library
2:00-3:15 - ALL *Bring a device	EDUclimber	HS in HS Library Elem in New Commons
3:15-3:30 -	Wrap up to Head Home	Own Rooms





**BOARD REPORT -- AARON SCHINDLER**  
**ACTIVITIES DIRECTOR/COMMUNITY EDUCATION COORDINATOR**  
**January 22, 2024**

**ACTIVITY INFORMATION:**

- **JH Boys Basketball Numbers**
  - 7<sup>th</sup> = 12 / 8<sup>th</sup> = 9                      **Total = 21**
- **Congrats to Lindsey Rotz on winning the Sub-Section 23 AAA Award!**
  - She will attend a banquet on February 7<sup>th</sup> where they announce the Section winner.
- **Esports State Tournament**
  - Ryder Lindbom and Dominic Green competed in Minecraft
    - Finished 14<sup>th</sup>
- **Jan 6<sup>th</sup> – JH Boys Tournament in Ada -**
  - 7<sup>th</sup> Grade Placed 4<sup>th</sup>
  - 8<sup>th</sup> Grade Placed 3<sup>rd</sup>
- **Jan 19<sup>th</sup> – We hosted the HOL Conference Wrestling Tournament**
  - Team Finished 5<sup>th</sup>
  - Individual Finishes:
    - Champions - Cameron Halverson
    - 2<sup>nd</sup> Place - Ayden Hauck and Justin Krueger
    - 4<sup>th</sup> Place – Chase Hauck, Asher O’Brien, Hunter Blilie
    - 6<sup>th</sup> Place - Jaron Peopping, Brycen Christopherson, Jack Martin
- **Jan 27<sup>th</sup> - Minnesota 9<sup>th</sup> Grade Wrestling League – Mahnomon**
  - Grades 7-9
  - Top two advance to the State Tournament at Champlin Park this weekend.
- **Jan 27<sup>th</sup> – Sub-Section One Act Play Competition – Hawley**
  - Competition begins at 9:00 am / Barnesville will perform at 12:45 pm.
  - The Section Tournament will take place in Hawley on Feb 3<sup>rd</sup>.
  - We will host again next year!
- **Feb 5<sup>th</sup> – Choir Concert at 7:00 pm**
- **Feb 12<sup>th</sup> – Band Concert at 7:00 pm**
- **Current Standings**
  - Boys Basketball
    - 1<sup>st</sup> in Conference
    - 3<sup>rd</sup> in Section
  - Girls Basketball
    - 3<sup>rd</sup> in Conference
    - 4<sup>th</sup> in Section
  - Wrestling
    - 5<sup>th</sup> in Conference
    - 5<sup>th</sup> in Section





## **Barnesville Public Schools Regular School Board Meeting**

7:00 PM on Monday, January 22, 2024  
High School Library

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### Superintendent's Monthly Board Report

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#### **1. Update on Solar Project with iSolar**

The final application for step 2 will be submitted to the MN Department of Commerce on Wednesday, January 10.

Click [here](#) for Full Grant Application for Barnesville Public School

#### **2. Meat Class Teaches Marketable Skills**

Andy sent me this video about a high school teaching butcher skills in a meat class.

Click [here](#) for news video of story

Click [here](#) for Meat Education and Training (MEAT) Grant

#### **3. Kindergarten Enrollment**

Please find below a link to historical preschool and kindergarten enrollment data. This information serves as a valuable resource for predicting kindergarten numbers for the upcoming school year (SY2024-25).

Notably, this year marks a significant increase in the number of senior preschool students eligible for kindergarten. The data provides a solid foundation for forecasting next year's kindergarten class.

It will be particularly interesting how these numbers evolve in the coming months, especially in March and May 2024.

Click [here](#)

E. Board Committee Reports

10. Removal of Consent Items for Discussion

11. Approval of Consent Items

A. Personnel

*All hirings are based upon the findings of each individual's background check, licensure status, and discipline report from the Minnesota Department of Education.*

- 1) Kailee Strand as Head Boys Track Coach
- 2) Lane Change for Amber Blilie from BA+10 to BA+20
- 3) Lane Change for Mary Spillum from BA+10 to BA+20

B. Donations

- 1) \$4,000 Donation from Barnesville PTO for Summer Field Trips
- 2) \$1,000 Donation from Midwest Bank for Summer Field Trips
- 3) \$875.50 Donation from Barnesville Booster Club for Girls Basketball Camp T-shirts
- 4) \$500.00 Donation from Barnesville Booster Club for Boys Section Golf Expenses
- 5) \$2,478.56 Donation from Barnesville Booster Club for Second Weightlifting Coach
- 6) \$1,495.00 Donation from Barnesville Area Community Fund for Language Arts Materials

79



December 27, 2023

Jon Ellerbusch  
Barnesville Public Schools #146  
302 3rd St SE  
PO Box 189  
Barnesville MN 56514-0189

Grant Number: D-19136

Dear Jon:

We've enclosed a check for \$1,495.00 from the Barnesville Area Community Fund in payment of the grant award for your Language Arts Materials project.

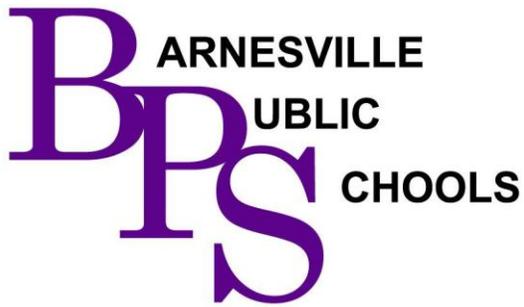
Our auditors require that you respond in writing or via email ([funds@wcif.org](mailto:funds@wcif.org)) to West Central Initiative to acknowledge you received this payment. Please respond at your earliest convenience and reference the grant number noted above in your reply.

If you have any questions about the intended purpose of the funds, please contact our office.

Sincerely,

Rebecca Petersen  
Director of Development

Enclosure: Check #63539



## INDEPENDENT SCHOOL DISTRICT #146

District Office 302-324 3rd Street South  
PO Box 189 - Barnesville, MN 56514  
Phone 218 354-2217 - Fax 218 354-7260  
[www.barnesville.k12.mn.us](http://www.barnesville.k12.mn.us)

“Commitment  
To  
Excellence”

January 2, 2024

Dear Ms. Rebecca Peterson:

Thank you for mailing Barnesville Public School a \$1,495.00 check for the Language Arts materials. We greatly appreciate this donation from the Barnesville Community Fund!

Sincerely,

*Dr. Jon Ellerbusch*

Jon P. Ellerbusch, Ed.D.  
Superintendent

7) \$480.00 Donation from Barnesville Area Community Fund for Apple Pencils

82



December 27, 2023

Jon Ellerbusch  
Barnesville Public Schools #146  
302 3rd St SE  
PO Box 189  
Barnesville MN 56514-0189

Grant Number: D-19131

Dear Jon:

We've enclosed a check for \$480.00 from the Barnesville Area Community Fund in payment of the grant award for your Apple Pencils project.

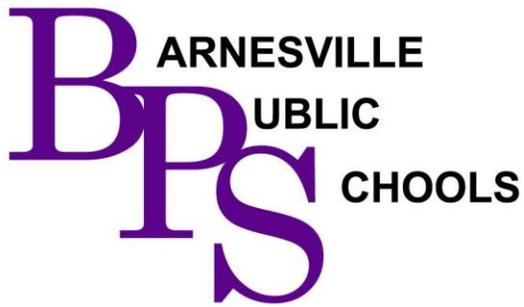
Our auditors require that you respond in writing or via email ([funds@wcif.org](mailto:funds@wcif.org)) to West Central Initiative to acknowledge you received this payment. Please respond at your earliest convenience and reference the grant number noted above in your reply.

If you have any questions about the intended purpose of the funds, please contact our office.

Sincerely,

Rebecca Petersen  
Director of Development

Enclosure: Check #63538



## INDEPENDENT SCHOOL DISTRICT #146

District Office 302-324 3rd Street South  
PO Box 189 - Barnesville, MN 56514  
Phone 218 354-2217 - Fax 218 354-7260  
[www.barnesville.k12.mn.us](http://www.barnesville.k12.mn.us)

“Commitment  
To  
Excellence”

January 2, 2024

Dear Ms. Rebecca Peterson:

Thank you for mailing Barnesville Public School a \$480.00 check for Apple Pencils. We greatly appreciate this donation from the Barnesville Community Fund!

Sincerely,

*Dr. Jon Ellerbusch*

Jon P. Ellerbusch, Ed.D.  
Superintendent

8) \$55 Donation from Bell Bank (custom debit cards) to General Fund

12. New Business

New business items 12.A, 12.B and 12.C, Stipends for Trap Shooting and Fishing Coaches were tabled until the February meeting to get more information on how other districts are taking care of these coaches.

A. 2022 and 2023 Stipends for Trap Shooting Coach

B. 2024 Stipend for Trap Shooting Coach

C. 2024 Stipend for Fishing League Coach

D. Consider Resolution Directing the Administration to Make Recommendations for  
Reductions in Programs and Positions and Reasons Therefor

85

Those in favor: Jacob Thompson, Marla Field, Dion Bredman and Ryan Lindbom

Those against: None. Resolution passes.

Member \_\_\_\_\_ introduced the following resolution

and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION  
TO MAKE RECOMMENDATIONS FOR REDUCTIONS  
IN PROGRAMS AND POSITIONS AND REASONS  
THEREFOR.

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, annual expenditures for FY25 are projected to exceed revenues by approximately 8%, and,

WHEREAS, this reduction in expenditure must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 146, as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, as a result of annual expenditures for FY25 are projected to exceed revenues by approximately 8%, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following

voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

# BARNESVILLE PUBLIC SCHOOL DIST.

## 2-2/65 KG

	2024	2025	2026	2027
Unassigned Fund Balance Goal %	13%	13%	13%	13%
Pupil Unit Value	\$7,138	\$7,281	\$7,426	\$7,575
Pupil Unit Value % Change		2%	2%	2%
1% increase on Basic Formula		\$65,874	\$66,567	\$67,801
<b>REVENUES</b>				
Property Taxes	\$1,255,850	\$1,353,975	\$1,355,660	\$1,355,660
State	\$9,202,810	\$9,187,724	\$9,304,386	\$9,506,708
Federal	\$274,860	\$74,860	\$74,860	\$74,860
Other Local	\$1,067,030	\$803,030	\$803,030	\$803,030
<b>Total Revenue</b>	<b>11,800,550</b>	<b>11,419,589</b>	<b>11,537,936</b>	<b>11,740,258</b>
% Revenue Change	2.83%	-3.23%	1.04%	1.75%
<b>EXPENDITURES</b>				
Salaries & Wages	\$6,586,770	\$6,941,362	\$7,246,012	\$7,633,566
Benefits	\$2,045,680	\$2,147,964	\$2,233,883	\$2,304,893
All Other	\$2,980,850	\$3,280,850	\$3,336,099	\$3,392,729
<b>Total Expenditures</b>	<b>\$11,613,300</b>	<b>\$12,370,176</b>	<b>\$12,815,993</b>	<b>\$13,331,188</b>
% Expenditure Change	2.10%	6.52%	3.60%	4.02%
Spending Variance	\$187,250	(\$950,587)	(\$1,278,057)	(\$1,590,930)
<b>E.O.Y. APU's</b>	<b>948.82</b>	<b>922.86</b>	<b>914.28</b>	<b>912.98</b>
	2024	2025	2026	2027
Begin Fund Equity	\$3,672,164	\$3,859,414	\$2,908,827	\$1,630,770
Spending Variance	\$187,250	(\$950,587)	(\$1,278,057)	(\$1,590,930)
Non Spendable	\$522	\$522	\$522	\$522
Committed	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Assigned	\$0	\$0	\$0	\$0
Restricted	\$939,614	\$999,061	\$1,025,079	\$1,014,237
Change in Restricted	\$114,577	\$59,447	\$26,018	(\$10,842)
<b>Unassigned Fund Balance</b>	<b>\$1,919,278</b>	<b>\$909,244</b>	<b>(\$394,831)</b>	<b>(\$1,974,919)</b>
Unassigned FB/APU	\$2,022.80	\$985.24	(\$431.85)	(\$2,163.15)
S.O.D. Reserve Amount	(\$290,333)	(\$309,254)	(\$320,400)	(\$333,280)
<b>Unassigned Fund Balance %</b>	<b>16.53%</b>	<b>7.35%</b>	<b>-3.08%</b>	<b>-14.81%</b>
-2.5% or less is S.O.D.	OK	OK	S.O.D.	S.O.D.
Goal Reserve Amount	\$1,509,729	\$1,608,123	\$1,666,079	\$1,733,054
Goal Achieved	YES	NO	NO	NO
Plan Change Needed	\$0	-\$698,879	-\$2,060,910	-\$3,707,973

