

Duluth Equestrian Club

Advisor/Coach: Michael Zeman

(218) 626-1744

michael.zeman@isd709.org or mzeman54@yahoo.com.ph

The Equestrian Club will give students an opportunity to participate in a sport they love in a High School environment. The club will help students build positive character, raise self-confidence, and improve self-discipline while pursuing excellence in school and at their riding facility. The club members will address the athletic skills needed in the areas of Western and English. These skills will be acquired through one-on-one and group lessons, clinics, and attendance and participation schooling and rated shows. Other learning opportunities will be included as they become available. The Equestrian Club is opened to all East and Denfeld students who want to advance their connection between themselves and their horse.



INDEPENDENT PROVIDER CHECKLIST
(For Use by Student Activities Director's Office Only)

DRAFT
(10/4/07)

- The proposed offering is consistent with the district's mission and with the community's values and standards.
 - The Independent Provider has provided programming documentation to show that the criteria of content will have been met by the end of the season (completed criteria of content form).
 - The Independent Provider has provided written authorization for criminal background checks and \$20 for all employees working with students.
 - The Independent Provider has provided proof of insurance.
 - The Independent Provider has provided proof of adequate worker's compensation coverage.
 - The Independent Provider has provided a complete schedule of activities for the program.
 - The Independent Provider has distributed copies of Duluth Public Schools Policy 4015 - Prohibiting Harassment and Violence to its employees.
-

This application is:

- Recommended** for School Board Approval (All criteria have been met.)
- Not Recommended** for School Board Approval

School Board Action:

Date: _____ Approved Denied

Additional Comments:

Student Activities Director



INDEPENDENT PROVIDER APPLICATION AND APPROVAL FORM FOR A CO-CURRICULAR PROGRAM

DRAFT
(10/4/07)

1. The Independent Provider activity program may not duplicate an existing high school activities program and may not discriminate student membership based on sexual, racial, or religious background.
2. All resident students participating in this activity program must be currently and fully enrolled students in the Duluth Public Schools. Students enrolled in grades below grade nine are not eligible for this program. A student from another school district may only participate if the activity is not offered in their resident district.
3. All students will be responsible for complying with all School District rules and policies concerning student activities, including, but not limited to: attendance, conduct scholastic standing, and other eligibility requirements.
4. Each student will register with the Office of Student Activities Director and pay a \$20 registration/awards fee.
5. All School District costs associated with the activity program will be borne by the Independent Provider or by the participants on a fee basis.
6. The Independent Provider will provide to the School District proof of adequate liability insurance to provide for the safety of the student participants naming Duluth Public Schools as an additional insured party.
7. As necessary, the Independent Provider will provide the School District proof of adequate worker's compensation coverage.
8. The School District will provide copies of Policy 4025 - Standards of Conduct of Personnel, 4015 - Prohibiting Harassment and Violence, and Policy, 5060 - Collection, Maintenance, and Dissemination of Student Records and Information.
9. The Independent Provider will provide to the School District written authorization for criminal background checks and a \$20 background check fee for all employees who will be working with the students.
10. In general the activities of the program will be conducted at the site of the Independent Provider, but the Duluth Public Schools facilities may be used on an availability basis and at the applicable rental rate as requested.
11. If a team competition is involved, all of the student participants must be fully enrolled Duluth Public Schools students. Such a team will be allowed to use the Duluth Public Schools name, nickname, and school colors in their competition. Students from other school districts may participate in a team activity if their resident School District does not have the activity and a cooperative arrangement can be completed between their resident district and the Independent Provider.
12. If students compete only on an individual basis, students from other school districts may participate in the activity program, but only Duluth Public Schools students will be eligible for Duluth Public School awards.
13. Student participants will be eligible to receive school awards. To be eligible to receive an activity letter the participant must meet the following criteria:
 - There must be a time commitment roughly equivalent to other Duluth Public Schools activities of at least 150 hours during the "season" of participation.
 - There must be a "publicness" to the activity in the form of contents, performances, etc.
 - The participation must be at an "advanced" as opposed to an "entry" level.
14. The Independent Provider (and its employees) are not employees of the Duluth Public Schools.

**Agreement for the Provision of Services to
Independent School District 709 Duluth Public Schools**

DRAFT
(10/4/07)

THIS AGREEMENT, is made and entered into by and between Independent School District 709 Duluth Public Schools (hereinafter referred to as the "School District") and Duluth Equestrian Club (hereinafter referred to as the "Provider/Contractor").

