



ROCK RIDGE PUBLIC SCHOOLS
411 SOUTH 5TH AVENUE
VIRGINIA MN 55792

E-G Regular Meeting
Monday, August 12, 2019 at 6:00 PM
Board Room, 801 Jones St., Eveleth, Minnesota 55734

AGENDA

1. Call the Meeting to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Student Representative Information.
5. Agenda Additions/Deletions.
6. Visitor Input.
7. Approve Agenda.
8. Approve the Treasurer's Report for the Month of July and for the First Check Writing of August. 3
9. CONSENT AGENDA.
 1. Approve the Minutes of the Joint Meeting of Thursday, July 18, 2019. 12
 2. Approve the Minutes of the Regular Meeting of Tuesday, July 23, 2019. 13
 3. Approve the Minutes of the Study Session of Monday, July 29, 2019. 15
 4. Approve the Minutes of the Special Meeting of Monday, July 29, 2019. 16
 5. Accept Grant from MSHSL Foundation in the amount of \$3,105.
 6. Accept Resignation of Brianna Holland, School Nurse.
 7. Accept Resignation of Kristie Intihar, Assistant Girls Track Coach. 17
10. ITEMS REMOVED FROM CONSENT AGENDA.
11. PERSONNEL.
 1. Approve 2019-2020 Fall Coaching Assignments. 18
 2. Approve 1.0 FTE Elementary Teaching Assignment of TBD.
 3. Approve 1.0 FTE Elementary Special Education Teaching Assignment of TBD.
 4. Approve Dual Posting of 1.0 FTE Licensed School Nurse and 6 hour/day Health Services Assistant with RN License.

12. NEW BUSINESS.	
1. <u>Approve Joint Powers Agreement with Virginia Schools.</u>	
2. <u>Approve Resolution for Consolidation with Virginia Schools.</u>	
3. <u>Approve 2019-2020 Student Handbooks.</u>	<u>19</u>
4. <u>Approve School Bus Purchase.</u>	<u>101</u>
5. <u>Approve UMD Student Teacher Placement Contract.</u>	<u>111</u>
6. <u>Approve Service Agreement for Transportation.</u>	<u>118</u>
7. <u>Approve Auditing Services Contract.</u>	<u>124</u>
8. <u>Approve Extra Curricular Transportation Contract.</u>	<u>133</u>
9. <u>Set Closed Session for Negotiations Strategies for EdMN and AFSCME.</u>	
13. ADMINISTRATIVE REPORT/INFORMATION.	
14. PUBLIC COMMENT.	
15. BOARD MEMBER TOPICS.	
16. ADJOURNMENT.	

8.0

INDEPENDENT SCHOOL DISTRICT #2154
Eveleth-Gilbert Public Schools

Treasurer's Report

8/6/2019

For the Month of July 2019

	Receipts	Disbursements	Payroll
General Fund	1,259,872.79	334,081.14	487,944.23
Food Service	5.40	25,374.06	
Transportation		7,190.34	34,049.67
Community Education	681.60	6,380.00	3,731.53
Capital Outlay		131,868.86	
Debt Service			
Trust & Agency			
Channel 12		1,400.00	
Flex Benefit Plan			(2,174.58)
OPEB	1,676.00	19,245.06	
TOTAL	1,262,235.79	525,539.46	523,550.85

CHECKING BALANCES

Miners Bank
First National Bank of Gilbert
TOTAL

AMOUNT

3,196,842.90
2,060,930.86

5,257,773.76

Payroll Check #0065330-0065340

Automatic Electronic Transfers Through Bank Checking Account

			<u>Debit</u>	<u>Credit</u>
Date	<u>07/01/19</u>	Whom <u>Educator's Benefit Consultants</u>	<u>7,345.41</u>	<u> </u>
Date	<u>07/01/19</u>	Whom <u>MN Dept of Revenue</u>	<u>10,055.38</u>	<u> </u>
Date	<u>07/01/19</u>	Whom <u>Educator's Benefit Consultants</u>	<u>65,122.97</u>	<u> </u>
Date	<u>07/05/19</u>	Whom <u>St. Louis County</u>	<u> </u>	<u>65,350.77</u>
Date	<u>07/05/19</u>	Whom <u>Further</u>	<u>246.71</u>	<u> </u>
Date	<u>07/10/19</u>	Whom <u>State of MN</u>	<u> </u>	<u>29,265.61</u>
Date	<u>07/10/19</u>	Whom <u>Magic Wrighter</u>	<u>27.00</u>	<u> </u>
Date	<u>07/11/19</u>	Whom <u>Further</u>	<u>20.00</u>	<u> </u>
Date	<u>07/11/19</u>	Whom <u>Further</u>	<u>75.00</u>	<u> </u>
Date	<u>07/15/19</u>	Whom <u>State of MN</u>	<u> </u>	<u>286,171.34</u>
Date	<u>07/15/19</u>	Whom <u>Payroll</u>	<u>3,892.85</u>	<u> </u>
Date	<u>07/15/19</u>	Whom <u>PERA</u>	<u>7,287.23</u>	<u> </u>
Date	<u>07/15/19</u>	Whom <u>TRA</u>	<u>27,107.59</u>	<u> </u>
Date	<u>07/15/19</u>	Whom <u>Payroll</u>	<u>42,891.88</u>	<u> </u>
Date	<u>07/15/19</u>	Whom <u>Federal Taxes</u>	<u>52,199.19</u>	<u> </u>
Date	<u>07/15/19</u>	Whom <u>Payroll</u>	<u>102,778.67</u>	<u> </u>

Date	<u>07/16/19</u>	Whom	<u>St. Louis County</u>		<u>652,570.00</u>
Date	<u>07/16/19</u>	Whom	<u>Educator's Benefit Consultants</u>	<u>59.33</u>	
Date	<u>07/16/19</u>	Whom	<u>Educator's Benefit Consultants</u>	<u>2,928.86</u>	
Date	<u>07/16/19</u>	Whom	<u>Educator's Benefit Consultants</u>	<u>7,345.41</u>	
Date	<u>07/16/19</u>	Whom	<u>MN Dept of Revenue</u>	<u>9,290.70</u>	
Date	<u>07/18/19</u>	Whom	<u>Further</u>	<u>4.08</u>	
Date	<u>07/25/19</u>	Whom	<u>Further</u>	<u>94.41</u>	
Date	<u>07/30/19</u>	Whom	<u>State of MN</u>		<u>223,313.34</u>
Date	<u>07/31/19</u>	Whom	<u>Bremer Bank</u>	<u>134.00</u>	
Date	<u>07/31/19</u>	Whom	<u>PERA</u>	<u>7,387.78</u>	
Date	<u>07/31/19</u>	Whom	<u>TRA</u>	<u>27,221.99</u>	
Date	<u>07/31/19</u>	Whom	<u>Payroll</u>	<u>47,760.85</u>	
Date	<u>07/31/19</u>	Whom	<u>Federal Taxes</u>	<u>52,704.98</u>	
Date	<u>07/31/19</u>	Whom	<u>Payroll</u>	<u>102,778.71</u>	
Date	<u>07/31/19</u>	Whom	<u>July Efunds Deposits</u>		<u>257.00</u>
Date	<u>07/31/19</u>	Whom	<u>July Efunds Fees</u>	<u>8.82</u>	
Date	<u> </u>	Whom	<u> </u>		

Eveleth-Gilbert ISD #2154
Check Register by Bank and Check

Batch Co	Bank	Pynt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
2154	1	50107	369235	Check	24250		APG MEDIA OF MN	Yes	No	No	USD	07/02/2019	3,401.32
		50091	369236	Check	02450		ARROWHEAD REGIONAL COMPUTIN	Yes	No	No	USD	07/02/2019	18,682.23
		50102	369237	Check	1605		ARROWHEAD TRANSIT	Yes	No	No	USD	07/02/2019	85.00
		50116	369238	Check	3181		AT & T MOBILITY	Yes	No	No	USD	07/02/2019	76.67
		50120	369239	Check	3696		BAYADA HOME HEALTH CARE INC	Yes	No	No	USD	07/02/2019	13,432.50
		50112	369240	Check	2961		BLUE CROSS BLUE SHIELD	Yes	No	No	USD	07/02/2019	4,068.00
		50092	369241	Check	05050		BROWN TRANSPORTATION INC	Yes	No	No	USD	07/02/2019	1,118.83
		50127	369242	Check	4047		CAREY JEFF	Yes	No	No	USD	07/02/2019	126.70
		50118	369243	Check	3674		CENTURY LINK	Yes	No	No	USD	07/02/2019	158.84
		50140	369244	Check	4558		COCHLEAR AMERICAS	Yes	No	No	USD	07/02/2019	634.50
		50093	369245	Check	07725		CULLIGAN WATER CONDITIONING	Yes	No	No	USD	07/02/2019	57.50
		50103	369246	Check	1622		EVELETH GOLF COURSE	Yes	No	No	USD	07/02/2019	500.00
		50094	369247	Check	11025		EVELETH PUBLIC UTILITIES	Yes	No	No	USD	07/02/2019	2,989.05
		50096	369248	Check	11950		FOLLETT SCHOOL SOLUTIONS INC	Yes	No	No	USD	07/02/2019	2,168.70
		50132	369249	Check	4428		FURTHER	Yes	No	No	USD	07/02/2019	436.20
		50097	369250	Check	13150		GILBERT WATER & LIGHT DEPT	Yes	No	No	USD	07/02/2019	7,629.89
		50135	369251	Check	4454		GOKEYLESS	Yes	No	No	USD	07/02/2019	5,440.00
		50099	369252	Check	13750		GRANDE HARDWARE	Yes	No	No	USD	07/02/2019	15.98
		50101	369253	Check	15951		INAC INC	Yes	No	No	USD	07/02/2019	25,374.06
		50106	369254	Check	2413		ISD #6076 NLC	Yes	No	No	USD	07/02/2019	17,156.76
		50105	369255	Check	2323		KNUTSON FLYNN & DEANS	Yes	No	No	USD	07/02/2019	165.00
		50131	369256	Check	4389		KY INTERPRETING SERVICES	Yes	No	No	USD	07/02/2019	9,835.00
		50098	369257	Check	1348		LAUTIGAR MELISSA	Yes	No	No	USD	07/02/2019	1,000.00
		50104	369258	Check	22300		MAGNEIL ENVIRONMENTAL INC	Yes	No	No	USD	07/02/2019	4,375.00
		50113	369259	Check	2983		MEDICAREBLUE RX	Yes	No	No	USD	07/02/2019	2,654.80
		50129	369260	Check	4176		MEDICO	Yes	No	No	USD	07/02/2019	151.73
		50122	369261	Check	3812		MENARDS	Yes	No	No	USD	07/02/2019	4.27
		50108	369262	Check	24350		MESABI SIGN CO INC	Yes	No	No	USD	07/02/2019	5,170.00
		50123	369263	Check	3832		METRO SALES INC	Yes	No	No	USD	07/02/2019	1,238.70
		50130	369264	Check	4340		MID AMERICA	Yes	No	No	USD	07/02/2019	13,795.46
		50110	369265	Check	2782		MN ENERGY RESOURCES CORP	Yes	No	No	USD	07/02/2019	168.09
		50124	369266	Check	3932		MN PEIP	Yes	No	No	USD	07/02/2019	76,823.70
		50109	369267	Check	25800		MN POWER	Yes	No	No	USD	07/02/2019	10,618.26
		50121	369268	Check	3778		MOTION INDUSTRIES	Yes	No	No	USD	07/02/2019	36.19
		50128	369269	Check	4169		NATIONAL INSURANCE SERVICES O	Yes	No	No	USD	07/02/2019	3,209.66
		50136	369270	Check	4517		NATIONAL RECOGNITION PRODUCT	Yes	No	No	USD	07/02/2019	130.05
		50111	369271	Check	27850		NORTHERN MN DENTAL INC	Yes	No	No	USD	07/02/2019	6,378.70
		50134	369272	Check	4449		PHILADELPHIA INSURANCE CO	Yes	No	No	USD	07/02/2019	300.00
		50100	369273	Check	1376		PROSEN THOMAS	Yes	No	No	USD	07/02/2019	392.20
		50114	369274	Check	31460		RANGE MENTAL HEALTH CENTER IN	Yes	No	No	USD	07/02/2019	10,709.83
		50115	369275	Check	31500		RANGE PAPER CORPORATION	Yes	No	No	USD	07/02/2019	2,206.06

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Batch Co	Bank	Pynt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
2154	1	50133	369276	Check	4444		RATWIK ROSZAK & MALONEY	Yes	No	No	USD	07/02/2019	198.00
		50139	369277	Check	4557		RICE JACOB	Yes	No	No	USD	07/02/2019	25.00
		50137	369278	Check	4529		SONOVA USA INC	Yes	No	No	USD	07/02/2019	2,255.99
		50119	369279	Check	36860		STATE SUPPLY COMPANY	Yes	No	No	USD	07/02/2019	1,367.45
		50117	369280	Check	3359		SWEETWATER	Yes	No	No	USD	07/02/2019	170.00
		50125	369281	Check	39350		TRIMARK INDUSTRIAL	Yes	No	No	USD	07/02/2019	401.23
		50126	369282	Check	39750		UNITED TRUCK BODY	Yes	No	No	USD	07/02/2019	2,407.47
		50138	369283	Check	4547		UTILITY SYSTEMS OF AMERICA	Yes	No	No	USD	07/02/2019	1,800.00
		50095	369284	Check	1129		WAGNER JON	Yes	No	No	USD	07/02/2019	58.00
		50152	369285	Check	24250		APG MEDIA OF MN	Yes	No	No	USD	07/17/2019	40.24
		50141	369286	Check	01850		APPLE INC	Yes	No	No	USD	07/17/2019	106,931.40
		50174	369287	Check	4055		BG INNOVATIONS	Yes	No	No	USD	07/17/2019	200.00
		50142	369288	Check	04300		BISS LOCK INC	Yes	No	No	USD	07/17/2019	6.00
		50156	369289	Check	2961		BLUE CROSS BLUE SHIELD	Yes	No	No	USD	07/17/2019	4,068.00
		50147	369290	Check	1352		BSN SPORTS	Yes	No	No	USD	07/17/2019	576.49
		50143	369291	Check	06681		COLOSIMO PATCHIN KEARNEY	Yes	No	No	USD	07/17/2019	1,165.25
		50144	369292	Check	07725		CULLIGAN WATER CONDITIONING	Yes	No	No	USD	07/17/2019	62.00
		50163	369293	Check	3781		CW TECHNOLOGY	Yes	No	No	USD	07/17/2019	428.00
		50145	369295	Check	09410		EDUCATION INNOVATION PARTNER	Yes	No	No	USD	07/17/2019	209.67
		50146	369296	Check	11760		EEGSD JOINT POWERS RECREATIO	Yes	No	No	USD	07/17/2019	6,200.00
		50172	369297	Check	4012		FIVE SEASONS SPORT CENTER	Yes	No	No	USD	07/17/2019	135.57
		50148	369298	Check	13750		FRONTLINE TECHNOLOGIES	Yes	No	No	USD	07/17/2019	11,995.59
		50171	369299	Check	3979		GRANDE HARDWARE	Yes	No	No	USD	07/17/2019	55.43
		50151	369300	Check	2413		HOLIDAY CREDIT OFFICE	Yes	No	No	USD	07/17/2019	98.10
		50150	369301	Check	20650		ISD #6076 NLC	Yes	No	No	USD	07/17/2019	833.42
		50175	369302	Check	4135		L & M SUPPLY INC	Yes	No	No	USD	07/17/2019	229.50
		50157	369303	Check	2965		MARCIA BRENNER ASSOCIATES LLC	Yes	No	No	USD	07/17/2019	1,083.53
		50176	369304	Check	4176		MARIUCCI VIDEO PRODUCTION INC	Yes	No	No	USD	07/17/2019	1,400.00
		50165	369305	Check	3812		MEDICO	Yes	No	No	USD	07/17/2019	203.93
		50167	369306	Check	3832		MENARDS	Yes	No	No	USD	07/17/2019	60.08
		50149	369307	Check	2003		METRO SALES INC	Yes	No	No	USD	07/17/2019	480.96
		50155	369308	Check	2782		MN DEPT OF HEALTH	Yes	No	No	USD	07/17/2019	180.00
		50168	369309	Check	3932		MN ENERGY RESOURCES CORP	Yes	No	No	USD	07/17/2019	992.05
		50169	369310	Check	3935		MN PEIP	Yes	No	No	USD	07/17/2019	76,823.70
		50166	369311	Check	3827		MREA	Yes	No	No	USD	07/17/2019	2,135.00
		50180	369312	Check	4560		NEXTERA COMMUNICATIONS	Yes	No	No	USD	07/17/2019	647.65
		50158	369313	Check	31415		PEMBERTON LAW PLLP	Yes	No	No	USD	07/17/2019	1,090.25
		50159	369314	Check	31460		RANGE AUTO PARTS COMPANY	Yes	No	No	USD	07/17/2019	234.84
		50178	369315	Check	4444		RANGE MENTAL HEALTH CENTER IN	Yes	No	No	USD	07/17/2019	2,502.26
		50179	369316	Check	4556		RATWIK ROSZAK & MALONEY	Yes	No	No	USD	07/17/2019	1,826.00
				Check			PPM ATHLETICS LLC	Yes	No	No	USD	07/17/2019	1,100.00

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Batch Co	Bank	Pynt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
2154	1	50160	369317	Check	33450		SCHMITT MUSIC CENTER	Yes	No	No	USD	07/17/2019	216.13
		50161	369318	Check	34800		SHERWIN WILLIAMS	Yes	No	No	USD	07/17/2019	78.66
		50162	369319	Check	36750		STATE CHEMICAL SOLUTIONS	Yes	No	No	USD	07/17/2019	1,177.36
		50164	369320	Check	3800		STEVE WEISS MUSIC	Yes	No	No	USD	07/17/2019	346.90
		50153	369321	Check	2890		TRITEC OF MINNESOTA INC	Yes	No	No	USD	07/17/2019	350.00
		50170	369322	Check	39750		UNITED TRUCK BODY	Yes	No	No	USD	07/17/2019	405.62
		50173	369323	Check	40390		VIKING ELECTRIC SUPPLY	Yes	No	No	USD	07/17/2019	253.11
		50154	369324	Check	2668		WIMACTEL INC	Yes	No	No	USD	07/17/2019	66.00
		50181	369325	Check	00350		ACCT INC	Yes	No	No	USD	07/26/2019	2,340.70
		50185	369326	Check	2941		ARROWHEAD LIBRARY SYSTEM	Yes	No	No	USD	07/26/2019	450.55
		50187	369327	Check	3181		AT & T MOBILITY	Yes	No	No	USD	07/26/2019	77.78
		50188	369328	Check	3296		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	07/26/2019	226.94
		50192	369329	Check	4292		EMC INSURANCE COMPANIES	Yes	No	No	USD	07/26/2019	14,355.82
		50193	369330	Check	4428		FURTHER	Yes	No	No	USD	07/26/2019	256.45
		50189	369331	Check	3923		MAIL FINANCE	Yes	No	No	USD	07/26/2019	555.54
		50186	369332	Check	2983		MEDICAREBLUE RX	Yes	No	No	USD	07/26/2019	2,654.80
		50183	369333	Check	25800		MN POWER	Yes	No	No	USD	07/26/2019	5,000.43
		50190	369334	Check	4169		NATIONAL INSURANCE SERVICES O	Yes	No	No	USD	07/26/2019	1,901.78
		50184	369335	Check	27973		NORTHLAND FIRE & SAFETY INC	Yes	No	No	USD	07/26/2019	820.00
		50191	369336	Check	4248		POWER SCHOOL GROUP, LLC	Yes	No	No	USD	07/26/2019	941.16
		50182	369337	Check	2190		STATE OF MN FIRE MARSHAL	Yes	No	No	USD	07/26/2019	7,470.25
Bank Total: 1													\$525,539.46
Report Total:													\$525,539.46

INDEPENDENT SCHOOL DISTRICT #2154
Eveleth-Gilbert Public Schools

Treasurer's Report

For the Month of August 2019
Check Writing

8/6/2019

	Receipts	Disbursements	Payroll
General Fund		222,321.04	
Food Service			
Transportation		3,087.88	
Community Education		777.54	
Capital Outlay		1,000.00	
Bldg Construction		6,302.87	
Debt Service			
Trust & Agency			
Channel 12			
Flex Benefit Plan			
OPEB		17,280.00	
TOTAL		250,769.33	

Eveleth-Gilbert ISD #2154
Check Register by Bank and Check

Batch Co	Bank	Pynt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void	Date	Amount
2154	1	50246	369338	Check	4159		3D CONCRETE & CONSTRUCTION IN	Yes	No	No	USD		08/07/2019	14,350.00
		50211	369339	Check	24250		APG MEDIA OF MN	Yes	No	No	USD		08/07/2019	70.04
		50206	369340	Check	1903		BERG PLANO SERVICE	Yes	No	No	USD		08/07/2019	106.00
		50194	369341	Check	05050		BROWN TRANSPORTATION INC	Yes	No	No	USD		08/07/2019	1,195.68
		50241	369342	Check	4047		CAREY JEFF	Yes	No	No	USD		08/07/2019	6,302.87
		50229	369343	Check	3674		CENTURY LINK	Yes	No	No	USD		08/07/2019	161.60
		50195	369344	Check	06350		CITY OF EVELETH	Yes	No	No	USD		08/07/2019	1,000.00
		50196	369345	Check	07725		CULLIGAN WATER CONDITIONING	Yes	No	No	USD		08/07/2019	14.50
		50232	369346	Check	3781		CW TECHNOLOGY	Yes	No	No	USD		08/07/2019	428.00
		50197	369347	Check	08400		DEMCO	Yes	No	No	USD		08/07/2019	38.23
		50251	369348	Check	4563		DS SOLUTIONS	Yes	No	No	USD		08/07/2019	200.00
		50225	369349	Check	3296		EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD		08/07/2019	226.94
		50243	369350	Check	4062		ESSENTIA HEALTH	Yes	No	No	USD		08/07/2019	100.00
		50198	369351	Check	10800		EVELETH FLORAL	Yes	No	No	USD		08/07/2019	471.75
		50199	369352	Check	11025		EVELETH PUBLIC UTILITIES	Yes	No	No	USD		08/07/2019	3,737.25
		50204	369353	Check	1393		FERGUSON ENTERPRISES INC 1674	Yes	No	No	USD		08/07/2019	284.47
		50200	369354	Check	11760		FIVE SEASONS SPORT CENTER	Yes	No	No	USD		08/07/2019	15.07
		50201	369355	Check	13150		GILBERT WATER & LIGHT DEPT	Yes	No	No	USD		08/07/2019	7,077.25
		50202	369356	Check	13750		GRANDE HARDWARE	Yes	No	No	USD		08/07/2019	50.12
		50203	369357	Check	13780		GRAYBAR ELECTRIC CO INC	Yes	No	No	USD		08/07/2019	114.93
		50250	369358	Check	4559		INSTITUTE OF CULTURAL AFFAIRS	Yes	No	No	USD		08/07/2019	77.84
		50210	369359	Check	2413		ISD #6076 NLC	Yes	No	No	USD		08/07/2019	140,500.81
		50205	369360	Check	17950		ISD #712	Yes	No	No	USD		08/07/2019	11,471.98
		50242	369361	Check	4053		IXL LEARNING	Yes	No	No	USD		08/07/2019	7,875.00
		50238	369362	Check	3959		JAY'S PAC-N-SHIP	Yes	No	No	USD		08/07/2019	25.00
		50213	369363	Check	2555		JONES SCHOOL SUPPLY CO INC	Yes	No	No	USD		08/07/2019	71.48
		50208	369364	Check	20650		L & M SUPPLY INC	Yes	No	No	USD		08/07/2019	103.23
		50245	369365	Check	4157		LEARNING.COM	Yes	No	No	USD		08/07/2019	3,273.75
		50221	369366	Check	2965		MARIUCCI VIDEO PRODUCTION INC	Yes	No	No	USD		08/07/2019	250.00
		50233	369367	Check	3812		MENARDS	Yes	No	No	USD		08/07/2019	241.84
		50234	369368	Check	3832		METRO SALES INC	Yes	No	No	USD		08/07/2019	100.75
		50217	369369	Check	2782		MN ENERGY RESOURCES CORP	Yes	No	No	USD		08/07/2019	96.08
		50214	369370	Check	25800		MN POWER	Yes	No	No	USD		08/07/2019	2,184.04
		50223	369371	Check	3060		MN TELECOMMUNICATIONS	Yes	No	No	USD		08/07/2019	742.50
		50212	369372	Check	25100		MN UI FUND	Yes	No	No	USD		08/07/2019	583.76
		50215	369373	Check	25900		MSBA	Yes	No	No	USD		08/07/2019	975.00
		50216	369374	Check	27001		NORTHEAST SERVICE COOPERATIV	Yes	No	No	USD		08/07/2019	200.00
		50228	369375	Check	3621		NORTHERN BUSINESS PRODUCTS I	Yes	No	No	USD		08/07/2019	146.67
		50218	369376	Check	27850		NORTHERN MN DENTAL INC	Yes	No	No	USD		08/07/2019	6,378.70
		50219	369377	Check	27973		NORTHLAND FIRE & SAFETY INC	Yes	No	No	USD		08/07/2019	354.00
		50227	369378	Check	3521		NORTHLAND TRUST SERVICES INC	Yes	No	No	USD		08/07/2019	17,280.00

Eveleth-Gilbert ISD #2154
Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
2154	1	50220	369379	Check	29050		PAULS ITALIAN MARKET	Yes	No	No	USD	08/07/2019	1,099.50
		50222	369380	Check	30412		PRAXAIR DISTRIBUTION INC	Yes	No	No	USD	08/07/2019	154.32
		50224	369381	Check	31500		RANGE PAPER CORPORATION	Yes	No	No	USD	08/07/2019	493.60
		50236	369382	Check	3934		RANGE PRINT SHOP	Yes	No	No	USD	08/07/2019	27.50
		50226	369383	Check	33651		SCHOOL SPECIALTY INC	Yes	No	No	USD	08/07/2019	535.93
		50207	369384	Check	2057		SHUBAT TRANSPORTATION	Yes	No	No	USD	08/07/2019	777.54
		50249	369385	Check	4555		SILLWORKS	Yes	No	No	USD	08/07/2019	185.95
		50235	369386	Check	3884		STAPLES MOTLEY HIGH SCHOOL	Yes	No	No	USD	08/07/2019	4,383.60
		50230	369387	Check	36860		STATE SUPPLY COMPANY	Yes	No	No	USD	08/07/2019	1,129.74
		50231	369388	Check	37650		SUPREME SCHOOL SUPPLY CO	Yes	No	No	USD	08/07/2019	174.11
		50252	369389	Check	4565		SWIFTREACH NETWORKS	Yes	No	No	USD	08/07/2019	1,500.00
		50247	369390	Check	4272		TECH CHECK LLC	Yes	No	No	USD	08/07/2019	5,867.65
		50209	369391	Check	20675		THYSSEN KRUPP CORPORATION	Yes	No	No	USD	08/07/2019	3,182.58
		50248	369392	Check	4397		TIERNEY	Yes	No	No	USD	08/07/2019	254.96
		50237	369393	Check	39350		TRIMARK INDUSTRIAL	Yes	No	No	USD	08/07/2019	221.46
		50239	369394	Check	39750		UNITED TRUCK BODY	Yes	No	No	USD	08/07/2019	447.16
		50240	369395	Check	40390		VIKING ELECTRIC SUPPLY	Yes	No	No	USD	08/07/2019	709.00
		50244	369396	Check	40826		VOSS LIGHTING	Yes	No	No	USD	08/07/2019	747.60

Bank Total: 1
 Report Total:

\$250,769.33
\$250,769.33

Joint Meeting Minutes
July 18, 2019

A Joint Meeting of the Board of Education of I.S.D. #2154, Eveleth-Gilbert Public Schools, and I.S.D. #706, Virginia Public Schools, was held on Thursday, July 18, 2019, at 5:00 p.m., at the Northeast Service Cooperative, in Mountain Iron, MN. The meeting was called to order by Virginia Chair Murray Anderson.