Resulting Assumptions in the Plan	2024	2025	2026	2027
<b>Enrollment Change (EC-12)</b>				
Change in APU's		(26)	(9)	(1)
<b>Basic State Funding / P.U. % Change</b>		2.00%	2.00%	2.00%
<b>Total Revenues % Change</b>	2.83%	-3.23%	1.04%	1.75%
<b>Total Expenditures % Change</b>	2.10%	6.52%	3.60%	4.02%

## ASSUMPTIONS USED IN FY 25-27 FINANCIAL PROJECTION

- 1 – 65 KINDERGARTEN STUDENTS ENROLLED EACH YEAR
- 2 – FY24 STAFF WAGES AND BENEFITS WITH PROJECTED INCREASES
- 3 – 2% GENERAL EDUCATION BASIC FORMULA INCREASES EACH YEAR
- 4 – STAY AT \$252.17 FOR OPERATING REFERENDUM
- 5 – ADDED \$300,000 PER YEAR FOR UPCOMING CURRICULUM AND IPAD NEEDS
- 6 – SUPPLIES BUDGETS KEPT THE SAME FOR FY25. ADDED 2.5% INCREASE IN SUPPLIES IN FY26 AND FY27
- 7 - NO INCREASES FOR OPERATING EXPENSES SUCH AS ELECTRICITY AND NATURAL GAS

13. Addendum

A. Items for Remaining Voter Approved Authority

89

Approved Ideas for Remaining Voter Approved Authority - January 22, 2024

	<b>Qty</b>	<b>Price</b>	<b>Total</b>
1 Sound Systems for Classrooms	3	\$1,500.00	\$1,500.00
2 Trophy Cases	2		\$16,909.00
3 HOL School Banners	9	\$295.00	\$2,692.50
4 HUDL Focus Camera	1	\$7,500.00	<u>\$7,500.00</u>
			\$28,601.50



# Two options may be available to school districts to offer early retirement incentives to teachers

*By the MSBA Management Services staff*

Two options may be available to school districts to offer early retirement incentives to their teachers. First, the master agreement between the school district and the teachers' exclusive representative may have language outlining early retirement incentives. Second, the school district may grant an incentive per the provisions of [Minnesota Statutes 122A.48](#). Each year, your MSBA staff receives questions on the incentives allowed by this statute.

School districts may send a notice to all teachers in order to make them aware of the early retirement provisions contained in [Minnesota Statutes 122A.48](#); school districts may also approach their teachers' exclusive representative and suggest they make the provisions of the statute known to all members of the bargaining unit. School districts should avoid approaching individual teachers and suggesting possible early retirement.

Applications must be submitted to the school district on or before February 1 of the school year at the end of which the teacher wishes to retire. The statute does not specify how or what must be included in the "submitted application." For example, the submitted application could be an email or a letter. If the original communication from the teacher is not clear as to the teacher's intent to request an early retirement incentive, a response should be sent to the teacher for clarification (i.e., to be considered for an early retirement incentive per [Minnesota Statutes 122A.48](#), requests must be received by February 1. If you are interested in applying for an early retirement incentive, please submit your formal request to (NAME) by February 1 ...).

The early retirement incentive paid to the teacher is agreed upon by the school board and the teacher; negotiation with the exclusive representation is not required under this provision. The school district is not obligated to agree to provide an early retirement incentive payment to teachers who apply, however, the school board only has 30 days to take action to approve or deny the application after its receipt.

As a reminder, per [Minnesota Statutes 122A.48](#) a teacher who has entered into an early retirement agreement with an early retirement incentive may only be employed as a substitute teacher, behind-the-wheel instructor, or coach after retirement.

Finally, [Minnesota Statutes 122A.48](#) only applies to those individuals who fall within the definition of teacher in [Minnesota Statutes 122A.15, subdivision 1](#).

If you have questions, please contact MSBA's Management Services Team: Amy Fullenkamp-Taylor ([ataylor@mnmsba.org](mailto:ataylor@mnmsba.org)), Tiffany Gustin ([tgustin@mnmsba.org](mailto:tgustin@mnmsba.org)), and Maria Shinabarger ([mshinabarger@mnmsba.org](mailto:mshinabarger@mnmsba.org)).

**122A.48 TEACHER EARLY RETIREMENT INCENTIVE PROGRAM.**

Subdivision 1. **Teacher defined.** For purposes of this section, "teacher" means a teacher as defined in section 122A.15, subdivision 1, who:

- (a) is employed in a public elementary or secondary school in the state and
- (b) either

(1)(i) has at least 15 total years of full-time teaching service in elementary, secondary, and technical colleges, or at least 15 years of allowable service as defined in sections 354.05, subdivision 13; 354.092; 354.093; 354.094; 354.53; 354.66; 354A.011, subdivision 4; 354A.091; 354A.092; 354A.093; 354A.094; or Laws 1982, chapter 578, article II, section 1 and

(ii) has or will have attained the age of 55 years but less than 65 years as of the June 30 in the school year during which an application for an early retirement incentive is made, or

(2) has at least 30 total years of full-time teaching service in elementary, secondary, and technical colleges, or at least 30 years of allowable service as defined in sections 354.05, subdivision 13; 354.092; 354.093; 354.094; 354.53; 354.66; 354A.011, subdivision 4; 354A.091; 354A.092; 354A.093; 354A.094; or Laws 1982, chapter 578, article II, section 1.

Subd. 2. **Retirement.** For purposes of this section, "retirement" means termination of services in the employing district and withdrawal from active teaching service.

Subd. 3. **Employment exemptions for retired teachers.** Notwithstanding the provisions of subdivision 2, a teacher who has entered into an agreement for termination of services and withdrawal from active teaching service with an early retirement incentive may be employed as a substitute teacher, behind-the-wheel instructor, or coach after retirement.

Subd. 4. **Unemployment benefits.** Any amount of unemployment benefits that the teacher receives and for which the district is required to pay into the unemployment insurance program trust fund pursuant to section 268.052, subdivision 1, may be deducted by the district from the amount of the teacher's early retirement incentive or recovered by the district from the teacher up to the amount of the early retirement incentive.

Subd. 5. **Applications.** A teacher meeting the requirements of subdivision 1 may apply to the school board of the employing district for a contract for termination of services, withdrawal from active teaching service, and payment of an early retirement incentive. This application must be submitted on or before February 1 of the school year at the end of which the teacher wishes to retire. A school board must approve or deny the application within 30 days after it is received by the board. The amount of the early retirement incentive shall be agreed upon between the teacher and the school board. The early retirement incentive shall be paid by the employing district at the time and in the manner mutually agreed upon by a teacher and the board.

**History:** 1980 c 609 art 6 s 28; 1981 c 358 art 8 s 3-8; 1982 c 548 art 4 s 11; 1983 c 67 s 1; 1983 c 314 art 10 s 4,5; 1984 c 463 art 7 s 15; 1986 c 444; 1987 c 258 s 12; 1987 c 398 art 7 s 30-32; 1989 c 246 s 2; 1994 c 465 art 2 s 13; 1994 c 488 s 8; 1996 c 412 art 13 s 24; 1997 c 66 s 79,80; 1998 c 397 art 8 s 85,86,101; art 11 s 3; 1999 c 107 s 66; 2000 c 343 s 4; 2011 c 27 s 1; 2014 c 272 art 3 s 18



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 511

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2003

## **511 STUDENT FUNDRAISING**

### **I. PURPOSE**

The purpose of this policy is to address student fundraising efforts.

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

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

### **III. RESPONSIBILITY**

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

### **IV. ANNUAL REPORT**

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

***Legal References:*** Minn. Stat. § 120A.20 (Age Limitations; Pupils)  
Minn. Stat. § 123B.09, Subd. 8 (Duties)  
Minn. Stat. § 123B.36 (Authorized Fees)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 713 (Student Activity Accounting)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 511

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2003

## **511 STUDENT FUNDRAISING**

### **I. PURPOSE**

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### **IV. ANNUAL REPORT**

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

**Legal References:** Minn. Stat. § 120A.20 (Admission to Public School)  
Minn. Stat. § 123B.09, Subd. 8 (Boards of Independent School Districts)  
Minn. Stat. § 123B.36 (Authorized Fees)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 713 (Student Activity Accounting)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 512

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2002

## 512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

### I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

### II. GENERAL STATEMENT OF POLICY

*[Note: A school district generally will wish to reserve a forum it sponsors for its intended purpose in light of the special characteristics of the school environment. By doing so, the school district will have more authority/editorial control over student expression in such a forum. Sponsorship alone may not be enough, however. If the exercise of control is challenged, courts will examine factors such as whether the school district's purpose in creating the forum was educational, whether school officials supervised the publication or activity and exercised editorial control over the contents, whether the materials were produced as part of the curriculum, and whether students received grades and academic credit for the publication or activity. If a forum is reserved, regulation of student expression as in Section IV.B. of this policy will be permissible. If a forum is not reserved, but rather is opened for public communication by tradition or designation, then only the limited regulation of speech as described in Section IV.A. of this policy will be permissible.]*

- A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
  - 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.

2. Official school publications may be distributed at reasonable times and locations.

### III. DEFINITIONS

- A. “Distribution” means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. “Official school publications” means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as a part of the curriculum.
- C. “Obscene to minors” means:
  1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. “Minor” means any person under the age of eighteen (18).
- E. “Material and substantial disruption” of a normal school activity means:
  1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience

in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

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

#### **IV. GUIDELINES**

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material:
  - 1. is obscene to minors;
  - 2. is libelous or slanderous;
  - 3. advertises or promotes any product or service not permitted for minors by law;
  - 4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
  - 5. expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
  - 6. is distributed or displayed in violation of time, place, and manner regulations.
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district’s actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:
  - 1. assuring that participants learn whatever lessons the activity is designed to teach;
  - 2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
  - 3. assuring that the views of the individual speaker are not erroneously attributed to the school;

4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

C. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)  
*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F. 2d 747 (8<sup>th</sup> Cir. 1987)  
*Morse v. Frederick*, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)

**Cross References:** MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
 MSBA/MASA Model Policy 506 (Student Discipline)  
 MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 512

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2002

## 512 SCHOOL-SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

### I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

### II. GENERAL STATEMENT OF POLICY

***[Note: A school district generally will wish to reserve a forum it sponsors for its intended purpose in light of the special characteristics of the school environment. By doing so, the school district will have more authority/editorial control over student expression in such a forum. Sponsorship alone may not be enough, however. If the exercise of control is challenged, courts will examine factors such as whether the school district's purpose in creating the forum was educational, whether school officials supervised the publication or activity and exercised editorial control over the contents, whether the materials were produced as part of the curriculum, and whether students received grades and academic credit for the publication or activity. If a forum is reserved, regulation of student expression as in Section IV.B. of this policy will be permissible. If a forum is not reserved, but rather is opened for public communication by tradition or designation, then only the limited regulation of speech as described in Section IV.A. of this policy will be permissible.]***

- A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
  - 1. Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
  - 2. Official school publications may be distributed at reasonable times and locations.

### III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting

or displaying material, or placing materials in internal staff or student mailboxes.

- B. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as a part of the curriculum.
  - C. "Obscene to minors" means:
    - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
    - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
    - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
  - D. "Minor" means any person under the age of eighteen (18).
  - E. "Material and substantial disruption" of a normal school activity means:
    - 1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
    - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. "School activities" means any activity of students sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
  - G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is libelous or slanderous;
3. advertises or promotes any product or service not permitted for minors by law;
4. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
5. expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
6. is distributed or displayed in violation of time, place, and manner regulations.

B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district's actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:

1. assuring that participants learn whatever lessons the activity is designed to teach;
2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;
3. assuring that the views of the individual speaker are not erroneously attributed to the school;
4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

C. Time, Place, and Manner of Distribution

Students shall be permitted to distribute written materials at school as follows:

1. Time

Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.

2. Place

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school

premises in any way.

3. Manner

No one shall induce or coerce a student or staff member to accept a student publication.

**Legal References:**

U. S. Const., amend. I  
*Morse v. Frederick*, 551 U.S. 393 (2007)  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bystrom v. Fridley High School, I.S.D. No. 14*, 822 F. 2d 747 (8<sup>th</sup> Cir. 1987)

**Cross References:**

MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 513

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2019

## **513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN**

### **I. PURPOSE**

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

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

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

#### **A. Promotion**

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

#### **B. Retention**

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

#### **C. Program Design**

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

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

- a. multiple objective criteria; and

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

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

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 513

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2023

## 513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

#### A. Promotion

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

#### B. Retention

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

#### C. Program Design

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

2. The school district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.

3. The school district ~~will~~must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:

- a. multiple objective criteria; and
- b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should

be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.