RECITALS

WHEREAS, the School District desires to enter into an agreement with a qualified party to provide certain co-curricular services; and

WHEREAS, the Provider/Contractor is duly qualified and willing to provide said co-curricular services; and

WHEREAS, the School District is willing to enter into an agreement with the Provider/Contractor to provide said services on the terms, covenants, and conditions hereinafter set forth; and

WHEREAS, the School District is authorized and empowered to secure from time-to-time certain services through contracts with qualified individuals, and

WHEREAS, the Provider/Contractor understands and agrees that:

1. The Provider/Contractor will act as an independent contractor in the performance of all duties under this agreement.
2. The Provider/Contractor is not an agent, servant, or employee of the School District and shall not make any such representations nor hold himself/herself out as such.
3. The Provider/Contractor shall have no authority to bind the School District for the performance of any services or to otherwise obligate the School District, the Provider/Contractor's authority being specifically limited to the duties assigned to the Provider/Contractor under this Agreement.
4. The Provider/Contractor shall not be considered, under the provisions of this Agreement or otherwise, as having employee status, and accordingly, the Provider/Contractor shall be responsible for payment of all taxes, including federal, state, and local taxes arising out of the Provider/Contractor's activities under this Agreement, including, but not limited to, federal and state income tax, FICA, unemployment insurance taxes, and any other taxes or business license fees as required.
5. The Provider/Contractor shall not accrue any continuing contract rights for the services performed pursuant to this agreement.
6. The Provider/Contractor shall provide the School District with proof of general liability insurance and name the School District as an additional insured party.
7. The Provider/Contractor shall comply with all School Board policies, procedures, rules and regulations as outlined in the information packet provided.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein and other good and valuable considerations, it is agreed as follows:

ARTICLE I
SERVICES TO BE PROVIDED

Section 1 - Provision of Services: The Provider/Contractor agrees to provide to the School District services relating to . The Provider/Contractor agrees to perform and complete the objectives described in the Independent Provider Application and Approval Form, attached hereto as Exhibit A and incorporated herein by reference.

ARTICLE II
COMPENSATION

Section 1 - Compensation/Fees: The Provider/Contractor shall set fees for its program and is responsible for collecting fees from student participants. The School District is not responsible for any unpaid fees.

ARTICLE III
TIME DEVOTED BY THE PROVIDER/CONTRACTOR

Section 1 - Hours: It is anticipated that the Provider/Contractor will spend approximately (10) hours per week in fulfilling the Provider/Contractor's obligations under this Agreement. The particular hours may vary from day to day or week to week. However, the Provider/Contractor shall devote approximately one hundred fifty (150) hours per "season" to the Provider/Contractor's duties in accordance with this Agreement.

ARTICLE IV
EXPENSES

Section 1 - Expenses: The Provider/Contractor shall be responsible for all costs and expenses incident to performing the services required under this Agreement.

ARTICLE V
DURATION OF THE AGREEMENT

Section 1 - Duration: This Agreement shall commence upon the date of execution by all parties and will terminate upon a negotiated agreement date. This Agreement will remain in full force and effect, but may be terminated by either party upon written notice to the other; provided, however, any termination shall not be effective less than thirty (30) days following said notice.

ARTICLE VI
INSURANCE AND OTHER BENEFITS

Section 1 - Insurance: During the term of this Agreement, it is specifically agreed and understood that the Provider/Contractor shall not be eligible for nor provided insurance coverage of any kind, including, but not limited to, health, medical, dental, life, and long-term disability.

Section 2 - Other Benefits: It is specifically agreed and understood that the Provider/Contractor shall not be eligible for nor provided any other benefits including, but not limited to, worker's compensation and unemployment benefits.

ARTICLE VII
INDEMNIFICATION

Section 1 – Release and Indemnity: The Provider/Contractor agrees to hold harmless the School District and its board members, its administrators, its employees, its officers, its attorneys, insurers, agents, consultants, and representatives from any and all damages and claims that may arise by reason of any acts or omissions on the part of the Provider/Contractor, or the Provider/Contractor's employees or agents, in regard to the Provider/Contractor's performance under this Agreement, and for any action commenced against the School District or any of its board members, its administrators, its employees, its officers, its attorneys, insurers, agents, consultants, and representatives, the Provider/Contractor shall assume full responsibility and shall indemnify the School District and its board members, its administrators, its employees, its officers, its attorneys, insurers, agents, consultants, and representatives from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorney's and witness fees, and expenses incident thereto.