Present: Directors Addy, Gentilini, Lautigar, Sather, Sorcan, Uhan, and the Virginia School Board. Director Sjoberg was absent. Also present: Superintendents Jeff Carey and Noel Schmidt.

Judy Hoskens, Cunningham Group, and John Huenink, Kraus-Anderson, discussed the need for a construction advisory committee, what it is, and who is typically appointed.

John Huenink, Kraus-Anderson, updated the Board on Sites A & B.

John Huenink, Kraus-Anderson, discussed the need for a construction-school liaison. This could be one or two positions and would focus on day-to-day operations, transition facilitation, and coordination of staff development.

Judy Hoskens, Cunningham Group, reviewed upcoming community and programming meetings and discussed school site visits happening the last week of July and the first week of August.

Supt. Schmidt discussed the School-Business Coordinator position.

Supt. Carey reviewed the drafts of the Joint Powers Agreement and Consolidation Resolution. The Board discussed consolidation and took public comment.

Supt. Schmidt discussed aquatics and programming.

Supt.'s Carey and Schmidt talked with the Board about hiring a neutral consultant to guide the Board through the consolidation process. They will contact companies for proposals.

The public was given the opportunity for questions and comments.

The Regular July Meeting of the Board of Education of I.S.D. #2154, Eveleth-Gilbert, will be on Tuesday, July 23, 2019, at 6:00 p.m. in the Board Room. This is the only Regular Meeting in July.

The meeting adjourned at 7:33 p.m.

Bill Addy, Chair

Kelly Sather, Clerk

Minutes of the Regular Meeting of July 23, 2019

The Regular Meeting of the Board of Education of I.S.D. #2154, Eveleth-Gilbert Public Schools, was held on Tuesday, July 23, 2019, at 6:00 p.m., in the Board Room. The meeting was called to order by Chair Bill Addy.

Present: Directors Addy, Gentilini, Lautigar, Sather, Sjoberg, Sorcan, and Uhan. Also present: Supt. Jeff Carey.

Additions/Deletions: Removed Item 12.1: Environmental Impact Presentation from George Erikson.

Visitor Input: None.

Motion: Sather, Support: Lautigar, to approve the agenda as amended. Motion carried unanimously.

Motion: Gentilini, Support: Sather, to approve the Treasurer's Report for the Month of June, with receipts of \$706,983.61, disbursements of \$159,881.83, payroll of \$776,158.36, and electronic transfers as noted; for the First Check Writing of July, with disbursements of \$261,598.57; and for the Second Check Writing of July, with disbursements of \$226,888.69. Motion carried unanimously.

Motion: Lautigar, Support: Uhan, to approve the consent agenda. Motion carried unanimously, with Director Gentilini abstaining.

- A. Approved Minutes of the Regular Meeting of Tuesday, June 25, 2019.
- B. Approved Minutes of the Study Session of Tuesday, June 25, 2019.
- C. Accepted, with appreciation, the donation of \$874 from Poms for the purchase of new poms.
- D. Accepted, with appreciation, the donation of \$7,142 from Football Boosters for the purchase of a new sled.
- E. Accepted, with appreciation, the donation of \$400 for E-G Poms and \$500 for Girls Tennis from the Eveleth Elks.
- F. Accepted resignation of Nate Perkio, Jr. High Football Coach.

PERSONNEL

Motion: Lautigar, Support: Sjoberg, to approve the 1.0 FTE School Counselor assignment of Tara Fierke, at a rate of \$69,054 (MA+12), as per the EdMN contract and pending the required background check. Motion carried unanimously.

NEW BUSINESS

Motion: Sather, Support: Gentilini, to approve the purchase of a new school bus from United Truck Body of Duluth, in the amount of \$106,925.40. Motion carried unanimously.

Motion: Sather, Support: Addy, to approve the 2019-2020 Non-Negotiated Rates of Pay. Motion carried unanimously.

Motion: Gentilini, Support: Sjoberg, to approve the Season Ticket Prices, Gate Fees, and Student Participation Fees. Motion carried 6-1, with Director Sorcan opposed.

Motion: Sorcan, Support: Gentilini, to postpone the vote on the Resolution for Consolidation with Virginia Schools until after further discussion. Motion carried 6-1, with Director Addy opposed.

Motion: Sorcan, Support: Gentilini, to postpone the vote on the Joint Powers Agreement with Virginia Schools until after further discussion. Motion carried unanimously.

Motion: Sather, Support: Addy, to participate in the Broadband Initiative, with a contribution of \$5,000, making sure the District is in compliance with all legal aspects. Motion carried unanimously.

ADMINISTRATIVE REPORT/INFORMATION

The public meetings regarding collaboration efforts have been very well attended. Supt. Carey will reach out to the attorneys to see if they are able to attend a study session Monday, July 29, 2019, for discussion on the collaboration resolution and joint powers agreement.

**Minutes of the Regular Meeting
of July 23, 2019**

PUBLIC COMMENT

The Board received comments and suggestions from the public, primarily concerning consolidation efforts. It was also requested that new jerseys for Girls Hockey be ordered. There was consensus among the Board that Girls Hockey should begin that process.

ADJOURNMENT

The meeting adjourned at 7:31 p.m.

There is tentatively a Study Session scheduled for Monday, July 29, 2019, at 5:00 p.m. in the Board Room. This date may change, dependent on availability of the attorneys.

The next Regular Board Meeting will be held Monday, August 12, 2019, at 6:00 p.m. in the Board Room.

Bill Addy, Chair

Kelly Sather, Clerk

Study Session Minutes
July 29, 2019

A Study Session of the Board of Education of I.S.D. #2154, Eveleth-Gilbert Public Schools, was held on Monday, July 29, 2019, at 5:00 p.m., in the Board Room. The meeting was called to order by Chair Bill Addy.

Present: Directors Addy, Gentilini, Lautigar, Sather, Sjoberg, and Sorcan. Director Uhan was absent.
Also present: Supt. Carey.

Supt. Carey reviewed options for coverage in the health offices on both campuses. The consensus of the Board was to continue with the current format.

Supt. Carey reviewed the bus inventory list and recommended the purchase of one additional bus. Mike Hoag, Transportation Director, answered questions from the Board. The general consensus among the Board was to go ahead with the purchase another bus.

The Board discussed the Joint Powers Agreement (JPA) and Consolidation Resolution. John Huenink of Kraus-Anderson gave a general overview of the need for the JPA. Attorney Margaret Skelton was available via phone to answer questions regarding the JPA. Attorney Mitch Brunfelt was in attendance to answer questions regarding the Consolidation Resolution.

The meeting adjourned at 7:20 p.m.

Bill Addy, Chair

Kelly Sather, Clerk

Special Meeting Minutes
July 29, 2019

A Special Meeting of the Board of Education of I.S.D. #2154, Eveleth-Gilbert Public Schools, was held on Monday, July 29, 2019, at 7:32 p.m., in the Board Room. The meeting was called to order by Chair Bill Addy.

Present: Directors Addy, Gentilini, Lautigar, Sather, Sjoberg, and Sorcan. Director Uhan was absent.
Also present: Supt. Jeff Carey.

Motion: Lautigar, Support: Addy, to move into closed session to discuss EdMN negotiations strategies.
Motion carried unanimously.

The closed session began at 7:34 p.m.

The closed session ended at 8:04 p.m. The meeting adjourned at 8:04 p.m.

The next Regular Board Meeting will be held Monday, August 12, 2019, at 6:00 p.m. in the Board Room.

Bill Addy, Chair

Kelly Sather, Clerk

Kristie Intihar
1405 W 2nd Street
Eveleth, MN, 55734
(218) 744-0479
inti1712@gmail.com
6/26/2019

Mr. Jeff Carey
Superintendent
I.S.D. #2154 Eveleth-Gilbert Schools
801 Jones Street
Eveleth , MN 55734

Dear Mr. Carey,

I have enjoyed the past 14 years as an assistant track & field coach at ISD #2154 Eveleth-Gilbert School District. I have had a positive experience, will have many memories, will never forget the time I've spend with my student-athletes and fellow staff. My resignation date will be effective immediately June 26, 2019.

However, after carefully considering this decision. I feel it is the best choice for my family.

I truly enjoyed working with the student-athletes at ISD #2154 Eveleth-Gilbert School District.

Respectfully yours,



Kristie Intihar

Fall 2019 Coaches			
Football			
	Sean Streier	Head	\$5,160
	Dan Dosan	Assistant	\$3,440
	Jake Fallos	J.V.	\$3,440
	Josh Bestul	Junior High	\$2,150
	Dan Berry	Junior High	\$2,150
	Mark Muhich	Volunteer	
	Nick Miller	Volunteer	
	Chris Weston	Volunteer	
	Derek Malner	Volunteer	
	Dave Kunz	Volunteer	
Girls Swimming			
	Perry Brown	Head	\$5,160
	OPEN	Assistant	\$3,440
	Eric Jankilla	Volunteer	
Cross Country (Boys and Girls)			
	Jon Wagner	Head	\$3,440
	Tom Gustafson	Assistant	\$2,150
	Allen Hawley	Volunteer	
	Alyssa Olson	Volunteer	
Girls Tennis			
	Dean Edstrom	Head	\$3,440
	Jess Kralich	Assistant	\$2,150
	Tom Prosen	Volunteer	
	Al Lograno	Volunteer	
	Terry Sonnentag	Volunteer	
Volleyball			
	Beth Bittmann	Head	\$5,160
	Alex Schlotec	Assistant	\$3,440
	Jodi Westby	C Team	\$3,440
	Carrie Klakoski	Junior High	\$2,150
	OPEN **	Junior High	** Depending on numbers

EVELETH-GILBERT FRANKLIN ELEMENTARY
STUDENT HANDBOOK
2019-2020



Jeff Carey, Principal/Superintendent
Nicole Young, Dean of Students
Stacy Buatala, Secretary

IMPORTANT SECURITY NOTES:

*It is critical to the safety of our students that the office is informed of any absences or late arrivals. ****Please contact the Franklin Office DIRECTLY at 218-744-7709 as early as possible to inform the secretary of any reason your child may not be in school or on time.*****

The entrance to the Franklin will be from either East Door #11 or West Door #10 just south of the building. All other doors are locked during the school day. You will enter the walkway to the Franklin and make a right turn into the office. **You will not be allowed into the Franklin without going through the office, signing in, and receiving a Visitor Pass from office staff.**

The small lot off of Elba Avenue next to the playground is NOT for before or after school drop off or pick up. This creates hazards for all involved. It is only for use by school staff and school vans.

If your child walks to school, he/she should not arrive at school before 8:00 A.M. If you need to pick up your child before the school day ends you can park in the small short-term lot located near door 11 on the playground side of the building (enter the parking lot from Elba Avenue).

Students will not be allowed inside the school in the morning until the bell rings. The only exceptions are in cases of inclement weather or a signed note from a teacher requesting they be in to work with the teacher. If students are coming inside before school with a teachers note they must sign in at the office before going to the classroom.

When picking students up at the end of the day, adults are required to wait for ALL students in the hallway outside of the Franklin Office. Please enter using door #10 or door #11.

THANK YOU FOR YOUR COOPERATION AS WE WORK TO KEEP OUR STUDENTS SAFE.

Table of Contents

INTRODUCTION

FRANKLIN DIRECTORY

Student Activity Calendar – 2016-17

GENERAL INFORMATION

Before and After School Hours

Safety Patrols

Visitors

Parent/Teacher Association

School Volunteers

Attendance Policy

Absences and Dismissal During the School Day

School Breakfast and Lunch

Lost and Found

Transportation of Students

Student Search

Interview of Students by Outside Agencies

FRANKLIN ELEMENTARY EDUCATIONAL PROGRAM

Instructional Materials

Grade Scale

Conferences and Reporting

Appointments with School Personnel

PowerSchool

Calls to Your Child's Teacher

Field Trips

Home Based Education Program/ Student Admission Policy

SCHOOL HEALTH SERVICE

Illness During School

Medication at School

Extended Absences

Immunizations

FRANKLIN ELEMENTARY MEDIA CENTER

Mission Statement

Hours

Services

Student Access to the Media Center

Orientation and Policies

CODE OF CONDUCT AND DISCIPLINE POLICY

Behavior Expectations

Dress Code

Nuisance Objects

Weapons and Assaultive Behavior Policy

Cafeteria Behavior

Playground Rules

[Bullying Prohibition Policy](#)
[Reporting Procedure](#)
[Retaliation or Reprisal](#)
[Franklin School Golden Bears Golden Rule](#)
[HOMEWORK PLAN](#)
[Nature and Purpose](#)
[Consequences](#)
[Use of School Equipment Procedure](#)
[*Technology Resource Acceptable Use Policy*](#)
[Discrimination](#)

ISD 2154 ADMINISTRATION

Direct Dial Phone Numbers

Jeff Carey, Franklin Principal, Superintendent	744-7710
Nicole Young, Franklin Dean of Students	744-7717
Stacy Buatala, Franklin Secretary	744-7709
Brianna Holland, School Nurse	744-7711
Franklin Cafeteria	744-7713
Franklin Media Center	744-7723
ECFE	744-7742
Mike Hoag, Transportation/Maintenance	744-7748
Justine Henry, Administrative Assistant to Superintendent	744-7700
Bryan Mayry, Business Manager	744-7704
Janelle Dolinsek, Business Office	744-7705
Todd Gripentrog, Gilbert Principal	744-7773
Debbie Wiirre, Gilbert Secretary	744-7770
Angie Williams, High School Secretary	744-7707
Laura Tassoni, High School Secretary	744-7706
Denise Berry, Communications Secretary	744-7774
Community Education	744-7773

INTRODUCTION

Dear Students, Parents, and Guardians:

We are excited to begin a new school year! While we know families are inundated with information and paperwork at the start of a year, it is crucial that you read and understand the information in this manual. Understanding and following these procedures and rules will ensure we have another fantastic year and create a building where students and staff can learn and grow.

This student manual should be used as a source of regulations, policies, and information for the student while attending the Franklin Elementary. **Families should read the manual carefully, review it with children, and keep it as a reference.**

Students and parents are responsible for knowing and following the rules, regulations, policies, and procedures contained in this manual.

The rules, regulations, procedures, and articles described in this handbook have been established to create the best possible atmosphere for the education of all students. Your good use of this information will be to your advantage and will help the Franklin Elementary School continue to maintain the standards we have all come to expect. All students should remember that they can write their school record but once, and once written, that record cannot be changed. The importance of a good school record cannot be overemphasized. An excellent record in attitude, grades, attendance, citizenship, personality and character should be every student's goal.

This handbook is not intended to represent a complete description of all district policies. A detailed description of all policies adopted by ISD 2154 is accessible on the main website. (www.egschools.org) A printed copy is available upon request.

This handbook may be changed or amended during the school year. Changes will be posted in the office of the Principal and relayed to the students by means of the Daily Bulletin. Any questions on the policies herein should be addressed to the Principal.

FRANKLIN DIRECTORY

2019-2020 SCHOOL YEAR
DISTRICT VOICEMAIL (218) 744-2211

Name	Position	Extension/Direct Dial	Email
Jeff Carey	Principal	1910/218-744-7710	jcarey@egschools.org
Stacy Buatala	Secretary	1909/218-744-7709	sbuatala@egschools.org
Ms. Nicole Young	Dean of Students	1917	nyoung@egschools.org
Brianna Holland	Nurse	1911	bholland@egschools.org
Carole Kostich	ADAPT	2101	ckostich@egschools.org
Mrs. Jody Negen	Kindergarten Teacher	2110	jnegen@egschools.org
Mrs. Deb Tikkanen	Kindergarten Teacher	2113	dtikkanen@egschools.org
Mrs. Wolner	Kindergarten Teacher	2216	kwolner@egschool.org
Mrs. Becki Carey	1st Grade Teacher	2212	bcarey1@egschools.org
Mrs. Kaylee Hennen	1st Grade Teacher	2211	khennen@egschools.org
Ms. Laurie Hipple-Jam	1st Grade Teacher	2210	lhipple-jam@egschools.org
Mr. Cody Baker	2nd Grade Teacher	2205	cbaker@egschools.org
Mr. Joe Grigal	2nd Grade Teacher	2209	jgrigal@egschools.org
Mrs. Gaye Lossing	2nd Grade Teacher	2203	glossing@egschools.org
Ms. Laurie Kuoppala	Art Teacher	2309	lkuoppala@egschools.org
		2313	
Mr. Josh Bestul	3rd Grade Teacher	2310	jbestul@egschools.org
Mrs. Beth Bittmann	4th Grade Teacher	2312	bbittmann@egschools.org
Ms. Kristy Hill	4th Grade Teacher	2301	khill3@egschools.org
Ms. Melissa Lautigar	4th Grade Teacher	2303	mlautigar@egschools.org
Ms. Jill Kinney	Special Education	2314	jkinney@egschools.org
Mrs. Brianne Pellinen	Title 1	2214	bpellinen@egschools.org
Mr. Wayne Roberts	Phy Ed	1922	wroberts@egschools.org
Mr. Paul Brainard	Phy Ed/Swimming		pbrainard@egschools.org
Ms. Patricia Anderson	Speech	2208	panderson@egschools.org
Mrs. Roxanne Kelson	Media Center	2300	rkelson@egschools.org
Ms. Anita Skenzich	ADSIS/Interventions	2308	askenzich@egschools.org
Detention		2103	

Eveleth-Gilbert Schools 2019-20 Activity Calendar

Aug 26, 2019	Monday	Teacher In-Service	Feb 27, 2020	Thursday	Orchestra gr. 5-8 Concert, 7 p.m., Gilbert JR High
Aug 27, 2019	Tuesday	Teacher In-Service	Mar 2-3, 2020	Mon-Tues	Section 7A Music Contest @ VHS
Aug 28, 2019	Wednesday	Teacher In-Service @ Virginia High School	Mar 7, 2020	Saturday	Varsity Speech Meet @ EGHS/Frankin
Aug 29, 2019	Thursday	Open House 3:30-5:30 (Franklin) 2:30-5:30 (Sr High) 3-6 (Gilbert) Teacher In-Service	Mar 10, 2020	Tuesday	Senior High Band, Orchestra, and Choir Concert, 7 p.m. EGHS
Sep 2, 2019	Monday	Labor Day, No School	Mar 19, 2020	Thursday	End of Quarter 3
Sep 3, 2019	Tuesday	First Day of School	Mar 20, 2020	Friday	Teacher In-Service
Sep 17, 2019	Tuesday	Senior High School Pictures (Retakes Nov. 1)	Mar 23, 2020	Monday	Conference Exchange Day-No School
Oct 7-11, 2019	Mon-Fri	Homecoming Week	Mar 24, 2020	Tuesday	ACT Test(Juniors and Seniors)
Oct 4, 2019	Friday	Gilbert Campus 5-8 School Pictures (Retakes Nov 14)	Mar 26, 2020	Thursday	Sub-Section Speech @ Cherry, 3p.m.
Oct 8, 2019	Saturday	Franklin School Pictures (Retakes Nov. 12)	Mar 31, 2020	Tuesday	SH Chamber Music Concert, 7 p.m.
Oct 17-18, 2019	Thurs-Fri	Education Conference, No School	Apr 2, 2020	Thursday	JH Talent Show, 7:00 p.m. Franklin Spring Pictures
Oct 26, 2019	Saturday	Turnabout @ Eveleth Auditorium, Dinner at 6 p.m.	Apr 4, 2020	Saturday	Section 7A Speech, Marshall School Duluth, 10:00 a.m.
Oct 24-25, 27, 2019	Thurs, Fri, Sun	Senior High Fall Play (Thurs & Fri: 7 pm; Sunday: 1 pm)	Apr 7, 2020	Tuesday	ACT Make Up Test
TBD	TBD	Senior Scholarship and Financial Aid Night, 6 pm	Apr 9-13, 2020	Thur-Mon	Spring Break-No School
Nov 1, 2019	Friday	End of Quarter 1	Apr 17-18, 2020	Fri-Sat	State Speech @ Wayzata HS
Nov 4, 2019	Monday	Teacher In-Service Day	Apr 23-25, 2020	Thur-Sat	SH Spring Play (Thur, Fri, 7 p.m.; Sat 1 p.m.)
Nov 7, 2019	Thursday	JH/SH Conferences, 3:30-7 pm	Apr 30	Thursday	Junior High Band and Choir Concert, 7 p.m.
Nov 11 & Nov 13, 2019	Mon & Wed	Nelle Shean Conferences, 3:30-7 pm	May 2, 2020	Saturday	Prom
Nov 12 & 14, 2019	Tues & Thurs	Franklin Conferences, 3:00-7 pm Tues/3:00-6 Thurs	May 5, 2020	Tuesday	SH Band and Choir Concert, 7 p.m.

Nov 14, 2019	Thursday	Senior High Band and Choir Concert, 7 pm	May 8, 2020	Friday	Franklin Grades 3 & 4 Spring Sing, 1:00 p.m.
Nov 28-29, 2019	Thurs-Fri	Thanksgiving, No School	May 11, 2020	Monday	Spring Pops Orchestra Concert @ VHS, 7 p.m.
Dec 3, 2019	Tuesday	Orchestra Concert for grade 5-12 VHS Auditorium, 7 p.m.	May 15, 2020	Friday	Nelle Shean Spring Sing, 1:00 p.m.
Dec 4, 2019	Wednesday	11th Grade ASVAB Testing, HS Auditorium, 8:15 a.m	May 18-22, 2020	TBD	Orientation for Incoming Freshman, Day TBD
Dec 5, 2019	Thursday	Junior High Band and Choir Concert, 7 pm	May 18-22, 2020	TBD	Senior High Awards Program Day/Time TBD
Dec 13, 2019	Friday	Franklin K-2 Concert, 1 pm	May 20-21, 2020	Wed-Thurs	Franklin Track and Field Day, Make up Day May 22
Dec 23-Jan 1	Mon-Wed	Winter Break, No School	May 21, 2020	Thursday	Memorial Day Program
Jan 2, 2020	Thursday	Classes Resume	May 22, 2020	Friday	Nelle Shean Track and Field Day (Tues May 26, Rain Date)
Jan 13-17, 2020	Mon-Fri	Snow Week	May 25, 2020	Monday	Memorial Day, No School
Jan 17, 2019	Friday	End of Quarter 2/Semester 1	May 28, 2020	Thursday	End of Quarter 4/Semester 2, Last Day for Students
Jan 17, 2020	Friday	Preview of Plays Festival @EGHS Aud, 3:00-9:00 p.m.	May 29, 2020	Friday	Graduation Ceremony, 7:00 p.m.
Jan 20, 2020	Monday	Teacher In-Service	May 29, 2020	Friday	Teacher In-Service
Jan 25, 2020	Saturday	One Act Sub-Sections @ EGHS			
Feb 1, 2020	Saturday	One Act Sections @ Aitkin			
Feb 6-7, 2020	Thur-Fri	State One Act			
Feb 11, 2020	Fri-Mon	JV Golden Bear Cub Speech Invitational @ EGHS, 4 pm			
Feb 14-17, 2020	Friday -Monday	No School			
Feb 20, 2020	Thursday	JH/SH Conferences Appointments Only, 3:30-7:00 p.m.			

GENERAL INFORMATION

All students are expected to be in school regularly and on time, but it is requested that walkers leave home so that they do arrive not more than 5 or 10 minutes before classes begin. The first bell will ring at 8:10 A.M. Students are dismissed one hour early on Wednesdays.

Exceptions: Prevented by illness or appointment (dentist, doctor, other professionals).
 Excused by the Principal.

School Hours: M,T,Th, F 8:15 – 2:50 Wednesday 8:15-1:50

Cafeteria Lunch Schedule:	M, T, Th, F	Wednesday
Grade 4	10:50-11:35	Grade 4 10:50-11:35
Grade 3	10:55-11:40	Grade 3 11:40-12:25
Grade 2	11:05-11:50	Grade 2 11:45-12:30
Grade 1	12:15-1:00	Grade 1 11:50-12:35
Kindergarten	12:20-1:05	Kindergarten 11:55-12:40

*Lunch schedules subject to change.

BEFORE AND AFTER SCHOOL HOURS

School will be open every day unless prevented by severe weather or other emergency or facility issue. In this event, an announcement will be made early in the morning on local radio stations. These stations are WEVE (1340) or WTBX (93.9 FM). Television: KDLH, KBJR, and WDIO and PUBLIC ACCESS - 12. The school will also use PowerAnnouncement to contact parents and guardians directly. Settings for which emails or phone numbers receive this information can be changed by logging into the parent portal of PowerSchool or by contacting the office at 218-744-7709 or sbuatala@egschools.org.

Families are reminded to be alert to the possibility of early closings because of severe weather and instruct their child what to do and where to go in case of an emergency school closing. Information about where your child should go in the event of an emergency early release should be detailed on their Emergency Information Card at the beginning of the year. We will send a PowerAnnouncement as quickly as possible to give parents and guardians the maximum amount of time to prepare for their child's early release.

Children are allowed in school prior to 8:15 A.M. if it is raining, if the temperature is more than 10 below with the windchill, or wind conditions are severe. **Walkers should not arrive at school before 8:00 A.M. and should leave immediately after school.**

During the cold winter months please make a special effort to observe your youngsters carefully before sending them off to school. Check to be sure that clothing is adequate. Be sure that he/she is dressed for some unexpected emergency, such as a stalled bus, a lengthy wait at the bus stop, or an extreme change in the weather.

Children will ordinarily be outside for noon hour (approximately 25-30 minutes) unless the weather is severe.

At the end of the school day, students will return home their regular way unless the school receives a written change from the parent or legal guardian. **Please call the office no later than 1:30 for changes to assure time to reach your child's teacher.** Unless there is an unforeseen emergency, a **WRITTEN NOTE** must be sent in prior to the day a change is necessary.

SAFETY PATROLS

Safety patrols are on duty in the morning and after school. Please encourage your child to use the crosswalks on Fayal and Elba Avenues. Please cooperate with the safety patrols, they are assisting with the safety of your children.

Patrols are chosen from 4th grade students. Use of patrols should not lessen the need for any child to be alert and follow good safety practices when crossing streets. If, for some reason, a patrol is not at a station, we then would expect a child to exercise good judgment when crossing the street.

Patrols serve the Franklin School in a very responsible position. The safe crossing of students to and from school is their obligation. They perform their duties in some adverse weather conditions. Cooperation by motorists and pedestrians makes their job easier.

VISITORS

Parents and guardians are welcome and encouraged to visit school. We work to provide information about unique opportunities for family participation, please keep an eye on newsletters and home folders. **ALL VISITORS MUST ENTER THE BUILDING THROUGH THE OFFICE, SIGN IN AND PUT ON A VISITOR PASS.** If there is a particular class or activity you would like to see, please make arrangements with your child's teacher by calling, sending a note, or emailing.

PARENT/TEACHER ASSOCIATION (Franklin B.E.A.R.S.)