4. The school district ~~will~~must adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
  - a. assess a student's readiness and motivation for acceleration; and
  - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
  
5. The school district ~~will~~must adopt procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). ~~which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parental report and teacher observations of the child's knowledge, skills, and abilities.~~ The procedures must be sensitive to under-represented groups.

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

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 517

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2000

## **517 STUDENT RECRUITING**

### **I. PURPOSE**

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

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

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

### **III. DEFINITION**

- A. The terms “undue influence” or “competing for enrollment” shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student’s transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

### **IV. PROCEDURES**

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled

for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or at a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

***Legal References:*** Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minnesota State High School League Bylaws

***Cross References:*** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
MSBA Service Manual, Chapter 10, Minnesota State High School League (MSHSL)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 517

Orig. 1995

Revised: \_\_\_\_\_

Rev. 202200

## **517 STUDENT RECRUITING**

### **I. PURPOSE**

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

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

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

### **III. DEFINITION**

- A. The terms "undue influence" or "competing for enrollment" shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student's transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

### **IV. PROCEDURES**

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence.

- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

**Legal References:** Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minnesota State High School League Bylaws

**Cross References:** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
~~MSBA Service Manual, Chapter 10, Minnesota State High School League (MSHSL)~~

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 518

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2003

## **518 DNR-DNI ORDERS**

### **I. PURPOSE**

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

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

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

**Legal References:** 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

**Cross References:**

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 518

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2003

## **518 DNR-DNI ORDERS**

### **I. PURPOSE**

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

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

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

**Legal References:** 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

**Cross References:** None

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 519

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2002

## **519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

### **I. PURPOSE**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

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

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

### **III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A. In the case of an investigation pursuant to the Maltreatment of Minors Act, Minn. Stat. § 626.556, Subd. 10, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minn. Stat. § 626.556, Subd. 10 (c) may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a

part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.

- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law Enforcement Agency Upon Receipt of a Report)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or

Physical or Sexual Abuse)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 519

Orig. 1995

Revised: \_\_\_\_\_

Rev. 202202

## **519 INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

### **I. PURPOSE**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

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

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

### **III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A. In the case of an investigation pursuant to the [Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, Minn. Stat. § 626.556, Subd. 10](#), a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to [Minn. Stat. § 626.556, Subd. 10 \(c\) Minnesota Statutes Chapter 260E](#) may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an

interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.

- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. ~~Ch. 260E (Reporting of Maltreatment of Minors) § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law Enforcement Agency Upon Receipt of a Report)~~

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 523

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2012

## 523 POLICIES INCORPORATED BY REFERENCE

### PURPOSE

Certain policies as contained in the school district's policies are applicable to students as well as to employees. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to students:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 413	Harassment and Violence
Model Policy 417	Chemical Use and Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
Model Policy 511	Student Fundraising
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 610	Field Trips
Model Policy 613	Graduation Requirements
Model Policy 614	School District Testing Plan and Procedure
Model Policy 615	Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
Model Policy 616	School District System Accountability
Model Policy 707	Transportation of Public School Students
Model Policy 708	Transportation of Nonpublic School Students
Model Policy 709	Student Transportation Safety Policy
Model Policy 710	Extracurricular Transportation
Model Policy 711	Video Recording on School Buses
Model Policy 712	Video Surveillance Other Than on Buses
Model Policy 801	Equal Access to School Facilities

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

*Legal References:*

*Cross References:*

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 523

Orig. 1995

Revised: \_\_\_\_\_

Rev. 202220

## 523 POLICIES INCORPORATED BY REFERENCE

### PURPOSE

Certain policies as contained in the school district's policies are applicable to students as well as to employees. ~~In order to~~ To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies ~~which that~~ also apply to students:

<del>Model Policy 102</del>	<del>Equal Educational Opportunity</del>
<del>Model Policy 103</del>	<del>Complaints – Students, Employees, Parents, Other Persons</del>
<del>Model Policy 206</del>	<del>Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations</del>
<del>Model Policy 211</del>	<del>Criminal or Civil Action Against School District, School Board Member, Employee, or Student</del>
<del>Model Policy 305</del>	<del>Policy Implementation</del>
Model Policy 413	Harassment and Violence
Model Policy 417	Chemical Use and Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
<del>Model Policy 610</del>	<del>Field Trips</del>
<del>Model Policy 613</del>	<del>Graduation Requirements</del>
<del>Model Policy 614</del>	<del>School District Testing Plan and Procedure</del>
<del>Model Policy 615</del>	<del>Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students</del>
<del>Model Policy 616</del>	<del>School District System Accountability</del>
<del>Model Policy 707</del>	<del>Transportation of Public School Students</del>
<del>Model Policy 708</del>	<del>Transportation of Nonpublic School Students</del>
<del>Model Policy 709</del>	<del>Student Transportation Safety Policy</del>
<del>Model Policy 710</del>	<del>Extracurricular Transportation</del>
<del>Model Policy 711</del>	<del>Video Recording on School Buses</del>
<del>Model Policy 712</del>	<del>Video Surveillance Other Than on Buses</del>
<del>Model Policy 801</del>	<del>Equal Access to School Facilities</del>

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

**Legal References:** None

**Cross References:** None

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 525

Orig. 1996

Revised: \_\_\_\_\_

Rev. 2017

## **525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]**

### **I. PURPOSE**

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

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

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

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

### **III. IMPLEMENTATION OF POLICY**

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

policies and procedures related to violence prevention and weapons.

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

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

#### IV. PREVENTION STRATEGIES

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

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

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

- I. Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- J. Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- K. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- L. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- M. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- N. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- Q. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- R. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.
- S. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual violence which may include training on mandatory reporting

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

**V. STUDENT SUPPORT**

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

**VI. PERSONNEL**

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

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

18 U.S.C. § 921 (Definition of Firearm)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Stephenson v. Davenport Cmty. Sch. Dist.*, 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)  
*McIntire v. Bethel School*, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)  
*Olesen v. Board of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

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

## **525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]**

### **I. PURPOSE**

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

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

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- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with [Minnesota Statutes section Minn. Stat. § 121A.05](#).
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). "Gang" as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
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- D. In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E. In-service training for personnel and school board members by experts familiar with

sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.

- F. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- G. Establish a curriculum committee that explores ways of teaching –students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
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- M. Develop student safety forums that both inform and elicit students’ ideas about particular safety problems in the building.
- N. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- Q. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- R. Develop curriculum on child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the [Child Welfare Information Gateway](#) website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.
- S. Provide training to all school personnel on recognizing and preventing sexual abuse

and sexual violence which may include training on mandatory reporting requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

## V. STUDENT SUPPORT

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

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- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

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

18 U.S.C. § 921 (Definition of Firearm)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Stephenson v. Davenport Cmty. Sch. Dist.*, 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)  
*McIntire v. Bethel School*, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)  
*Olesen v. Board of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

**Cross References:**

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 526

Orig. 1997

Revised: \_\_\_\_\_

Rev. 2014

## 526 HAZING PROHIBITION

*[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minn. Stat. § 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minn. Stat. § 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]*

### I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - 5. Any activity that causes or requires the student to perform a task that

involves violation of state or federal law or of school district policies or regulations.

- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. “Student” means a student enrolled in a public school or a charter school.
- F. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves

the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

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

## **V. SCHOOL DISTRICT ACTION**

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

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

## **VI. RETALIATION OR REPRISAL**

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

## **VII. DISSEMINATION OF POLICY**

*[Note: Proper reference should be made to the appropriate handbooks in each school district.]*

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students

and employees.

***Legal References:*** Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 526

Revised: \_\_\_\_\_

Orig. 1997  
Rev. 2010 2014

## 526 HAZING PROHIBITION

*[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minnesota Statutes section Minn. Stat. § 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minnesota Statutes section Minn. Stat. § 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]*

### I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

D G. This policy applies to behavior hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation and during and after school hours.

E H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

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

### **III. DEFINITIONS**

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that

involves violation of state or federal law or of school district policies or regulations.

- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- B E. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the **target or** victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves

the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

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

## **V. SCHOOL DISTRICT ACTION**

- A. ~~Upon~~ Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at ~~its~~their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students, or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

- ~~C D.~~ Upon completion of ~~the an~~ investigation ~~that determines hazing has occurred~~, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to ~~try to~~ deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements~~;~~ applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act~~;~~ ~~and applicable~~ school district policies~~,~~ and regulations.
- ~~D 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 ~~involved in a hazing incident and who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of~~ the remedial ~~or disciplinary~~ action taken, to the extent permitted by law~~, based on a confirmed report.~~
- F. ~~In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.~~

## VI. **RETALIATION OR REPRISAL**

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

## VII. **DISSEMINATION OF POLICY**

***[Note: Proper reference should be made to the appropriate handbooks in each school district.]***

- A. This policy shall appear in each school's student handbook and in each school's

building and staff handbooks.

- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. § ~~121A.0695~~ 121A.031 (School Student Bullying Policy Board Policy; Prohibiting Intimidation and Bullying)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 527

Orig. 1998

Revised: \_\_\_\_\_

Rev. 2002

## **527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

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

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

### **III. DEFINITIONS**

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "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.
- C. "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.
- D. "School district location" means property that is owned, rented, leased, or

borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include 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.

#### **IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

*[Note: This portion of the policy may need to be modified depending upon the designation of the high school campus as open or closed. For example, the school district may choose to adopt language for an open campus in the second sentence such as “Students may use motor vehicles on the high school campus[es] during the school day only during the student’s designated lunch period or if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle during the school day.”]*

#### **V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in [*other designated areas, e.g., parking lots designated for use only by staff or by the general public*].
- B. When there are unauthorized vehicles parked on school district property, school officials may:
  - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

#### **VI. PATROLS, INSPECTIONS, AND SEARCHES**

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of

motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

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

B. Search of Interior of Student Motor Vehicle

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

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

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

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

## **VII. DIRECTIVES AND GUIDELINES**

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

*[Note: Some school districts may choose to allow students to park their cars in school*

*district locations, such as designated student parking lots, by permit only. Such a permit system can be used to assist in the dissemination and enforcement of the motor vehicle policy. For example, school districts instituting a permit system can advise students who apply for a permit that the motor vehicle policy exists and that their motor vehicles are subject to inspection and search by school officials. An acknowledgment form, such as the sample attached to this policy, can then be utilized to document the notice given and the student's receipt of the policy.]*

*[Note: If a school district institutes a permit system and intends to charge students a fee for parking permits, the procedures in Minn. Stat. § 123B.38 must be followed before the fees are implemented.]*

## VIII. VIOLATIONS

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

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, §10  
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)  
*New Jersey v. T.L.O.*, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 527

Orig. 1998

Revised: \_\_\_\_\_

Rev. 202202

## **527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

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

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

### **III. DEFINITIONS**

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "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.
- C. "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.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include 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.

#### IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

***[Note: This portion of the policy may need to be modified depending upon the designation of the high school campus as open or closed. For example, the school district may choose to adopt language for an open campus in the second sentence such as "Students may use motor vehicles on the high school campus[es] during the school day only during the student's designated lunch period or if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle during the school day."*]**

#### V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in **[other designated areas, e.g., parking lots designated for use only by staff or by the general public]**.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
  - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

#### VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

##### A. Patrols and Inspections

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

##### B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

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

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

## VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

***[Note: Some school districts may choose to allow students to park their cars in school district locations, such as designated student parking lots, by permit only. Such a permit system can be used to assist in the dissemination and enforcement of the motor vehicle policy. For example, school districts instituting a permit system can advise students who apply for a permit that the motor vehicle policy exists and that their motor vehicles are subject to inspection and search by school officials. An acknowledgment form, such as the sample attached to this policy, can then be utilized to document the notice given and the student's receipt of the policy.]***

***[Note: If a school district institutes a permit system and intends to charge students a fee for parking permits, the procedures in Minnesota Statutes section, Stat. § 123B.38 must be followed before the fees are implemented.]***

## VIII. VIOLATIONS

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

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, §10  
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School

Districts)

[Minn. Stat. § 123B.38 \(Hearing\)](#)

*New Jersey v. T.L.O.*, 469 U.S. 325, ~~105 S.Ct. 733, 83 L.Ed.2d 720~~ (1985)

**Cross References:**

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

**Sample Acknowledgment Form**

**STUDENT PARKING PERMIT REQUEST**

I, the undersigned student of this school district, do hereby request permission to park a motor vehicle in a designated student parking area. I understand that this is a privilege and that the interior of the motor vehicle, including, but not limited to, glove and trunk compartments, is subject to search upon reasonable suspicion by school officials without my consent, without a search warrant, and with no notice to me. I understand that if I refuse a request by a school official to open a locked motor vehicle under my control or its compartments, my parking privileges may be withdrawn and I may be subject to discipline. Finally, I acknowledge receipt of the school district's motor vehicle policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 528

Orig. 1999

Revised: \_\_\_\_\_

Rev. 2003

## **528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION**

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

### **I. PURPOSE**

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

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

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated \_\_\_\_\_ [title, name, office address, and telephone number] as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

- G. 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. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
  
- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 – Student Sex Nondiscrimination.