ARTICLE VIII
GENERAL

Section 1 - Notices: All notices or other communications shall be adequately served and shall be deemed served when mailed by certified or registered mail, postage prepaid, with proper address as indicated below. The School District or the Provider/Contractor may, by written notice given by each to the other, designate any address or addresses to which notices or other communications to them shall be sent when required as contemplated by this Agreement. Until otherwise provided by the respective parties, all notices or other communications to each of them shall be addressed as follows:

To the School District:	Independent School District 709 High School Office of Student Activities Duluth, Minnesota Attn:
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To the Provider/Contractor:	Duluth Equestrian Club 1421 104 th Ave. West Duluth, MN 55808
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Attn: Michael Zeman

Section 2 - Authorized Agent of the School District: The School District's authorized agent for the purpose of administration of the Agreement is _____. Said agent shall have final authority for approval and acceptance of the Provider/Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement.

Section 3 - Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 4 - Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein and such holding shall not invalidate or render unenforceable any other provision hereof.

Section 5 - Assignability: The Provider/Contractor's rights and obligations under this Agreement are personal and not assignable or transferable.

Section 6 - Choice of Law: The laws of the State of Minnesota shall govern as to the interpretation, validity, and effect of this Agreement. The captions and headings of the provisions under this Agreement are for convenience only and shall not be considered or referred to concerning questions of interpretation or construction.

Section 7 - Data: The Provider/Contractor agrees that any information and data received by the Provider/Contractor during the term of this Agreement shall be treated and maintained by the Provider/Contractor in accordance with all applicable federal, state, and local laws, rules and regulations governing same, including, but not limited to, the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Provider/Contractor in the performance of the Provider/Contractor's obligations under this Agreement shall be the exclusive property of the School District, and any such data and materials shall be remitted to the School District by the Provider/Contractor upon completion or termination of this Agreement.

Section 8 - Entire Agreement: This Agreement is the entire agreement between the School District and the Provider/Contractor and it supersedes all prior written or oral agreements. There are no covenants, promises, undertakings, or understandings outside of this Agreement other than those as specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby acknowledge receipt of a copy hereof.

Dated:

INDEPENDENT SCHOOL DISTRICT 709

By: _____

Position/Title: _____

PROVIDER/CONTRACTOR

By: _____

Position/Title: _____

Addendum:

1. If a team competition/activity is involved, all of the participants must be fully enrolled at Independent School District 709. Students from other School districts may participate in a team competition/activity if their resident school district does not have the activity and a cooperative arrangement can be competed between their resident district and the Independent Provider.



CRITERIA OF CONTENT FORM

DRAFT
(10/4/07)

1. Attach documentation that demonstrates how the time requirement (at least 150 hours) will be met.

High School Equestrian Club Requirements:

- Compliance with school and/or district student eligibility requirements.
- Provide current proof of enrollment in high school.
 - Current report card, transcript, mid-term report card, or certification of enrollment.
- The Equestrian program year runs from May 1st through April 30th.
- Attendance at monthly club meetings and other club functions.
- Minimum of bi-weekly (once every two weeks) training, by a professional during club year
- Log at least 150 hours of equestrian activity
 - Include – riding, lessons, lunging, driving, vaulting, hacking, trail riding, ground training, time riding at competitions, (grooming, tacking up) Turn in your log the first of the month signed by the barn facility manger/trainer. (or adult)
 - Do not include - barn chores, (grooming, tacking up), stall cleaning, tack cleaning, driving to competitions, time spent at competitions when you are not riding.

2. Demonstrate how the requirement for public contests, performances, and/or competitions will be met.

- Competition – Must compete in a minimum at least two shows or clinics during club year.
 - Includes – USEF, AQHA, USEA, USDF, IEA, 4-H, FFA, NWDA, Schooling Shows, Pony Clubs, competitions held by local clubs or associations.
 - Verification includes student's name, competition's name and date.
- Volunteering – A minimum of ten horse related volunteer hours.

3. Demonstrate how the criteria for level of performance will be met.

Meeting:

- Club members will be required to attend 75% of club meetings.
- Members are to let the president know if they are not going to be at a meeting so that the minutes can be forward to them.
- The club will meet monthly throughout the year.

Club Organization:

The following club positions will help ensure the success of the high school club and provide leadership opportunities for its members. The club advisor will appoint positions.

- President - The president must be willing to work closely with the Club Advisor and all club members. He/she will help plan, organize, and run club meetings. He/she will ensure all club guidelines are being followed.

- Team Captain – Whenever feasible, club advisor will choose a varsity rider as a team captain. As a varsity rider, team captain will be able to share their knowledge and provide guidance to less experienced riders. He/she will help the president organize and run monthly meetings.
- Secretary – The secretary will take notes at club meeting, keep track of attendance.

[Click here to enable desktop notifications](#)

Mail

COMPOSE

Volunteer Background Checks

Inbox x

Inbox

Starred

Important

Sent Mail

Drafts (15)

Follow up

Inbox/Bart

Inbox/colin

Inbox/extra

~~Inbox/here~~



Search people...