Monthly meetings are held in the Franklin Cafeteria. The board consists of a chairperson, co-chairperson, and treasurer. Some of the functions of this group include: providing parental opinion for the principal, fundraising activities, and the yearbook. This is a good way to be involved with your child's education and field trip programs.

SCHOOL VOLUNTEERS

The educational experience of our children can be enhanced and expanded with the help of volunteers in our school.

By assisting teachers with photocopying, bulletin boards, art projects, and reading or math drills, volunteers give teachers the opportunity to use their time to do even bigger and better things in the classroom.

We're always looking for people to help in many ways. Here are a few: counting and sorting box tops for education, helping with the Book Fair, Open House, picture days, classroom parties, sharing a hobby or story, fundraisers, etc. If interested, please let your child's teacher know.

ATTENDANCE POLICY

A parent or guardian must call the school or send a note when a student is absent. We ask that families contact the school by 8:30 a.m. if the student will be absent so we know where they are. A student has 1 day after their return to bring in a note or the absence will be unexcused. If we do not hear from you regarding your student's absence, you will receive a call from the Dean of Students to verify that your child is safe.

Excessive absences, whether excused or unexcused, cause significant disruption and academic hardship. Students who accumulate 5 absences over the course of a term will be sent a letter reminding their families of the importance of school attendance. Students who are absent for 10 or more days in the year will be sent a letter that indicates a doctor's note is required to excuse any further absences. We strongly recommend acquiring a doctor's note whenever possible in order to

minimize the accumulation of these 10 absences. Any absence with documentation from a doctor is marked “M” for Medical and does not count towards the total that triggers the 10 absence letter.

Students who accumulate more than 7 unexcused absences may be referred to the Multi-Agency Truancy Review Team. At the elementary level, absences accumulate per class session (a.m. and p.m.), not just per day. This means that a student who is absent unexcused for one or more ½ day on 7 different days may be referred for Truancy Review Services.

Students will have 2 days to make up any missed work for every 1 day of excused absence. At that time, the assignment would be considered late and individual classroom late work policies will apply.

Reference: Policy 503 ISD 2154 Student Attendance Policy.

ABSENCES AND DISMISSAL DURING THE SCHOOL DAY

If your child will be absent from school for any reason, please call the Secretary in the Franklin Office at 744-7709. State law requires us to mark children absent even if it is excused.

When picking up your child during school hours, first come to the office (Room 109) to sign them out. Please do not ask us to send your child home from school unattended. If plans for the care of your child after school should change, please stop by our office and we will have you write a note for the teacher. These regulations are for the safety of your child. If your child is taking a bus to their after school destination and is not a regular bus student, the office and bus driver must get a note.

If for any reason you do not want your child released except to your care, please contact the Elementary Principal at the beginning of each school year, or when such circumstances arise. You need to put your request in writing.

SCHOOL BREAKFAST AND LUNCH

WALKERS ARE PERMITTED TO GO HOME FOR LUNCH. The student’s parent/guardian must send a note or call the school to confirm. They must sign out when leaving and sign in when returning. Students must return on time for afternoon classes.

The school breakfast cost is \$2.10 for elementary students except for Kindergarten students, for whom breakfast is served free of charge. Those students who qualify for free or reduced lunches will get free breakfast. Noon lunches are available to each child. Costs for lunches are \$2.50 for elementary students. If students qualify for reduced lunch, lunch will be free. Forms for free or reduced lunches can be picked up in the office. Adult lunches are \$4.10.

Milk is also available for those children carrying bag lunches. The cost for a milk ticket is sixty-five cents (.65).

LOST AND FOUND

Lost and found cabinets are located on each of the 3 floors. All lost and found items are kept in these cabinets. The buses also have boxes with lost and found items in them. We strongly suggest that all items of clothing and lunch buckets be marked with your child’s name. It is the student’s and/or parents’ responsibility to check for lost and found items.

TRANSPORTATION OF STUDENTS

1. The bus driver has complete authority on the bus.

2. The school bus does not stop, nor does it wait for students who are not out at the designated school bus pick up location. Students who miss their bus through their own negligence must find their own transportation to or from school.
3. Students must ride their assigned bus to and from school unless administrative approval is granted. A parent must make a written request and the administrator must sign the request.
4. Students must board and leave their bus at the location designated by the district.

Bus drivers will report serious or continued violations to the administration. Parents or guardians will be notified by letter. Transportation may be denied a student by the school authorities for repeated or flagrant violation of bus rules.

If your child is transported by bus and you need to change pickup or drop off locations, you must complete a Transportation Change Request 5 days prior to the change. Forms may be printed from the District Website or picked up in the Principal's office.

NOTE: All School District and/or Franklin Elementary School Policies remain in effect while riding the school bus.

Reference Policy #709 ISD 2154 Student Transportation Safety

STUDENT SEARCH

It is the intent of all school staff to provide a safe and healthful educational environment by enforcing the district's policies against contraband.

Reference Policy #502 ISD 2154 Search of student lockers, desks, personal possessions and student's person.

INTERVIEW OF STUDENTS BY OUTSIDE AGENCIES

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 of access to students by authorized individuals during the school day.

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.

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.

Reference Policy #519 ISD 2154 Interviews of students by outside agencies.

FRANKLIN ELEMENTARY EDUCATIONAL PROGRAM

The Elementary Educational Program provides the foundation for further educational pursuits and the student's life's work. With the exception of a child's preschool years in the home, there is perhaps no more important period in a person's life, in respect to the establishment of behavior patterns and personality development, than the years a child is in elementary school. With this thought in mind, Franklin Elementary School has been actively engaged in curriculum revisions and development under the administration of our elementary school recognizing that the focal point of any educational activity is the student. As such the curriculum seeks to meet the needs of individual students by the means of a coordinated program of studies based on the educational goals of the district. In addition to the following list of general goals for our school district, there are more specific goals and objectives for each area of study, which are available for your review at school.

INSTRUCTIONAL MATERIALS

Children are furnished with all necessary textbooks, workbooks, and manipulative materials; however, items such as tablets, notebooks, pencils, pens, etc. are to be purchased for the individual child. Each teacher will advise the students of materials needed for their class. The class supply list is available in the office.

If your family is struggling to purchase any necessary materials, please contact the principal or your child's teacher. We have extra supplies on hand and can help provide any required supplies.

GRADE SCALE

The grade scale for grades Kindergarten through 2nd grade:

- E-Excellent 93-100%
- V-Very Good 86-92%
- S-Satisfactory 78-85%
- I-Improvement Needed 70-77%
- U-Unsatisfactory 69 % and below

The grade scale for grades 3 and 4:

- A-Excellent 93-100%
- B-Above Average 86-92%
- C-Average 78-85%
- D-Below Average 70-77%
- F-Unsatisfactory 69% and below

CONFERENCES AND REPORTING

Parent conferences will be scheduled for all parents during or at the conclusion of the first ten-week period. Additional conferences may be scheduled as needs arise and may be initiated by either families or the teacher. If parents or teachers feel a conference is needed a phone call, email, or note should be used to arrange a time convenient to both parties. Parents have access to their child's cumulative record. If you wish to view this record please make a request in writing to schedule an appointment with the office. Report cards will be sent home after each marking period.

APPOINTMENTS WITH SCHOOL PERSONNEL

Anyone desiring a conference with a staff member or a conversation regarding the progress of their son/daughter should call the instructor and leave a voicemail message. You may call 744-7709, and the secretary will transfer you to the staff

member's voice mail. You may contact the office if for any reason the instructor fails to return your call in a timely manner.

POWERSCHOOL

Parents may access their son/daughter's grades, attendance, homework, etc through the Power School Program. Log on to www.egschools.org and click on the PowerSchool icon. Access Codes will be given out at the beginning of the school year. Parents/Guardians may also call the office to request their user information.

FIELD TRIPS

Some transported and some walking field trips are taken by classes to broaden their educational experiences. Parents may be asked to help with supervision on some of the field trips. An informative letter and permission form is sent home for parental approval prior to the trip.

Ideas for walking field trips are always welcome. If any interested parent or resident of Eveleth School District is employed at an appropriate place of interest within walking distance of school, please contact the Principal.

HOME BASED EDUCATION PROGRAM/ STUDENT ADMISSION POLICY

For the purpose of this policy, a Home-Based Private Education Program will be that which is defined as M.S. 120.101-120.103. This policy applies to students who enter or reenter the School District of Eveleth-Gilbert after having participated in a Home-Based Private Education in accordance with Minnesota law.

Reference Policy #611 Home-Based Education Program Student Admission

SCHOOL HEALTH SERVICE

The Health Office is located in the Franklin Elementary School. The office is staffed by a Health Assistant from 7:00 A.M. to 3:30 P.M., Monday through Friday. Health service personnel are registered nurses, in addition to being trained in first aid and cardiopulmonary resuscitation (CPR). The primary responsibility for the student's health rests with the parents. The school assists the student to maintain, protect, and improve his/her own health status and helps to develop competence in dealing with health problems that he/she will encounter.

ILLNESS DURING SCHOOL

When a student presents himself/herself at the Health Office complaining of an illness, he/she is assessed by the Health Service Personnel. A rest area is provided for students. They are monitored to determine if they can return to class or home. If the child presents symptoms that do not allow him/her to function in the classroom, the parent will be telephoned to transport their child home. When parents cannot be reached, information provided on the emergency card will be used. If the Health Office is unable to reach anyone, the child will remain in the office for the remainder of the day or until a responsible adult is reached. Children will not be sent home without permission of the parent or designated emergency phone numbers.

Parents are responsible for transporting the ill child home. Only under extenuating circumstances will the school provide transportation. If the parent requests and the child's condition allows, students may walk home. The parent is to call the Health Office when the child reaches home.

NOTE: IN THE EVENT OF A SERIOUS INJURY OR ILLNESS, AN ATTEMPT WILL BE MADE TO CONTACT THE PARENT PRIOR TO CALLING AN AMBULANCE. HOWEVER, IN CASES THAT PRESENT THEMSELVES AS VERY SERIOUS OR LIFE THREATENING, THE SCHOOL RESERVES THE RIGHT TO CALL FOR EMERGENCY MEDICAL ASSISTANCE.

MEDICATION AT SCHOOL

Prescription and non-prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel to administer medication to the child. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler, and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP, Section 504 Plan, or IHP.

EXTENDED ABSENCES

If at any time a situation arises that your child will not be able to attend school for an extended period of time notify the Principal as soon as possible. Arrangements will be made to continue your child's education by other means. Parents are requested to notify the Health Service if a child is absent due to surgery, an injury or illness. The Health Service also should be notified of major injuries such as broken bones, sprains, stitches, etc.

IMMUNIZATIONS

It is the responsibility of the parent to have their child immunized to meet the requirements for school entrance. Minnesota Statutes 1980, Section 123.70, requires that all children who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, allowing for certain specified exemptions. The School Health Service will annually review the immunization status of all students and make the appropriate recommendations for boosters or to complete the required immunization series.

FRANKLIN ELEMENTARY MEDIA CENTER

MISSION STATEMENT

The mission of the Eveleth-Gilbert Schools Media Center is to provide a learning environment with diversified materials and resources to support the curriculum and to promote lifelong learning and literacy. Through interaction and cooperation with faculty, students will learn how to retrieve, interpret and synthesize information from a variety of sources to meet their individual needs.

HOURS

The Media Center is open from 8:30 AM – 3:20 PM. This schedule may vary depending on faculty meetings and other events scheduled as needed. Students who need to use the Media Center beyond these hours must make special arrangements in advance with Media Center personnel.

SERVICES

1. The print collection includes approximately 16,000 books and numerous subscriptions to current magazines.
2. Online resources include Internet access, access to the library catalog, and several other subscription research databases.
3. The non-print collection includes a variety of videotapes, DVDs, AND books on CD.
4. Lamination, video and DVD production and duplication, letter making machines, bookbinding and many other production services are available upon request.
5. Software on various computers is available for word processing, creating databases, spreadsheets, and other computer generated presentations.

STUDENT ACCESS TO THE MEDIA CENTER

Franklin Elementary classes may receive whole group resource time in the media center each week. Individual students or students in small groups may use the Media Center from classes with a written pass from an instructor. These passes must be presented at the circulation desk and must be signed by Media Center personnel if students return to class before the end of a class period. Individual instructors will arrange class use of the Media Center in advance. Students are also encouraged to make use of the Media Center before school, during the lunch break, between classes and after school. Passes are not required at these times.

ORIENTATION AND POLICIES

Franklin Elementary students will receive in-depth instructions and information on Media Center use, services and policies, through scheduled sessions arranged through a classroom teacher sometime at the beginning of the school year. Students will be notified of new services and materials on an ongoing basis as needed.

Students using the Media Center are expected to:

1. Observe school rules regarding attire, food and beverages, mp3 players, cell phones, etc.
2. Display appropriate behavior, which is non-disruptive to others in the area.
3. Show proper respect for other persons and property, school district materials, equipment, furniture and supplies.
4. Follow other procedures for checking out and returning materials.
5. Use computers with complete knowledge and understanding of school district policies.

Disrespectful or disturbing behavior or abuse of materials or equipment will not be tolerated. Students will be verbally warned and may be temporarily restricted from using the Media Center as a consequence for misbehavior

CODE OF CONDUCT AND DISCIPLINE POLICY

Grades K-4

In any community, a system of rules is necessary for successful work and learning to take place and to ensure personal safety. It is crucial that students learn the school rules and understand the value and importance of following them. Another key lesson that everyone needs to understand is the importance of staying in one's own personal space (both verbally and physically) and to respect the personal space of others. We want students to accept and understand when they have made a poor choice or done something wrong, and accept the consequences for their behavior as part of their learning experience.

Students need to develop skills that will help them to become good citizens and community members. Included are a basic knowledge of personal rights and responsibilities, learning to resolve conflicts in appropriate ways and learning to make safe, healthy choices in their daily lives. It is important for students to learn to show common courtesy and respect to others. All students need to behave in a way that allows everyone, regardless of gender, race, disability, ethnicity, personal identity, and religious affiliation, to feel free of fear and intimidation.

The consequences for misbehavior described in this regulation are designed to be fair, firm and consistent for all students in grades K-4 in the Eveleth-Gilbert School District. **They apply to the students while they are in school or any district building during regular school hours or at times they are attending district events outside the regular school day. They also apply while students are on any district property or in any district vehicle.**

Because it is not possible to list every misbehavior that occurs, misbehavior not included in this regulation will be responded to as necessary by district staff. Administrators may involve the police and other law enforcement authorities as necessary. If a student violates a district rule that is also a violation of the law, the student will be referred to the police in addition to being dealt with by district staff.

BEHAVIOR EXPECTATIONS

Grades K-4

Be Prompt and Prepared: *See homework plan.

Bring the following to class on a daily basis:

1. be on time
2. appropriate text(s)/ other materials (example: gym clothes, swimsuit, etc.)
3. notebook/folder
4. pen/pencil
5. daily planner
6. completed homework/make-up work
7. a leisure reading book (accelerated reader)

Responsibility

1. Make good choices
2. Take care of yourself
3. Help others when needed
4. Listen and follow directions
5. Complete work on time
6. Keep up with your books, pencils, backpacks, folders, jackets, etc.

Resourceful

1. Come to class prepared to learn
2. Have necessary materials (paper, pencils, books, folders)
3. Use materials wisely, recycling when possible

4. Try to solve problems or locate materials and information needed on your own before asking the teacher for help

Respectful

1. Be kind to self and others
2. Use good manners
3. Take care of school property
4. Listen carefully to instructions, and follow directions
5. Respect personal space
6. Listen when others are talking
7. Be positive
8. Be on time for class/school

DRESS CODE

The clothes a student wears to school shall be an agreement between the student and the parents. Proper guidance from the home regarding grooming and dress contributes to the development of the child's self-confidence. Remember students who are in grades 3 and 4 may need deodorant and other hygiene products. Also, parents need to realize that what may be appropriate dress outside of school does not mean it is appropriate for school. Think before you dress for school! **Remember: Franklin Elementary Staff reserves the right to determine whether a student's clothing is acceptable or not.**

General guidelines to follow:

- Students are expected to dress in a manner that is not disruptive to the classroom situation.
- Shorts are permissible dress in the Franklin School. However, it is still advisable to wear clothing that protects the knees in the event of a fall on the blacktop areas.
- Students must wear shoes or other footwear and shirts as required in all public buildings. No flip flops will be allowed!
- Students should dress appropriately for existing weather conditions.
- Classroom teachers will inform you in advance if there is a need for special clothing for a particular activity.
- Students should not wear dark soled shoes or hiking boots in school as they mark the floors.
- Students pants are expected to fit to an appropriate length. Please make sure they wear a belt if the pants do not fit well. Pants dragging on the ground are not appropriate for school and are not permitted.
- Hats may be worn to school but must be removed prior to entering the building.
- Clothing advertising tobacco, alcohol and/or other inappropriate messages are not to be worn to school.

Reference Policy 504 ISD 2154 Student Dress and Appearance Policy

NUISANCE OBJECTS

Students who bring any of the following items to school will have the items immediately confiscated. They will be kept in the office until arrangements to pick up the item are made by parents.

- No trading cards of any kind are allowed to be brought to school. This includes: Pokemon, All-Star Wrestling, Baseball, Football, Basketball, Hockey, Hollywood, etc. Trading cards have had a disruptive, negative and sometimes violent effect on schools in recent years.
- No bicycles, skateboards, push (or motorized) scooters, or rollerblades, “Heely” type shoes (shoes with wheels). These items are not allowed anywhere on school property.
- No cell phones, music players (iPods or other MP3 players), laser pointers, or hand held electronic games.
- Toy weapons of any kind are not allowed on school district property at any time.

Special circumstances: If a cell phone is needed as the only means a student can contact their parent after school the parent must contact the Principal and make arrangements with the principal. The phone must be turned in to the teacher or kept in the office during the school day.

WEAPONS AND ASSAULTIVE BEHAVIOR POLICY

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property.

A dangerous weapon can be many things. It includes guns, switchblades, brass knuckles, nun-chucks, certain liquids and pellet guns. It does not matter, for instance, whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

Possession on school property includes on a school bus, at a bus stop, on school property, on any property leased by a school and whether the school is public or private. It also includes off campus locations where school hosted activities are taking place.

Violation of the terms of Minnesota law will result in penalties including expulsion of school in addition to statutory penalties, which include significant fines and prison.

Reference Policy #501 Weapons and Assaultive Behavior Policy
Reference Policy #506 ISD 2154 Student Discipline Policy

CAFETERIA BEHAVIOR

All students must remain in the school cafeteria during their lunch period. Students are not to be wandering in the halls during their lunch period. Classes are in session for the other grades.

All students are expected to follow these rules:

- Follow the directions of the cafeteria supervisors.
- Respect the cafeteria supervisors.
- Be on time.
- Talk quietly.
- Do not cut in front of others in the food line.
- No throwing food or objects.
- Clean up your table.
- Place all trash in the proper receptacles.
- Keep hands, feet, and objects to self.
- Get permission to use the restroom from the lunchroom supervisors.
- All other school rules apply to the cafeteria as well.

- **No bullying.** Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone for a group on purpose. Bullying can cause a victim to feel upset, afraid, ashamed, embarrassed, and anxious about going to school and it can involve children of any age. Bullying is when you keep picking on someone because you think you're cooler, smarter, stronger, or better than them.

Violations will be handled following Disciplinary Procedures as previously described in the Code of Conduct.

PLAYGROUND RULES

1. Keep hands, feet, and "body" to self.
2. Baseballs, footballs, kick balls, soccer balls are allowed on the large activity field only.
3. No metal or wood bats, hard balls, bicycles, skateboards, scooters, roller blades, Healy's (shoes with pop out rollers in them), music players, hockey sticks, pen knives, trading cards, electronic games, cell phones, etc.
4. Playground equipment:
5. Use walking feet on the equipment.
6. No climbing "up" the slide.
7. No climbing on top of the equipment.
8. No playing in or behind the skating rink.
9. Stay within the fenced area near the playground.
10. Food and beverages are to be consumed in the cafeteria only.
11. Enter the building with a buddy only with the permission of staff from the playground for use of the bathroom or visit to the nurse.
12. No throwing of wood chips or asphalt.
13. **No bullying.** Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying can cause a victim to feel upset, afraid, ashamed, embarrassed, and anxious about going to school and it can involve children of any age.
14. Bullying is when you keep picking on someone because you think you're cooler, smarter, stronger, or better than them.

BULLYING PROHIBITION POLICY

For a full copy of the policy, please refer to the district website.

This handbook includes portions of the full policy.

General Statement of Policy

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber-bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506).
The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.
- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Definitions

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student's educational opportunities or

performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

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

REPORTING PROCEDURE

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

School District Action

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of bullying or other prohibited conduct shall be allowed the opportunity to

present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited-conduct. Remedial responses to bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

RETALIATION OR REPRISAL

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

Franklin School Golden Bears Golden Rule

I am responsible for my actions and behavior at all times.

I will respect others, myself, and my school.

I will make good choices, no matter where I am.

I will listen and follow directions to do my best work.

I will be a good citizen today and every day!

I am a Golden Bear!



HOMEWORK PLAN

Homework is a teacher planned learning activity that takes place outside of the regular assigned school hours. It should reinforce classroom learning and expand on a student's school experience. It also helps to develop skills of independent study.

NATURE AND PURPOSE

Homework should:

- Provide additional practice, increasing the amount of time students are actively engaged in learning and extending time on task.
- Be useful to teachers for monitoring student progress, and diagnosing student learning problems.
- Be an effective way to increase student personal responsibility and individual accountability.
- Lead to increased communications between parents and the schools and encourage parent awareness of student learning.
- Make students take responsibility for their homework, supported by their parents.
- Be set on a regular basis and establishes a routine of home study.
- Develop and extend the core learning skills of inquiry and independent study.
- Contribute to students and parents understand that the school holds high expectations of students.

Complete homework plan with guidelines and requirements will be sent home and available during open house and conferences.

Grading:

S	SATISFACTORY (0-5 Zip Points)
I	IMPROVEMENT NEEDED (6-10 Zip Points)
U	UNSATISFACTORY (11 or more Zip Points)

- Grades 2 & 3 daily maximum accumulation of 2 points for classroom preparation and homework AND a maximum accumulation of 2 points for inappropriate behavior. 4 points may be given per day.
- Grade 4 will have a daily maximum accumulation of 3 points for classroom preparation and homework. There is no set limit on the point accumulation for inappropriate behavior.

CONSEQUENCES

Consequences will be administered according to the following point system. Points will be used to keep track of violations in grades 2-4. Points are cumulative for the quarter.

*The team includes: principal, classroom teacher, resource teacher.

5 points:

The student's teacher will talk to the student; notify him/her of his/her position in the behavior management process. This step is considered a warning. Parents will be notified in writing or by phone regarding the student's position on the student management process. Notification must be signed and returned by parents within a reasonable amount of time. The teacher will document the intervention.

10 points:

The team will meet with the student to discuss the student's position in the behavior management process. The team will inform the student that he/she will be assigned one hour of after school detention as a consequence. A detention notice and will be mailed to the parent/guardian along with a copy of the Zip Slip.

15 points:

The student will be called before the team of teachers to:

- a) Explain his/her behavior
- b) Call his/her parent in the presence of the team (A member of the team will also talk to the parent)
- c) Two hours of after school detention will be assigned.
- d) The team will document the intervention.

20 points:

- a) The student is referred to the principal.
- b) A conference will be held with the student, parent/guardian, counselor and the student's teachers. Every attempt will be made to have the conference prior to the student's return to class.
- c) A contract will be drawn up.
- d) The student will not be allowed to attend any special programs or field trips for the remainder of the quarter.
- e) In school suspension may be considered at his time.
- f) The intervention will be documented

30 points:

- a) The Principal will notify the student's parents
- b) 2 days of out-of-school suspension will be assigned
- c) A meeting will be held between parents, teacher, and principal to discuss future consequences. Every attempt will be made to have the conference prior to the student's return to class.
- d) Interventions will be documented.

Students who receive 0 zip points in a quarter will be eligible for a prize drawing will be held at the end of the quarter. Students who receive between 1 and 5 points will be eligible for a drawing for prizes of a lesser value than awarded for the 0 point drawing category. At the end of each quarter, students will return to zero points. Students who have received 0 points for the entire year will be eligible for a special drawing at the end of the year.

USE OF SCHOOL EQUIPMENT PROCEDURE

School equipment has been purchased for the primary purpose of the educational programs of the district and support of the School District facilities and grounds. Although there are times when equipment may be loaned, school educational needs will take precedence over all other requests. School District property should not be taken out of the building unless proper approval has been granted. Final authority rests with the Building Administrator, Technology Director, and Foreman of Buildings and Grounds

Reference ISD #2154 Policy #902 Use of School District Facilities and Equipment

TECHNOLOGY RESOURCE ACCEPTABLE USE POLICY

A copy of the *Technology Resource Acceptable Use Policy* will be sent home at the beginning of the year. Copies are also available on the district web site or may be obtained from the Franklin School Secretary (744-7709). **Students are not allowed access to school computers or devices until their signature page has been signed by both the student and a parent or guardian and returned to school.**

DISCRIMINATION

It is the policy of Independent School District #2154 not to discriminate on the basis of sex, race, creed, color or national origin in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the Principal's office or the Director of the Office of Civil Rights Department of Health, Education and Welfare, Washington D.C.

Reference ISD 2154 Policy Against Religious, Racial, and Sexual Harassment and Violence.

GRIEVANCE PROCEDURE

1. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing with the reasons for such a complaint to Jeff Carey, Superintendent of Schools.
2. The Superintendent shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. A decision shall be communicated to the complainant within 15 days of the initial reception of the complaint.
3. If the Superintendent finds that the complaint is justified, she shall initiate action to rectify the complaint.
4. If the complainant is not satisfied with the finding of the superintendent, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent of Schools no later than 15 days after receipt of the written decision of the designated official.
5. A hearing before the Board of Education shall occur no later than 30 days after receipt of a written request for such hearing. The complainant may testify and may request that others testify in the complainants behalf. The superintendent will present the findings of the investigation called for in Step B. the board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.
6. If the complainant is not satisfied with the decision of the Board, an appeal may be made to the following office:
Commissioner of Human Rights
200 Capitol Square Building
St. Paul, MN 55101
(612) 296-5663

EVELETH-GILBERT SENIOR HIGH
STUDENT HANDBOOK
2019-2020



EVELETH-GILBERT SENIOR HIGH STUDENT HANDBOOK

[Introduction](#)

[Daily Schedule](#)

[Senior High Faculty](#)

[Student Activity Calendar](#)

[General Information](#)

[Before and After School Hours](#)

[Cafeteria Information](#)

[Food and Drinks in Classrooms](#)

[Out-of-the-Building Passes/Signing Out](#)

[Hall Passes](#)

[School Dress Code](#)

[Public Displays of Affection](#)

[Attendance Policy](#)

[Student Admits/Clearing Absences](#)

[Daily Bulletin](#)

[School Health Services](#)

[School Lockers and School Assigned Locks](#)

[Parking Lot](#)

[Courtesy Phone](#)

[Cell Phones/iPads/Other Electronic Devices](#)

[Appointments with School Personnel](#)

[Dances](#)

[Extracurricular Activities](#)

[Academic Eligibility](#)

[Student Fees for Athletic Participation; Season and Individual Tickets for Athletic Events](#)

[Counseling and Academic Information](#)

[Counseling and Guidance](#)

[Students' Future Plans](#)

[ACT and SAT Test Dates](#)

[Schedule Changes](#)

[Graduation Policy](#)

[Students Expecting to Graduate](#)

[Academic Progress Procedure](#)

[Failures](#)

[EGHS/Northland Learning Center Night \(After School\) and Summer School Program](#)

[Grade Point Average Computation](#)

[Honor Roll System](#)

[Mid-Term Grades and Quarter Grades](#)

[Concurrent Enrollment](#)

[Eligibility for Concurrent Enrollment \(CEP\) College Courses](#)

[Post Secondary Enrollment Options](#)

[Vocational and Orchestra Classes](#)

[Study Halls](#)

[Eveleth-Gilbert High School Media Center](#)

[Mission Statement](#)

[Hours](#)

[Services](#)

[Student Access to the Media Center](#)

[Technology Resource Acceptable Use Policy](#)

[Bullying Prohibition Policy](#)

[Reporting Procedure](#)

[Retaliation or Reprisal](#)

[Parent Refusal for Students Participating in Statewide Assessments](#)

INTRODUCTION

To: Students/Parents/Guardians:

The student manual should be used as a source of regulations, policies, and information for the student while attending Eveleth-Gilbert Senior High. Students should read the manual carefully, review it with their parents/guardians, and keep it as a reference.