***Legal References:*** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

***Cross References:*** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 528

Orig. 1999

Revised: \_\_\_\_\_

Rev. 202203

## **528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION**

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

### **I. PURPOSE**

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

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

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated \_\_\_\_\_ [title, name, office address, and telephone number] as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- G. 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. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated, and acted upon in the manner specified in Policy 522, ~~— Student Sex Nondiscrimination.~~

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 522 ([Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process](#))~~Student Sex Nondiscrimination~~)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 529

Orig. 1999

Revised: \_\_\_\_\_

Rev. 2016

## **529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

*[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]*

### **I. PURPOSE**

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

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

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

### **III. DEFINITIONS**

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. 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 educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the 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.

F. School Staff Member

“School staff member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. 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
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

*[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a “school staff member.” However, the definition of a “school staff member” in this policy should be identical to the school district’s definition of a “school official” in Policy 515, Protection and Privacy of Pupil Records.]*

#### **IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

##### **A. Reports of Violent Behavior**

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

##### **B. Recipients of Notice**

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher’s classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher’s classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student’s history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

## **V. MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

## **VI. PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

## **VII. TRAINING NEEDS**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)  
Minn. Stat. § 121A.45 (Grounds for Dismissal)  
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)  
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)  
Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

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

## 529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

***[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]***

### I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

### II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

### III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

"Administration" means the superintendent, building principal, or other designee.

B. Classroom Teacher

"Classroom teacher" means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

"Incident(s) of violence" means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. 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 educational data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or the 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.

F. School Staff Member

"School staff member" includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. 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
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

***[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a "school staff member." However, the definition of a "school staff member" in this policy should be identical to the school district's definition of a "school official" in Policy 515, Protection and Privacy of Pupil Records.]***

#### **IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR**

##### **A. Reports of Violent Behavior**

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

##### **B. Recipients of Notice**

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

##### **C. Determination of Who Receives Notice**

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

##### **D. Form of Written Notice**

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

##### **E. Record of Notice**

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

##### **F. Meetings Regarding Students with a History of Violent Behavior**

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

**V. MAINTENANCE AND TRANSFER OF RECORDS**

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VI. PARENTAL NOTICE**

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

**VII. TRAINING NEEDS**

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.22, Subd. 7 (~~Compulsory Instruction~~)~~School Attendance – Education Records~~  
Minn. Stat. § 121A.45 (Grounds for Dismissal)  
Minn. Stat. § 121A.64 (Notification; ~~Teachers' Legitimate Educational Interest of Students with Violent Behavior~~)  
Minn. Stat. § 121A.75 (~~Receipt of Records; Sharing~~)~~Law Enforcement Notice to Schools~~  
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)  
Minn. Laws 2003, 1<sup>st</sup> Sp., Ch. 9, Art. 2, § 53

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

**MODEL NOTICE**

**STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS**

To: (Staff Name)

From: (Administrative Official)

Date of Notice:

This notice is sent to inform you that the following student has a history of violent behavior. The notice is sent to assist you in helping this student to be successful and ensuring the safety of students and staff.

**You can use what you have learned about the student's history of violent behavior only to the extent allowed by school district policy. The data on this form are private data under state and federal law, and the student's privacy rights must be protected.**

Student's name:

Incident(s) of violence:

**If staff have a legitimate educational interest, provide the following information.**

Description/Explanation of incident(s) if known (Specifically include any mitigating factors, e.g. self-defense, defense of others, medication issues):

The types of situations that might trigger violent behavior by this student, if known (e.g. triggers for frustration or anger):

Strategies or interventions that are successful with this student, if known:

The following documents may be available for you to review regarding this student:

- IEP
- §504 Plan
- Functional Behavioral Assessment
- Reports or statements by school staff
- Information provided by the parent or guardian

Additional information may be available to you based on your legitimate educational interest.

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 530

Orig. 1999

Revised: \_\_\_\_\_

Rev. 2017

## **530 IMMUNIZATION REQUIREMENTS**

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

### **I. PURPOSE**

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

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

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

### **III. STUDENT IMMUNIZATION REQUIREMENTS**

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

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

B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

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

#### **IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS**

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

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

#### **V. NOTICE OF IMMUNIZATION REQUIREMENTS**

- A. The school district will develop and implement a procedure to:

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

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

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

## **VI. IMMUNIZATION RECORDS**

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

## **VII. OTHER**

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

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 530

Orig. 1999

Revised: \_\_\_\_\_

Rev. ~~2011~~ 2017

## 530 IMMUNIZATION REQUIREMENTS

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), stating affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
  2. a medical statement ~~from a physician or a public clinic which provides immunizations, stating affirming~~ that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement ~~of a physician or public clinic which administers immunizations~~. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent

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

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

#### **IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS**

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

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

#### **V. NOTICE OF IMMUNIZATION REQUIREMENTS**

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

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

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

## **VI. IMMUNIZATION RECORDS**

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

## **VII. OTHER**

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

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

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

**SAMPLE LETTER A**

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

Re: Immunizations

Dear Parent:

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

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

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

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

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

Thank you for your cooperation.

Very truly yours,

[School District Official]

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

Re: Immunizations

Dear Parent:

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

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

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

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

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

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

Thank you for your cooperation.

Very truly yours,

[School District Official]

**SAMPLE LETTER C**

[TO BE PLACED ON SCHOOL DISTRICT STATIONERY]

[date]

[Parent(s)]

[Address]

Re: Non-Enrollment for Lack of Immunization Proof

Dear Parent:

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

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

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

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

Very truly yours,

[School District Official]

*DISTRICT NOTES:*

Previous notices sent on \_\_\_\_\_ by \_\_\_\_\_

Phone contacts on \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ by \_\_\_\_\_

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 535  
Orig. 2019

Revised: \_\_\_\_\_

## **535 SERVICE ANIMALS IN SCHOOLS**

### **I. PURPOSE**

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

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

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

### **III. DEFINITIONS**

#### **A. Service Animal**

A “service animal” is a dog (regardless of breed or size) or miniature horse that is individually trained to perform “work or tasks” for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual’s disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

#### **B. Handler**

A “handler” is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, “handler” means the person who cares for and supervises the animal on that individual’s behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

#### **C. Work or Tasks**

1. “Work or tasks” are those functions performed by a service animal.
2. Examples of “work or tasks” include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other

tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

3. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not "work or tasks" for the purposes of this policy.

D. Trainer

A "trainer" is a person who is training a service animal and is affiliated with a recognized training program for service animals.

#### **IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES**

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school-sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
  1. Is the service animal required because of a disability; and
  2. What work or tasks is the service animal trained to perform.
- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.
- D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

## **V. REQUIREMENTS FOR ALL SERVICE ANIMALS**

- A. The service animal must be required for the individual with a disability.
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.
- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste.
- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

## **VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL**

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.
- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because

of a disability and to describe the work or tasks that the service animal is trained to perform.

- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

## **VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL**

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:
  - 1. Any of the requirements described in Part V., above, are not met.
  - 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;
  - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
  - 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

## **VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES**

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

## **IX. ALLERGIES; FEAR OF ANIMALS**

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general,

allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

## **X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS**

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

## **XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES**

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

## **XII. LIABILITY**

- A. The owner of the service animal or non-service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

**Legal References:** Section 504 of the Rehabilitation Act of 1973  
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136  
(ADA Regulations)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
Minn. Stat. § 256C.02 (Public Accommodations for Persons with Disabilities)  
Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)  
Minn. Stat. § 609.226 (Harm Caused by Dog)  
Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

**Cross References:** MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 535  
Orig. 2019

Revised: \_\_\_\_\_

## **535 SERVICE ANIMALS IN SCHOOLS**

### **I. PURPOSE**

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

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

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

### **III. DEFINITIONS**

#### **A. Service Animal**

A "service animal" is a dog (regardless of breed or size) or miniature horse that is individually trained to perform "work or tasks" for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual's disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

#### **B. Handler**

A "handler" is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, "handler" means the person who cares for and supervises the animal on that individual's behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

#### **C. Work or Tasks**

1. "Work or tasks" are those functions performed by a service animal.
2. Examples of "work or tasks" include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
3. The crime deterrent effects of an animal's presence and the provision of

emotional support, well-being, comfort, or companionship are not “work or tasks” for the purposes of this policy.

D. Trainer

A “trainer” is a person who is training a service animal and is affiliated with a recognized training program for service animals.

**IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES**

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school- sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person’s disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
  - 1. Is the service animal required because of a disability; and
  - 2. What work or tasks is the service animal trained to perform.
- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.
- D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

**V. REQUIREMENTS FOR ALL SERVICE ANIMALS**

- A. The service animal must be required for the individual with a disability.
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability.
- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler’s control (e.g., voice control, signals, or other effective means).
- D. The service animal must be housebroken.
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal’s need to

relieve itself, including the proper disposal of the service animal's waste.

- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision.
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances.

#### **VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL**

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the superintendent or the administrator designated with responsibility to address such requests.
- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform.
- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance.

#### **VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL**

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if:
  - 1. Any of the requirements described in Part V., above, are not met.
  - 2. The service animal is out of control and/or the handler does not effectively control the animal's behavior;
  - 3. The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
  - 4. The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations.
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

### **VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES**

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- B. Whether the handler has sufficient control of the miniature horse;
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements.

### **IX. ALLERGIES; FEAR OF ANIMALS**

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

### **X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS**

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

### **XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES**

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

### **XII. LIABILITY**

- A. The owner of the service animal or non-service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property.
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability.

**Legal References:** Section 504 of the Rehabilitation Act of 1973  
28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA

Regulations)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)

Minn. Stat. § 256C.02 (Public Accommodations ~~for Persons with Disabilities~~)

Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)

Minn. Stat. § 609.226 (Harm Caused by Dog)

Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

**Cross References:**

MSBA/MASA Policy 402 (Disability Nondiscrimination Policy)

MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

**APPROVAL REQUEST FORM FOR USE OF A SERVICE ANIMAL**

Please turn in your request to the [Superintendent] OR [Director of Student Services] (Students)  
or the [Superintendent] OR [Director of Human Resources] (Employees)

Student/Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or authorized representative name(s) and contact information (*please include email, phone number, and address*): \_\_\_\_\_

Building: \_\_\_\_\_

Type of service animal: \_\_\_\_\_

Name of service animal: \_\_\_\_\_ Name of handler: \_\_\_\_\_

Is the service animal required because of a disability: \_\_\_\_\_

What work or tasks is the service animal trained to perform: \_\_\_\_\_

**Checklist for Completion of Form**

Attached is documentation that the service animal is:

- Properly licensed
- Properly and currently vaccinated

I have read and understand the School District's policy regarding service animals and will abide by the terms of the policy.

I understand that if my service animal: is out of control and/or the animal's handler does not effectively control the animal's behavior; is not housebroken or the animal's presence or behavior fundamentally interferes in the functions of the School District; or behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my service animal from its property.

I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my service animal. I agree to indemnify, defend, and hold harmless the School District, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

Superintendent/Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.



## SCHOOL WEAPONS POLICY

BARENSVILLE PUBLIC SCHOOL  
ISD 146

POLICY 501  
SERIES 500 STUDENTS

### 501 SCHOOL WEAPONS POLICY

#### I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

#### II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

#### III. DEFINITIONS

##### A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees

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Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
  1. active licensed peace officers;
  2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  3. persons authorized to carry a pistol under Minnesota Statutes section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes section 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes section 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
  5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  7. a gun or knife show held on school property;

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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 Minnesota Statutes section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

### V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
  1. immediate out-of-school suspension;
  2. confiscation of the weapon;
  3. administration will determine if it's necessary to notify~~immediate notification of~~ police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

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- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

### VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

#### A. Employees

- 1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
- 2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
- 3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

***[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]***

#### B. Other Nonstudents

- 1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
- 2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

### VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

The school district must electronically report to the Minnesota Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as

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required under Minnesota Statutes section 121A.06.

