

NONPUBLIC PUPIL AIDS

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 730
SERIES 700 BUSINESS OPERATIONS

730 NONPUBLIC PUPIL AIDS

I. PURPOSE

The purpose of this policy is to establish procedures for administering the Minnesota Department of Education's Nonpublic Pupil Aids Program, including textbook and instructional materials reimbursement for students residing within the boundaries of Barnesville Public Schools (ISD 146).

II. DEFINITIONS

- A. Nonpublic pupil – A Minnesota resident enrolled in a nonpublic school or receiving home instruction in compliance with state law.
- B. Textbook – A book or electronic equivalent commonly used by pupils in the public schools for instruction in secular subjects. All textbooks purchased or reimbursed under this program must be new.
- C. Individualized instructional materials – Equipment or materials designed to aid a single student's learning process, excluding consumable supplies.
- D. Standardized tests – Nationally normed assessments used for educational evaluation.
- E. Secular, neutral, and non-ideological – Not religious or doctrinal in nature; meeting the standards established by MDE.

III. ELIGIBILITY

- A. To qualify for nonpublic pupil aids, a student must:
 - 1. Reside within the boundaries of Barnesville Public Schools (ISD 146); and
 - 2. Be enrolled in a Minnesota-registered nonpublic or homeschool program in accordance with Minn. Stat. §120A.22 and §120A.24.
- B. Eligibility must be renewed each fiscal year through submission of the MDE Student Report for Aids to Nonpublic Students (Form ED-01650-38) no later than October 1.

IV. ALLOWABLE USES OF AID

- A. Eligible materials and services must be new in nature and include, but are not limited to:
 - 1. New textbooks and electronic instructional materials in secular subject areas;
 - 2. Workbooks and teacher guides accompanying approved new textbooks;
- B. Nationally norm-referenced standardized tests;
- C. Software or educational media for direct instruction.
- D. Items not eligible include used materials, religious or doctrinal materials, consumable supplies, office equipment, and general classroom furnishings.

NONPUBLIC PUPIL AIDS

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 730
SERIES 700 BUSINESS OPERATIONS

V. REIMBURSEMENT AND PURCHASING PROCEDURES

- A. Parents/guardians may either request district purchase of eligible materials or seek reimbursement for items purchased directly, subject to the following:
 - 1. All requests must be submitted on the Nonpublic Aids Request for Reimbursement Form (district form) with original receipts dated within the current fiscal year (July 1 – April 30).
 - 2. Reimbursement requests must be received by April 30 to be considered for that fiscal year.
 - 3. Reimbursements will not exceed the student's per-pupil entitlement as established annually by MDE.
- B. Upon reimbursement, the parent/guardian must:
 - 1. Affix a label or stamp reading "Property of ISD 146 – Nonpublic Pupil Aid Program."
 - 2. Acknowledge this condition by signing the Parent Certification Statement.
- C. The district retains title to and administrative control of all materials reimbursed or purchased through this program.

VI. INVENTORY AND ADMINISTRATIVE CONTROL

- A. The district shall maintain an inventory of all nonpublic materials and standardized tests purchased with state funds, including:
 - 1. Student name;
 - 2. Item description;
 - 3. Purchase date and cost;
- B. District staff may inspect materials or request physical verification from parents/guardians to confirm continued possession and labeling.
- C. If a reimbursed item cannot be produced for review and adequate documentation is lacking, the expense may be disallowed and reported to MDE.

VII. IMPLEMENTATION

- A. The Superintendent or designee shall develop administrative procedures and forms necessary to implement this policy, including the Reimbursement Request Form, Parent Certification Statement, and inventory logs.

VIII. ADMINISTRATIVE PROCEDURES – NONPUBLIC PUPIL AIDS

- A. Responsible Department: Business Office
- B. Form References:
 - 1. MDE Form ED-01650-38 (Student Report for Aids to Nonpublic Students)

NONPUBLIC PUPIL AIDS

BARNESVILLE PUBLIC SCHOOL
ISD 146

POLICY 730
SERIES 700 BUSINESS OPERATIONS

2. District Reimbursement Request Form
3. Parent Certification Statement
4. Inventory Tracking Sheet

Legal References: Minnesota Statutes §123B.41–123B.49 (Education Aids for Nonpublic School Students)
Minnesota Statutes §123B.42, Subd. 2 (District Title and Control)
Minnesota Department of Education (MDE) Nonpublic Pupil Aids Guidance