Students are responsible for knowing and following the rules, regulations, policies, and procedures contained in this manual and on the district website.

The rules, regulations, procedures, and articles described in this handbook have been established to create the best possible atmosphere for the education of all students. Your good use of this information will be to your advantage and will help Eveleth-Gilbert High School continue to maintain the standards we have all come to expect. All students should remember that they can write their high school record but once, and, once written, that record cannot be changed. The importance of a good high school record cannot be overemphasized. An excellent record in attitude, grades, attendance, citizenship, personality and character should be every student's goal.

This handbook is not intended to represent a complete description of all district policies. A detailed description of all policies adopted by ISD 2154 is accessible on the main website. (www.egschools.org). A printed copy is available upon request.

This handbook may be changed or amended during the school year. Changes will be posted in the office of the Principal and relayed to the students by means of the Daily Bulletin. Any questions on the policies herein should be addressed to the Principal.

DAILY SCHEDULE

M, T, Th, F

Period 1	8:15-9:04
Period 2	9:08-9:57
Period 3	10:01-10:50
Period 4	10:54-11:43
LUNCH	11:45-12:15
Period 5	12:19-1:08
Period 6	1:12-2:01
Period 7	2:05-2:54

EARLY RELEASE

Wednesday

Period 1	8:15-8:55
Period 2	8:59-9:39
Period 3	9:43-10:23
Period 4	10:27-11:10
LUNCH	11:12-11:42
Period 5	11:46-12:26
Period 6	12:30-1:10
Period 7	1:14-1:54

Dial into the District phone (744-2211) and put in the following extension number to leave a message for the instructor.

Bauman, Jeanine - 6306 JH/1144 HS	FACS	jbauman@egschools.org
Boe, Elisa- 1153	Hope Program/REACH	eboe@egschools.org
Brainard, Paul- 6096	Physical Education	pbrainard@egschools.org
Burritt, Kevin - 1324	Social Studies	kburritt@egschools.org
Chad, Christopher - 1127	Math	cchad@egschools.org
Custer, Deborah – 1006	Art	dcuster@egschools.org
Deedrick, Rebekah - 1224	Special Education	rdeedrick@egschools.org
Ellefson, Susan - 1231	Social Studies/Post Secondary Planning	sellefson@egschools.org
Forsman, Reida - 6206	Vocal Music	rforfman@egschools.org
Gibson, Joshua - 4201 JH/1144 HS	Science	kgibson@egschools.org
Gritzmacher, Jack – 1238 HS/4206 JH	English	kgritzmacher@egschools.org
Hinrichs, Robert – 1141	Health/Physical Education	rhinrichs@egschools.org
Krebs, Aimee – 1322	Social Studies	akrebs@egschools.org
Larson, Cathy – 1323	Spanish	clarson@egschools.org
Peshel, Tara – 1154	Math	tpeshel@egschools.org
Pillsbury, Charles -1908	School Counselor	cpillsbury@egschools.org
Rengo, Dave - 4102 JH/1222 HS	Special Education	drengo@egschools.org
Rice, Jacob - 1237	English	krice@egschools.org
Roberts, Wayne –1922	Physical Education	wroberts@egschools.org
Scott, JoJo –1912	Activities Director	jscott2@egschools.org
Strasser, Tim – 1145	Science	tstrasser@egschools.org
Szumal, Kevin – 1926	Band	kszumal@egschools.org
Tassoni, Laura –1906	Secretary	ltassoni@egschools.org
Ufford, Todd - 1147	Science	tufford@egschools.org
Walls, Donna - 1221	English	dwalls@egschools.org
Wilcox, Sheila - Virginia	Orchestra	swilcox@egschools.org
Williams, Angie - 1907	Principal	awilliams@egschools.org
Zasadni, Deb - 1925	Media Center	dzasadni@egschools.org

Direct Dial Phone Numbers – Senior High

Athletic Office	744-7712	Supt. Secretary	744-7700
Band Office	744-7726	Media Center	744-7725
Bus Garage Eveleth	744-7748	Nursing Office	744-7711
Bus Garage Gilbert	744-7788	H.S. Principal	744-7707
Business Office	744-7705	H.S. Secretary	744-7706
Counseling Office	744-7708	Superintendent	744-7701
Community Ed Secretary	744-7774		

Eveleth-Gilbert Schools 2019-2020 Activity Calendar

Aug 26, 2019	Monday	Teacher In-Service	Feb 11, 2020	Tuesday	JV Golden Bear Cub Speech Invite @ EGHS, 4 pm
Aug 27, 2019	Tuesday	Teacher In-Service	Feb 14 & Feb 17	Fri-Mon	No School
Aug 28, 2019	Wednesday	Teacher In-Service @ VHS-PDS	Feb 20, 2020	Thursday	JH/SH Conferences Appointments Only, 3:30-7
Aug 29, 2019	Thursday	Teacher In-Service	Feb 27, 2020	Thursday	Orchestra gr. 5-8 Concert, 7 pm, Gilbert Jr. High
Aug 29, 2019	Thursday	Open House 3:30-5:30 (Franklin) 2:30-5:30 (Sr High) 3-6 (Gilbert)	Mar 2-3, 2020	Mon-Tues	Section 7A Music Contest @ VHS
Sep 2, 2019	Monday	Labor Day, No School	Mar 7, 2020	Saturday	Varsity Speech Meet @ EGHS/Franklin
Sep 3, 2019	Tuesday	First Day of School	Mar 10, 2020	Tuesday	SH Band, Orchestra, & Choir Concert, 7 pm
Sep 17, 2019	Tuesday	SH School Pictures (Retakes Nov. 1)	Mar 19, 2020	Thursday	End of Quarter 3
Oct 7-11, 2019	Mon-Fri	Homecoming Week	Mar 20, 2020	Friday	Teacher In-Service
Oct 4, 2019	Friday	Gilbert 5-8, Pictures (Retakes Nov 14)	March 23	Monday	Conference Exchange Day-No School
Oct 8, 2019	Tuesday	Franklin School Pictures (Retakes Nov. 12)	Mar 24, 2020	Tuesday	ACT Test (Juniors and Seniors)
Oct 17-18, 2019	Thurs-Fri	Education Conference, No School	Mar 26, 2020	Thursday	Sub-Section Speech @ Cherry, 3 pm
Oct 26, 2019	Saturday	Turnabout @ Eveleth Auditorium	Mar 31, 2020	Tuesday	SH Chamber Music Concert, 7 pm
Oct. 24-25, 27	Thurs, Fri, Sun	SH Fall Play (Th & F: 7 pm; Sunday: 1 pm)	Apr 2, 2020	Thursday	JH Talent Show, 7:00 pm
TBD	TBD	Financial Aid Night, 6 pm	Apr 4, 2020	Saturday	Section 7A Speech, Marshall School, 10 AM
Nov 1, 2019	Friday	End of Quarter 1	Apr 2, 2020	Thursday	Franklin Spring Pictures
Nov 4, 2019	Monday	Teacher In-Service Day	Apr 7, 2020	Tuesday	Makeup ACT Test
Nov 7, 2019	Thursday	JH/SH Conferences, 3:30-7 pm	Apr 9-13, 2020	Thur-Mon	Spring Break, No School
Nov 11 & Nov 13,	Mon & Wed	Nelle Shean Conferences, 3:30-7 pm	Apr 17-18, 2020	Fri-Sat	State Speech @ Wayzata HS
Nov 12 & 14, 2019	Tues & Thurs	Franklin Conferences, 3:-7 pm T/3-6 Th	Apr 23-25, 2020	Thurs-Sat	SH Spring Play (Thurs, Fri, 7 pm; Sat, 1 pm)
Nov. 11 & 12	Mon & Tue	Junior High Fall Play, 7 pm	Apr 30, 2020	Thursday	Junior High Band and Choir Concert, 7 pm
Nov 14, 2019	Thursday	Senior High Band and Choir Concert, 7 pm	May 2, 2020	Saturday	Prom
Nov 28-29, 2019	Thurs-Fri	Thanksgiving, No School	May 5, 2020	Tuesday	Senior High Band and Choir Concert, 7pm
Dec 3, 2019	Tuesday	Orchestra Concert 5-12 VHS, 7 pm	May 8, 2020	Friday	Franklin Grades 3 & 4 Spring Sing, 1:00 pm
Dec 4, 2019	Wednesday	11th Grade ASVAB Testing, HS 8:15 am	May 11, 2020	Monday	Spring Pops Orchestra Concert @ VHS, 7 pm
Dec 5, 2019	Thursday	Junior High Band and Choir Concert, 7 pm	May 15, 2020	Friday	Nelle Shean Spring Sing, 1:00 pm
Dec 13, 2019	Friday	Franklin K-2 Concert, 1:00 pm	May 18-22, 2020	TBD	Orientation for Incoming Freshman, Day TBD
Dec 23-Jan 1	Mon-Wed	Winter Break, No School	May 18-22, 2020	TBD	Senior High Awards Program, Day/Time TBD
Jan 2, 2020	Tuesday	Classes Resume	May 20-21, 2020	Wed-Thurs	Franklin Track and Field May 22 Make up day
Jan 13-17, 2020	Mon-Fri	Snow Week	May 21, 2020	Thursday	Memorial Day Program
Jan 17, 2020	Friday	End of Quarter 2/Semester 1	May 22, 2020	Friday	NS Track & Field(Tues May 26 Rain Date)
Jan 17, 2020	Friday	Preview-Plays Festival@EGHS Aud, 3-9 pm	May 25, 2020	Monday	Memorial Day, No School
Jan 20, 2020	Monday	Teacher In-Service	May 28, 2020	Thursday	End of Quarter 4/Semester
Jan 25, 2020	Saturday	One Act Sub-Sections @ EGHS	May 29, 2020	Friday	Graduation Ceremony, 7 pm
Feb 1, 2020	Saturday	One Act Sections @ Aitkin	May 29, 2020	Friday	Teacher In-Service
Feb 6-7, 2020	Thur-Fri	State One Act			

GENERAL INFORMATION

All school information can be found on the district website:

www.egschools.org

Parents and students are encouraged to check online prior to calling the office with questions. Links include

- Lunch Menus
- Activity Schedules
- Coming Events
- District Calendar
- Teacher Website Links
- Parent Portal of PowerSchool
- School Board Policies
- Registration Information and Forms
- Student Handbooks
- School Board Meeting Agendas and links to recorded board meetings
- A Twitter feed from Mr. Carey, Eveleth-Gilbert Superintendent

BEFORE AND AFTER SCHOOL HOURS

Students may not be in the Media Center, classrooms, etc. unless a teacher or advisor is present before 8:00 a.m. or after 3:00 p.m. Students may NEVER be in the gymnasiums, pool areas, or weight room without a teacher or coach present. Unless a student is staying after for detention, an extracurricular activity, or to meet with a teacher, they should leave campus when school dismisses.

CAFETERIA INFORMATION

Closed lunch: Ninth graders must report to the cafeteria by 11:50 and may not leave until 12:12. Ninth graders must remain on campus during the entire lunch period.

Lunch is served daily in the cafeteria. Cost for the meal is \$2.60 for students and \$4.10 for adults. Free and reduced lunches are also available to qualified students; application forms for this program may be picked up in the office.

Food is not to be taken out of the cafeteria or commons area. Ala carte items will be sold in the Commons area. Only with the cooperation of all students can we keep the corridors neat and orderly in appearance. Students are to eat in the cafeteria or commons during lunch hour. Students are not to eat lunch in classrooms, corridors, stairways, or the Media Center.

FOOD AND DRINKS IN CLASSROOMS

Food items and beverages other than water are not allowed in the classrooms, hallways, computer labs, or Media Center! Open containers should not be stored in lockers.

OUT-OF-THE-BUILDING PASSES/SIGNING OUT

To leave the school during the school day, a student needs a blue 'Permit to Leave Building' pass. To obtain this pass, a student must have a parent/guardian phone or give a written request into the high school office. Students leaving the building without signing out will be considered truant. This pass is given out, but not limited to: court appearances, probation visits, dentist and clinic appointments, church participation activity, family emergencies, funerals, and illness during the day.

HALL PASSES

Students must have a signed hall pass from a teacher or the office when they go from place to place in the building during the day, unless they are directly supervised by a teacher. This includes passes to the Media Center. Students who are allowed to go to the Media Center from any class or study hall are expected to be actively working in the Media Center. If you are not you will be sent back to your classroom.

SCHOOL DRESS CODE

It is the policy of this school district to encourage students to be dressed appropriately for school and school related activities in keeping with community standards. This is a joint responsibility of the student and the student's parent or guardian. Inappropriate body markings and clothing at school and school related activities includes, but is not limited to the following:

1. Showing cleavage is not appropriate
2. "Short shorts", skimpy tank tops, tops that expose the midriff
3. Pants/shorts/skirts that do not fit around the waist, are not belted, are torn above the mid-thigh or drag on the floor
4. Clothing, face paint, or markings to the body with words or visuals that are sexually suggestive, lewd, vulgar, obscene, profane, abusive, degrading or discriminatory
5. See-through or sexually suggestive apparel, which exposes the body in an inappropriate or suggestive manner
6. Undergarments or bra straps that are visible.
7. Pajamas, unless part of a school approved activity.
8. HATS are not to be worn in the building unless part of a special dress event.
9. JACKETS and COATS should not be worn to class.
10. PURSES, BACKPACKS and BAGS should be left in lockers.

PUBLIC DISPLAYS OF AFFECTION

The public display of affection is not acceptable school behavior. Respect yourself and the rights of others by demonstrating appropriate school behavior. Students are expected to refrain from intimate behavior including kissing, embracing, intimate touching, etc, and other inappropriate contact in the halls, classrooms, on school grounds and at school events. Staff may correct students if their behavior is not acceptable. Students should accept redirection in a constructive manner in an effort to maintain a proper, respectful, and educational atmosphere for all students and employees in the building.

ATTENDANCE POLICY

Students who miss more than ten (10) days of any class may lose credit for the class. Exceptions are made for extenuating circumstances only.

If a student misses more than ten (10) days of a class, the Principal may grant permission to make-up the hours missed. If approved, all make-up hours must be served in the detention room before or after school. Semester grades will be held (a grade of "H") until all seat time is made up. Held grades must be cleared within one semester or they will revert to Fs.

Teachers have the right to deny make-up work for any student who has an unexcused absence.

STUDENT ADMITS/CLEARING ABSENCES

Students in grades 9-12 are assigned the following attendance codes. Parents should check PowerSchool frequently to make sure their child is attending all classes regularly and on time.

- A *Absent Excused: parent has contacted the school via note, email, or phone call, and the absence was excused by office staff
- X *Absent Unknown: the student did not arrive in class and the office has not received parent communication
- T Tardy: student was 1-9 minutes late arriving for class. ***Detention issued on the 4th tardy per semester.***
- S School Activity: no note is required, student was absent with school group or team
- M Medical: Student was at an appointment and an excuse was provided by the facility they visited (This includes doctor, dentist, orthodontist, therapist, etc. Please have the front desk provide you with an appointment slip when you arrive or leave in order for it to be entered as an "M".) This is the code students will be given if the office has been provided with a doctor's note for an extended absence, as well. Dates must be specific.
- U *Unexcused Absence: parent may have contacted school, absence was determined unexcused by school staff.
Detention issued for an unexcused absence.
- G *TRUANT: Student is absent; parents and school were unaware of student whereabouts.
- I ISS: Student was assigned In School Suspension
- O OSS: Student was assigned Out of School Suspension
- H Homebound: student is receiving homebound instruction deemed necessary by school
- R Religious Release: student is at religious event, documentation is required

*****A parent or guardian must call the school by 9:00 AM when a student is absent.** We prefer a phone call or email the day of the absence but will accept a call/email/note the following day. **A student has 2 days after their return to bring in a note or the absence may be unexcused.** The office will not call home upon the student's return to clear the absence. It is the responsibility of the student and family to clear absences.

Excessive absences, whether excused or unexcused, cause significant disruption and academic hardship. Students who accumulate more than 10 absences in a semester (X, A, U, and G codes above are counted in this total) may lose credit for the class. Exceptions are made for extenuating circumstances only. The principal MAY grant permission to make up the hours missed. Please see page 7 of the Student Handbook for details.

*Students who accumulate more than seven (7) unexcused absences (X, G, or U) will be referred to the Multi-Agency Truancy Review Team. **At the secondary level, absences accumulate per class period, not just per day.** This means that a student who is absent unexcused for one or more class periods on seven different days may be referred for Truancy Review Services. **Teachers have the right to deny make-up work for any student who has an unexcused absence.**

Students will have one day to make up any missed work for every day of an excused absence. At that time, the assignment would be considered late and individual classroom late work policies will apply. Students have two weeks to make-up incompletes.

Please remember that the following absences must be PRE-APPROVED by the building principal in order to be considered excused: Vacation or family trips (no matter the length), work during the school day (including babysitting family members), and college visits. Approval may not be granted to students who have already accumulated multiple absences.

****Note –Students will have two (2) days to produce a written note, phone call or email for all absences, or detention may be issued. They may receive one (1) hour of detention for each class period missed. Students may receive detention for any absences not cleared within two (2) days, even if a note is provided after the two day deadline. **MEDICAL EXCUSES MUST BE SUBMITTED IN A TIMELY MANNER OF THE ABSENCE. Blanket excuses may not be accepted. The date and reason for the absence must be documented with an appointment slip or signed letter from the healthcare professional responsible for treatment. As with all excuses, it remains the principal's right to accept or deny any medical excuses.**

Events of the day will be printed in the daily bulletin. The Daily Bulletin may be accessed from PowerSchool, the school's website and will be posted on television screens throughout the school during the day. The office will read the bulletin each day at 10:45 AM. Items for the bulletin must be in the office by 9:00 a.m. that morning. All items for the bulletin must be concerned with school business.

SCHOOL HEALTH SERVICES

The Health Office is located in the Franklin Elementary School and is staffed by a licensed school nurse. Students with special health concerns should notify the school nurse and the high school office. If a student will need medication administered during school hours or needs emergency medication kept at school, please contact the school nurse to receive a medication administration consent form or print off one online at www.egschools.org (under publications and forms). Students are to report to the Senior High Office if they are ill. If they desire to leave school, they may be sent to the nurse's office for evaluation and a phone call to their parents. They must return to the senior high to check out if the school nurse feels they need to go home.

SCHOOL LOCKERS AND SCHOOL ASSIGNED LOCKS

School lockers are assigned according to grade. Students will be ***required*** to ***keep the locker they are assigned***. They should report to the office if they have a legitimate reason to request a change of locker assignment. Locks are recommended and students may only use the locks provided by the school. The student is responsible for keeping his/her locker neat, orderly, and safe. Any vandalism to the lockers will be cleaned and/or repaired by the students or by a custodian with the student providing restitution for materials and labor. **Any unapproved locks will be cut off by maintenance staff.**

***Students may check out a lock from the office for their locker. Students are expected to keep this SCHOOL OWNED lock until they graduate or transfer. If the lock is lost or broken, students will be charged a \$10 replacement fee.**

The school district is not responsible for any valuables that are placed in lockers and are lost or stolen, including district issued equipment. If students must carry valuables to school, they should check them in for safe-keeping with office personnel. Students are responsible for items found in their assigned locker and are not allowed to move to a different locker without permission. Students should not share lockers. If they choose to share, both parties will be held accountable if there are any violations. iPads must be secured at all times. Students are responsible for their iPads at all times.

Students and parents should familiarize themselves with the district policy relating to the search of student lockers located in the policy section of the website. (See Policy 502.)

PARKING LOT

The parking lot is considered part of the school grounds and all rules and regulations of the school apply, including search policies. Students are not permitted to enter any car in the student parking lot when school is in session without prior approval from the office. The parking lot is to be used for student, staff, visitors, maintenance, and handicapped parking. Students are not to park in the reserved teacher, visitor and handicapped areas. Also, there is no parking in the center of the key or along the yellow curb at any time. Vehicles displaying offensive flags, bumper stickers, etc. will not be allowed in the lot. Students must leave the fire lanes open.

Students should not speed and/or drive recklessly on or near school property. Students should avoid use of horns or revving engines in the school parking lot.

**Students who are participating in extracurricular activities may get a temporary parking pass from the office on days when an away game or event results in a return time after dark. We would prefer they request a temporary permit prior to the team leaving rather than walk to cars parked on the street late at night.

Students and parents should familiarize themselves with the district policy regarding student use and parking of motor vehicles (See Policy 527.)

As per city ordinance the City Council approved “No Parking” along the west curb of Fayal Avenue from Jones street south for approximately seventy feet.

COURTESY PHONE

Courtesy phones for student use are located in the office and in the Commons. Students should request access to the phone in the office if they need to use it.

CELL PHONES/IPADS/OTHER ELECTRONIC DEVICES

*Students are responsible for following all policies detailed in the Technology User Agreement and iPad Policy Handbook.

Increased student cell phone/electronic device usage in school has created several problems including: text messaging during testing, unauthorized picture taking, and general classroom disruptions. These occurrences are all detrimental to the learning environment.

Therefore, student cell phone usage will be restricted as follows:

- Cell phones must be kept out of sight in the student's pockets or lockers, except during lunch or passing time.
- Classroom teachers may allow limited use of devices for school-related tasks. Students are responsible for following classroom rules during these times.
- **Cell phones and electronic devices must be turned off to prevent ringing or vibration during class periods.**
- Use of any electronic device capable of picture taking is strictly prohibited in restrooms and locker rooms.
- Teachers may implement further restrictions approved by the principal.

Students who violate this policy will have their electronic devices confiscated and receive one (1) hour of detention. No warnings will be given. The device will be turned in to the office and parents will be required to pick it up. The student is responsible for notifying the parent. Students who refuse to give their cell phone or electronic device to a staff member when requested to do so, will be referred to the office immediately for insubordination, and additional consequences will be imposed.

APPOINTMENTS WITH SCHOOL PERSONNEL

Anyone desiring a conference with a staff member or a conversation regarding the progress of their son/daughter should contact the instructor. It is strongly preferred that you email the instructor. Email addresses can be found on page three (3) of this handbook. If you do not have access to email, please call the office and ask to be connected to the teacher's voicemail. The direct dial line for the senior high office is 218-744-7706.

DANCES

To attend the Prom and Turnabout dances, a student may not have any outstanding disciplinary consequences, including detentions or seat time. **ALL SEAT TIME AND DETENTION HOURS MUST BE SERVED BEFORE STUDENTS WILL BE ALLOWED TO PURCHASE A TICKET.** All other infractions will follow the district wide discipline policy for length of that violation. Only students in 11-12 grades may go to the Prom. Students in tenth grade may attend if asked by a student in 11-12 grades. Only students under the age of twenty-one (21) may attend. Ninth grade students will be eligible to attend Turnabout, but not Prom.

The visitor policy for dances requires any guests to be within the age and grade restrictions listed above. They must be currently enrolled in a school and their principal must be contacted to determine if they are in good standing at their home school. The required form must be completed with all signatures and turned in to the high school office on time. Guests who have already graduated must still have this form filled out by the principal of the school they graduated from. Permission for visitors may only be granted by the high school principal and may be denied even if

the form is signed and returned. Any unapproved guests or guests in violation of rules or expectations will be removed from the event immediately as will the student who invited them.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in extracurricular activities whenever possible. The following activities are available:

*Alpine Skiing	Fishing Club	*Nordic Skiing	Student Council
*Baseball	*Golf	*One Act Play	*Swimming & Diving
*Basketball	*Football	Orchestra	*Tennis
Book Club	*Hockey	Pep Band	*Track
*Cheerleading	Knowledge Bowl	Prom Committee	*Visual Arts
Choir/*Choir Contest	Marching Band	*Soccer	*Volleyball
Concert Band/*Band Contest	Math Team	*Softball	*Wrestling
*Cross Country	Minnesota Honor Society	*Speech	Yearbook
Fall Play	Musical Theater	Spring Play	
Poms (w/Marching and Pep Band)		Iron Range Youth in Action (IRYA)	

*Indicates Minnesota State High School League Activities

ACADEMIC ELIGIBILITY

In order to be and remain eligible to participate in extracurricular activities, a student must receive a passing grade in all subjects. Upon receiving a failing grade (F) in one or more subjects on a quarter or semester report card, a student is ineligible until mid-quarter of the following quarter. Eligibility will be restored on a probationary basis by the principal if the student is passing at mid-quarter with a grade of D- or above in ALL classes. If at mid-quarter the student (ineligible student) is failing one or more classes, he/she is ineligible for the remainder of the quarter. Fourth quarter and end of the year grades will determine eligibility for the fall quarter. One or more F's will result in ineligibility for 20% of the games/ performances for that activity.

Incompletes - An incomplete shall be treated as a failure until it is made up as a passing grade. The student shall remain ineligible until that date unless a plan has been developed by the athletic director and or coach, student, teacher, and principal.

An ineligible student, at the discretion of the activity director or coach, may be allowed to practice, but is still subject to disciplinary rules and regulations.

Students who are ineligible and want to remain part of the activity should attend all practices and events. With the exception of student managers, ineligible students will be released from school when the rest of the team or group is. Student managers who are ineligible must remain on campus and attend all classes.

STUDENT FEES FOR ATHLETIC PARTICIPATION; SEASON AND INDIVIDUAL TICKETS FOR ATHLETIC EVENTS

The fee for senior high students participating in athletics is \$125.00 per sport. The fee for students participating in non-athletic events is \$75.00 per activity. Non-athletic events requiring participation fees include One Act Play, Speech, and Fall and Spring Plays. The fee for Knowledge Bowl, Poms, Cheer, and Math Team is \$35.00. The family maximum per year for athletic and non-athletic participation is \$500.00.

Student and adult season tickets will be on sale in the District Communications Office in the Senior High Office Suite. Students attending Eveleth-Gilbert Public Schools will be able to attend all Eveleth-Gilbert home athletic events at no charge. Season tickets for all other students are \$30.00; adult season tickets for all events are \$65.00;

family season tickets are \$160.00; senior citizen (age 62) season tickets are \$30.00; adult season hockey tickets are \$55.00. Tickets for students not attending Eveleth-Gilbert Public Schools are \$4.00 per event; adult tickets are \$6.00. Senior citizens (age 62) are \$4.00.