**Legal References:** Minn. Stat. § 97B.045 (Transporting Firearms)  
Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)  
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.*, 611 N.W.2d 802 (Minn. 2000)  
*In re A.D.*, 883 N.W.2d 251 (Minn. 2016)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

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

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

#### I. PURPOSE

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

#### II. GENERAL STATEMENT OF POLICY

##### A. Lockers and Personal Possessions Within a Locker

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

##### B. Desks

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

##### C. Personal Possessions and Student's Person

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

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

#### III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the

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

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search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- ~~E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.~~
- EF. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- FG. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

### V. DIRECTIVES AND GUIDELINES

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

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

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**VI. SEIZURE OF CONTRABAND**

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

**VII. VIOLATIONS**

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

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, § 10  
Minn. Stat. § 121A.72 (School Locker Policy)  
*New Jersey v. T.L.O.*, 469 U.S. 325 (1985)  
*G.C. v. Owensboro Public Schools*, 711 F.3d 623 (6<sup>th</sup> Cir. 2013)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 506 (Student Discipline)

## STUDENT ATTENDANCE

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SERIES 500 STUDENTS

### 503 STUDENT ATTENDANCE

#### I. PURPOSE

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

#### II. GENERAL STATEMENT OF POLICY

##### A. Responsibilities

###### 1. Student's Responsibility

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

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

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

###### 3. Teacher's Responsibility

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

###### 4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the

## STUDENT ATTENDANCE

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previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

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

### B. Attendance Procedures

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

#### 1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
  - (1) Illness.
  - (2) Serious illness in the student's immediate family.
  - (3) A death or funeral in the student's immediate family or of a close friend or relative.
  - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
  - (5) Court appearances occasioned by family or personal action.
  - (6) Religious instruction not to exceed three hours in any week.
  - (7) Physical emergency conditions such as fire, flood, storm, etc.
  - (8) Official school field trip or other school-sponsored outing.
  - (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

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- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within \_\_\_\_ days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

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

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (\_\_\_\_ tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

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

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

- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
  - (a) From the first through the \_\_\_\_\_ cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.
  - (b) After the \_\_\_\_\_ cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of \_\_\_\_\_ unexcused absences and that, after the \_\_\_\_\_ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.
  - (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
  - (d) After \_\_\_\_\_ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.
  - (e) After \_\_\_\_\_ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
  - (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act,

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Minnesota Statutes sections 121A.40-121A.56.

### C. Tardiness

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

Valid excuses for tardiness are:

  - a. Illness.
  - b. Serious illness in the student's immediate family.
  - c. A death or funeral in the student's immediate family or of a close friend or relative.
  - d. Medical, dental, orthodontic, or mental health treatment.
  - e. Court appearances occasioned by family or personal action.
  - f. Physical emergency conditions such as fire, flood, storm, etc.
  - g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
4. Unexcused Tardiness
  - a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
  - b. Consequences of tardiness may include detention after \_\_\_\_ unexcused tardies. In addition, \_\_\_\_ unexcused tardies are equivalent to one unexcused absence.

### D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

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2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

### III. RELIGIOUS OBSERVANCE ACCOMMODATION

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

### IV. DISSEMINATION OF POLICY

A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

B The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

### V. REQUIRED REPORTING

#### A. Continuing Truant

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

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

#### B. Reporting Responsibility

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

1. That the child is truant;

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

***[Note: Where truancy services and programs under Minnesota Statutes chapter 260A are available within the school district, the following provisions should also be included in the policy.]***

C. Habitual Truant

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

**Legal References:** Minn. Stat. § 120A.05 (Definitions)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)

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Minn. Stat. § 120A.34 (Violations; Penalties)  
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 260A.02 (Definitions)  
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)  
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)  
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)  
*Goss v. Lopez*, 419 U.S. 565 (1975)  
*Slocum v. Holton Bd. of Educ.*, 429 N.W.2d 607 (Mich. App. Ct. 1988)  
*Campbell v. Bd. of Educ. of New Milford*, 475 A.2d 289 (Conn. 1984)  
*Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113*, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)  
*Gutierrez v. Sch. Dist. R-1*, 585 P.2d 935 (Co. Ct. App. 1978)  
*Knight v. Bd. of Educ.*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)  
*Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)

## STUDENT DRESS AND APPEARANCE

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### 504 STUDENT DRESS AND APPEARANCE

#### I. PURPOSE

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

#### II. GENERAL STATEMENT OF POLICY

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

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

- 1. *Clothing for the weather.*
- 2. *Clothing that does not create a health or safety hazard.*
- 3. *Clothing for the activity (i.e., physical education or the classroom).*
- 4. *Footwear that does not present a safety hazard.*
- 5. ~~*Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious*~~

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~~reason:~~

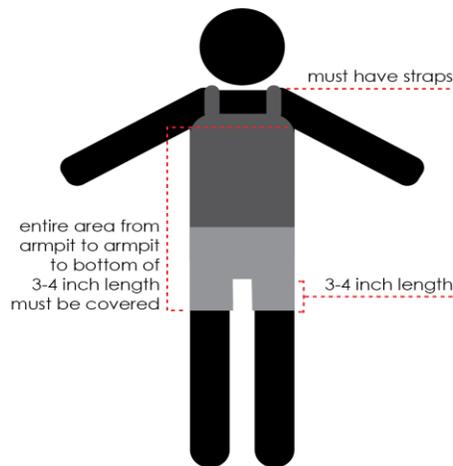
56. *Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.*

C. *Student clothing may not include the following:*

1. *Option 1: Students may not wear inappropriate clothing.*

*Option 2: Extremely brief garments and see-through garments may not be worn.*

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



2. *Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.*

3. *Apparel promoting products or activities that are illegal for use by minors.*

4. *Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.*

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

### III. PROCEDURES

- A. *Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimalizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.*
- B. *When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).*
- C. *The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.*
- D. *Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.*

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

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

**505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEFINITIONS**

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

- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
  - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

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

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

**IV. GUIDELINES**

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
  - 1. is obscene to minors;
  - 2. is libelous or slanderous;
  - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  - 4. advertises or promotes any product or service not permitted to minors by law;
  - 5. advocates violence or other illegal conduct;

6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, religious, or ethnic origin);
  7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
  2. the extent to which distribution is likely to cause disruption of or interference with the school district’s educational objectives, discipline, or school activities;
  3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
  4. the quantity or size of materials to be distributed;
  5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
  6. whether distribution would require that nonschool persons be present on the school grounds;
  7. whether the materials are a solicitation for goods or services not requested by the recipients.

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

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

**VI. PROCEDURES**

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
  - 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
  - 2. Date(s) and time(s) of day intended for distribution.
  - 3. Location where material will be distributed.
  - 4. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

**VII. DISCIPLINARY ACTION**

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

**VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be published in student handbooks and posted in school buildings.

**IX. IMPLEMENTATION**

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

**Legal References:** U. S. Const., amend. I  
*Hazelwood School District v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Bethel Sch. Dist. No. 403 v. Fraser*, 478 U.S. 675 (1986)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503 (1969)  
*Bystrom v. Fridley High School*, 822 F.2d 747 (8<sup>th</sup> Cir. 1987)  
*Roark v. South Iron R-1 School Dist.*, 573 F.3d 556 (8<sup>th</sup> Cir. 2009)  
*Victory Through Jesus Sports Ministry Foundation v. Lee’s Summit R-7 School Dist.*, 640 F.3d 329 (8<sup>th</sup> Cir. 2011), cert. denied 565 U.S. 1036 (2011)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

## STUDENT DISCIPLINE

BARENSVILLE PUBLIC SCHOOL  
ISD 146

POLICY 506  
SERIES 500 STUDENTS

### 506 STUDENT DISCIPLINE

#### I. PURPOSE

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

#### II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

#### III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1)

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and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

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

### IV. POLICY

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

### V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the

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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 restrain a student to prevent imminent bodily harm or death to the student or 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 restrain a student to prevent imminent bodily harm or death to the student or 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 to prevent bodily harm or death to the student or 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.
- I. Reasonable Force Reports

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

### VI. STUDENT RIGHTS

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

### VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

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

### VIII. CODE OF STUDENT CONDUCT

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

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

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- activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
  22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
  23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
  24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
  25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
  26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
  27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
  28. Possession or distribution of slanderous, libelous, or pornographic materials;
  29. Violation of the school district's Bullying Prohibition Policy;
  30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
  31. Criminal activity;
  32. Falsification of any records, documents, notes, or signatures;
  33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
  34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
  35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
  36. Violation of the school district's Harassment and Violence Policy;

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37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

### IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.

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- C. The school district must not use recess detention unless:
  - 1. a student causes or is likely to cause serious physical harm to other students or staff;
  - 2. the student's parent or guardian specifically consents to the use of recess detention; or
  - 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

### **X. DISCIPLINARY ACTION OPTIONS**

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

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

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

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

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

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

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

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

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

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

**C. *Procedures for Removal of a Student From a Class.***

1. *Specify procedures to remove a student from a class to be followed by a teacher, school administrator, or other school district employee;*
2. *Specify required approvals necessary;*
3. *Specify paperwork and reporting procedures.*

**D. *Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)***

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

**E. *Responsibility for and Custody of a Student Removed from Class.***

1. *Designation of where student is to go when removed;*
2. *Designation of how student is to get to designated destination;*
3. *Whether student must be accompanied;*

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4. *Statement of what student is to do when and while removed;*
5. *Designation of who has control over and responsibility for student after removal from class.*

**F. *Procedures for Return of a Student to a Specific Class from Which the Student was Removed.***

1. *Specification of procedures;*
2. *Actions or approvals required such as notes, conferences, readmission plans.*

**G. *Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;***

1. *Specification of Procedures;*
2. *Actions or approvals required, such as notes, conferences, readmission plans.*

**H. *Disabled Students; Special Provisions.***

1. *Procedures for consideration of whether there is a need for further assessment;*
2. *Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and*
3. *Any procedures determined appropriate for referring students in need of special education services to those services.*

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

1. *Establishment of a chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.26;*
2. *Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.29.*

**J. *Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.***

**K. *Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.***

**L. *Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.***

**M. *Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services;***

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- N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031;**

**XII. DISMISSAL**

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

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

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

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

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

- C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
  - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
  - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.

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3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

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

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surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.

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

### E. Expulsion and Exclusion Procedures

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

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- hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
  7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
  8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
  9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
  10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
  11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
  12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
  13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
  14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
  15. The student cannot be compelled to testify in the dismissal proceedings.

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

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

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

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child as a condition of readmission.

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

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

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

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

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

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

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

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

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special

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education and related services during the period of expulsion or exclusion.

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

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

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

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

The Discipline Complaint Procedure must, at a minimum:

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

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

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available

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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.

### XX. REVIEW OF POLICY

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

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. §§ 121A.60 (Definitions)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 122A.42 (General Control of Schools)  
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. Ch. 125A (Special Education and Special Programs)  
Minn. Stat. § 152.22, Subd. 6 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

**Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)

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

## CORPORAL PUNISHMENT AND PRONE RESTRAINT

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### 507 CORPORAL PUNISHMENT AND PRONE RESTRAINT

#### I. PURPOSE

The purpose of this policy is to describe limitations on the use of corporal punishment and prone restraint upon a student.

#### II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student except as provided below.

#### III. DEFINITIONS

1. "Corporal punishment" means conduct involving:
  - a. hitting or spanking a person with or without an object; or
  - b. unreasonable physical force that causes bodily harm or substantial emotional harm.
2. "Prone restraint" means placing a child in a face-down position.

#### IV. PROHIBITIONS

1. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
2. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not use prone or compressive restraint except that the restrictions on prone and compressive restraints do not apply under the circumstances enumerated in Minnesota Statutes, section 609.06, subdivision 1(1). All peace officers, including those who are school resource officers or otherwise agents of a school district, may use force as reasonably necessary to carry out official duties, including, but not limited to, making arrests and enforcing orders of the court.
3. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.
4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582.

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**V. EXCEPTIONS**

A teacher, school principal, and other school staff may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

**VI. VIOLATION**

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

**Legal References:** Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 123B.25 (Legal Actions Against Districts and Teachers)  
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)  
Op. Atty. Gen. 169f (August 22, 2023) (School Pupils: Discipline)  
Op. Atty. Gen. 169f Supp. (September 20, 2023) (School Pupils: Discipline)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)

EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

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**508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS**

**I. PURPOSE**

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

**II. GENERAL STATEMENT OF POLICY**

- A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
  - 1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
  - 2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
  - 3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
  - 1. Prior observations of the student's regression and recoupment over the summer;
  - 2. Observations of the student's tendency to regress over extended breaks in

instruction during the school year; and

3. Experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student's progress and maintenance of skills during the regular school year.
2. The student's degree of impairment.
3. The student's rate of progress.
4. The student's behavioral or physical problems.
5. The availability of alternative resources.
6. The student's ability and need to interact with nondisabled peers.
7. The areas of the student's curriculum which need continuous attention.
8. The student's vocational needs.

E. No Unilateral Decisions.

In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in School District.

A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

**Legal References:** Minn. Stat. § 125A.14 (Extended School Year)  
Minn. Rules Part 3525.0755  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act )  
34 C.F.R. Part 300 ( Assistance to States for the Education of Children with Disabilities)

**Cross References:** None

## ENROLLMENT OF NONRESIDENT STUDENTS

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### 509 ENROLLMENT OF NONRESIDENT STUDENTS

#### I. PURPOSE

The school district desires to participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes, section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

#### II. GENERAL STATEMENT OF POLICY

The school board adopts specific standards for acceptance and rejection of Open Enrollment applications.