- Bart Smith
- Catherine Oreilly
- Colleen coffey-sc...
- James Rawlyk
- Kevin Mattson
- Matt Mathias
- Shawn Thompson
- shelly wick-zeman
- shilo.morlang
- William Zwak



Robbin Tuominen <robbin.tuominen@isd709.org>
to me



The following background checks came back with no records:

DEBBIE LAFLEUR

JENNIFER HOVDE



Click here to [Reply](#) or [Forward](#)

Using 0.06 GB

[Program P...](#)

Powered by





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/28/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Otis-Magie Insurance Agency 332 W Superior St STE 700 P.O. Box 137 Duluth, MN 55801-0137 Matt Mathias	CONTACT NAME: Judy Davern PHONE (A/C, No, Ext): 218-625-2103 E-MAIL ADDRESS: jdavern@otismagie.com	FAX (A/C, No): 218-722-7756
	INSURER(S) AFFORDING COVERAGE	
INSURED Duluth Equestrian Club Michael Zeman 1421 104th Ave W Duluth, MN 55808	INSURER A : Great American Insurance Co	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GLP425994300	04/01/2015	04/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of liability coverage

CERTIFICATE HOLDER

CANCELLATION

Duluth School Board
215 N 1st Ave East
Duluth, MN 55802

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Matts Mathias



INDEPENDENT SCHOOL DISTRICT 709
HARASSMENT COMPLAINT FORM

Name of Person Filing Complaint (Complainant):

Address:

Telephone: (Home) (School/Work Location)

Status of Person Filing the Complaint: Student Employee Parent Other (Specify)

Type of Complaint: Religious Racial Sexual Sexual Orientation Disability General

Has there been Violence? Yes No

Name of Person You Are Reporting (Respondent):

Status of Person You Are Reporting: Student Employee Parent Other (Specify)

Statement of Complaint (Include type of harassment/violence, who was involved in the specific incidents in which it occurred, names of witnesses, etc.):

(Continue on reverse side or attach pages as needed)

I UNDERSTAND THAT IN ACCORDANCE WITH DISTRICT POLICY #4015, INDEPENDENT SCHOOL DISTRICT 709 WILL ADDRESS THIS COMPLAINT.

Signature of Complainant: Date:

Signature of Person Receiving The Complaint: Date Received:

Printed Name of Person Receiving The Complaint:

Name of Building Administrator (if different from person receiving initial complaint):

Original to Human Resources Date Distributed: (Human Resources will distribute a copy to the District's Harassment/Violence Prevention Specialist)

Copies Distributed To: Building Administrator Date Distributed:

(To be completed by Human Resources) REPORT NUMBER: Year: Building Code: Number In Sequence By Year:

4025 - Standards of Conduct for Personnel

Public confidence in the integrity and objectivity of all employees is an essential ingredient for the effective operation of the School District. Employees of the School District are entrusted with the welfare, property, security, and safety of the citizens they serve. Therefore, a need exists for standards of conduct applicable to all employees of the School District to ensure that the integrity of the School District is preserved.

Employees should pursue a course of conduct that does not violate public trust. Each employee should be aware that adherence to high ethical standards is vital to the successful performance of the individual's specific job in the school district. The public must be assured that no conflict exists between private interests and the official duties of employees of the School District.

The following standards shall apply to all employees of the School District:

1. Employees of the School District shall not accept other employment, temporary/part-time, or engage in private enterprises which will impair their independence of judgment in the exercise of School District duties. In evaluating the appropriateness of accepting other employment or operating a business, the employee shall consider the implied as well as a real conflict of interest. If an employee questions the propriety of other employment, he or she should consult his/her superiors for advice.
2. Employees shall not advertise, promote, or attempt to sell any article, investment, insurance, or other financial proposition to any person or business he/she supervises or inspects in the normal course of employment with the School District.
3. Employees shall not accept or agree to accept any compensation, reward, or gift for any service, advice, or assistance on matters related to School District employment with the following exceptions:
 1. employees who accept student teacher placements from teacher preparation institutions may accept an honorarium or stipend from that respective institution and
 2. in the event that a co-curricular or extra-curricular activity cannot take place due to a lack of officials or judges, a coach or advisor of a participating Duluth School District team or group may officiate or judge and be compensated for that service.
4. Employees should endeavor to pursue a course of conduct which will not raise suspicions among the public that they are likely to be engaged in acts that are in violation of the public trust. Each employee should remain conscious that the appearance as well as the reality of high ethical standards is vital.
5. Employees should not involve themselves in substantial outside employment beyond their normal work day during periods of time when they are not on vacation or leave of absence which would impair their ability to satisfactorily carry out their job-related responsibilities to the School District, impair their ability to provide for the safety of children to which they are in charge, or adversely affect the safety of co-employees.