COUNSELING AND GUIDANCE

Charles Pillsbury, Licensed School Counselor

The Eveleth-Gilbert High School Counselor will be available at the school Monday through Friday. The counselor may also be reached by email and voicemail. Take care of your counseling questions prior to the start of the school day, during the lunch period, or between classes and make sure they are taken care of well in advance of a deadline. Scholarship and college information will be available in the office. You may reach the counselor by phone/voicemail at 744-7708 or by email at cpillsbury@egschools.org.

STUDENTS' FUTURE PLANS

With more students each year interested in attending college and vocational schools, it is advisable to make plans early, and also to be aware of the increased competition, which one may encounter in his/her endeavors to enroll at a good college or vocational school. As early as possible, one should begin thinking about his/her preparation for post-high school training because admission competition is bound to increase. It is advisable to include in your course selection not only the required English and Social Studies courses but languages, math, and science as well. Applicants with good scholastic records throughout high school will have less difficulty in making the transition to college. Colleges primarily consider grade point average and class rank when a student applies. Averages are earned in high school; it is the responsibility of the student to be well prepared each day in order to have a strong background and a good average.

Scholarship information is available in the office. See the counselor if you have any questions on scholarships. It is the responsibility of the student to complete a scholarship application – not the counselor.

Students should contact the counselor to make arrangements for taking the college entrance tests. Juniors who are interested in attending a military academy should contact the counselor to take these tests during their junior year.

ACT AND SAT TEST DATES

Students are not required to take the ACT in high school. It will be OFFERED during the school day, here at school, on MARCH 24, 2020, at no charge to students. If you have questions about ACT testing, please contact Mr. Pillsbury.

Students are advised to contact the counselor regarding the test they should take as it relates to the college they plan to attend. They should also see the counselor for registration deadline dates. E-G ACT # 240-775.

The following dates are for students who want to RETAKE the ACTs or who missed the school day option:

Test Date	Registration Deadline	(Late Fee Required)
Oct 26, 2019	Sept 20, 2019	Sept 21-Oct 4, 2019
Dec 14, 2019	Nov 8, 2019	Nov 9-22, 2019
Feb 8, 2020	Jan 10, 2020	Jan 11-17, 2020
Apr 4, 2020	Feb 28, 2020	Feb 29-Mar 13, 2020

SAT (Scholastic Aptitude Test)

Check Daily Bulletin and/or Counselor's Bulletin Board

SCHEDULE CHANGES

Schedule Change Policy:

Students will be held to their registration choices that were made during the scheduling process during the last school year. No changes will be allowed except for the following reasons:

- The student has a written doctor's excuse and cannot take the class.
- The class has been determined by the teacher to be beyond the student's ability. Staff will examine the student's potential (grades and test scores) to determine the student's acceptance into the class. Many of the classes have prerequisites that must be met.
- The student has been accepted into a special program.

Any changes to student schedules for these reasons must be made within the first week of the semester. Changes will only be made on an emergency basis during the second or subsequent weeks. **Any student who drops a course after the first week of the semester will receive an F for the course.**

Pass/Fail grade: Collaboration between the student, teacher and counselor will need to take place midway between semesters to determine the availability of a pass/fail option. The P/F is recorded on the student's transcript and a P holds a 1.333 point value. Upon completing all the pass requirements, the student will receive a passing grade.

ACADEMIC INFORMATION

GRADUATION POLICY

To graduate from the Eveleth-Gilbert High School each student must have completed 24 credits in grades 9-12. Minnesota students are required to complete two kinds of requirements by the time they graduate. Students must:

- Satisfactorily complete the state course credit requirements under Minnesota Statutes, section 120B.024.
- Satisfactorily complete all state academic standards or local academic standards where state standards do not apply.

The following high school coursework must be completed for students graduating:

<u>Subject Area</u>	<u>State of Minnesota Graduation and Eveleth-Gilbert Senior High Requirements</u>
Language Arts	4 Credits Math 3 Credits - encompassing a minimum of Algebra I, Geometry, Algebra II, and Statistics & Probability (covered in Algebra II).
Science	3 Credits – must include Biology and EITHER Chemistry or Physics (Food Science counts as a Chemistry credit at EGHS)
Social Studies	4 Credits - World History 9, US History 10, .5 Geography/.5 Civics (combined into Modern World Studies 11 at EGHS), .5 Economics 12 and .5 American Government 12
Health	.5 Credits (Health 10)
Physical Education	.5 Credits (PE 9)
Postsecondary Planning	.5 Credits (Grade 9)
Elective	8.5 Elective Credits, 1 of which must be in the arts (visual arts, music, theater, dance or media arts).
<u>Total Credits</u>	<u>24</u>

Students are required to take a minimum of 6.0 credits per year. Courses, especially in the math-science areas must be chosen in a timely fashion to ensure that the requirements will be met by graduation.

Student's files will be reviewed annually by the counselor for any deficiencies in the credit count. The parent/student will be notified via phone call and/or mail of the deficiency and the remedial options available.

STUDENTS EXPECTING TO GRADUATE

At the end of the first quarter or third quarter of a student's senior year, parents of students who are in danger of not graduating will be notified by phone call or email. Beyond this point, it is strictly the responsibility of the parents and students to see that they meet graduation requirements.

In order to graduate and “walk the stage” at the ceremony and receive a diploma, seniors must:

- Have successfully completed at least 24 credits, including all graduation requirements
- **Served all detention and seat time hours prior to the last day of school.**
- Paid all fines and fees
- Returned all district property, including:
 - Books
 - Calculators
 - iPads and charging cables
 - School issued locks
 - Any other district owned equipment
- **Attend graduation practice. THIS IS MANDATORY.** Anyone not taking part in practice will not be allowed to participate in the graduation ceremony.

Additional Graduation Information: **Honor Tassel** - Students with a high school Cumulative Grade Point Average (GPA) of 3.5 or better at the end of semester one are eligible to receive a gold honor tassel. **Foreign exchange students** will receive an Eveleth-Gilbert diploma marked “Honorary Diploma” as exchange students have not met the academic standards of Eveleth-Gilbert High School. **Students moving to the Bridge to Independence Program** in Virginia following their years at E-G will also receive an honorary diploma until they have completed the Bridge to Independence Program.

ACADEMIC PROGRESS PROCEDURE

Students must earn the following number of credits to be considered a sophomore, junior, or senior:

- 5.0 credits for Sophomore status
- 11.00 credits for Junior status
- 17.00 credits for Senior status
- 24.00 credits for Graduation

Until a student achieves the number of credits for advancement, the student may remain at the same grade level. This means a student will be assigned to that grade level for all reporting purposes, such as locker assignment and yearbook status. Yearbook pictures are completed early in the fall and a student’s picture will be placed in the yearbook according to his/her status at that time. The senior class picture is usually completed in September. Senior class pictures are due to the yearbook in the fall. This means that students must have the 17 credits at that time to be in the senior class picture and placed in the senior section of the yearbook. Students may be enrolled in different grade level classes at the same time, and students may make up credits in night school, summer school, and in our online credit recovery course.

FAILURES

If a student fails a required class in grades 9-12, he/she must repeat that class the following year provided the credit was not made up during the summer. Credits may also be made up through school-approved online courses or night classes offered at the high school. Students will not be allowed to graduate if all the requirements are not met. Refer to the current Graduation Policy.

Any student who drops a course after the first week of the semester will receive an F for the course. (Extenuating circumstances may apply.) Additional policies apply for year long courses such as band, choir, and orchestra.

CREDIT RECOVERY

NIGHT SCHOOL

The Eveleth-Gilbert High School will offer night school for any student who has failed a required class. The night school class meets twice a week from 3:05-4:05 for 60 sessions. The start date is approximately the beginning of October. Night school will end mid-May. Students with assignments that need corrections or revisions will have until then to turn in the corrected or revised work to the instructor. Students who do not meet these deadlines will have their assignments and time transferred toward summer school credit if they wish to complete the credit during summer school.

SUMMER SCHOOL

The Eveleth-Gilbert High School will offer summer school for any student who has failed a required class. Summer school will meet for two 3 week-long sessions. The start date is approximately the beginning of June.

HOPE PROGRAM

The HOPE Program is an Alternative Learning Program within Eveleth-Gilbert Senior High School designed to provide students with individualized support, skills to succeed, and the tools to become self-directed learners. HOPE stands for Harnessing Opportunities and Potential through Education. The program is primarily for students in grades 10 and/or 11. The most likely students to enroll is one who has struggled in 9th grade and is at-risk of dropping out.

Referrals come from the counselor and/or principal. Students, parents and teachers may make recommendations to the counselor or principal, but referrals would flow through the counselor and principal to the Alternative Learning Program Planning Team for final recommendation. The HOPE instructor has the greatest say in acceptance into the HOPE program.

GRADE POINT AVERAGE COMPUTATION

Grades in all subjects are used to determine the student's grade point average. Grade point average (GPA) equals the total number of honor points divided by the total number of credits (grades from the two-credit classes are counted twice) for grades 10-12.

Non-Weighted Point Values of Letter Grades (Grades 9-12)

A = 4.000	B = 3.000	C = 2.000	D = 1.000
A- = 3.667	B- = 2.667	C- = 1.667	D- = .667
B+ = 3.333	C+ = 2.333	D+/P = 1.333	F = 0

Weighted Point Values of Letter Grades (Grades 11-12)

A = 4.500	B = 3.500	C = 2.500	D = 1.500
A- = 4.167	B- = 3.167	C- = 2.167	D- = 1.167
B+ = 3.833	C+ = 2.833	D+/P = 1.833	F = 0

The top 10% of the senior class will be determined after the completion of the 1st semester of their senior year based on the cumulative semester GPAs from grades 9-12.

HONOR ROLL SYSTEM

Exemplary Honor Roll	All A's
"A" Honor Roll	3.67 – 4.50
"B" Honor Roll	3.00 – 3.66

Honor Roll determination is made each quarter and is based solely on the GPA for that quarter. Cumulative GPAs are not taken into account for quarterly Honor Roll.

Only those subjects meeting five days each week will be used in determining grade point average. Only students enrolled in four or more one-credit classes (or courses totaling 4 credits) at EGHS are eligible for the honor roll. Any student with an “Incomplete” grade will not be considered for the honor roll. **A student will not be considered for the honor roll if they have any D’s or F’s in the current reporting term.**

MID-QUARTER GRADES AND QUARTER GRADES

Mid-Quarter Grades and Quarter Grades can be viewed through the Parent Portal of PowerSchool.

If parents or legal guardians do not have access to the Internet, you may request, in writing, to have paper report cards mailed home for the year. You only need to make this request once per year. If you would like to cancel that request later in the year, please contact the office.

ACADEMIC HONESTY AND INTEGRITY

Eveleth-Gilbert Senior High students must understand the importance of academic honesty. School assignments and tests are measures of a student’s academic performance. All work submitted for credit is expected to be original work created by the student submitting it. The following information explains the core expectations and consequences for violations of this policy. Teachers may detail additional expectations and consequences in their course syllabus. Students and families are responsible for understanding the protocol, conditions, types of violations, and consequences outlined in this handbook. When it doubt the student should always ask the teacher.

DEFINITIONS

Academic Dishonesty: any behavior that results in, or may result in, a student gaining an unfair advantage in school. This includes but is not limited to plagiarism, collusion, duplication of work, cheating, and fabricating data or work.

- A. Plagiarism: to steal or pass off the work or idea of someone else as your own work or by using another’s work without citing the source
 - a. Examples:
 - i. Turning in work that was completed in any way by someone else
 - ii. Failing to indicate the use of another person’s exact words
 - iii. Failing to cite the source of paraphrases and quotations
 - iv. Failing to identify the source of elements of nonverbal work that are derived from the work of others (this includes copying artwork, parts of songs, etc.)
- B. Collusion: supporting academic dishonesty by another student or assisting them in dishonesty
 - a. Examples:
 - i. Doing work for someone else
 - ii. Allowing someone to copy a test, homework assignment, or other assessment
 - iii. Sharing information about what will be on an assessment
 - iv. Additional restrictions may be included for CEP and ALI courses
- C. Cheating: the use or attempted use of unauthorized materials during any type of assessment
 - a. Examples:
 - i. Copying answers from someone else, notes, homework assignments, etc.
 - ii. Providing work to someone else knowing that it will be copied
 - iii. Communicating in any way with someone other than the teacher during an assessment without permission from the teacher
 - iv. Using unauthorized materials during an assessment
 - v. Obtaining or viewing a copy of a test or quiz before it is administered
- D. Fabrication: creation of false data or citations
 - a. Examples:
 - i. Inventing or creating data of a lab experiment or other project
 - ii. Altering a graded piece of work and re-submitting it to the instructor claiming an error in grading
 - iii. Falsely claiming to have turned in an assignment on time
 - iv. Falsely accusing an instructor of losing an assignment

PROCEDURES FOR REPORTING

1. If a staff member has reason to believe that a student has violated the academic honesty policy, s/he will meet with the student to discuss the incident.
2. Following this conference if the teacher still believes the student acted dishonestly, he or she will complete a Discipline Log Entry in PowerSchool.
3. The teacher will determine the appropriate consequence, in consultation with the principal, and the teacher will contact the parent or guardian via telephone or schedule a face-to-face meeting.
4. A follow up meeting may be necessary to review the student's actions subsequent to the incident.
5. The violation will be entered in the student's discipline record.
6. Violations in CEP or ALI courses may require additional procedures as determined by the college issuing credit.

CONSEQUENCES

Offenses accumulate through the entire course, including year long courses even when the hour or instructor changes at semester 2. Physical evidence is not necessarily required. If the behavior warrants, the principal may increase the level of consequences based on the facts and the violations of other policies. Acts of academic dishonesty are also subject to MSHSL Code of Conduct Rules.

Consequences for individual classes, including CEP and ALI, may be more stringent than the following guidelines. Teachers will detail any additional procedures, expectations, or consequences in their course syllabus.

First Offense:

On an assessment (test, quiz, exam, or other as determined by teacher):

1. The student will receive a 0 on the assessment.
2. If the student is a Minnesota Honor Society Member, the Faculty Council will convene to discuss the infraction. The student may be removed from MHS.
3. Conferencing and reporting procedures will be followed as detailed above.

On a homework assignment or work completed in class, any one or combination of the following consequences may apply:

1. Re-do the assignment (with a strict submission due date)
2. Reduce the grade for the assignment
3. Zero for the assignment
4. Write a letter of apology
5. Student explains the offense to parents in a conference with the teacher
6. Referral to administration
7. Detention
8. Loss of MHS membership
9. Loss of EGHS Scholarship opportunities
10. Revocation or refusal of letters of recommendation

Second Offense:

1. Any combination of the consequences for the first offense may be imposed.
2. The student will receive a 25% reduction in their quarter grade.
3. The teacher will schedule a meeting with the parent, student, and principal to discuss the second offense and consequences.

Third Offense:

1. Any combination of the consequences for the first offense may be imposed.
2. The student will receive an F for the quarter in that course.
3. The principal will contact the parents to discuss the offense and consequences.

Fourth Offense:

1. The student will be removed from the course and will receive an F.
2. The student will retake the course in the following semester or year.

CONCURRENT ENROLLMENT

The Eveleth-Gilbert High School offers the Concurrent Enrollment Program (CEP) classes for Senior High Students. Concurrent Enrollment (college classes within the high school setting) allows the student the opportunity to earn high school and college credits without leaving the Eveleth campus.

The CEP program is a collaborative effort among Eveleth-Gilbert High School, Mesabi Range Community College, Vermilion Community College, and Lake Superior College. CEP provides the following benefits:

- Qualified students are able to fulfill high school graduation requirements and earn college credit concurrently at no cost to the student.
- CEP students stay within the safe confines of EGHS and follow all policies.
- Students are challenged.

The CEP program is open to 11th grade students with a minimum GPA of 3.0 and to 12th grade students with a minimum GPA of 2.5. Students *must* pass the Computer Placement Testing (Accuplacer) administered by Mesabi Range Community College. If 51% or more of the class does not meet these requirements, credit cannot be offered by the college. Students should make EVERY possible effort to achieve eligibility prior to class starting. If they are struggling to pass the college placement test, contact the counseling office for possible options.

Contact the Counselor with any questions.

ELIGIBILITY FOR CONCURRENT ENROLLMENT (CEP) COLLEGE COURSES

CEP courses require students to pass certain assessments in order to be eligible for college credit. Students have until the high school drop/add date to meet these requirements in order to remain enrolled in the CEP course. If a student has failed to meet these requirements, they may file an appeal in the counseling office requesting to remain in the course for high school credit only. This appeal must be signed by the parent or guardian stating their understanding that no college credit will be awarded. The instructor and counselor must also sign this appeal accepting the student in the course for high school credit only. Space is limited for students not eligible for college credit and appeals will be denied and students will be removed from the class if those spaces are full.

POST SECONDARY ENROLLMENT OPTIONS

All students must meet with the School Counselor if they wish to enroll in PSEO. The counselor will work with the student and family to determine eligibility, to ensure that all forms are filled out, and that students enroll in sufficient courses to meet all EGHS graduation requirements.

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. 11th and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may initially take one Career and Technical Education (CTE) PSEO courses. If 10th graders taking a CTE PSEO course earn at least a grade C in that class, they may take additional CTE PSEO courses. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Enrolling in a PSEO course does not prohibit a student from participating in activities sponsored by the high school. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses.

School districts must allow a PSEO student reasonable access to the high school building, computers and/or other

technology resources during regular school hours to participate in PSEO courses, whether online or on campus.

Each year, districts must publish their grade-weighting policy on their website, including a list of courses for which students can earn weighted grades.

By March 1 of each year, schools must provide PSEO information to all students in grades 8-11 and their families. To assist the district in planning, students must notify their school by May 30 if they want to participate in PSEO for the following school year.

For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage.

Policy

- A. PSEO students, intending to earn diplomas from Eveleth-Gilbert High School, must successfully complete all course outcomes required for graduation.
 - a. Junior year PSEO must include College Writing I, Interpersonal Communications or Public Speaking, College Algebra or Calculus (or Algebra II at EGHS), Science with lab, American History, a minimum of 24 college credits must be earned in the junior year
 - b. Senior year PSEO must include College Writing II, Literature (preferably British), American Government, Economics, a minimum of 24 college credits must be earned in the senior year
 - c. In some circumstances, there may be a need for students to request to substitute for the above courses, these substitutions must be approved by the high school office
- B. PSEO students are encouraged to meet with the School Counselor before applying to a post secondary institution:
 - a. To confirm their high school enrollment status
 - b. To ensure that the intended institution is a qualified PSEO institution as listed in Section I above
 - c. To ensure that courses taken meet or exceed the high school course outcomes required for graduation.
- C. Students must fill out the application form, Notice of Student Registration, which can be obtained from either the high school or the post secondary institution. One application must be filled out for each quarter or semester. Both the student and his/her parents/guardians must sign the statement indicating that all information on the program has been received and that the student is aware of his/her responsibilities.
- D. It is the student's responsibility to ensure that the courses taken for high school graduation credit at the post secondary institution meet or exceed the high school's course outcomes. Post secondary courses that do not meet or exceed the high school course outcomes will not count towards completion of the parallel high school course.
- E. It is the student's responsibility to provide the high school with a copy of grades earned at the post secondary institution once the coursework has been completed.
- F. The high school determines the amount of credit to be awarded. The high school principal is responsible for determining the appropriateness of the transferred credit toward meeting or exceeding the district's course outcomes.

VOCATIONAL AND ORCHESTRA CLASSES

Students who take vocational courses, as well as students who take Orchestra, are transported to Virginia, Gilbert, Mt. Iron, or the Eveleth Mesabi Range College campus. The following regulations apply:

“Student attending classes offered at other educational sites are required to ride the bus provided unless a signed Permission and Release of Liability form has been signed by the parent and/or student. The Principal reserves the right to revoke driving privileges if the student demonstrates irresponsible behavior while driving to off-site locations.”

Students who drive themselves to off-campus courses are **required to be in their next class on time**. Occasionally, students who take the bus are a few minutes late for their next class because the bus has to make multiple stops. **Students who drive themselves will not be excused for late entry into the next class**. They have plenty of time to

travel and be in class on time. Any student who is late 3 times for their next class will have their driving privileges revoked and will then have to ride the bus to vocational classes off-campus.

STUDY HALLS

During a student's senior and junior year, students may take four semester study halls, up to two per semester. Seniors need 19 credits entering their senior year and a 2.0 cumulative GPA. Juniors need 14 credits entering their junior year and a 3.0 cumulative GPA. Seniors and juniors who passed all classes on the previous report card AND who have a cumulative GPA of 2.0 (Seniors), cumulative GPA of 3.0 (Juniors) AND have no outstanding seat time or detention may be excused from attending this study hall with parent permission. Grades will be checked at mid-quarter, quarter, and semester to make sure students remain eligible. Seniors and juniors who are excused from attending study halls must be off campus or seated in the commons area during that period. Eligibility denied due to detention and seat time may be restored once the hours have been served.

Eveleth-Gilbert High School Media Center

MISSION STATEMENT

The mission of the Eveleth-Gilbert High School Media Center is to provide a learning environment with diversified materials and resources to support the curriculum and to promote lifelong learning and literacy. Through interaction and cooperation with faculty, students will learn how to retrieve, interpret and synthesize information from a variety of sources to meet their individual needs.

HOURS

The Media Center is open Mon, Tues, Thur, Fri from 8:00 - 2:30 and Wed from 8:15 - 1:45.

SERVICES

1. The print collection includes approximately 13,000 books, subscriptions to current magazines, and ebooks.
2. The non-print collection includes a variety of DVD/videos and CDs.
3. Online resources include Internet access, the Minnesota Career Information System, and other research databases.
4. Access to materials, including print, non-print and database access, through the Arrowhead Library System, which includes school, academic, special, and public libraries in Northeast Minnesota.
5. Access to materials through MnLink for items from Minnesota public, school, state government, and university libraries.
6. Lamination, video and sound production and duplication, letter/dye cutting, bookbinding and many other production services are available upon request.
7. Software and computer access is available for word processing, creating databases, spreadsheets, and other computer generated presentations.

STUDENT ACCESS TO THE MEDIA CENTER

Individual students or students in small groups may use the Media Center from classes with a written pass from an instructor. These passes must be presented at the circulation desk and must be signed by Media Center personnel. Students will return to their class before the end of a class period with their signed pass. Individual instructors will arrange class use of the Media Center in advance.

Students using the Media Center are expected to:

1. Observe school rules regarding attire, food and beverages, radios, headsets, etc.
2. Display appropriate behavior, which is non-disruptive to others in the area.
3. Show proper respect for other persons and property, school district materials, equipment, furniture and supplies.
4. Follow other procedures for signing out and returning materials.
5. Use computers with complete knowledge and understanding of school district policies.

Disrespectful or disturbing behavior or abuse of materials or equipment will not be tolerated. Students will be verbally warned and may be temporarily restricted from using the Media Center as a consequence for misbehavior.

TECHNOLOGY RESOURCE ACCEPTABLE USE POLICY

A copy of the *524 Technology Resource Acceptable Use Policy* is available on the district web site or a copy may be obtained from the high school secretary (744-7706).

BULLYING PROHIBITION POLICY

For a full copy of the policy, please refer to the district website.

This handbook includes portions of the full policy.

GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber-bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506).
The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

Definitions

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

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

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

- B. "Cyber-bullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following
 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

REPORTING PROCEDURE

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

SCHOOL DISTRICT ACTION

- A.** Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B.** The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C.** The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D.** Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited-conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.
- E.** The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

RETALIATION OR REPRISAL

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

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

A. "Assault" is: 1. an act done with intent to cause fear in another of immediate bodily harm or death; 2. the intentional infliction of or attempt to inflict bodily harm upon another; or 3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who: a. has a physical, sensory, or mental impairment which materially limits one or more major life activities; b. has a record of such an impairment; or c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors being domiciled with: a. their parent or parents or the minor's legal guardian; or b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, 413-3 includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school 413-5 district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written 413-6 form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District. The school board hereby designates Jeff Carey as the school district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed with the High School Principal.

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

V. INVESTIGATION

A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will 413-8 be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently

severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

413-9 X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

C. This policy shall appear in the student handbook.

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

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

F. This policy shall be reviewed at least annually for compliance with state and federal law.

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota’s implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered “proficient.”
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<p>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</p> <ul style="list-style-type: none"> • Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<p>ACCESS and Alternate ACCESS for English Learners</p> <ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.
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Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date _____ (This form is **only** applicable for the 20____ to 20____ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal: _____

Please indicate the statewide assessment(s) you are opting the student out of this school year:

MCA/MTAS Reading MCA/MTAS Science

MCA/MTAS Mathematics ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

EVELETH-GILBERT (GILBERT CAMPUS)
STUDENT HANDBOOK
2019-2020



Todd Griepentrog, Principal
Debbie Wiirre, Secretary
Tara Fierke, School Counselor

EVELETH-GILBERT (GILBERT CAMPUS) STUDENT HANDBOOK

Contents

Introduction	3
Daily Schedule	3
Student Activity Calendar	4
Voice Mail/Email	6
Direct Dial Phone Numbers	7
General Information	7
Before and After School Hours	7
Discipline	7
Behavior Expectations	8
Gilbert Campus School-Wide Discipline Plan	8
Cafeteria Information	10
Cafeteria Behavior	11
Food and Drinks in Classrooms	11
Bus Transportation	11
Student Council/Ambassador Group	11
Attendance Policy	12
Excused/Unexcused Tardy	12
Student Admits/Clearing Absences	13
Out-of-the-Building Passes/Signing Out	13
Daily Bulletin	13
Hall Passes	13
School Health Services	13
Medication Policy	13
School Lockers	14
Cheating	14
Ipads	14
Public Parking	14
Courtesy Phone	14
Cell Phones/Other Electronic Devices	15
Appointments with School Personnel	15
Dances	15
Dress Code	15
Bullying	16
General Statement of Policy	16
Definitions	17
Reporting Procedure	18
School District Action	18
Retaliation or Reprisal	19
Counseling and Academic Information	19
Counseling and Guidance	19
Schedule Changes	19
PowerSchool	19
Report Cards	20
Failures	20
Grade Point Average Computations	20
Junior High Honor Roll	20
Technology Resource Acceptable Use Policy and iPad Handbook	20
Eveleth-Gilbert Junior High School Media Center	20
Mission Statement	21
Hours	21
Services	21
Student Access to the Media Center	21
Orientation and Policies	21
Statewide Testing	22
Parent/Guardian Guide to Statewide Testing	22
Parent/Guardian Refusal for Student Participation in Statewide Assessments	25

INTRODUCTION

To: Students/Parents/Guardians:

This student manual should be used as a source of regulations, policies, and information for the student while attending Eveleth-Gilbert Nelle Shean and Junior High School. **Students should read the manual carefully, review it with their parents/guardians, and keep it as a reference.**

Students and parents are responsible for knowing and following the rules, regulations, policies, and procedures contained in this manual.

The rules, regulations, procedures, and articles described in this handbook have been established to create the best possible atmosphere for the education of all students. Your good use of this information will be to your advantage and will help the Gilbert Campus to continue to maintain the standards we have all come to expect. The importance of a good school record cannot be overemphasized. An excellent record in attitude, grades, attendance, citizenship, personality, and character should be every student's goal.

This handbook is not intended to represent a complete description of all district policies. A detailed description of all policies adopted by ISD 2154 is accessible on the school district website. (www.egschools.org). A printed copy is available upon request.

This handbook may be changed or amended during the school year. Changes will be posted in the office of the Principal and relayed to the students by means of the Daily Bulletin. Any questions on the policies herein should be addressed to the Principal.