#### III. OPEN ENROLLMENT PROCESS

- A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:
1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
  2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statutes, section 124D.03.
  3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.
- B. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

#### IV. BASIS FOR DECISIONS

- A. Standards that may be used for rejection of application

In addition to the provisions above, the school district may refuse to allow a pupil who is expelled under Minnesota Statutes, section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade less than two and one-half inches in length, at school or a school function;

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2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application

The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in this policy.

D. Application

The student and parent or guardian must complete and submit the "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) or School Readiness Plus (SRP) Application if applicable) developed by MDE and available on its website.

The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been

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accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

### E. Lotteries

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;
2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

### F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

### G. Termination of Enrollment

The school district may terminate the enrollment of a nonresident student enrolled

## ENROLLMENT OF NONRESIDENT STUDENTS

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under an enrollment options program pursuant to Minnesota Statutes, section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

**Legal References:** Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd. 19 (Definitions)  
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)  
18 U.S.C. 930, para. (g)(2) (Definition of weapon)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 517 (Student Recruiting)

## SCHOOL ACTIVITIES

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POLICY 510  
SERIES 500 STUDENTS

### 510 SCHOOL ACTIVITIES

#### I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

#### II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

#### III. RESPONSIBILITY

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.

**Legal References:** Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

**Cross References:** MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 713 (Student Activity Accounting)

## TEXTBOOKS AND INSTRUCTIONAL MATERIALS

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### 606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

#### I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

#### II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

#### III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:
  1. support the goals and objectives of the education programs;
  2. consider the needs, age, and maturity of students;
  3. foster respect and appreciation for cultural diversity and varied opinion;
  4. fit within the constraints of the school district budget;
  5. are in the English language. Another language may be used, pursuant to Minnesota Statutes section 124D.61;
  6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
  7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and

## TEXTBOOKS AND INSTRUCTIONAL MATERIALS

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other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

### IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

### V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

**Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)  
Minn. Stat. § 120B.235 (American Heritage Education)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)  
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)  
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)  
*Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Pratt v. Independent Sch. Dist. No. 831*, 670 F.2d 771 (8<sup>th</sup> Cir. 1982)

**Cross References:** MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 606.5  
Orig. 2023

Revised: \_\_\_\_\_

## **606.5 LIBRARY MATERIALS**

### **I. PURPOSE**

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

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

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

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

### **III. DEFINITIONS**

A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff.

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

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

5. is served by a licensed school library media specialist or licensed school librarian.

B. "Library collection" consists of the library materials made available to students.

C. "Library materials" are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials. This term does not include materials made available to students as part of the curriculum.

D. "Library media specialist" is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and Resources.

E. The term "Librarian" will be used in place of "Library Media Specialist." A "Librarian" is a trained professional staff member.

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

A. The school board recognizes the expertise of the school district's professional staff and the vital need of such staff to be responsible for selection of library materials.

~~B. While recommendations by administrators, faculty members, students, parents, and other community members may be considered,~~ The final responsibility for selection of library materials shall rest with the librarian and principal. [If they want more discussion about any of their selections, they may ask the review committee. \(see Section VI – D - 2\).](#) The librarian and principal make the final selection.

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

A. Selection Criteria: The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:

1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;

2. Library materials shall be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;

3. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;

4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity, and needs and interests of the students for whom the materials were selected;

5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):

- a. Artistic quality and/or literary style;
- b. Authenticity;
- c. Critical thinking;
- d. Educational significance;
- e. Factual content;
- f. High interest for intended audience; and
- g. Readability.

6. The selection of library materials shall conform to the constraints of the school district budget.

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

C. The superintendent or the superintendent's designee shall be responsible for keeping the school board informed of progress on review and selection of each building's library materials.

D. Library materials that are outdated, inaccurate, no longer useful for curricular support or reading enrichment, or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or replaced as determined by the librarian or the principal.

#### E. Gifts and Donations of Library Materials

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

be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

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

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

#### VI. RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL

A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.

B. A school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness. Access to the material in question shall not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.

##### C. Informal Request for Reconsideration of Specific Library Material

1. Requests for reconsideration of specific library material shall be directed to the librarian and the building principal. The building principal and the librarian shall assume responsibility for processing the request on an informal basis.

2. The building principal and/or the librarian shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.

3. If the request is not resolved informally, the principal shall submit a report on the matter to the superintendent or the superintendent's designee. The requestor will have an option to initiate a Formal Request for Reconsideration.

##### D. Formal Request for Reconsideration of Specific Library Collection Material

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

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

2. On an annual basis, the Superintendent or the superintendent's designee shall appoint a Library Materials Review Committee (Review Committee). This committee shall include:

- a. ~~Two members of the school district's administration team~~—One principal
- b. Two teachers (One Elementary and One High School)
- c. Two librarians (One Elementary and One High School)
- d. One member of the school district community with no direct connection with the request for reconsideration
- e. Two student representatives (as appropriate to the specific request).

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

4. The Review Committee

- a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;
- b. shall examine the specific library material as a whole;
- c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and
- d. shall submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.

5. The superintendent or the superintendent's designee shall inform the requestor and the school board of the Review Committee's decision. The requestor may appeal the Review Committee's decision to the superintendent or the superintendent's designee by submitting a written appeal to the superintendent or the superintendent's designee within fourteen (14) days of submission of the Review Committee's decision to the requestor. The superintendent or the superintendent's designee shall provide a written decision on a requestor's appeal within a reasonable time period.

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

**Legal References:**

Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Minn. Stat. § 123B.09 (School Board Responsibilities)

Minn. Stat. § 124D.901 (Public School Libraries and Media Centers)

Minn. Rules Part 8710.4550 (Library Media Specialists)

*Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico*, 457 U.S. 853 (1982)

*Virginia State Bd. of Educ. v. Barnette*, 319 U.S. 624, 642 (1943)

**Cross References:**

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)

## Barnesville Public Schools Reconsideration of Material Form

The school board of Barnesville Public Schools has delegated the responsibility for reconsideration of library resources to the school library review committee and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the high school or elementary office or librarian.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you a Parent/Guardian of a student? \_\_\_\_\_ Student? \_\_\_\_\_ School Staff? \_\_\_\_\_

Book Title: \_\_\_\_\_

Author: \_\_\_\_\_

Is the resource part of the curriculum, library collection, or other?

What brought this resource to your attention?

Have you examined the entire resource? If not, what sections did you review?

What concerns you about the resource?

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

What action are you requesting the committee consider?



## SCHOOL BOARD OFFICERS

BARENSVILLE PUBLIC SCHOOL  
ISD 146

POLICY 202  
SERIES 200 STUDENTS

### I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

### II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

### III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

### IV. OFFICER'S RESPONSIBILITIES

#### A. Chair

- 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
- 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

#### B. Treasurer

- 1. The treasurer shall deposit the funds of the school district in the official depository.
- 2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.

**SCHOOL BOARD OFFICERS**

**BARENSVILLE PUBLIC SCHOOL  
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3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statutes section 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
  - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - b. make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
    - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
    - (2) length of school term and enrollment and attendance by grades; and
    - (3) other items of information as called for by the Commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

SCHOOL BOARD OFFICERS

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The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
  - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
  - b. recommend to the school board employment and dismissal of teachers;
  - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
  - d. superintend school grading practices and examinations for promotions;
  - e. make reports required by the commissioner; and
  - f. perform other duties prescribed by the school board.

**Legal References:**

Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders)  
Minn. Stat. § 123B.14 (Officers of Independent School Districts)  
Minn. Stat. § 123B.143 (Superintendent)  
Minn. Stat. § 126C.17 (Referendum Revenue)  
Minn. Stat. Ch. 205A (School District Elections)

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School District) MSBA/MASA Model Policy 201 (Legal Status of the School Board) MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

## SCHOOL BOARD MEETING MINUTES

BARENSVILLE PUBLIC SCHOOL  
ISD 146

POLICY 204  
SERIES 200 STUDENTS

### I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

### II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

### III. MAINTENANCE OF MINUTES AND RECORDS

- A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.
- B. Recordings of Closed Meetings
  1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
  2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
    - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
    - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
    - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
    - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
    - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.

## SCHOOL BOARD MEETING MINUTES

BARENSVILLE PUBLIC SCHOOL  
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POLICY 204  
SERIES 200 STUDENTS

3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
  - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
  - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
  - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
  - a. The date of the closed meeting;
  - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
  - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

#### IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered

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including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

**Legal References:** Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 10 (Boards of Independent School Districts )  
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)  
Minn. Stat. § 331A.01 (Definition)  
Minn. Stat. § 331A.05, Subd. 8 (Form of Public Notices)  
Minn. Stat. § 331A.08, Subd. 3 (Computation of Time)  
Op. Atty. Gen. 161-a-20 (Dec. 17, 1970)  
*Ketterer v. Independent School District No. 1*, 248 Minn. 212, 79 N.W.2d 428 (1956)

**Cross References:** MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)  
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

## OPEN MEETINGS AND CLOSED MEETINGS

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### I. PURPOSE

- A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting an individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

### II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

### III. DEFINITION

"Meeting" means a gathering of at least a quorum of school board members—or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

### IV. PROCEDURES

- A. Meetings
  - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at the school district office. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its regular meeting schedule, it shall give the same notice of the meeting as for a special meeting.
  - 2. Special Meetings
    - a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the front door of the District Office. The school board's actions at the special meeting are limited to those topics included in the notice.

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- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.
- c. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than sixty (60) days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

### 3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the school board's judgment, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

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### 4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

### 5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

### 6. Actual Notice

If a person receives actual notice of a meeting of the school board at least twenty-four (24) hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

### 7. Meetings during Pandemic or Chapter 12 Emergency

In the event of a health pandemic or an emergency declared under Minnesota Statutes chapter 12, a meeting may be conducted by telephone or interactive technology in compliance with Minnesota Statutes section 13D.021.

### 8. Meetings by Interactive Technology

A meeting may be conducted by interactive technology, Zoom, Skype, or other similar electronic means in compliance with Minnesota Statutes section 13D.02.

## B. Votes

The votes of school board members shall be recorded in a journal or minutes kept for that purpose. The journal or any minutes used to record votes of a meeting must be open to the public during all normal business hours at the school district's administrative offices.

## C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

## D. Open Meetings and Data

1. Meetings may not be closed to discuss data that are not public data, except as provided under Minnesota law.

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2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

### E. Closed Meetings

#### 1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota's Public Employment Labor Relations Act (PELRA)
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings of a closed meeting to discuss negotiation strategies shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

#### 2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation meetings, and hearings between the school board and its employees or their respective representatives are public meetings. Mediation meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

#### 3. Preliminary Consideration of Allegations or Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

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### 4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

### 5. Attorney-Client Privilege Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, for example, regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

### 6. Dismissal Hearing

- a. A hearing on dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent, or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

### 7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within fourteen (14) days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach its reasons in writing within ten (10) days of receiving the request. The existence of parent complaints must not be the sole reason for the school board not to renew a coaching contract.

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- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minnesota Statutes section 13D.05 to discuss educational or certain other nonpublic data.
- e. A meeting closed for this purpose must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

### 8. Meetings to Discuss Certain Not Public Data

- a. Any portion of a meeting must be closed if the following types of data are discussed:

- (1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

- (2) active investigative data collected or created by a law enforcement agency;

- (3) educational data, health data, medical data, welfare data, or mental health data that are not public data; or

- (4) an individual's personal medical records.

- b. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

### 9. Purchase and Sale of Property

- a. The school board may close a meeting:

- (1) to determine the asking price for real or personal property to be sold by the school district;

- (2) to review confidential or nonpublic appraisal data; and

- (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.

- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of

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the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

### 10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

### 11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

### F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)  
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach)

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Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination)  
Minn. Stat. § 179A.14, Subd. 3 (Negotiation Procedures)  
Minn. Rules Part 5510.2810 (Petition for Mediation)  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)  
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)  
*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)  
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)  
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)  
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)  
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)  
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)  
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019) Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)  
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)  
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)  
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)  
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)  
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

**Cross References:**

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Law Bulletin "C" (Minnesota's Open Meeting Law)

## CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

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### I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

### II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

### III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
  - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;
  - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
  - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
  - 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
    - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.

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- b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
- c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
  - (1) The name of the school board member and the office held;
  - (2) An itemization of the goods or services furnished;
  - (3) The contract price;
  - (4) The reasonable value;
  - (5) The interest of the school board member in the contract; and
  - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
- 5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (**Note:** *This section applies only when the school district has a population of 1,000 or less according to the last federal census.*)
- 6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board

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members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

### IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

### V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

### VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

**Legal References:** Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)  
Minn. Stat. § 123B.195 (Board Member's Right to Employment)  
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)  
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)  
Minn. Stat. § 471.89 (Contract, When Void)  
Op. Atty. Gen. 437-A-4, March 15, 1935  
Op. Atty. Gen. 90-C-5, July 30, 1940  
Op. Atty. Gen. 90-A, August 14, 1957

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School Board)  
MSBA/MASA Model Policy 209 (Code of Ethics)

## EMPLOYMENT BACKGROUND CHECKS

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### I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

### II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

### III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal

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history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
  - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
  - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
  - 3. the individual executes a written consent form giving the school district access to the results of the check; and
  - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic

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coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.

- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

#### IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

**Legal References:** Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)  
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)

**Cross References:** None

## VETERAN'S PREFERENCE

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### I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

### II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
  1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
  3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
  4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.

**[Note: A school district may require a veteran to complete an initial hiring probationary period as defined in Minnesota Statutes section 43A.16.]**

- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
  - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
  - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

**Legal References:** Minn. Stat. § 43A.11 (Veteran's Preference)  
Minn. Stat. § 197.455 (Veteran's Preference Applied)  
Minn. Stat. § 197.46 (Veterans Preference Act)  
*Hall v. City of Champlin*, 463 N.W.2d 502 (Minn. 1990)  
*Young v. City of Duluth*, 410 N.W.2d 27 (Minn. Ct. App. 1987)

**Cross References:** MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

## EMPLOYEE RIGHT TO KNOW - EXPOSURE TO HAZARDOUS SUBSTANCES

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### I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

### II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

### III. DEFINITIONS

- A. "Commissioner" means the Minnesota Commissioner of Labor and Industry.
- B. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. "Hazardous substance" means a chemical or substance, or mixture of chemicals and substances, which:
  - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
  - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
  - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. "Harmful physical agent" means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not

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include an agent in or on the body of a patient before diagnosis.

- F. "Blood borne pathogen" means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

#### IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

#### V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the above guidelines.

**Legal References:** Minn. Stat. Ch. 182 (Occupational Safety and Health)  
Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)  
Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)  
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

**Cross References:** MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)  
MSBA/MASA Model Policy 807 (Health and Safety Policy)

**MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE**

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**I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to fully comply with Minnesota Statutes chapter 260E requiring school personnel to report suspected child neglect, mental injury or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

**III. DEFINITIONS**

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
  - 1. is not likely to occur and could not have been prevented by exercise of due care; and
  - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of Minnesota Statutes chapter 260C (Juvenile Safety and Placement) and Minnesota Statutes chapter 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minnesota Statutes chapter 260C.451 (Foster Care Benefits Past Age 18).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.
- E. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- F. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:
  - 1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child's physical or mental health when reasonably able to do so;

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2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child's own basic needs or safety, or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minnesota Statutes section 260C.007, subdivision. 6, clause (5);
7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minnesota Rules part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minnesota Rules chapter

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- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minnesota Statutes section 125A.0942 or 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian that does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minnesota Statutes section 121A.582.

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minnesota Statutes section 609.02, subdivision 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances that were not prescribed for the child by a practitioner, in order to control or punish the child, or other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or that subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minnesota Statutes section 609.379, including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minnesota Statutes section 121A.58.

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's

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care, by a person who has a significant relationship to the child (as defined in Minnesota Statutes section 609.341, subdivision 15), or by a person in a current or recent position of authority (as defined in Minnesota Statutes section 609.341, subdivision 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor that constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation that requires registration under Minnesota Statutes section 243.166, subdivision 1b(a) or (b).

- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.

### IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise., The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, 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 has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has

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reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly making a false report also may result in discipline.

### V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment rests with the appropriate state, county, or local agency or agencies. The agency responsible for assessing or investigating reports of maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged offender, and any other person with knowledge of the maltreatment for the purpose of gathering facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

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- D. Where the alleged offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g.

**VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE**

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency’s intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

**VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE**

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

**VIII. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.58 (Corporal Punishment)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)  
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)  
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)

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Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)  
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)  
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)  
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)  
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)  
Minn. Stat. § 609.379 (Reasonable Force)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

**Cross References:** MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

## MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

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ISD 146

POLICY 415  
SERIES 400 STUDENTS

### I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to comply fully with Minnesota Statutes section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

### III. DEFINITIONS

- A. "Abuse" means:
  - 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
  - 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.
  - 3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341 between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.
  - 4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

## MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

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Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).
- D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- F. "Mandated reporter" means a professional or professional's delegate while engaged in education.
- G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- H. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.
- I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.
- J. "School personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement,

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or other caretaking services of vulnerable adults.

- K. "Vulnerable adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes chapter 245A, except as excluded under Minnesota Statutes section 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to provide adequately for the individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

### IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The report shall, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data, as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

### V. INVESTIGATION

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The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

### VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy should appear in school personnel handbooks as appropriate.
- B. The school district will develop a method of discussing this policy with employees as appropriate.
- C. This policy should be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. § 13.02 (Government Data Practices; Definitions)  
Minn. Stat. Ch. 245A (Human Services Licensing)  
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)  
Minn. Stat. §§ 609.221-609.224 (Assault)  
Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)  
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)  
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Stat. § 626.5572 (Definitions)  
*In re Kleven*, 736 N.W.2d 707 (Minn. App. 2007)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

## DRUG, ALCOHOL, AND CANNABIS TESTING

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### I. PURPOSE

- A. The school board recognizes the significant problems created by drug, alcohol, and cannabis use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug, alcohol, and cannabis use will be not only safer, healthier, and more productive but also more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug, alcohol, and cannabis testing in accordance with the provisions of this policy and as provided in federal law and Minnesota Statutes, sections 181.950-181.957.

### II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing and cannabis testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs that are not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs that are not medically prescribed are prohibited from entering or remaining on school district property.
- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol or cannabis is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol or cannabis is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol or cannabis are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline that includes, but is not limited to, immediate suspension without pay and immediate discharge.

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- F. The school district may discipline, discharge, or take other adverse personnel action against an employee for cannabis flower, cannabis product, lower-potency hemp edible, or hemp-derived consumer product use, possession, impairment, sale, or transfer while an employee is working, on school district premises, or operating a school district vehicle, machinery, or equipment as follows:
1. if, as the result of consuming cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product, the employee does not possess that clearness of intellect and control of self that the employee otherwise would have;
  2. if cannabis testing verifies the presence of cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product following a confirmatory test;
  3. as provided in the school district's written work rules for cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products and cannabis testing, provided that the rules are in writing and in a written policy that contains the minimum information required by section 181.952; or
  4. as otherwise authorized or required under state or federal law or regulations, or if a failure to do so would cause the school district to lose a monetary or licensing-related benefit under federal law or regulations.

### III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, cannabis (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment.

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists

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individuals in the alcohol testing process and who operates the EBT.

4. "Commercial Motor Vehicle" (CMV) includes a vehicle that is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means an employee authorized by the school district to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. The DER receives test results and other communications for the school district.
6. "Department of Transportation" (DOT) means United States Department of Transportation.
7. "Direct Observation" means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.
8. "Driver" is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent, or occasional drivers, leased drivers, and independent owner-operator contractors.
9. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. "Licensed Medical Practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
11. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
12. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed by the school district or the collector; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails

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to sign the certification on the forms); (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing.

13. "Safety-Sensitive Functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
14. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. "Stand Down" means the practice of temporarily removing an employee from performing safety-sensitive functions based only upon a laboratory report to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test before the MRO completes the verification process.
16. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

### C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver's or a coworker's); and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee

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organizations that the information described above is available.

4. The school district shall require each driver to sign a statement certifying that the driver received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that

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the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.

8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment.
- c. To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former

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employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years.

- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query. The school district shall retain the consent for three (3) years from the date of the query.

### 3. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on

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file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.

- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

#### 4. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.
- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
- e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible.

#### 5. Reasonable Suspicion Testing

- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty, within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.

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- b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
        - c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
        - d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.
6. Return-To-Duty Testing. A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements.
7. Follow-Up Testing. When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.
8. Refusal to Submit and Attendant Consequences
  - a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
  - b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code section 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.

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- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

### I. Testing Procedures

#### 1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.

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- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
  - (1) The donor expressly declines the opportunity to discuss the test results;
  - (2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
  - (3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

### 2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails

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to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test.

- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test.
- e. Alcohol tests are reported directly to the DER.

### J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.
- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
  - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
  - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
  - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

### K. Testing Laboratory

The testing laboratory for controlled substances will be [***name, address, telephone number***], which is a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

### L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minnesota Statutes, Chapter 13.

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Any information concerning the individual’s test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

2. The required records shall be retained for the following minimum periods:

Basic records	5 years
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“Basic records” includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers	3 years
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Alcohol and controlled substance collection procedures	2 years
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Negative and cancelled controlled substance tests	1 year
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Alcohol tests with less than 0.02 concentration	1 year
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Education and training records	indefinite
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“Education and training records” must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse (“Clearinghouse”) as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;
- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows
  - i. Any on-duty alcohol use;
  - ii. Any pre-duty alcohol use;

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- iii. Any alcohol use following an accident; and
- iv. Any controlled substance use.

- f. Any report from a substance abuse professional certifying successful completion of the return-to-work process;
- g. Any negative return-to-duty test; and
- h. Any employer’s report of completion of follow-up testing.

**N. Training**

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

**O. Consequences of Prohibited Conduct and Enforcement**

- 1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

- 2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district.
- b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP’s evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment.
- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements.

- 3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to

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perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.

- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies.

P. Other Testing

The school district may request or require that drivers submit to cannabis testing or drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo cannabis testing or drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy.

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

- 1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used

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a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations 382.701.

2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

### IV. CANNABIS TESTING OR DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES

The school district may request or require drug and alcohol testing for other school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing. (See Section III. of this policy.) If a school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. of this policy will be applicable to such testing.

#### A. Definitions

1. "Cannabis testing" means the analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of cannabis flower, as defined in Minnesota Statutes, section 342.01, subdivision 16, cannabis products, as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, hemp-derived consumer products as defined in section 342.01, subdivision 37, or cannabis metabolites in the sample tested. The definitions in this section apply to cannabis testing unless stated otherwise.
2. "Confirmatory test" and "confirmatory retest" mean a drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
3. "Drug" means a controlled substance as defined in Minnesota Statutes, section

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152.01, subdivision 4, but does not include marijuana, tetrahydrocannabinols, cannabis flower as defined in section 342.01, subdivision 16, cannabis products as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, and hemp-derived consumer products as defined in section 342.01, subdivision 37.

4. "Drug and Alcohol Testing," "Drug or Alcohol Testing," and "Drug or Alcohol Test" mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.
5. "Employee" means a person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for an employer.
6. "Initial screening test" means a drug or alcohol test or cannabis test which uses a method of analysis under one of the programs listed in Minnesota Statutes, section [181.953, subdivision 1](#).
7. "Job Applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the charter school in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the charter school's drug and alcohol testing policy relating to school bus drivers (Section III.).
8. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the charter school for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the charter school's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
9. "Positive Test Result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
10. "Random Selection Basis" means a mechanism for selection of employees that:

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- a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
  - b. does not give the charter school discretion to waive the selection of any employee selected under the mechanism.
11. "Reasonable Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
12. "Safety-Sensitive Position" means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health or safety of any person.
- B. Circumstances Under Which Cannabis Testing or Drug or Alcohol Testing May Be Requested or Required; Exceptions
1. General Limitations
- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing or cannabis testing, unless the testing is done pursuant to this policy; and is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1.
  - b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing or cannabis testing on an arbitrary and capricious basis.
2. Cannabis Testing Exceptions
- For the following positions, cannabis and its metabolites are considered a drug and subject to the drug and alcohol testing provisions in Minnesota Statutes, sections 181.950 to 181.957:
- a. a safety-sensitive position, as defined in Minnesota Statutes, section 181.950, subdivision 13;
  - b. a position requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to children;
  - c. a position requiring a commercial driver's license or requiring an employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing of a job applicant or an employee;
  - d. a position of employment funded by a federal grant; or
  - e. any other position for which state or federal law requires testing of a job applicant or an employee for cannabis.

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### 3. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer that is contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

- a. The school district must not request or require a job applicant to undergo cannabis testing solely for the purpose of determining the presence or absence of cannabis as a condition of employment unless otherwise required by state or federal law.
- b. Unless otherwise required by state or federal law, the school district must not refuse to hire a job applicant solely because the job applicant submits to a cannabis test or a drug and alcohol test authorized by Minnesota law and the results of the test indicate the presence of cannabis.
- c. The school district must not request or require an employee or job applicant to undergo cannabis testing on an arbitrary or capricious basis.
- d. Cannabis testing authorized under paragraph (d) must comply with the safeguards for testing employees provided in Minnesota Statutes, sections 181.953 and 181.954.