Adopted: 06-09-1970 ISD 709

Revised: 05-10-1977
12-11-1979
08-09-1983

07-19-1994

06-20-1995

03-16-1999 ISD 709

5060 - Collection, Maintenance, Dissemination, and Retention of Student Records and Information

Schools maintain extensive and intimate information about students and their families for legitimate educational purposes, including instructional, guidance, evaluation, and research. The collection and maintenance of information about students or their families constitutes an intrusion into their privacy. Therefore, efficient administration of student records is a fundamental responsibility of the School District.

The internet and secure web access have altered the ways that confidential information may be accessed, communicated, and transferred by members of society. Those changes are influencing instruction and student learning. The School Board supports access by students, parents/guardians, teachers, and administrators to informational resources that will improve participation in a child's education and improve communication between students, parents/ guardians, and the students' teachers.

The Duluth Public Schools manages student information electronically and will make the education records available for viewing only to authorized parents/guardians and students with a secure connection over the internet. All parents/guardians and students will comply with the internet use regulations and all technology regulations/procedures, as well as all other District policies that may apply.

The purpose of a Records Retention policy is to provide a plan for managing student records by giving continuing authority to dispose of records under Minn. Statute 138.17. The responsible authority for the maintenance and security of student records shall be the Superintendent of Schools.

Previously, the School District adopted the Student Records section of the School District General Records Retention Schedule as developed and published by the Minnesota Department of Administration (School Board Resolution B-7-99-1913 dated July 20, 1999). The District will comply with all of the minimum standards set out in the Retention Schedule. Although the District reserves the right to retain certain records for a period longer than the State proposes, it will not shorten any retention period to less than what is recommended by the Department of Administration.

Special Education Records

All records of students receiving special education services will be retained for at least seven years following the last date of eligibility for services to the student. The "last date of eligibility for services" means either the student's graduation or the last day on which the student was eligible for services from the District, whichever is later.

Reference: MN Data Practices Act, Chap 13

Adopted: 06-09-1970 ISD 709

Revised: 05-20-2014 ISD 709

09-21-2010

05-17-2005

06-20-1995

05-09-1989

06-10-1986

05-11-1976

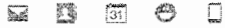
Search

Search Mail

Search Web

Home

Michael



Compose

Navigation icons: back, forward, delete, move, spam, more

Print, Refresh, Close icons

Inbox (6)

Drafts

Sent

Spam (9)

Trash (16)

Smart Views

Unread

Starred

People

Social

Travel

Shopping

Finance

Folders

Home

mzfolder

Notes

Recent

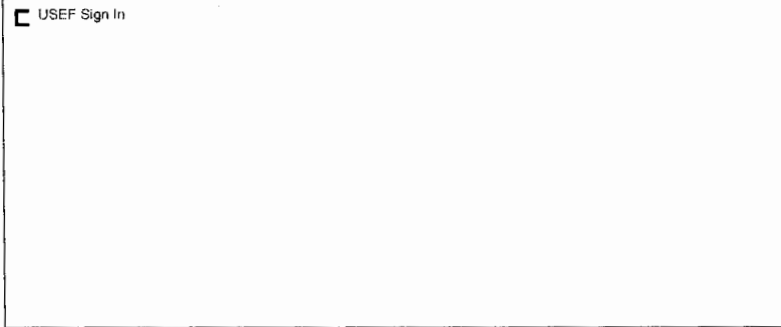
Sponsored



Jaguar Plan Your Escape.

Welcome to USEF

usef@usef.org Today at 11:49 AM
To: MZEMAN54@YAHOO.COM.PH
This message contains blocked images. Show Images Change this setting



Thank you for joining or renewing your membership with the United States Equestrian Federation, the National Governing Body of Equestrian Sport. We are happy to have you along for an exciting ride in 2015. You'll be receiving your hard copy membership card soon. In the meantime, please feel free to print your card, as seen below. Proof of a current USEF Competing Membership is required in order to compete in USEF licensed competitions; in addition, competitions that are jointly recognized by an affiliate may require additional proof of membership with that affiliate.

USEF MEMBER

You can take pride in calling yourself a USEF Equestrian, and take heart in knowing you are part of an organization dedicated to uniting the equestrian community, honoring achievement, and serving as guardians of the sport.

Table with membership details for Mr. MICHAEL ZEMAN, USEF: 5357594, USEF Equestrian (non-competing), 03/31/2015 - 03/30/2016. Includes a note about proof of membership for competitions.

Please click HERE to print your card.

You did not select to purchase the optional Excess Personal Liability and Accidental Death and Disability Insurance exclusively for USEF members. For more information, click HERE.