2019-2020

Eveleth-Gilbert Junior High School

Class Schedule

Period 1	8:05 – 8:55
Period 2	8:58 – 9:48
Period 3	9:51 – 10:41
Period 4	10:44 – 11:34
Lunch	11:37 – 12:07
Period 5	12:10 – 1:00
Period 6	1:03 – 1:53
Period 7	1:56 – 2:46

Wednesday Early Out Schedule

Period 1	8:05 – 8:44
Period 2	8:47 – 9:26
Period 3	9:29 – 10:08
Period 4	10:11 – 10:50
Lunch	10:50 – 11:20
Period 5	11:23 – 12:02
Period 6	12:05 – 12:44
Period 7	12:47 – 1:26
Advisory Period	1:29 - 1:46

Nelle Shean Schedule 2019-2020

Students enter the building at 8:05
 Class begins at 8:10
 6th grade lunch 12:10 - 12:30
 6th grade recess 12:30 - 12:55
 5th grade recess 12:10 - 12:35
 5th grade lunch 12:35 - 12:55
 School dismissed 2:45 (1:45 Wednesdays)

Eveleth-Gilbert Student Activity Calendar 2019-2020

Aug 26, 2019	Monday	Teacher In-Service	Feb 11, 2020	Tuesday	JV Golden Bear Cub Speech Invitational @ EGHS, 4 pm
Aug 27, 2019	Tuesday	Teacher In-Service	Feb 14 & Feb 17, 2020	Fri-Mon	No School
Aug 28, 2019	Wednesday	Teacher In-Service @ Virginia High School-PDS	Feb 20, 2020	Thursday	JH/SH Conferences Appointments Only, 3:30-7 pm
Aug 29, 2019	Thursday	Teacher In-Service	Feb 27, 2020	Thursday	Orchestra gr. 5-8 Concert, 7 pm, Gilbert Jr. High
Aug 29, 2019	Thursday	Open House 3:30-5:30 (Franklin) 2:30-5:30 (Sr High) 3-6 (Gilbert)	Mar 2-3, 2020	Mon-Tues	Section 7A Music Contest @ VHS
Sep 2, 2019	Monday	Labor Day, No School	Mar 7, 2020	Saturday	Varsity Speech Meet @ EGHS/Franklin
Sep 3, 2019	Tuesday	First Day of School	Mar 10, 2020	Tuesday	Senior High Band, Orchestra, & Choir Concert, 7 pm
Sep 17, 2019	Tuesday	Senior High School Pictures (Retakes Nov. 1)	Mar 19, 2020	Thursday	End of Quarter 3
Oct 7-11, 2019	Mon-Fri	Homecoming Week	Mar 20, 2020	Friday	Teacher In-Service
Oct 4, 2019	Friday	Gilbert Campus 5-8 School Pictures (Retakes Nov 14)	March 23	Monday	Conference Exchange Day-No School
Oct 8, 2019	Tuesday	Franklin School Pictures (Retakes Nov. 12)	Mar 24, 2020	Tuesday	ACT Test (Juniors and Seniors)
Oct 17-18, 2019	Thurs-Fri	Education Conference, No School	Mar 26, 2020	Thursday	Sub-Section Speech @ Cherry, 3 pm
Oct 26, 2019	Saturday	Turnabout @ Eveleth Auditorium, Dinner at 6 pm	Mar 31, 2020	Tuesday	SH Chamber Music Concert, 7 pm
Oct. 24-25, 27, 2019	Thurs, Fri, Sun	Senior High Fall Play (Thurs & Fri: 7 pm; Sunday: 1 pm)	Apr 2, 2020	Thursday	JH Talent Show, 7:00 pm
TBD	TBD	Senior Scholarship and Financial Aid Night, 6 pm	Apr 4, 2020	Saturday	Section 7A Speech, Marshall School Duluth, 10 AM
Nov 1, 2019	Friday	End of Quarter 1	Apr 2, 2020	Thursday	Franklin Spring Pictures
Nov 4, 2019	Monday	Teacher In-Service Day	Apr 7, 2020	Tuesday	Makeup ACT Test
Nov 7, 2019	Thursday	JH/SH Conferences, 3:30-7 pm	Apr 9-13, 2020	Thur-Mon	Spring Break, No School
Nov 11 & Nov 13, 2019	Mon & Wed	Nelle Shean Conferences, 3:30-7 pm	Apr 17-18, 2020	Fri-Sat	State Speech @ Wayzata HS

Nov 12 & 14, 2019	Tues & Thurs	Franklin Conferences, 3:00-7 pm Tues/3:00-6 Thurs	Apr 23-25, 2020	Thurs-Sat	Senior High Spring Play (Thurs, Fri, 7 pm; Sat, 1 pm)
Nov. 11 & 12	Mon & Tue	Junior High Fall Play, 7 pm	Apr 30, 2020	Thursday	Junior High Band and Choir Concert, 7 pm
Nov 14, 2019	Thursday	Senior High Band and Choir Concert, 7 pm	May 2, 2020	Saturday	Prom
Nov 28-29, 2019	Thurs-Fri	Thanksgiving, No School	May 5, 2020	Tuesday	Senior High Band and Choir Concert, 7pm
Dec 3, 2019	Tuesday	Orchestra Concert for grades 5-12 VHS Auditorium, 7 pm	May 8, 2020	Friday	Franklin Grades 3 & 4 Spring Sing, 1:00 pm
Dec 4, 2019	Wednesday	11th Grade ASVAB Testing, HS Auditorium, 8:15 am	May 11, 2020	Monday	Spring Pops Orchestra Concert @ VHS, 7 pm
Dec 5, 2019	Thursday	Junior High Band and Choir Concert, 7 pm	May 15, 2020	Friday	Nelle Shean Spring Sing, 1:00 pm
Dec 13, 2019	Friday	Franklin K-2 Concert, 1:00 pm	May 18-22, 2020	TBD	Orientation for Incoming Freshman, Day TBD
Dec 23-Jan 1	Mon-Wed	Winter Break, No School	May 18-22, 2020	TBD	Senior High Awards Program, Day/Time TBD
Jan 2, 2020	Thursday	Classes Resume	May 20-21, 2020	Wed-Thurs	Franklin Track and Field May 22 Make up day
Jan 13-17, 2020	Mon-Fri	Snow Week	May 21, 2020	Thursday	Memorial Day Program
Jan 17, 2020	Friday	End of Quarter 2/Semester 1	May 22, 2020	Friday	Nelle Shean Track and Field (Tues May 26 Rain Date)
Jan 17, 2020	Friday	Preview of Plays Festival @ EGHS Aud, 3:00-9 pm	May 25, 2020	Monday	Memorial Day, No School
Jan 20, 2020	Monday	Teacher In-Service	May 28, 2020	Thursday	End of Quarter 4/Semester 2, Last Day for Students
Jan 25, 2020	Saturday	One Act Sub-Sections @ EGHS	May 29, 2020	Friday	Graduation Ceremony, 7 pm
Feb 1, 2020	Saturday	One Act Sections @ Aitkin	May 29, 2020	Friday	Teacher In-Service
Aug 26, 2019	Monday	Teacher In-Service	Feb 11, 2020	Tuesday	JV Golden Bear Cub Speech Invitational @ EGHS, 4 pm
Aug 27, 2019	Tuesday	Teacher In-Service	Feb 14 & Feb 17, 2020	Fri-Mon	No School
Aug 28, 2019	Wednesday	Teacher In-Service @ Virginia High School-PDS	Feb 20, 2020	Thursday	JH/SH Conferences Appointments Only, 3:30- 7 pm
Aug 29, 2019	Thursday	Teacher In-Service	Feb 27, 2020	Thursday	Orchestra gr. 5-8 Concert, 7 pm, Gilbert Jr. High

**GILBERT CAMPUS STAFF/CONTACT LIST
VOICE MAIL/EMAIL**

Dial into the District phone (744-2211) and put in the following extension number to leave a message for the instructor or staff member.

<i>Name, Position</i>	<i>Extension</i>	<i>Email address</i>
Bauman, Jeannine - FACS	6306/6308	jbauman@egschools.org
Belt, Natalie - 6th Grade	5107	nbelt@egschools.org
Berry, Dan - English	4002	dberry@egschools.org
Brainard, Paul - Physical Education	6309	pbrainard@egschools.org
Brunfelt, Amanda - 5th Grade	5112	abrunfelt@egschools.org
Chad, Samantha - Health Services	1808	schad@egschools.org
Cory-Semo, Shelby - Special Ed ECFE	5114	scory-semb@egschools.org
Custer, Deb - Art	6302	dcuster@egschools.org
- ECFE and SR 3's	5001	@egschools.org
Fierke, Tara	1833	tfierke@egschools.org
Forsman, Reid - Choir	6206	rforsman@egschools.org
Gibson, Josh - Math and Science	4201	jgibson@egschools.org
Griepentrog, Todd - Gilbert Campus Principal	1803	tgriepentrog@egschools.org
Haraden, George - Industrial Tech	6203	gharaden@egschools.org
Henderson, Robert - Special Education	5110	rhenderson@egschools.org
Hoag, Mike - Maintenance/Transportation	1948	mhoag@egschools.org
Kemp, Angie - Math	4202	akemp@egschools.org
Kunz, Dave - Social Studies	4100	dkunz@egschools.org
LaLonde, Lori - 5th Grade	5111	llalonde@egschools.org
Landwer, Stace - 6th Grade	5106	slandwer@egschools.org
Madden, Paul - Computers/Technology	6311	pmadden@egschools.org
Matuszak, Brad - School Readiness	5008/5009	bmatuszak@egschools.org
Murfin, Amanda - Science	6102	amurfin@egschools.org
Nucech-Duesler, Crystal - School Readiness	5005	snucech-duesler@egschools.org
- Title 1 5th and 6th	5102	@egschools.org
Rengo, Dave - Special Education	4102	drengo@egschools.org
Rice, Jacob - English and Speech	4206	jrice@egschools.org
Schriber, Shelley - 5th Grade	5101	sschriber@egschools.org
Streier, Matraca - School Readiness	5010	mstreier@egschools.org
Streier, Sean - Health and Phy Ed	4106/6309	sstreier@egschools.org
Szumal, Kevin - Band and General Music	6202	kszumal@egschools.org
Thompson, Ed - 6th Grade	5108	ethompson@egschools.org
Wirre, Debbie - Gilbert Campus Secretary	1800	dwiirre@egschools.org
Wilcox, Sheila - Orchestra	6201	swilcox@egschools.org
Youngman, Stephanie - 6th Grade	5109	syongman@egschools.org
Zika, Leigh - Media Center	1836	lzika@egschools.org

DIRECT DIAL PHONE NUMBERS – JUNIOR HIGH

Athletic Office	744-7712	Supt. Secretary	744-7700
Band Office	744-7782	Media Center	744-7780
Bus Garage Eveleth	744-7748	Nursing Office	744-7776
Bus Garage Gilbert	744-7788	Gilbert Principal	744-7773
Business Office	744-7705	Gilbert Campus Office	744-7770
Counseling Office	744-7775	Superintendent	744-7701
Communications Sec.	744-7774	Cafeteria	744-7777

GENERAL INFORMATION

BEFORE AND AFTER SCHOOL HOURS

Students are welcomed to be at school after hours for various activities if supervised by a teacher or advisor. The school is open in the morning to students at 7:30 AM, not before. After school there is a hallway supervisor in the canopy entrance area until 4:30 PM daily to monitor students who are waiting for rides home from practices or detention. Students who stay after school for any reason (and are not with their advisor) must sit in the supervised area near the canopy entrance. Students who wait for the 3:15 PM buses must remain in the canopy area, they may not leave campus and come back to get on the bus.

EVELETH-GILBERT SCHOOLS DISCIPLINE

At the Gilbert Campus, as in any community, a system of rules is necessary for successful work and learning to take place and to ensure personal safety. It is crucial that students learn the school rules and understand the value and importance of staying respectful, both verbally and physically. We encourage students to accept and understand when they have made a poor choice or done something wrong, and accept the consequences for their behavior as part of their learning experience.

Students need to develop skills that will help them to become good citizens and community members. Included are a basic knowledge of personal rights and responsibilities, learning to resolve conflicts in appropriate ways and learning to make safe, healthy choices in their daily lives. It is important for students to learn to show common courtesy and respect to others. All students need to behave in a way that allows everyone, regardless of gender, race, disability, ethnicity, personal identity, and religious affiliation, to feel free of fear and intimidation. The consequences for misbehavior described in this regulation are designed to be fair, firm and consistent for all students in grades 5-8 in the Eveleth-Gilbert School District. They apply to the students while they are in school or any district building during regular school hours or at times they are attending district events outside the regular school day. They also apply while students are on any district property or in any district vehicle.

Administrators may involve the police and law enforcement authorities as necessary. If a student violates a district rule which is also a violation of the law, the student will be referred to the police in addition to being dealt with by the district staff.

BEHAVIOR EXPECTATIONS

Be Prompt and Prepared

1. Be on time
2. Bring the following to class on a daily basis:
 - Appropriate text(s)/other materials (example: gym clothes)
 - Notebook/folder
 - Pen/pencil
 - Daily planner (5th and 6th)
 - iPad (7th and 8th)
 - Completed assignments
 - A leisure reading book (accelerated reader)

Respect Authority

1. Listen to authority
2. Follow directions promptly
3. Accept responsibility for your behavior

Respect the Rights of Others

1. Use appropriate voices
2. Allow others to remain focused and on task
3. Allow the teacher to teach without disruption

Respect Property

Display a Concern for Learning

1. Remain on task (pay attention, work on assignments)
2. Allow others to remain focused and on task
3. Allow the teacher to teach without disruption

Display Appropriate Social Skills

1. Accept disagreement, criticism, and compliments gracefully
2. Display courtesy and kindness to everyone
3. Use appropriate language at all times

DISCIPLINARY ACTION OPTIONS (For full district policy on discipline, refer to School District Policy 506.)

Gilbert Campus School-Wide Discipline Plan

Our school's mission is to provide a healthy learning environment for all. Restorative discipline is crucial in promoting self-control, teaching responsibility, and guiding thoughtful choices.	
Minor	Actions
Individual student behaviors are handled at the discretion of the classroom teacher OR the attending adult.	
• Inappropriate classroom behavior	Step 1: • Verbal reminder to the student of the expected behavior(s). Step 2: • Verbal reminder to the student of the expected behavior(s).
• Inappropriate footwear	
• Inappropriate hallway behavior	

• Incomplete coursework / classwork	<ul style="list-style-type: none"> • Consequences applied by teacher / staff. • Student complies / makes amends. Step 3: <ul style="list-style-type: none"> • Verbal reminder to the student of the expected behavior(s). • Home contact made by the teacher. 	
• Swearing (unintentional)		
• Teasing / name-calling		
• Unprepared for class		
Middle	Actions	
Individual student behaviors are handled initially by the attending adult and are entered into Powerschool, but are referred to the administration if they become chronic.		
• Abuse / misuse of school property	Step 1: <ul style="list-style-type: none"> • Verbal reminder to the student of the expected behavior(s). • Parent contacted regarding behavior. Step 2: <ul style="list-style-type: none"> • Consequence applied by teacher / staff. Step 3: <ul style="list-style-type: none"> • Referral to administration. 	
• Assembly behaviors		
• Cafeteria / playground behavior		
• Cheating on classwork / coursework		
• Destruction of personal property		
• Disrespect teacher's personal space/desk		
• Inappropriate clothing		
• Inappropriate use of technology		
• Non-compliance		
• Pushing, shoving, personal contact		
• Tardy		
Major		Actions
Individual student behaviors are immediately referred to the administration.		
• Bullying / fighting / intimidation	Step 1: <ul style="list-style-type: none"> • Referral to administration. • Home contact made by administration. Step 2: <ul style="list-style-type: none"> • Meeting with parents. • Written apology to offended parties. Step 3: <ul style="list-style-type: none"> • In / Out of School Suspension. Step 4: <ul style="list-style-type: none"> • Reentry meeting with administration. 	
• Bus behaviors		
• Cheating on assessments		
• Discrimination		
• Disrespect to staff		
• Disruption to educational environment		
• Inappropriate representation of school (field trips, athletics, performances, etc.)		

• Leaving campus without permission		Law enforcement may be contacted at the discretion of the administration.
• Sexual behavior / sexual harassment		
• Theft		
• Tobacco / vaping / drugs / alcohol		
• Vandalism-damage of property		
• Weapons		
NOTE: The school administration reserves the right of expediting the disciplinary process pending circumstances.		

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act; 506-8
- 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.

CAFETERIA INFORMATION

Breakfast is served daily in the cafeteria at 7:45 AM. Junior High students may eat breakfast but must be in class by 8:05 AM, Nelle Shean students need to finish breakfast by 8:10 AM.

Lunch is served daily in the cafeteria. Cost for the meal is \$2.50 for 5th/6th grade and \$2.60 for 7th/8th grade. Free and reduced lunches are also available to qualified students; please fill out an application form for this program in the office or find one on our district website home page under School Meals and Menus. (www.egschools.org).

Food is not to be taken out of the cafeteria unless approved by the principal. Ala carte items will be sold in the cafeteria on a limited basis (Friday's only for Nelle Shean). Only with the cooperation of all students can we keep the corridors neat and orderly in appearance. Students are to eat in the cafeteria during lunch hour, except for lunch detention. Students are not to eat lunch in classrooms, corridors, stairways, or the Media Center, unless your with a supervisor/teacher.

CAFETERIA BEHAVIOR

All students must remain in the school cafeteria during their lunch period, unless given permission to leave. Students are not to be wandering the halls during their lunch period. Classes are in session for the other grades.

All students are expected to follow these rules:

- Respectful behavior is expected at all times.
- Follow the directions of the cafeteria supervisors.
- Be on time.
- Talk quietly.
- Be respectful of others in the food lines.
- No throwing food or objects.
- Clean up your table.
- Place all trash in the proper receptacles.
- Keep hands, feet, and objects to self.
- Get permission to use the restroom or telephone from the lunchroom supervisors.
- All other school rules apply to the cafeteria as well. Electronics are not allowed in the cafeteria.

FOOD AND DRINKS IN CLASSROOMS

Food items and beverages other than water are not allowed in the hallways, classrooms, computer labs, or Media Center! Teachers may give special permission on occasion.

BUS TRANSPORTATION OF STUDENTS

1. The bus driver has complete authority on the bus.
2. The school bus does not stop, nor does it wait for students who are not out at their designated school bus pick up location. Students who miss their bus through their own negligence must find their own transportation to or from school.
3. Students must ride their assigned bus to and from school unless administrative approval is granted. A written request must be made by a parent and the office must sign the request.
4. Students must board and leave their bus at the location designated by the district.
5. Permanent changes to bus transportation (i.e. moving or change in before/after school care) must be made at least one week in advance by filling out a Transportation Change Request Form. Forms are available online or by contacting the office.

District Policy: Bus drivers will report serious and/or continued violations to the administration. Parents or guardians will be notified by letter. Transportation may be denied a student by school authorities for repeated or flagrant violation of bus rules. **NOTE: All School District Policies remain in effect while riding a school bus.**

Description Here

ATTENDANCE POLICY

TRACKING ATTENDANCE

Students in grades 5-12 are assigned the following attendance codes. Parents should check PowerSchool frequently to make sure their child is attending all classes regularly and on time.

A	Absent Excused: parent has contacted the school and the absence was excused by school staff
T	Tardy: student was late arriving for class
S	School Activity: no note is required, student was absent with school group or team
M	Medical: Student was at an appointment or absence was excused by professional office
U	Unexcused Absence: parent contacted school, absence was determined unexcused by school staff
X	TRUANT: Student is absent, no communication from home regarding absence
I	ISS: Student was assigned In School Suspension
O	OSS: Student was assigned Out of School Suspension
H	Homebound: student is receiving homebound instruction deemed necessary by school
R	Religious Release: student is at religious event

A parent or guardian must call the school or send a note when a student is absent. We prefer a phone call the day of the absence but will accept a call or note the following day. **A student has 1 day after their return to bring in a note or the absence will be unexcused.** The office will not call home upon the student's return to clear the absence. It is the responsibility of the student and family to clear absences.

Excessive absences, whether excused or unexcused, cause significant disruption and academic hardship. Students who accumulate 5 absences (see codes above: A, U, or X are counted in this total) over the course of a term will be sent a letter reminding their families of the importance of school attendance. Students who are absent for 10 or more days (A, U, or X) in the year will be sent a letter that indicates a doctor's note or principal permission is required to excuse any further absences. We strongly recommend acquiring a doctor's note whenever possible in order to minimize the accumulation of these 10 absences. Any absence with documentation from a medical, dental, or mental health professional is marked "M" for Medical and does not count towards the total that trigger the absence letters.

Students who accumulate more than 7 **unexcused** absences (X or U) will be referred to the Multi-Agency Truancy Review Team. **At the secondary level, absences accumulate per class period, not just per day.** This means that a student who is absent unexcused for one or more class periods on 7 different days may be referred for Truancy Review Services.

Students will have 2 days to make up any missed work for every 1 day of excused absence. At that time, the assignment would be considered late and individual classroom late work policies will apply.

EXCUSED/UNEXCUSED TARDY

Being on time and ready for class is important. Students who are tardy for class will receive a tardy. Any tardy that is more than 10 minutes late will be counted as a missed class period and will have to be made up in detention. Examples of **excused** tardies: doctor or dentist appointment, illness, court appearance. **Examples of unexcused tardies: missed bus, overslept, transportation trouble, parent or ride was late.** Even if a parent writes a note,

these excuses remain **unexcused**. Students are allowed one “free” morning tardy per term. Following that, any student who is late for school will have to make up any and all missed class periods in detention.

STUDENT ADMITS/CLEARING ABSENCES

Upon returning to school after an absence, students must report to the office to clear the absence. Parents may call in the day of the student’s absence to report the absence or send a note the day of their return to school. If students fail to clear the absence, they will be called to the principal’s office and detention will be assigned. The detention will be removed if the student produces a note or call from a parent.

****Note –Students will have one (1) day to produce a written note or phone call for all absences, or detention will be issued. They will receive 1 hour of detention for each class period missed.**

OUT-OF-THE-BUILDING PASSES/SIGNING OUT

To leave the school during the school day, a student needs a blue ‘Permit to Leave Building’ pass. To obtain this pass, a student must have a parent/guardian phone or give a written request into the school office. Students leaving the building without signing out will be considered truant. This pass is given out, but not limited to: court appearances, probation visits, dentist and clinic appointments, church participation activity, family emergencies, funerals, and illness during the day.

DAILY BULLETIN

Events of the day will be printed in the daily bulletin which is read to students and staff. It is posted on our school website, on the bulletin board at the canopy entrance and the cafeteria hallway bulletin board.

HALL PASSES

Students must have a signed yellow hall pass from a teacher or the office when they go from place to place in the building during the day, unless they are under the direct supervision of a teacher. This includes passes to the Media Center and school nurse.

SCHOOL HEALTH SERVICES

The Health Office is located in the Gilbert Office and is staffed by a nurse. The Health Service nurse is trained in CPR and First Aid. Students with special health problems should notify the school office and the nurse. Students are to report to the Nurse’s Office if they are ill with a pass from their teacher. Students must go to the nurse’s office for evaluation and a phone call to their parents before being sent home. Students must check out of the office if leaving school at any time. **Students may not call home to leave without first checking in and getting approval from the nurse or the office.**

MEDICATION POLICY

Students may not have any over the counter or prescription medication with them at any time. If a student may need medication at some point, a parent or guardian must fill out a “Consent for Administration of Medication During School Hours” to be kept on file with the nurse. The medication, whether prescription or over the counter, **MUST** be in its original bottle and must have the student’s full name either on a prescription label or written on the over the counter bottle. The medication will then be kept in the office for dispensation as needed. Parents/guardians are responsible for providing and re-filling medication.

SCHOOL LOCKERS

School lockers are assigned according to grade. The student is responsible for keeping his/her locker neat, orderly, and safe. Any vandalism to the lockers will be cleaned and/or repaired by the students or by a custodian with the student providing restitution for materials and labor. The school district provides locks for these lockers if you chose to have one. Any school issued lock that is destroyed or lost must be replaced at student expense (\$10). If a student wants to use a lock from home they may do so, but the combo or an extra key must be given to the office. Students are responsible for items found in their assigned locker and are not allowed to move to a different locker without permission. **Students may NOT keep items in other student's lockers.**

Students and parents should familiarize themselves with the district policy relating to the search of student lockers located on the egschools.org website, under District Information, Policies. (See School District Policy 502)

CHEATING

Cheating on tests or assignments as determined by the classroom teacher will result in a zero for the particular assignment. Repeating offenses will result in further disciplinary action and possible failure for the quarter. Parents will be notified for each offense.

IPADS

Junior High Students will be using their iPads to organize assignments and calendars. They are required to have their iPad with them, charged for use, at all times. Students are required to follow all guidelines set forth in the iPad Handbook and Technology Acceptable Use Policy, whether on or off school grounds, when using the district owned iPad. Nelle Shean students will have an iPad to use in school which will remain at school.

PUBLIC PARKING

No public vehicles may be in the bus pull through near the canopy entrance at any time unless you are dropping off a handicapped passenger. There are bus runs all day and this space is needed for student loading at all times. There are parking lots on either end of the building and on nearby streets.

COURTESY PHONE

A courtesy phone for student use is located in the office. Students must use this phone with permission to make calls during the day.

CELL PHONES/OTHER ELECTRONIC DEVICES

Student cell phone usage on the Gilbert campus will be restricted as follows:

- Cell phones must be kept **turned off and in student lockers** during the school day.
- Use of any electronic device capable of picture taking is strictly prohibited in school without administrative approval, and is always strictly prohibited in restrooms, and locker rooms, and theater changing areas. iPads should be used only for school assignments, taking personal pictures on them is prohibited.

Students who violate this policy will have their electronic devices confiscated. Warnings will not be given. The cell phone/electronic device will be turned in to the office and the student will pick it up at the end of the school day. Upon the second offense, a parent or guardian will be required to pick up the device. If the student is caught with a device a third time, they will be required to turn it into the office every day for the remainder of the school year. Students who refuse to give their cell phone or electronic device to a staff member when requested to do so, will be referred to the office immediately, and additional consequences may be imposed.

APPOINTMENTS WITH SCHOOL PERSONNEL

Anyone desiring a conference with a staff member or a conversation regarding the progress of their son/daughter should call the instructor and leave a voicemail message. You may call 744-2211, and then enter the teacher's 4-digit voicemail number, listed on page 5, to leave a message. You may contact the office if for any reason the instructor fails to return your call in a timely manner.

SCHOOL DANCES

To attend any school sponsored dances or parties, a student may not have any outstanding disciplinary consequences, including detentions that have not been served. All other infractions will follow the district wide discipline policy for length of that violation. We do not allow visitors to dances. Only currently enrolled Eveleth-Gilbert 7th and 8th graders will be allowed entrance.

DRESS CODE

The Gilbert campus follows school dress code policy. Any student found to be in violation of this policy will be asked to change and may call home to request a change of clothing if necessary. We also do not allow students to carry purses or bags to class; they must remain in the student's locker or in the student storage room.