### 4. Random Testing

The school district may request or require employees to undergo cannabis testing or drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

### 5. Reasonable Suspicion Testing

The school district may request or require any employee to undergo cannabis testing or drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of cannabis, drugs, or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products while the employee is working or while the employee is on the school district's premises or operating the school district's

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vehicles, machinery, or equipment;

- c. has sustained a personal injury, as that term is defined in Minnesota Statutes, section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

6. Treatment Program Testing

The school district may request or require any employee to undergo cannabis testing and drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo cannabis testing and drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

7. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

C. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing

Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of Section IV.D.

2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing

Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and

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including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing

Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing or requesting cannabis testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing or cannabis testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing or cannabis testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test or cannabis test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.

b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

c. The employee may present verification of enrollment in the medical cannabis patient registry or of enrollment in a Tribal medical cannabis program as part of the employee's explanation.

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- d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.
  - e. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.
5. Notice of and Right to Request Confirmatory Retests
- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
  - b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, section 181.953, subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug, alcohol, or cannabis threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.
6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

- 1. The school district may not discharge, discipline, discriminate against, request,

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or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test or cannabis test requested by the school district, unless the following conditions have been met:
  - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug, alcohol, or cannabis counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
  - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.

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7. An employee must be given access to information in the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process or cannabis testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position That Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes, chapter 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

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3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. And 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes, Chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug, alcohol, and cannabis testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

### V. POSTING

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 43A (State Personnel Management)  
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)  
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)  
Minn. Stat. § 152.32 (Protections for Registry Program Participation)  
Minn. Stat. § 176.011, subd. 16 (Definitions; Personal Injury)  
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)  
Minn. Stat. § 221.031 (Motor Carrier Rules)  
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)  
49 U.S.C. 31306a (National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators)  
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)  
49 C.F.R. Parts 40 (Department of Transportation Rules Implementing Omnibus

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Transportation Employee Testing Act of 1991)  
49 C.F.R. Part 382 (Controlled Substances and Alcohol Use and Testing)

***Cross-References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

**STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER  
COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS**

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**I. PURPOSE**

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

**II. GENERAL STATEMENT OF POLICY**

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the

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same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

**D. Students with Special Circumstances and Conditions**

The school (title), along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

**E. Extracurricular Student Participation**

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

**F. Precautions**

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

**G. Information Sharing**

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

**H. Reporting**

If a medical condition of student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

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I. Prevention

The school district shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes section 121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

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**Legal References:** Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)  
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)  
Minn. Stat. § 142 (Testing in School Clinics)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)  
29 C.F.R. 1910.1030 (Bloodborne Pathogens)  
*Kohl by Kohl v. Woodhaven Learning Center*, 865 F.2d 930 (8<sup>th</sup> Cir.), *cert. denied*, 493 U.S. 892 (1989)  
*School Board of Nassau County, Fla. v. Arline*, 480 U.S. 273 (1987)  
16 EHLR 712, OCR Staff Memo, April 5, 1990

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)  
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

## LICENSE STATUS

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### **I. PURPOSE**

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

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

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.
- D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

### **III. PROCEDURE**

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the

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teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

**Legal References:** Minn. Stat. § 122A.16 (Qualified Teacher Defined)  
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)  
Minn. Stat. § 122A.40 (Employment; Contracts; Termination – Immediate Discharge)  
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)  
*Vettleson v. Special Sch. Dist. No. 1*, 361 N.W.2d 425 (Minn. App. 1985)  
*Lucio v. School Bd. of Independent Sch. Dist. No. 625*, 574 N.W.2d 737 (Minn. App. 1998)  
*In the Matter of the Proposed Discharge of John R. Statz* (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

**Cross References:** None

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### I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

### II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

- A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.
  - 1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.
  - 2. Members of the Advisory Staff Development Committee shall be appointed by the school board. Committee members shall serve a two-year term\* based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.
- B. The school board will establish the Site Professional Development Teams.
  - 1. Members of the Site Professional Development Teams will be appointed by the school board. Team members shall serve a two-year term\* based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.
  - 2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

### III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a Staff Development Plan that will be reviewed and subject to approval by the school board twice a year.\*
- B. The Staff Development Plan must contain the following elements:
  - 1. Staff development outcomes that are consistent with the education outcomes

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- as may be determined periodically by the school board;
2. The means to achieve the Staff Development outcomes;
  3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minnesota Statutes, section 122A.187;
  4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
    - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
    - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
    - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
    - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
    - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
    - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
    - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
  5. The Staff Development Plan also must:
    - a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
    - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
    - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minnesota Statutes, section 120B.125;
    - d. Ensure specialized preparation and learning about issues related to

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- teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
- e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
  - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
  - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
  - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
  - e. Align with state and local academic standards;
  - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
  - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
  - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
  - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.
- C. The Advisory Staff Development Committee will assist Site Professional Development

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Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.

- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis\* the extent to which staff at the site have met the outcomes of the Staff Development Plan.
- E. In addition to developing a Staff Development Plan, the Staff Development Advisory Committee also must develop teacher mentoring programs for teachers new to the profession or school district, including teaching residents, teachers of color, teachers who are American Indian, teachers in license shortage areas, teachers with special needs, or experienced teachers in need of peer coaching. Teacher mentoring programs must be included in or aligned with the school district's teacher evaluation and peer review processes under Minnesota Statutes, sections 122A.40, subdivision 8 or 122A.41, subdivision 5.
- F. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Minnesota Department of Education (MDE) relating to staff development or teacher mentoring including, but not limited to, the reports referenced in Section VII. below.

### IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan twice a year.\*
- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

### V. STAFF DEVELOPMENT FUNDING

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: (1) teacher development and evaluation under Minnesota Statutes, section 122A.40, subdivision 8 or 122A.41, subdivision 5; (2) principal development and evaluation under section 123B.147, subdivision. 3; (3) professional development under section 122A.60; (4) in-service education for programs under section 120B.22, subdivision 2; and (5) teacher mentorship under section 122A.70, subdivision 1. . To the extent extra funds remain, staff development revenue may be used for development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and

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\* This time period may be changed to accommodate individual school district needs.

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programs, other in-service education, teacher's workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. To receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.

- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minnesota Statutes, section 122A.61.

### VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly\* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development and mentoring funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.\*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.
- D. The school district may use staff development revenue, special grant programs established by the legislature, or another funding source to pay a stipend to a mentor who may be a current or former teacher who has taught at least three (3) years and is not on an improvement plan. Other initiatives using such funds. or funds available under Minnesota Statutes, sections 124D.861 and 124D.862, may include:
  - 1. additional stipends as incentives to mentors of color or who are American Indian;

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\* This time period may be changed to accommodate individual school district needs.

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2. financial supports for professional learning community affinity groups across schools within and between districts for teachers from underrepresented racial and ethnic groups to come together throughout the school year;
3. programs for induction aligned with the school district or school mentorship program during the first three (3) years of teaching, especially for teachers from underrepresented racial and ethnic groups; or
4. grants supporting licensed and nonlicensed educator participation in professional development, such as workshops and graduate courses, related to increasing student achievement for students of color and American Indian students in order to close opportunity and achievement gaps.

To the extent the school district receives a grant for any of the above purposes, it will negotiate additional retention strategies or protection from unrequested leave of absences in the beginning years of employment for teachers of color and teachers who are American Indian. Retention strategies may include providing financial incentives for teachers of color and teachers who are American Indian to work in the school or district for at least five (5) years and placing American Indian educators at sites with other American Indian educators and educators of color at sites with other educators of color to reduce isolation and increase opportunity for collegial support.

### **VII. PARAPROFESSIONALS, TITLE I AIDES, AND OTHER INSTRUCTIONAL SUPPORT STAFF**

- A. The school district must provide a minimum of eight hours of paid orientation or professional development annually to all paraprofessionals, Title I aides, and other instructional support staff. Six of the eight hours must be completed before the first instructional day of the school year or within 30 days of hire.
- B. The orientation or professional development must be relevant to the employee's occupation and may include collaboration time with classroom teachers and planning for the school year.
- C. For paraprofessionals who provide direct support to students, at least 50 percent of the professional development or orientation must be dedicated to meeting the requirements of this section. Professional development for paraprofessionals may also address the requirements of Minnesota Statutes, section 120B.363, subdivision 3.
- D. A school administrator must provide an annual certification of compliance with this requirement to the MDE Commissioner.

### **VIII. REPORTING**

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.
  1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.

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2. The report will provide a breakdown of expenditures for:
  - a. Curriculum development and curriculum training programs;
  - b. Staff development training models, workshops, and conferences; and
  - c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

3. The report will be signed by the superintendent and staff development chair.
- B. To the extent the school district receives a grant for mentorship activities described in Section V.D., by June 30 of each year after receiving a grant, the site staff development committee must submit a report to the Professional Educator Licensing and Standards Board on program efforts that describes mentoring and induction activities and assesses the impact of these programs on teacher effectiveness and retention.

**Legal References:** Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)  
Minn. Stat. § 121A.642 (Paraprofessional Training)  
Minn. Stat. § 122A.187 (Expiration and Renewal)  
Minn. Stat. § 122A.40, Subds. 7, 7a and 8 (Employment; Contracts; Termination - Additional Staff Development and Salary)  
Minn. Stat. § 122A.41, Subds. 4, 4a and 5 (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)  
Minn. Stat. § 122A.60 (Staff Development Program)  
Minn. Stat. § 122A.70 (Teacher Mentorship and Retention of Effective Teachers)  
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)  
Minn. Stat. § 123B.147, subd. 3 (Principals)  
Minn. Stat. § 124D.861 (Achievement and Integration for Minnesota)  
Minn. Stat. § 124D.862 (Achievement and Integration Revenue)  
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)  
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

**Cross References:** None.

17. Discussion/Information

A. Renew Existing \$252.17 Operating Referendum

B. School Calendar for 2024-25

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# Barnesville Public School Calendar 2024-2025

July '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

26 New Teacher Workshop  
 27-29 Teacher Workshop  
 28 Elementary Open House & Grade 7 Orientation

2 Labor Day (No School)  
 3 First Day of School

October '24						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

14 HS Conferences 4:00-7:30 PM  
 17-18 MEA (No School)

4 End of Quarter 1 (43 Days)  
 11 HS Conferences 4:00-7:30 PM  
 11-12 Elementary Conferences 4:00-7:30 PM  
 15 Teacher Workshop (No School)  
 27 End of Trimester 1 (57 Days)  
 28-29 Thanksgiving (No School)

23-31 Holiday Break (No School)

January '25						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 New Year's Day (No School)  
 17 End of Quarter 2 (43 Days)

17 President's Day (No School)  
 24 Elem Conferences 4:00-7:30 PM  
 24 HS Workshop  
 27 End of Trimester 2 (57 Days)

3 Elem Conferences 4:00-7:30 PM  
 3 HS Conferences 4:00-7:30 PM  
 14 No School  
 21 End of Quarter 3 (43 Days)

April '25						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

18-21 Spring Break (No School)

23 Last Day of School  
 24 Graduation HS Gym 2:00 PM  
 26 Memorial Day  
 27 Staff ½ Day

**If needed,** make up day will be on April 21

- First and Last Day of School
- School Closed/ Holidays
- 1:00 p.m. early out on Nov. 20
- Elementary Conferences
- End of Quarter
- Teacher in-Service Day (No school for students)
- High School Conferences
- End of Trimester
- CPT Days

18. Enrollment Update

Enrollment Grades K-6: 494, Grades 7-12: 378, Total Enrollment: 872

Barnesville Public School  
 Student Enrollment  
 SY 2023-2024

	2023-24 Projection	Sep 8	Oct 1	Nov 1	Dec 1	Jan 1	Feb 1	Mar 1	Apr 1	May 1	May 25
Grade K	70	56	56	56	56	56					
Grade 1	76	74	74	74	74	75					
Grade 2	75	72	72	72	72	71					
Grade 3	73	76	76	76	76	76					
Grade 4	72	72	72	72	72	73					
Grade 5	66	76	76	76	76	75					
Grade 6	69	68	68	68	68	68					
	<b>502</b>	<b>494</b>	<b>494</b>	<b>494</b>	<b>494</b>	<b>494</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Grade 7	71	59	59	59	59	59					
Grade 8	69	74	74	74	74	74					
Grade 9	66	60	60	60	60	60					
Grade 10	68	58	58	58	58	57					
Grade 11	67	59	59	60	60	60					
Grade 12	58	68	68	68	68	68					
	<b>399</b>	<b>378</b>	<b>378</b>	<b>379</b>	<b>379</b>	<b>378</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Grades K-12	<b>901</b>	<b>872</b>	<b>872</b>	<b>873</b>	<b>873</b>	<b>872</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

19. Dates to Remember

A. Regular School Board Meeting

1) Monday, February 26, 2024, 7:00 PM

20. Adjournment