Whether you are new to the equestrian community or a seasoned veteran, our objective is the same; to provide you with the best member experience possible.



One of the many highlights of that experience is the USEF Perks Program, a cost savings program with some of the best retailers and services dedicated to supporting equestrian sport. Click the button to find out more about the discounts offered through USEF Perks.



Another highlight of your membership experience is USEFNetwork.com, where you can watch high-quality webcasts of equestrian events across the country. Catch up on coverage of some of the best equestrian events, check out the latest photos from the shows and scroll through the latest news, links and results.

Please feel free to contact us throughout the coming year, when you have questions, concerns, or find that you need our assistance. We have a team of Customer Care Specialists standing by to help. Monday - Friday, 9:00 AM - 5:00 PM EST.

by stevedocwra on flickr

TRAVELERS! GET A FREE \$20 Walmart Gift Card WHEN YOU COMPLETE AN AUTO INSURANCE QUOTE. Learn More



2015 USEF MEMBERSHIP APPLICATION

UNITED STATES EQUESTRIAN FEDERATION

The effective date of membership is the date on which the application and correct dues are received by the USEF office (exceptions see USEF Rule Book). To be eligible for USEF Awards including the USEF Horse of the Year Program, you must be a Senior, Junior, Life Member and USHJA Active Member (if applicable). By submitting this application, you agree all information is correct and you agree to abide by all USEF rules and the policies contained in the Safe Sport Handbook.

1. USEF COMPETING MEMBERSHIP

Competing members are those individuals who are eligible to participate in USEF Licensed Competitions as a rider, driver, handler, vaulter, longeur, owner, lessee, agent, coach, trainer, competition manager, or competition secretary or serving as a USEF committee member for members who do not participate in USEF Licensed Competitions (Exceptions found in USEF Rule Book).

- 1-Year Junior (expires 11/30/2015) \$55
(Individuals who have not yet reached their 18th birthday on 12/1/2014)
(includes USEF Perks)
- 1-Year Senior (expires 11/30/2015) \$55
(includes USEF Perks)
- 3-Year Junior or Senior (expires 11/30/2017) \$165
(includes USEF Perks)
- Life Member \$2,500
(includes USEF Perks)

2. USEF EQUESTRIAN

For members who do not participate in USEF Licensed Competitions. (Owners of a horse(s) competing at USEF Licensed Competitions need to have a Competing Membership, Section 1 above).

- 1-Year USEF Equestrian (includes USEF Perks) \$25
USEF Equestrian Membership is effective from the date upon which you hold a valid USEF Equestrian membership for **ONE CALENDAR YEAR**.

3. OPTIONAL USEF MEMBER INSURANCE

Members in Section 1 or 2 are eligible to purchase this coverage

- Excess Personal Liability/AD&D Insurance for Juniors* \$18
- Excess Personal Liability/AD&D Insurance for Seniors* \$25

The coverage benefits for USEF Junior and Senior Competing Members in good standing who opt for the coverage start when your membership is approved and your dues and fees are paid in full. Coverage ends at 12:01 a.m. ET on December 1st of the respective calendar year.

The coverage benefits for USEF Equestrian Members in good standing who opt for insurance coverage begin when your membership is approved and your dues and fees are paid in full. The coverage ends at the 12 months term of the membership.

*see USEF General Information on reverse side.

4. REQUIRED SIGNATURE

REQUIRED

Every member is required to check the appropriate box denoting their status in the sport:

- AMATEUR PROFESSIONAL JUNIOR

By signing below, I (or my guardian if under 18 years of age) have read and agree to the Federation Release, Assumption of Risk, Waiver and Indemnification (on the reverse side of this form). Further, I understand that to compete in amateur classes or divisions at USEF Licensed Competitions I am required to check the Amateur box above and confirm that I have not engaged in any activities described in GR1306.4 (Amateur Rule) of the USEF Rule Book Please Note: Any individual who has signed as a Professional with the USEF is required to complete the amateur reinstatement process in the USEF Rules prior to competing in any amateur classes or divisions.

(Sign in ink)

5. DATE OF BIRTH

REQUIRED FOR AMATEURS AND JUNIORS

(MM/DD/YY): _____ / _____ / _____

6. SUPPORT INTERNATIONAL TEAMS



Now you can designate your contribution to go to your favorite U.S. team

\$25 _____ \$50 _____ \$75 _____ \$100 _____ Other _____

Dressage _____ Driving _____ Endurance _____ Eventing _____ Jumping _____

Para-Equestrian _____ Reining _____ Vaulting _____ All Teams _____

7. PERSONAL INFORMATION

TITLE: Mr. Mrs. Ms. Miss Other _____

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

MOBILE: _____

FAX: _____

E-MAIL: _____

U.S. CITIZEN: YES NO IF NO, WHAT COUNTRY? _____

USEF MEMBER #: _____

CHECK HERE IF THIS IS A NEW ADDRESS

8. BREED/DISCIPLINE AFFILIATION

REQUIRED

Please designate a primary breed/discipline affiliation. Please designate the primary breed/discipline affiliation as (1). You may also select a secondary choice as (2).