The following is from our district Student Dress and Appearance Policy (504):

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to encourage students to be dressed appropriately for school and school related activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

- A. Appropriate body markings and clothing at school and school related activities includes, but is not limited to, the following:
 1. **Clothing appropriate for the weather.**
 2. Clothing or footwear (flip-flops) that does not create a health or safety hazard.
 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- B. Inappropriate body markings and clothing at school and school related activities includes, but is not limited to, the following:
 1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
 2. Pants/shorts/skirts that do not fit around the waist, are not belted, are torn above the mid-thigh or drags on the floor.
 3. Clothing, face paint, or markings to the body with words or visuals that are sexually suggestive, lewd, vulgar, obscene, profane, abusive, degrading, or discriminatory.
 4. Apparel or markings to the body promoting the use of drugs, alcohol, tobacco, or other products or activities that are illegal for use by minors.
 5. See-through or sexually suggestive apparel which exposes the body in an inappropriate/suggestive manner.
 6. Underwear that is visible.
 7. **Pajamas**, unless part of a school approved activity. (***Pajama pants are NOT allowed, even though they may be sold in the regular clothing department.***)
 8. Strapless and/or backless dresses or tops. Tank, tube, or halter tops or dresses. Dresses or tops with spaghetti straps, **plunging necklines**, or those which bare midriffs, any other similar clothing items which could be distracting or disruptive to the educational process.
 9. Dresses/skirts/shorts that do not reach past mid thigh. Slits in dresses and skirts that are higher than mid-thigh. (*The Junior High definition of mid-thigh is slightly lower than the end of the fingertips when arms are hanging at side.*)
 10. Headgear, including **hats, bandannas, hoods, and sunglasses.**

11. **Jackets, coats**, and other similar items of outerwear worn in the school building during the school day. These items must remain in lockers.
 12. Gang-related apparel, clothing, jewelry, insignia, colors, paraphernalia, face painting, or materials worn or carried on campus or at school-sanctioned activities.
 13. Spiked and long chain-linked jewelry. Electronic equipment (such as cell phones, MP3 players, hand-held video games, etc.) that are carried during the school day, as per the student handbooks.
 14. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals.
 15. Any apparel or footwear that would damage school property.
- C. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations, school activity).

III. PROCEDURES

- A. **When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications, use clothing in the nurse's office, bear den clothing closet, or a parent/guardian may be asked to bring in alternative clothing. Uncooperative students will receive progressive discipline as outlined in the Gilbert Campus School Wide Discipline Plan. Parents/guardians will be notified.**
- B. Headgear, inappropriate accessories, and electronic equipment, worn or carried, may be confiscated by the teacher for the entire school day. On the first offense; parents may be called to retrieve items.
- C. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- D. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendations to the administration for approval.

BULLYING PROHIBITION POLICY

For a full copy of the policy, please refer to the district website. This handbook includes portions of the full policy.

I. GENERAL STATEMENT OF POLICY

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

- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506).

The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

II. DEFINITIONS

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

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

The term, "bullying," specifically includes cyber bullying as defined in this policy.

- B. "Cyber bullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex,

marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

III. REPORTING PROCEDURE

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

IV. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

V. RETALIATION OR REPRISAL

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

COUNSELING AND ACADEMIC INFORMATION

COUNSELING AND GUIDANCE

The Gilbert Campus School Counselor will be available at the school on a full time basis. The counselor may also be reached by email and voicemail. Take care of your counseling or scheduling questions prior to the start of school, during lunch period, or between classes and make sure they are taken care of well in advance of a deadline. You may reach the counselor by phone/voice mail at 744-7775.

SCHEDULE CHANGES

Schedule Change Policy for the 2019-2020 school year is as follows:

Students will be held to their registration choices that were made during the scheduling process during the last school year. No changes will be allowed except for the following reasons:

- The student has a written doctor's excuse and cannot take the class.
- The student has been accepted into a special program.
- An error has been made by the school.

Notice: Any student who drops a course after the first or third term will receive an F for the course.

POWERSCHOOL

Parents may access their son/daughter's grades, attendance, homework, etc. through the PowerSchool Program. Log on to www.egschools.org and click on the PowerSchool icon. Passwords will be given out at the beginning of the school year. Parents/guardians may also call the office to request their password. Log in information and passwords will ONLY BE GIVEN TO THOSE WITH LEGAL GUARDIANSHIP OR CUSTODY of the child.

REPORT CARDS

Report cards will be prepared four times a year. Students in grades 5 and 6 will be bringing home a copy of their report cards. The report cards will be available online through the Parent Portal of PowerSchool for everyone. **Paper report cards will not be printed and mailed home for 7th and 8th graders.** If parents or legal guardians do not have access to the internet, they may request, in writing, that paper report cards be mailed home for the year. You only need to make this request once per year. If you would like to cancel the request, please contact the office. Midterm deficiency notices will **NOT** be mailed home. It is the responsibility of the parent or guardian to check PowerSchool.

FAILURES

If a student fails a core class, he/she may be required to repeat that class the following year. Students who fail multiple core courses over the school year may be required to repeat the entire grade.

GRADE POINT AVERAGE COMPUTATIONS

Grades in all subjects are used to determine the student's grade point average. Grade Point Average (GPA) equals the total number of points divided by the total number of courses.

JUNIOR HIGH HONOR ROLL

The Exemplary (4.0 GPA), A Honor Roll (3.6 to 3.99 GPA) and B Honor Roll (3.0 to 3.59 GPA) exist for the purpose of giving recognition to those students who do exceptionally well in their academic work. The Gold (3.6 and above GPA) and Silver (3.0 GPA) Honor Rolls exist for the purpose of giving recognition to those students who do exceptionally well in their academic work.

Grade Point Limitations

1. No student will be placed on the Honor Roll who receives an "F" in **any** subject.

TECHNOLOGY RESOURCE ACCEPTABLE USE POLICY AND IPAD HANDBOOK

A copy of the *Technology Resource Acceptable Use Policy* is available on the school district website. iPad Handbooks are also available on the district web site or may be obtained from the Gilbert Campus secretary (744-7770). **Students are not allowed access to school computers or devices until their signature pages have been signed by both the student and a parent or guardian and returned to school.**

EVELETH-GILBERT JUNIOR HIGH SCHOOL MEDIA CENTER

MISSION STATEMENT

The mission of the Eveleth-Gilbert Campus Media Center is to provide a learning environment with diversified materials and resources to support the curriculum and to promote lifelong learning and literacy. Through interaction and cooperation with faculty, students will learn how to retrieve, interpret and synthesize information from a variety of sources to meet their individual needs.

HOURS

The Media Center is open from 7:30 AM – 3:20 PM. This schedule may vary depending on faculty meetings and other events scheduled as needed. Students who need to use the Media Center beyond these hours must make special arrangements in advance with Media Center personnel.

SERVICES

1. The print collection includes approximately 16,000 books and numerous subscriptions to current magazines.
2. Online resources include Internet access, access to the library catalog, and several other subscription research databases.
3. The non-print collection includes a variety of videotapes, DVDs, books on CD, and five Nook e-readers for student use.
4. Lamination, video and DVD production and duplication, letter making machines, book binding and many other production services are available upon request.
5. Software on various computers is available for word processing, creating databases, spreadsheets, and other computer generated presentations.

STUDENT ACCESS TO THE MEDIA CENTER

Individual students or students in small groups may use the Media Center from classes with a written pass from an instructor. These passes must be presented at the circulation desk and must be signed by Media Center personnel if students return to class before the end of a class period.

Individual instructors will arrange class use of the Media Center in advance.

Students are also encouraged to make use of the Media Center before school, during the lunch break, between classes and after school. Passes are not required at these times.

ORIENTATION AND POLICIES

Students will receive in-depth instructions and information on Media Center use, services and policies, through scheduled sessions arranged through a classroom teacher sometime at the beginning of the school year. Students will be notified of new services and materials on an ongoing basis as needed.

Students using the Media Center are expected to:

1. Observe school rules regarding attire, food and beverages, mp3 players, cell phones, etc.
2. Display appropriate behavior, which is non-disruptive to others in the area.
3. Show proper respect for other persons and property, school district materials, equipment, furniture and supplies.
4. Follow other procedures for checking out and returning materials.
5. Use computers with complete knowledge and understanding of school district policies.

Disrespectful or disturbing behavior or abuse of materials or equipment will not be tolerated. Students will be verbally warned and may be temporarily restricted from using the Media Center as a consequence for misbehavior.

Parent/Guardian Guide to Statewide Testing

This document provides basic information to help parents/guardians make informed decisions that benefit their children,

schools and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

Students who do not participate will receive a score of "not proficient."

- Students who receive a college-ready score on the high school MCA are not required to take a remedial, non credit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.

School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The [*Minnesota K–12 Academic Standards*](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do. Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state- required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.state.mn.us > Students and Families > Statewide Testing).

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date _____ This form is only applicable for the 20____ to 20____ school year

Students First Name _____ Middle Initial _____ Last Name _____

Students Date of Birth _____

Students School District _____ Students Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

____ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families >Statewide Testing).

Reason for refusal: (Please complete)

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science
_____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-cr edit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

Bus Purchase Proposal

Mike Hoag
July 15, 2019

RECOMMENDATION

Bids were received from Telin Transportation for a Thomas Bus and United Truck Body Co Inc. for a Blue Bird Bus. I am recommending the purchase of one Blue Bird Bus from United Truck Body Co Inc., at a total cost of \$106,925.40. While this bid was approximately \$2,000 more than Telin's, easier maintenance, cheaper parts, and service out of Duluth will make the total cost cheaper in the long-run.

BUS SPECIFICATIONS

- 71 Passenger
- Flat Nose
- Tinted Windows
- Digital Video Camera System
- Standard Safety Equipment

**MINNESOTA STATE SCHOOL BUS COOPERATIVE PURCHASING
 PRICE SHEET AND CALCULATION FORM
 PROPOSAL PRICE SHEET FOR SCHOOL BUS TRANSIT BODY AND CHASSIS**

DEALER United Truck Body Co Inc., 5219 Miller Trunk Hwy, Hermantown, MN 55811

BRAND Blue Bird

PROPOSER IS SUBMITTING THIS PRICING FOR REGION(S)

5

Effective 10-01-2018

**BODY SIZE DIMENSION 71 PASSENGER
 BASE PRICE PER SPECIFICATIONS**

AISLE OPTIONS

ALUMINUM STRIPS

BODY PANELS, OPTIONS

16 GAUGE SMOOTH SIDE PANELS

FLOOR, OPTIONS

INDICATE COLOR OPTION BROWN

WINDOWS, OPTIONS

TEMPERED, TINTED W/ HIGH HEADROOM

BATTERY, OPTIONS

KEY LOCK ON BATTERY DOOR
 BOX FOR "2" 8D BATTERIES
 STAINLESS STEEL SLIDE TRAY W/ROLLER BEARINGS

CROSSING ARM, OPTIONS

ELECTRIC SOLID STATE UPGRADE, W/PLASTIC ROD

DEFROSTER, OPTIONS

UPPER RIGHT MOUNTED ADDITIONAL FAN

DOORS, ENTRANCE, OPTIONS

FRONT VANDAL LOCK, MECHANICAL
 THREE POSITION DOOR CONTROL, AIR ELECTRIC

DOORS, EMERGENCY, OPTIONS

LOWER DOOR GLASS GUARD
 REAR VANDAL LOCK
 3 POINT REAR DOOR LATCH

HEATERS, OPTIONS

MIDSHIP HEATER, 80K, IN LIEU OF 50K
 BOOSTER PUMP
 SILICONE HEATER HOSE WITH CONSTANT TORQUE CLAMPS
 SERIES HEATER CIRCUIT

HEATERS, AUXILIARY, OPTIONS

MODEL BTU'S
 WABASTO HEATER SCHOLASTIC 45,000.
 SKIRT MOUNTED BOX ONLY FOR AUXILIARY HEATER

INSULATION, OPTIONS

NOISE REDUCTION SPRAY ON ALL PANELS

INTERIOR, OPTIONS

10 x 30 OVERHEAD MIRROR
 DIGITAL VIDEO CAMERA SYSTEM, COLOR R4001 BRAND
 CHILD CHECK SYSTEM

YOUR BUS
87,893.00
STD
460.00
257.00
50.60
STD
STD
469.20
STD
57.04
56.12
9.20
23.00
174.80
60.72
184.00
211.60
151.80
STD
2,198.00
519.80
47.84
16.56
1,748.00
138.00

LAMPS AND SIGNALS, OPTIONS	
ALL LIGHTS LED	726.80
CELL PHONE POWER POINT	STD
MIRRORS, OPTIONS	
HEATED MIRRORS, OUTSIDE AND CROSSOVER	142.60
CROSSOVER MIRRORS BRKTS, STAINLESS STEEL	64.40
SUNSHIELD, OPTIONS	
6 X 30 RIGHT SIDE SHIELD	23.92
ADDITIONAL SIDE VISOR, DRIVERS SIDE WINDOW	77.28
RADIO, OPTIONS	
AM/FM WITH MP3, INTEGRAL PA, 8 SPEAKERS	STD
8 SPEAKERS (ADD 4 TO STD 4)	STD
LOWER MOUNTED, EXT. PA SPEAKER, UNDER FLOOR AREA	STD
NOISE SUPPRESSION SWITCH, MOMENTARY	STD
RUBRAIL, OPTIONS	
ADDITIONAL RUBRAIL	48.76
CAULKING TOP OF EXTERIOR RUBRAILS	133.40
SEAT BELT FOR DRIVER, OPTIONS	
VERTICAL ADJ'MT. FOR SHDR BELT ANCHOR	STD
DRIVERS SEAT, OPTIONS	
NATIONAL SEAT WITH ADJ. SEAT BACK-BOX. PEDESTAL	STD
ARM REST	28.52
STORAGE POUCH	13.00
SEAT AND CRASH BARRIERS, OPTIONS	
MODESTY PANEL BELOW CRASH BARRIER, LEFT	20.40
STEPS, OPTIONS	
FORWARD HAND RAIL (RT. SIDE)	27.60
STAINLESS STEEL STEPWELL	478.40
STEP TREADS, OPTIONS	
BLACK TREADS	Std
PREMIUM NON-SKID ABRASIVE NOSING	STD
BUMPER STEPS, OPTIONS	
GRAB HANDLES, BLACK	STD
STIRRUP STEPS	STD
STOP SIGNAL ARM, OPTIONS	
Windguard Electric w/LED strobe lights	197.80
STORAGE COMPARTMENT, OPTIONS	
LEFT SIDE ABOVE DRIVER HEAD, LOCKABLE	105.80
WHEEL HOUSING, OPTIONS	
BLACK FLOORING MATERIAL	STD
RUBBER WHEEL OPENING EXTENSIONS, FENDERETTES (4)	230.00
MUD FLAPS, REAR, STD RUBBER	54.28
MUD FLAPS, FRONT, STD RUBBER	46.00
WINDSHIELD, OPTIONS	
2 PIECE CURVED, TINTED	STD
WINDSHIELD WIPERS, OPTIONS	
SINGLE SWITCH	STD
WINTER (ALL SEASON) BLADES	5.00
WIRING, OPTIONS	
MANUAL RESET CIRCUIT BREAKERS	23.00
PURPOSE SPECIFIC LABELED WIRING	STD

OTHER , OPTIONS
 OTHER OPTIONS NOT LISTED KROWN RUST INHIBITOR

150.00
97,323.24

SUBTOTAL BODY AND OPTIONS

TRANSIT CHASSIS

AIR CLEANER, OPTIONS:
 HEAVY DUTY DUAL ELEMENT

STD

AXLES, FRONT, OPTIONS:
 13,200 LB. CAPACITY
 WET TYPE OIL SEAL, STATE BRAND STEMCO

STD
STD

AXLES, REAR, OPTIONS:
 21,000 LB. CAPACITY
 MAGNETIC OIL LEVEL PLUG

STD
STD

ELECTRICAL SYSTEM, OPTIONS:
 MANUAL RESET CIRCUIT BREAKERS
 DAYTIME RUNNING LIGHTS, HIGH POWER
 HEADLIGHT CIRCUIT RELAY SYSTEM
 HEADLIGHT, IGNITION OFF ALARM
 HEAVY DUTY MECHANICAL TURN SIGNAL FLASHER _____
 CELL PHONE POWER POINT

41.40
STD
STD
STD
STD
STD
STD

BATTERIES:
 QTY. GROUP CCA
 3 31 2100

155.00

STARTERS:
 NIPPEN-DENZO

STD

ENGINES, OPTIONS:
 CUMMINS ISB10 200 H.P. PARENT BORE 520 LB
 EXHAUST BRAKE, ENG. MTD BRAND CUMMINS MODEL VGT
 LOW COOLANT LEVEL WARNING LIGHT
 BLOCK HEATER, INDICATE WATTAGE 750
 BUMPER MOUNTED PLUG-IN RECEPTACLE
 SILICONE HOSES
 FUEL HEATER, IN LINE
 ELECTRIC MANIFOLD GRID HEATER

STD
331.20
STD
119.60
STD
128.80
STD
STD

RADIATOR OPTIONS:
 WINTER FRONTS, SNAP ON, INDICATE COLOR BLACK

85.00

FUEL-WATER SEPARATOR:
 RACOR 490R30 W/ HEATER

STD

FRAME, OPTIONS:
 TRAILER HITCH WITH ELECTRICAL PLUG

700.00

FUEL TANK, OPTIONS:
 60-65 GALLON, BETWEEN FRAME MOUNTED
 THUMB LATCH ON FUEL DOOR

STD
NC

INSTRUMENTS AND PANEL, OPTIONS:
 DASH MOUNTED DIGITAL CLOCK
 TACHOMETER
 HOUR METER
 TRANSMISSION TEMP. GAUGE, DASH MOUNTED
 IGNITIONS KEYED ALIKE

STD
STD
STD
STD
9.20

SPRINGS, OPTIONS:
 FRONT:
 2 LEAF PARABOLIC, 13,200 LB
 MAINTENANCE FREE SPRING PINS

STD
STD

MINNESOTA STATE SCHOOL BUS COOPERATIVE PURCHASING

PRICE SHEET AND CALCULATION FORM

PROPOSAL PRICE SHEET FOR SCHOOL BUS TRANSIT BODY AND CHASSIS
 DEALER TELIN TRANSPORTATION, 5121 - 212th St West, Farminton, MN.
 BRAND THOMAS.
 PROPOSER IS SUBMITTING THIS PRICING FOR REGION(S) ALL.

EFFECTIVE OCTOBER 1, 2018

INDICATE "STD." AS THE VEHICLE STANDARD
 INDICATE "NA" AS NOT AVAILABLE

BODY SIZE DIMENSION 71 PASSENGER

BASE PRICE PER SPECIFICATIONS

AISLE OPTIONS

ALUMINUM STRIPS

BODY PANELS, OPTIONS

16 GAUGE SMOOTH SIDE PANELS

FLOOR, OPTIONS

INDICATE COLOR OPTION GRAY MARBLEIZED

SEATS, OPTIONS

FIRE BLOCK MATERIAL: GRAY, GREEN, BROWN, COL. BLUE

WINDOWS, OPTIONS

TEMPERED, TINTED W/ HIGH HEADROOM

BACK UP ALARM OPTIONS

112 DECIBEL OUTPUT

BATTERY, OPTIONS

STAINLESS STEEL SLIDE TRAY W/ROLLER BEARINGS

CROSSING ARM, OPTIONS

ELECTRIC SOLID STATE UPGRADE, W/PLASTIC ROD

DEFROSTER, OPTIONS

UPPER RIGHT MOUNTED ADDITIONAL FAN

DOORS, ENTRANCE, OPTIONS

EXTERIOR DOOR RELEASE, ELECTRIC
 8 WAY "RED" ACTIVATION SWITCH (WITHOUT OPENING DOOR)

DOORS, EMERGENCY, OPTIONS

LOWER DOOR GLASS GUARD
 REAR VANDAL LOCK
 3 POINT REAR DOOR LATCH

ROOF HATCHES, OPTIONS

ALL ROOF HATCH OPTIONS BELOW SHALL BE PRICED FOR 2
 SMI WO/VENT LOW PROFILE 'PROLO'

HEATERS, OPTIONS

MIDSHIP HEATER, 80K, IN LIEU OF 50K

YOUR BUS
84,860.00
44.00
346.00
226.00
456.00
204.00
67.00
135.00
STD
53.00
89.00
10.00
18.00
60.00
42.00
85.00
82.00

BOOSTER PUMP	106.00
SILICONE HEATER HOSE WITH CONSTANT TORQUE CLAMPS	290.00
PARALLEL HEATER CIRCUIT	STD
HEATERS, AUXILIARY, OPTIONS	
MODEL BTU'S	
WABASTO HEATER: <u>SCHOLASTIC 45,000 BTU SKIRT BOX INCL.</u>	1,999.00
SKIRT MOUNTED BOX ONLY FOR AUXILIARY HEATER W/O HEATER	152.00
INSULATION, OPTIONS	
NOISE REDUCTION SPRAY ON ALL PANELS	STD
INTERIOR, OPTIONS	
10 x 30 OVERHEAD MIRROR	42.00
DIGITAL VIDEO CAMERA SYSTEM, COLOR <u>SEON</u> BRAND	1,789.00
LAMPS AND SIGNALS, OPTIONS	
ALL LIGHTS LED: <u>EXCLUDES 8-WAY LAMPS</u>	595.00
LED 8-WAY LIGHTS	582.00
CELL PHONE POWER POINT	15.00
MIRRORS, OPTIONS	
HEATED MIRRORS, OUTSIDE AND CROSSOVER	222.00
CROSSOVER MIRRORS BRKTS, STAINLESS STEEL	48.00
REARVIEW MIRRORS BRKTS, STAINLESS STEEL	48.00
SUNSHIELD, OPTIONS	
6 X 30 RIGHT SIDE SHIELD	45.00
ADDITIONAL SIDE VISOR, DRIVERS SIDE WINDOW	20.00
RADIO, OPTIONS	
AM/FM WITH CD, INTEGRAL PA, 8 SPEAKERS	STD
LOWER MOUNTED, EXT. PA SPEAKER, UNDER FLOOR AREA	NC
RUBRAIL, OPTIONS	
ADDITIONAL WRAP AROUND RUBRAIL EACH SET	25.00
CAULKING TOP OF EXTERIOR RUBRAILS	89.00
SEAT BELT FOR DRIVER, OPTIONS	
VERTICAL ADJ'MT. FOR SHDR BELT ANCHOR	STD
DRIVERS SEAT, OPTIONS	
NATIONAL SEAT W/ ADJ. SEAT BACK-MANUAL ADJ. PEDESTAL	82.00
ARM REST	25.00
STORAGE POUCH	9.00
SEAT AND CRASH BARRIERS, OPTIONS	
MODESTY PANEL BELOW CRASH BARRIER, RIGHT	13.00
STEPS, OPTIONS	
FORWARD HAND RAIL (RT. SIDE)	33.00
SOUND ABATEMENT, STEPWELL ONLY	108.00
STAINLESS STEEL STEPWELL	412.00
STEP TREADS, OPTIONS	
BLACK TREADS	STD
BUMPER STEPS, OPTIONS	
GRAB HANDLES, BLACK	STD
STIRRUP STEPS	STD
STOP SIGNAL ARM, OPTIONS	
Windguard Electric w/LED strobe lights	119.00

STORAGE COMPARTMENT, OPTIONS

BULKHEAD STORAGE COMPARTMENT, TOP HINGED

STD

UNDERCOATING/RUSTPROOFING, OPTIONS

INSIDE REAR BODY PANELS AT FLOOR LINE

STD

WHEEL HOUSING, OPTIONS

METAL EXTENSION, FENDERETTES (REAR)
MUD FLAPS, REAR, STD RUBBER
MUD FLAPS, FRONT, STD RUBBER

STD

STD

STD

WINDOWS, OPTIONS

THERMO SIDE WINDOWS, EACH COMPLETE
THERMO LOWER ENTRANCE DOOR GLASS

66.00

STD

WINDSHIELD WIPERS, OPTIONS

SINGLE SWITCH
WINTER (ALL SEASON) BLADES

36.00

NA

WIRING, OPTIONS

MANUAL RESET CIRCUIT BREAKERS
PURPOSE SPECIFIC LABELED WIRING

STD

STD

SUBTOTAL BODY AND OPTIONS

93,747.00

TRANSIT CHASSIS

AXLES, FRONT, OPTIONS:

13,200 LB. CAPACITY
WET TYPE OIL SEAL, STATE BRAND CHICAGO RAWHIDE

STD

25.00

AXLES, REAR, OPTIONS:

19,000 LB. CAPACITY
MAGNETIC OIL LEVEL PLUG

STD

STD

ELECTRICAL SYSTEM, OPTIONS:

MANUAL RESET CIRCUIT BREAKERS
DAYTIME RUNNING LIGHTS, HIGH POWER
HEADLIGHT, IGNITION OFF ALARM
CELL PHONE POWER POINT

STD

STD

STD

15.00

ALTERNATORS:

270 AMP. 4949 LEECE NEVILLE

369.00

BATTERIES:

QTY. GROUP CCA
2 8D 2250

275.00

ENGINES, OPTIONS:

CUMMINS ISB13 200 H.P. PARENT BORE 600 LB
CRUISE CONTROL, ELECTRONIC SPD. CONTROL
EXHAUST BRAKE, ENG. MTD BRAND CUMMINS MODEL VGT
LOW COOLANT LEVEL WARNING LIGHT
BLOCK HEATER, INDICATE WATTAGE 750
SILICONE HOSES
CONSTANT TORQUE HOSE CLAMPS
LONG LIFE COOLANT BRAND ETHYLINE GLYCOL PRE CHARGED SCA
ELECTRIC MANIFOLD GRID HEATER

STD

STD

125.00

STD

STD

226.00

STD

STD

STD

RADIATOR OPTIONS:

WINTER FRONTS, SNAP ON, INDICATE COLOR BLACK

Dealer install

226.00

FAN CLUTCH:

TOTAL TAXABLE CHARGES

EXCISE TAX

WARRANTY:

ENGINE WARRANTY: CHOOSE ONLY ONE

ENGINE CUMMINS BRAND ISB
YEARS 5 MILES 100,000 STANDARD WARRANTY
YEARS 5 MILES 150,000
YEARS 7 MILES 150,000
YEARS 10 MILES 200,000
YEARS MILES

CHASSIS WARRANTY: CHOOSE ONLY ONE

BRAND THOMAS MODEL SAF T LINER EFX
YEARS PRO RATED MILES PRO RATED STANDARD WARRANTY
YEARS MILES
YEARS MILES
YEARS MILES
YEARS MILES

TRANSMISSION WARRANTY: CHOOSE ONLY ONE

BRAND ALLISON MODEL PTS 2500
YEARS 7 MILES UNLIMITED STANDARD WARRANTY
YEARS MILES
YEARS MILES
YEARS MILES
YEARS MILES

TOTAL NON-TAXABLE CHARGES

TOTAL COST OF YOUR SCHOOL BUS:

TRADE-INS (IF APPLICABLE)

AMOUNT ALLOWED FOR TRADE-IN OF ONE UNIT

LIST AS A NEGATIVE NUMBER (-MINUS)

YOU MAY ENTER THE ACTUAL PRICE FOR ONE UNIT OR THE AVERAGE PRICE FOR MULTIPLE UNITS

TAXABLE AMOUNT DEDUCTED FOR TRADE-IN

TOTAL COST OF SCHOOL BUS ALLOWING FOR TRADE-IN:

Vertical column of 15 empty rectangular boxes for data entry.

Vertical column of 15 rectangular boxes for totals. Values: 98,435.00, 6,398.28, 1,150.00, 2,000.00, 3,300.00, 0.00, 104,833.28.

Empty rectangular box for trade-in amount.

Box containing value 0.00.

Box containing value 0.00.

Box containing value 104,833.28.