EXAMPLE: Hackney 1 Welsh 2

Andalusian/Lusitano _____ Arabian/Half-Arabian/Anglo-Arabian _____ Connemara _____

Dressage _____ Driving _____ Endurance _____ English Pleasure _____ Eventing _____

Friesian _____ Hackney _____ Hunter _____ Jumper _____ Morgan _____

National Show Horse _____ Para-Equestrian _____ Parade _____ Paso Fino _____

Reining _____ Roadster _____ Saddlebred _____ Saddle Seat _____ Shetland _____

Vaulting _____ Welsh _____ Western _____ Western Dressage _____

9. UNITED STATES HUNTER JUMPER ASSOCIATION MEMBERSHIP

In order to compete as a rider, trainer, owner, or his/her agent(s) at non-breed restricted USEF-licensed competitions in any Hunter, Hunter Breeding, Jumper or Hunter Seat Equitation classes, a person must be an active member of the United States Hunter Jumper Association, Inc. (Exceptions found in USEF Rule Book).

- USHJA 3-YEAR ACTIVE (competing membership) expires 11/30/2017. \$195
- USHJA ACTIVE MEMBER (competing membership) expires 11/30/2015. \$70
- USHJA LIFE MEMBER (competing membership) \$1,500
- USHJA ASSOCIATE (non-competing membership) expires 11/30/2015. \$35

10. RENEWAL

No, I do not wish to receive a paper renewal form in 2016. I will renew online.

Incomplete applications cannot be processed until all REQUIRED information is received.

MEMBERSHIPS ARE NON-REFUNDABLE.

PAYMENT (Total of 1 or 2,3,6 and 9) *Do not send cash.* \$ _____

Check / Money Order (Payable to USEF) VISA MasterCard AMEX

Card Number: _____

Exp. Date: ____ / ____ / ____ Billing Zipcode: _____

Card Holder Name (Print): _____

Card Holder Signature: _____

USEF GENERAL INFORMATION

The insurance coverage entitles you to \$1 million in Excess Personal liability insurance for horse-related accidents that cause bodily injury or property damage to third parties. In addition, you are entitled to personal accident insurance that insures you for death or permanent disability resulting from horse-related accidents. The benefit amount is determined by where the accident occurred and the result, with a maximum benefit of \$35,000.

You can view the entire USEF Rule Book and Safe Sport Policy Handbook on our website, usef.org.

By submitting this application, you agree all information is correct and you agree to abide by all USEF rules and the policies contained in the Safe Sport Handbook.

USHJA GENERAL INFORMATION

If you want to join World Champion Hunter Rider (WCHR), please visit www.ushja.org. A benefit of your USHJA Membership is a one-year subscription to In Stride magazine and \$9 of your USHJA membership dues include this subscription. For USHJA Outreach, Affiliate, and Collegiate memberships go to www.ushja.org.

From time to time, USHJA sends important information to their membership about association happenings and other promotional news from sponsors. By submitting this application you agree to abide by all the USHJA rules and agree to uphold the USHJA Ethics Statement.

USEF PERKS

As a USEF member, you'll reap the rewards all year long with the USEF Perks Free Enrollment Program featuring a special collection of companies that support equestrian sport. See current USEF Perks list at usef.org.

PRIVACY INFORMATION

USEF reserves the right to share member data (including but not limited to membership numbers, horse ID numbers, horse recording numbers) with those Breed and Discipline Affiliates that have entered into Data Sharing Agreements with USEF for purposes of better serving their joint members.

UNITED STATES OLYMPIC COMMITTEE REQUESTED INFORMATION

The United States Olympic Committee is required to submit data to Congress and the President concerning the participation of women, individuals with disabilities and racial and ethnic minorities in the amateur athletic and administration activities of national governing bodies. As a result, we have included the following questions so that we may fulfill our required reporting to the United States Olympic Committee. This data is for analysis only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect your membership status with USEF. The following categories are defined and named by the U.S. Government.

Please check one:

Race / National Origin: (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> White (not of Hispanic origin) | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="checkbox"/> Black (not of Hispanic origin) | <input type="checkbox"/> Native Hawaiian or Pacific Islander |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Other: I elect not to identify my racial origin or ethnicity. | |

Disability Status:

Are you an individual with a mental or physical disability?