UNIVERSITY OF MINNESOTA
AGREEMENT OF INSTITUTIONAL AND PROGRAM AFFILIATION
between
Regents of the University of Minnesota
through its College of Education and Human Service Professions, University of Minnesota
Duluth (“University”)
and
Eveleth-Gilbert Public Schools – I.S.D. 2154 (“Affiliate”)

WITH THIS AGREEMENT OF INSTITUTIONAL AND PROGRAM AFFILIATION (“Agreement”), effective July 12, 2019 through July 12, 2024 (term may not exceed five years), University and Affiliate, sharing common goals of education and desiring to facilitate a relationship for the purpose of providing educational experiences at Affiliate’s sites for certain University students enrolled in the program, the parties agree as follows:

1. Description of Affiliation.

1.1 With this Agreement, University and Affiliate establish a program of education and training which requires facilities, equipment, services and personnel appropriate for students to obtain necessary clinical experiences.

1.2 Contact Information:

<u>Affiliate:</u> <u>Eveleth-Gilbert Public Schools – I.S.D. 2154</u> <u>Attn: _____</u> <u>Justine Henry</u> <u>801 Jones St</u> <u>Eveleth, MN 55734</u> <u>Phone: 218-744-7700</u> <u>E-mail: jhenry@egschools.org</u>	<u>University:</u> <u>University of Minnesota</u> <u>Attn: _____</u> <u>Christine Engen</u> <u>1207 Ordean Ct</u> <u>116 BohH</u> <u>Duluth, MN 55812</u> <u>Phone: 218-726-8627</u> <u>E-mail: cengen@d.umn.edu</u>
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2. Responsibilities of the Parties.

2.1 Joint Responsibilities.

2.1.1 University and Affiliate will each identify a person or persons responsible for liaison during the course of this affiliation. The appointment of liaisons shall be subject to mutual approval of the parties.

2.1.2 The persons responsible for the liaison will jointly plan for:

- a. Selection, assignment and orientation of students;
- b. Periodic review and preparation of objectives for the instructional program; and
- c. Evaluation of student performance.

2.1.3 University has authority to withdraw, suspend or terminate a student for academic deficiencies, behavioral violations or other sufficient reason subject to certain procedures afforded to the student. In cases where a student's performance or conduct threatens the safety or welfare of patients, visitors or staff of Affiliate, Affiliate may suspend the student's participation at Affiliate site(s). Affiliate liaison will consult University liaison before suspending a student, except where consultation is not reasonably possible under the circumstances.

2.1.4 The student is a participant in an educational program, and for purposes of this Agreement, shall not be considered an employee of either Affiliate or University and neither party shall have responsibility for payment of workers' compensation benefits to the student.

2.1.5 Both parties agree to comply with all applicable federal, state and local laws, rules and regulations including Title 45, Section 160-164 of the Code of Federal Regulations ("HIPAA"). Both parties agree that when protected health information ("PHI"), as defined by HIPAA, is provided or made available to the other party for any purpose, the receiving party, and its agents or representatives will not use or disclose the PHI other than as permitted or required by this Agreement or state and federal law. Both parties shall take reasonable steps to prevent unauthorized disclosures by its employees, officers, directors, agents, contractors or consultants.

2.1.6 The parties agree to review this Agreement periodically to ensure that it meets with University's curriculum requirements, as well as the standards of the accrediting agency. Additionally, the parties shall evaluate the operations and effectiveness of this Agreement. Modifications to this Agreement shall be made pursuant to section 5.6 of this Agreement.

2.1.7 University and Affiliate are committed to fostering a professional learning environment and, through their respective liaisons, shall see that appropriate canons of professional behavior are maintained in all educational settings under this Agreement so as to promote the development of appropriate professional attributes in students.

2.2. University Responsibilities.

2.2.1 University shall assume overall responsibility for the general educational experience of students assigned to Affiliate, which responsibility includes the following:

- a. Determination of educational goals for each student;
- b. Establishing prerequisite criteria for placement of students with Affiliate;
- c. Determination of completion of the assignment;
- d. If required, educational goals and objectives for the students in the program are outlined in Attachment _____;
- e. Provision of information regarding dates for instruction and forecasts of the numbers of students to be assigned to Affiliate;
- f. Final evaluation of student performance; and
- g. If Affiliate members who participate in training of University students are to be appointed to the faculty of the University of Minnesota, then Affiliate faculty members shall be appointed in accord with the policy of University in effect at the time of appointment.

2.2.2 For students who provide direct patient care or interact with staff in patient areas, at the request of Affiliate, the students will be required to provide proof of immunization for measles (rubeola), mumps and rubella or positive titre; annual influenza; chicken pox (varicella), documented positive history, or positive titre; pertussis; hepatitis B series or documented immunity; and evidence of annual tuberculosis test or a statement from a provider stating that the student does not have active tuberculosis (TB). Exceptions will be made when there is a shortage of vaccine. Students will be required to comply once vaccine supply levels allow for vaccination.

2.2.3 At the request of Affiliate, University will require students who have direct contact with patients to undergo criminal/maltreatment background studies pursuant to Minn. Stat. §§ 144.057 and 245A.04 as a pre-requisite to participation in the program.

2.2.4 University certifies that its students have been instructed on the confidentiality of medical and personal information related to patients and/or clients, and, where applicable, have been trained in universal precautions and transmission of blood-borne pathogens prior to beginning the clinical program.

2.2.5 University shall require that students carry hospitalization and medical insurance. Neither Affiliate nor University is responsible for hospitalization or medical costs incurred by the student during the affiliation.

2.2.6 University shall inform students that they will be required to comply with all applicable rules, regulations, policies and procedures of Affiliate.

2.3. Affiliate Responsibilities.

2.3.1 Affiliate shall assume full responsibility for the care and welfare of its patients and/or clients. It is understood that individual patient care and client services are not controlled, supervised, or paid for by University, and University does not derive revenue from Affiliate patients or clients or third-party payors for services at Affiliate.

2.3.2 Affiliate agrees to provide educational experience opportunities for students in patient care areas, service departments and other selected areas. In this regard, Affiliate will provide the equipment, facilities, supplies and services for students and faculty assigned to Affiliate necessary to meet the objectives of the program.

2.3.3 Affiliate staff members, or Affiliate staff members with University of Minnesota faculty appointments, shall be responsible for teaching, supervising and evaluating the performance of students assigned to Affiliate. Such Affiliate staff members shall provide University with written evaluations of the performance of the students.

2.3.4 Affiliate agrees to identify and provide University with current copies of any policies and procedures at the clinical site, which apply to the educational experience of the students.

2.3.5 Affiliate agrees to render the same emergency medical care to students that it provides for its employees in the event of an accident or sudden illness that occurs at the Affiliate site during the course of students' clinical experience under this Agreement. As set forth in section 2.2.5, neither Affiliate nor University is responsible for hospitalization or medical costs incurred by the student during this affiliation.

2.3.6 To the extent Affiliate generates or maintains educational records related to students participating under this Agreement, Affiliate will maintain the privacy of those records and limit access to only those employees or agents with a need to know. For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act ("FERPA"), University hereby designates Affiliate as a school official with a legitimate educational interest in the educational records of the participating students to the extent that access to University's records is required by Affiliate to perform its responsibilities under this Agreement.

3. Liability Insurance and Indemnity

3.1. The University shall maintain professional and general liability insurance in minimum amounts of \$1,000,000 for each claim/\$3,000,000 annual aggregate, and that policy shall include within the scope of its coverage all University students for activities performed within the course and scope of their duties under this agreement. General liability coverage for students is limited to bodily injury and property damage claims. Upon request, the University will provide a certificate of insurance evidencing such coverage.

3.2. The University agrees to defend, hold harmless, and indemnify the Affiliate, its officers, agents, employees, and representatives against all claims for loss or damage to property or injury or death to persons arising from the negligent or wrongful acts or omissions of the University, its employees, agents, or representatives (including students) during the performance of its obligation under this agreement. The University's liability is limited to the extent of its insurance coverage pursuant to the Minnesota State Tort Claims Act, Minn. Stat. § 3.736.

3.3. The Affiliate shall maintain professional and general liability insurance in minimum amounts of \$1,000,000 for each claim/\$3,000,000 annual aggregate.

3.4. The Affiliate agrees to defend, hold harmless, and indemnify the Regents of the University of Minnesota, its officers, agents, employees, and representatives (including students) against all claims for loss or damage to property or injury or death to persons arising from the negligent or wrongful acts or omissions of the Affiliate, its employees, agents, or representatives, during the performance of its obligations under this agreement.

4. Financial Terms. (Check appropriate financial description.)

Financial arrangements between our program and your site, including stipends, benefits and other costs as agreed by the parties, are set forth in Attachment "Agreement for Teacher Education Candidates Classroom Participation".

None

5. Other Terms.

5.1 This Agreement may be terminated by either party upon at least six (6) months written notice to the other party.

5.2 Neither University nor Affiliate shall discriminate on the basis of race, religion, creed, color, sex, national origin, disability, age, marital status, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

5.3 This Agreement supersedes all other affiliation agreements between University and Affiliate for the above-named program.

5.4 Nothing in this Agreement is intended or should be construed as creating the relationship of copartners, joint ventures, or an association among the parties, nor shall any party, its employees, agents, students or representatives be considered employees, agents or representatives of any other party.

5.5 It is specifically agreed that neither party shall be responsible for costs or expenditures incurred by the other in the conduct of the clinical education and training program, except as expressly provided in this Agreement.

5.6 Subject to the written authorization by appropriate representatives of University and Affiliate, amendments to this Agreement may be developed to facilitate execution of the goals of this Agreement. Each amendment shall be in writing and duly executed by the signatories to this Agreement, or their successors in office. To the extent an amendment is not properly executed by persons authorized to do so, it shall be considered null and void.

IN WITNESS WHEREOF, the authorized representative(s) of the parties hereto execute this Agreement as follows:

Regents of the University of Minnesota	Affiliate
<p>By: _____ Name: <u>Scott Carlson</u> Title: <u>Associate Dean, CEHSP</u> Date: _____</p>	<p>By: _____ Name: _____ Title: _____ Date: _____</p>
<p>By: _____ Name: <u>Fernando Delgado</u> Title: <u>UMD Exec Vice Chancellor of Academic Affairs</u> Date: _____</p>	

NOTE: This Agreement should be executed by Affiliate before University representatives begin the execution process.

**Agreement for Teacher Education Candidates Classroom Participation
Between
Eveleth-Gilbert Public Schools – I.S.D. 2154
And the
University of Minnesota Duluth**

THIS AGREEMENT is entered into effective as of **July 12, 2019** by and between Regents of the University of Minnesota (the "University"), a Minnesota constitutional corporation, and Eveleth-Gilbert Public Schools (the "School"), a public school system. This agreement is entered into by the University through its University of Minnesota Duluth, College of Education and Human Service Professions.

1. **Student Teaching.** The University and School agree to permit candidates from the University to devote a reasonable amount of time in observation, participation and student teaching in the School. Student teaching and allied activities shall be under the direction of the Superintendent/Head of School, in accordance with the policy, procedures and regulations determined by the parties, and as governed by the licensure rules of the State of Minnesota.
2. **Honoraria.** In consideration of the above, the University will pay an honorarium for each candidate assigned to a pre-student teaching experience and an honorarium for each candidate assigned as a student teacher. The amount and mode of distribution of these funds will be determined by the current policies, procedures and regulations as referred to in paragraph one.
3. This agreement, effective on the date of signing, shall remain in force for five years from the date of this contract or until such time as either party to the contract shall terminate it by two months' notice in writing to the other party.

**PURCHASE OF SERVICE AGREEMENT
FOR THE TRANSPORTATION OF CHILDREN AND YOUTH
IN FOSTER CARE PLACEMENT**

THIS AGREEMENT is made and entered into between ST. LOUIS COUNTY, 320 West Second Street, Duluth, Minnesota 55802, hereinafter referred to as "County," and, **Independent School District (ISD) #2154, 801 Jones Street, Eveleth, MN 55734-1696**, hereinafter referred to as "District", for the period of July 1, 2019 to June 30, 2020.

WHEREAS, the County, through its Public Health and Human Services Department (PHHS) has identified a certain population of foster children in need of transportation services; and

WHEREAS, the parties desire for the District to provide certain transportation services for students in foster care placement under the terms and conditions hereinafter set forth;

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), youth placed in a foster care placement will remain enrolled in their school of origin, unless a determination is made that it is not in their best interest. Best interest factors include timeliness, consideration of the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement.

WHEREAS, the term foster care is defined as 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. This definition is consistent with the Fostering Connections Act (45 CFR 1355.20).

WHEREAS, pursuant to the Elementary and Secondary Act (ESEA), as amended by the Every Student Succeeds Act, the District is required to collaborate with child welfare agency to develop and implement procedures for how transportation for youth in foster care will be provided, arranged and funded, including the use of child welfare funding to cover costs for such transportation provided by the District and County agree to share the costs of the transportation. This agreement outlines the developed agreement about shared costs of transporting youth in foster care to and from school.

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein, it is agreed by and between the parties hereto as follows:

1. TERM:
The term of this Agreement shall be in effect from July 1, 2019 to June 30, 2020.

2. EDUCATIONAL PLACEMENT DECISIONS:
County is responsible for determining appropriate education placement and the presumption should be that the child will remain in the school of origin to provide school stability and educational continuity for the child, unless contrary to the child's best interests. When possible, County will consult with the district liaison or a representative of the school in which the child is currently enrolled when determining the child's best interests with regard to educational placement.

3. BEST INTEREST FACTORS:

When considering placement the following best interest factors should be considered:

1. The student's age; and
2. The school attended by the student's siblings; and
3. Length of time student is expected to remain at the current placement and the possible location of housing intended to be long-term; and
4. Distance of commute and the impact it may have on the student's education and other student-centered, transportation-related factors, including travel time; and
5. The preferences of the student, the birth parents or prior custodians as appropriate, and the students foster care parent(s) or current placement provider; and
6. School stability and educational continuity; and
7. Time remaining in in the academic year; and
8. Personal safety, attendance, academic progress and social involvement of the students in the current school; and
9. The impact transferring the student to a new school may have on his or her needs and progress academically, emotionally, socially and physically; and
10. Availability of classes to avoid credit loss and for timely graduation or promotion; and
11. Documentation of the best interest determination shall be maintained in the County case file and student's cumulative record.

4. SERVICES

Transportation Services will be provided by the District in the following manner: A transportation plan for which student will be determined by the district's county's point of contact. A form will be developed that states the individual's transportation plan that is shared with both points of contact.

- 4.1 Students who are able to be transported to school on an existing route: When feasible, students placed in foster care will be transported to school on an existing bus route. Feasibility considerations will include the location, length of bus ride, space available on the route and availability of any needed accommodations. District will cover the associated costs.
- 4.2 Students who have an IEP indicating the need for specialized transportation: If students are residing and attending school within the District, the District will assume costs required for transporting the student to school. District will cover the associated costs.
- 4.3 Students who are unable to be transported on an existing route: If a route does not exist or is not a feasible option for the student placed in foster care, the District will negotiate with County to determine the best possible means of transportation. The District and County will share the transportation costs.
- 4.4 Students residing in a foster care placement outside of District boundaries, but attending a District School: If students are residing in a foster care placement outside of District boundaries, but are attending school within the District, transportation will be arranged by the District. The District will negotiate with County to determine the best possible means of transportation. The District and County will share the transportation costs.
- 4.5 Students placed in foster care within District and attending a non-ISD #2154 area schools: The District will bear no financial responsibility for this student. County and the School District where the student attends are expected to make arrangements for transportation and the associated costs.

5. PAYMENT FOR SERVICES:

- 5.1 The District and County agree to split the costs of the transportation as outlined in Section 4.3 and 4.4, including but not limited to staff time and third party carriers as appropriate. Mileage reimbursement is to be set at the current IRS rate. All transportation costs identified in this agreement are to be split equally; the District and the County agree to each assume pay 50% of the costs unless the need is approved under section 5.3.
- 5.2 County will identify a point of contact from the agency to work directly with the district liaison to ensure transportation arrangements are timely and authentic. All transportation requests by the County point of contact are to be honored. The point of contacts are listed in sections 13.1 and 13.2.
- 5.3 Transportation services will be provided by the District and its contracted transportation providers, when possible. If due to extenuating circumstances a driver or vehicle is unavailable, upon approval, County will be responsible for transportation of the student placed in foster care until a service can be identified.
- 5.4 The County will bill the District directly for arrangements that meet provisions 4.3 and 4.4.
- 5.5 The District will submit itemized invoices to the County on a quarterly basis. The invoices will detail each trip provided by the District, the total time for each trip and the associated charge (50% of total cost).
 - 5.1.1 Billing should be submitted to:
Lisa King, Business Services Supervisor
St. Louis County Public Health and Human Services
Business Services, Government Services Center
320 West 2nd Street, Room 401
Duluth MN 55802-1495
- 5.6 Payment shall be made within 30 days of receipt and approval of the invoice.
 - 5.6.1 Payment questions can be directed to Lisa King, Business Services Supervisor, 218-726-2153, kingl@stlouiscountymn.gov.
- 5.7 In situations where transportation is being funded by County, point of contact will notify the district liaison when foster care placements end.

6. DISPUTE RESOLUTION:

- 6.1 It is the responsibility of County and the District to collaborate in determining the child's best interest for school transportation and to resolve any conflicts. Whenever possible, the parties will attempt to informally resolve any dispute involving the best means and costs of transportation of a child in foster care.

- 6.2 County and the District will pursue the formal dispute resolution procedures below when informal resolution is not possible, or when informal resolution would result in disruptions to the child's education.
- 6.3 To formally dispute a decision regarding transportation for a student in foster care the following steps should be taken:
 - 6.3.1 The process for resolution between the two parties requires a written explanation of the conflict from the disputing party within 24 hours.
 - 6.3.2 Upon receipt of the explanation, the decision will be reviewed by the District and the Division Director of Children and Family Services (CFS) of County. Input will be reviewed from all parties and a decision by the Division Director of CFS of County will be communicated within three business days. A decision could be made to uphold the decision, reverse the decision or require the parties to participate in a decision making team meeting.
 - 6.3.3 CFS Division Directors of County:
 - Northern St. Louis County PHHS
Paula Stocke
218-471-7178
StockeP@stlouiscountymn.gov
 - Southern St. Louis County PHHS
Holly Church
218- 725-5161
ChurchH@stlouiscountymn.gov
- 6.4 County will determine the placement of the child until the dispute resolution process has concluded. During this time the transportation costs will be divided equally between the District and County.
- 6.5 If disagreement on school transportation remains, guidance from the Minnesota Department of Education will be requested.
- 7. PROVIDER NOT AN EMPLOYEE:

It is agreed by the parties that at all times and for all purposes herein, District and its subcontractors are independent providers and not employees of County. No statement contained in this Agreement shall be construed so as to find the District shall be entitled to none of the rights, privileges, or benefits of County employees except as otherwise stated herein.
- 8. INDEMNIFICATION:

Each party shall be liable for its own acts and the acts of its representatives to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend each other, its officers, employees and volunteers against any and all liability, loss, costs, damages, expenses,

claims or actions, including attorney's fees which the others, its officers, employees and volunteers may hereinafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the Party, its agents, employees or volunteers, in the execution, performance, or failure to adequately perform its obligation pursuant to this Agreement.

9. TERMINATION OF CONTRACT:

Either party may terminate this Agreement, with or without cause, upon a thirty (30) days written notice to the other party.

10. STANDARDS:

The District and County shall comply with all applicable State statutes and regulations as well as local ordinances and rules now in effect or hereafter adopted.

11. DATA PRACTICES:

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the District or County because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

12. AMENDMENTS:

This agreement may be supplemented, amended or revised only in writing by agreement of both parties.

13. NOTICES/COMMUNICATIONS:

All notices and communication pursuant to this Agreement will be directed to the PHHS point of contacts:

13.1 Northern St. Louis County

Dave Schunk, CFS Supervisor
218- 471-7156
SchunkD@stlouiscountymn.gov

13.2 Southern St. Louis County

Kathy Bergum, CFS Supervisor
218-726-2242
bergumk@stlouiscountymn.gov

IN WITNESS WHEREOF, County and Provider agree to be bound by the provisions of this Agreement, said Agreement being effective from July 1, 2019 to June 30, 2020.

DISTRICT

Superintendent
Date: _____

Board Chairperson
Date: _____

COUNTY

Linnea B. Mirsch
Public Health & Human Services Director
Date: _____

Approved as to form and execution:

Benjamin M. Stromberg
Assistant County Attorney
Date: _____



CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

P.O. Box 960 • 225 1st Street North, Suite 2400, Virginia, Minnesota 55792
218-749-4880 • FAX 218-749-8528

July 8, 2019

To the Board of Education and Management
Independent School District 2154
Attn: Jeffrey Carey, Superintendent
801 Jones Street
Eveleth, MN 55734

Re: Three-year audit proposal

Enclosed is a one-year engagement letter for the audit year ended June 30, 2019. This is based on a three-year proposal to ISD 2154 for auditing services for the years ending June 30, 2019, 2020 and 2021, as follows:

<u>6/30/19</u>	<u>6/30/20</u>	<u>6/30/21</u>
\$ 25,750	\$ 26,500	\$ 27,000

There would be an additional fee of \$4,000 per year if a federal single audit is required.

If you agree to the terms of this engagement, please sign this letter as well as the enclosed engagement letter and return to us. Thank you.

Very truly yours,

WALKER, GIROUX & HAHNE, LLC

Devin Ceglar
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of ISD 2154.

Management signature

Title

Date



CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

P.O. Box 960 • 225 1st Street North, Suite 2400, Virginia, Minnesota 55792
218-749-4880 • FAX 218-749-8528

July 8, 2019

To the Board of Education and Management
Independent School District 2154
Attn: Jeffrey Carey, Superintendent
801 Jones Street
Eveleth, MN 55734

We are pleased to confirm our understanding of the services we are to provide Independent School District 2154 for the year ended June 30, 2019. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Independent School District 2154 as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI) such as management's discussion and analysis (MD&A), to supplement Independent School District 2154's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Independent School District 2154's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis.
2. Schedule of changes in the district's net OPEB liability and related ratios.
3. Schedule of OPEB plan investment returns.
4. Schedule of district's proportionate share of net pension liability.
5. Schedule of district contributions for defined benefit pension plans.

We have also been engaged to report on supplementary information other than RSI that accompanies Independent School District 2154's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in

accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

1. Combining and individual fund financial statements and schedules.
2. Fiscal compliance report.

We will also audit the statement of cash receipts and disbursements of the student activity accounts of Independent School District 2154 as of and for the year ended June 30, 2019 in accordance with auditing standards generally accepted in the United States of America.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Independent School District 2154 and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Independent School District 2154's financial statements. Our report will be addressed to the Board of Education of Independent School District 2154. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Independent School District 2154 is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by general accepted auditing standards.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope

than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedure – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Independent School District 2154's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will assist in preparing the financial statements and related notes of Independent School District 2154 in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we

may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the district complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Walker, Giroux & Hahne, LLC, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objective discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Independent School District 2154; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulations or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Walker, Giroux and Hahne, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a governmental agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Walker, Giroux and Hahne, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Independent School District 2154
July 8, 2019
Page 7

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the governmental agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

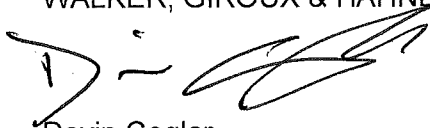
We expect to begin our audit on approximately June 30, 2019 and to issue our reports no later than November 30, 2019. Devin Ceglar is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.), not exceed \$25,750 for the year ended June 30, 2019 with an additional \$4,000 if a single audit is required. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2018 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Independent School District 2154 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the original of this letter and return it to us. A copy is enclosed for your records.

Very truly yours,
WALKER, GIROUX & HAHNE, LLC



Devin Ceglar
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of Independent School District 2154.

Management signature

Governance signature

Title

Title

Date

Date

November 15, 2018

Report on the Firm's System of Quality Control

To the Partners of Walker, Giroux and Hahne, LLC
and the Peer Review Committee of the Minnesota Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Walker, Giroux and Hahne, LLC (the firm) in effect for the year ended June 30, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Walker, Giroux and Hahne, LLC in effect for the year ended June 30, 2018 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Walker, Giroux and Hahne, LLC has received a peer review rating of pass.

Abdo, Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Certified Public Accountants & Consultants



TRANSPORTATION COMPANY

618 W. 41ST STREET • HIBBING, MINNESOTA 55746

PHONE (218) 262-1042 • TOLL FREE (888) 8SHUBAT • FAX (218) 263-7182

July 22, 2019

Eveleth-Gilbert Public Schools
Independent School District 2154
801 Jones Street
Eveleth, MN 55734

Dear Eveleth-Gilbert School Board Members:

Enclosed is a proposal for transportation for the Eveleth-Gilbert Public School's extra-curricular transportation. It would be our pleasure to continue to provide your district with bus service for your extra-curricular activities during the 2019-2020 school year. The attached rates represent a 1% increase on miles and standby time from the previous school year.

We sincerely hope to continue working with your school district on this contract. Thank you for your consideration. We look forward to hearing from you!

Sincerely,

A handwritten signature in cursive script that reads "Lisa Samsa".

Lisa Samsa
General Manager

A handwritten signature in cursive script that reads "Dustin Davidson".

Dustin Davidson
Operations Manager



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July 22, 2019

EVELETH-GILBERT PUBLIC SCHOOLS

EXTRA-CURRICULAR SCHOOL BUS CHARTER PROPOSAL for the 2019-2020 SCHOOL YEAR

The rates listed below are for chartered transportation in a school bus for extra-curricular activities for the Eveleth-Gilbert Public School District.

RATE PER MILE	\$2.14
STANDBY (PER HOUR)	\$16.28
DISPATCH CHARGE	\$75.00
FUEL SURCHARGE	See below
OVERNIGHT CHARGE	See below
TRAILER CHARGE	See below

“RATE PER MILE” charge begins at the initial pickup location and end at the final drop off location.

“STANDBY (PER HOUR)” is charged while the driver is “on duty” but not driving, such as waiting for the group to load or unload, during games or events, during meal stops, etc.

“DISPATCH CHARGE” is a base charge for every trip, which covers the “dead head miles” for the bus traveling from the garage to the initial pickup location and back.

“FUEL SURCHARGE” If the price of fuel to the bus contractor shall be higher than the base price, excluding federal excise taxes and any other taxes for which the contractor may be reimbursed now or in the future, the school district agrees to increase the rate per mile by two cents (\$0.02) per mile for each increase of ten cents (\$0.10) per gallon of fuel. The rate of increase is based on the price of fuel paid by the contractor, for which the contractor will provide continued documentation to the school district throughout the course of the contract period. The base price of fuel for this contract shall be \$3.00 per gallon of fuel.

“OVERNIGHT CHARGE” For trips that are overnight or multiple days, a charge of \$150.00 will be added for the first night and \$100.00 for each additional night. Hotel accommodations for the driver are to be reserved and paid for by the district. The driver must have a private hotel room to themselves.

“CANCELLATION” If a trip is cancelled after the bus has been dispatched from the garage, the district is responsible for the \$75.00 “Dispatch Charge.”

“TRAILER CHARGE” If a trip requires a trailer to be towed, a charge of \$75.00 per day will be added for rental of Shubat Transportation’s 6’x12’ cargo trailer. If the district requests the district-owned trailer to be towed, a charge of \$40.00 per trip will be added. The district-owned trailers must be DOT inspected annually, and be cleaned and maintained by the district.