- Yes No

Gender:

- Female Male

FEDERATION RELEASE (required signature, see Section 4)

FEDERATION RELEASE, ASSUMPTION OF RISK, WAIVER AND INDEMNIFICATION. THIS DOCUMENT WAIVES IMPORTANT LEGAL RIGHTS. READ IT CAREFULLY BEFORE SIGNING.

I AGREE in consideration for my participation in any and all Federation licensed and/or endorsed competitions ("Competition") to the following:

I AGREE that "the Federation" and "Competition" as used herein includes the Licensee and Competition Management, as well as all of their officials, officers, directors, employees, agents, personnel, volunteers and Federation affiliates.

I AGREE that I choose to participate voluntarily in the Competition with my horse, as a rider, driver, handler, vaulter, longeur, lessee, owner, agent, coach, trainer, or as parent or guardian of a junior exhibitor. I am fully aware and acknowledge that horse sports and the Competition involve inherent dangerous risks of accident, loss, and serious bodily injury including broken bones, head injuries, trauma, pain, suffering, or death ("Harm").

I AGREE to hold harmless and release the Federation and the Competition from all claims for money damages or otherwise for any Harm to me or my horse and for any Harm of any nature caused by me or my horse to others, even if the Harm arises or results, directly or indirectly, from the negligence of the Federation or the Competition.

I AGREE to expressly assume all risks of Harm to me or my horse, including Harm resulting from the negligence of the Federation or the Competition.

I AGREE to indemnify (that is, to pay any losses, damages, or costs incurred by) the Federation and the Competition and to hold them harmless with respect to claims for Harm to me or my horse, and for claims made by others for any Harm caused by me or my horse while at the Competition. I have read the Federation Rules about protective equipment, including GR801 and, if applicable, EV114, and I understand that I am entitled to wear protective equipment without penalty, and I acknowledge that the Federation strongly encourages me to do so while WARNING that no protective equipment can guard against all injuries. If I am a parent or guardian of a junior exhibitor, I consent to the child's participation and AGREE to all of the above provisions and AGREE to assume all of the obligations of this Release on the child's behalf. I represent that I have the requisite training, coaching and abilities to safely compete in this competition.

I AGREE that if I am injured at any Competition, the medical personnel treating my injuries may provide information on my injury and treatment to the Federation on the official USEF accident/injury report form.

BY SIGNING IN SECTION 4 ON PAGE ONE, I AGREE to be bound by all applicable Federation Rules and all terms and provisions of this Federation Release, Assumption of Risk, Waiver and Indemnification document.

UNITED STATES EQUESTRIAN FEDERATION MISSION STATEMENT

We are the National Governing Body ("NGB") of Equestrian Sport in the United States. We provide leadership and vision for equestrian sport by regulating competitions and promoting the safety and welfare of horses and riders while encouraging interest, participation, and excellence at every competitive level. We embrace the Olympic movement and the spirit of fair play while supporting all breed and discipline affiliates within the Federation family equally. We celebrate the equestrian lifestyle and the benefits of good health and outdoor exercise.

USEF High School Equestrian Athlete Program

The USEF High School Equestrian Athlete program recognizes the accomplishments of young equestrians and encourages their future involvement in the sport. The program is open to all equestrian athletes enrolled in grades 9-12 who are members of USEF or join USEF. For more information, please visit www.usef.org/highschool or email highschool-equestrianathlete@usef.org.

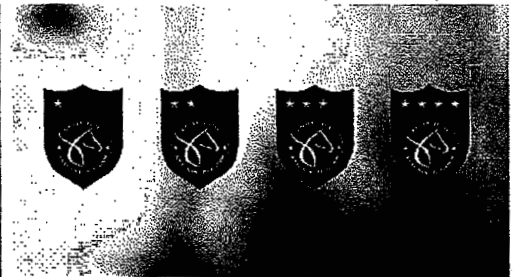


Join!

Become a member of the United States Equestrian Federation (USEF) and apply for the USEF High School Equestrian Athlete program. There is no requirement to be on a high school equestrian team to participate in this program.

Ride!

Each year you will have 100 recorded hours of riding, driving, or training, as well as three competitions. Each program year runs June 1 - May 31.



Send it in!

Submit verification of your training hours and competitions, as well as proof of enrollment in grades 9-12. This may be entered through the USEF User Login at usef.org or mailed to the USEF office.

Wear it with pride!

Let everyone know you are a USEF High School Equestrian Athlete! Order your free varsity patch and pin after receiving the congratulatory email and Certificate of Achievement from USEF.



Get ahead!

Planning for the future? Check out resources for the collegiate equestrian at www.usef.org/collegiate. The USEF Equestrian College Search will help you find your perfect school at www.usef.org/collegiatesearch!

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