



School District #316
PO Box 227
499 Powell Ave
Coleraine, MN 55722
Phone 218-247-7306

ISD 316 Priorities
High Standards & Quality Programs
Respectful & Responsible
Work Together

Superintendent
David Pace

Board of Directors

Bill Hoeft
26976 Eagleview Drive
Bovey, MN 55709
245-1314

Bob Schwartz
34882 Scenic Hwy.
Bovey, MN 55709
245-2165

LaNea Johnson
PO Box 117
Bovey, MN 55709
218-259-2324

Mary Kay Jacobson
PO Box 584
Coleraine, MN 55722
218-259-2297

Ryan Johns
33803 Scenic Hwy
Bovey, MN 55709
218-341-5650

Carissa McIlwain
PO Box 19
Coleraine, MN 55722
218-256-1337

ISD #316 REGULAR SCHOOL BOARD MEETING AGENDA
WEDNESDAY, JULY 31, 2019
6:00 PM – GREENWAY HIGH SCHOOL STAFF DEVELOPMENT ROOM, 308 ROOSEVELT
AVE, COLERAINE, MINNESOTA 55722

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA** (Deletions, Additions or Corrections)
Revised Consent
Additions:
Approve contract with Laurie Eide, Indian Homeschool Liaison Coordinator, effective July 1, 2019- June 30, 2020
Approve contract with Nichole Mallum, Indian Homeschool Liaison effective July 1, 2019 - June 30, 2020
Approve contract with Lowana Greenskay, Indian Education Director, effective July 1, 2019 - June 30, 2020
Annual approval of Itasca County Family Services Collaborative Joint Powers Agreement
4. **APPROVAL OF MINUTES**
June 19, 2019
Special Meeting June 25, 2019
5. **PUBLIC INPUT** (please keep comments to 3 minutes)
6. **HIGH STANDARDS & QUALITY PROGRAMS**
7. **RESPECTFUL & RESPONSIBLE**
 - a) Approve June 2019 Claims/Treasurer's Report
 - b) Approve wire transfers
 - c) Approve Consent Agenda
 - d) Approve the following equipment as obsolete.
90 Lenovo X130e laptops.
90 Acer C720 Chromebooks
 - e) Approve Vandyke Elementary Student Handbook for the 2019-20 SY
 - f) Approve Greenway High School Student Handbook for the 2019-20 SY
 - g) Approve Employee and Substitute Handbooks for the 2019-20 SY
 - h) Approve contract with Carol Barnett, Food Service Department Coordinator, effective July 1, 2019- June 30, 2020
 - i) Approve contract with Lowana Greenskay, Indian Education Director, effective July 1, 2019 - June 30, 2020
 - j) Approve contract with Laurie Eide, Indian Homeschool Liaison Coordinator, effective July 1, 2019- June 30, 2020
 - k) Approve contract with Nichole Mallum, Indian Homeschool Liaison effective July 1, 2019 - June 30, 2020
 - l) Annual approval of David Pace as the Identified Official with Authority to authorize user access to MDE secure website for Greenway Public Schools.
 - m) Approve membership renewal with Minnesota Rural Education Association for FY 2020
 - n) Approve membership renewal with Minnesota School Boards Association effective for FY 2020
 - o) Approve professional services agreement with 321 Art Studio effective for the 2019-20 School Year
 - p) Approve professional services agreement for Behavior Intervention Specialist with Children's Mental Health Services effective for the 2019-20 School Year.
 - q) Approve Professional Service Agreement with Children's Mental Health Services through June 30, 2020
 - r) Approve Joint Powers Agreement with ISD 318 effective June 15, 2019
 - s) Annual approval of Itasca County Family Services Collaborative Joint Powers Agreement
 - t) Approve collaborative services agreement with Kootasca Head Start effective May 1, 2019- April 30, 2020
 - u) Approve Library Services Agreement with the City of Coleraine effective September 2019- May 2020.
 - v) Approve professional services agreement for School Resource Officer with the City of

Coleraine effective September 3, 2019- May 31, 2020

- w) Approve facilities use agreement with the City of Marble effective beginning the 2019-20 school year
- x) Acknowledge donation from Mike/Regine Domish of \$30 and Mary Ritter of \$35 for Day of Caring student activity account.
- y) Acknowledge \$1500 donation from the Hecomovich Family Athletic Endowment for the youth tennis program through Greenway Community Education.
- z) Acknowledge grant from the Farm Bureau in the amount of \$500 for the FFA student activity account to be used for FFA camp.

8. WORK TOGETHER

- a) From the School Board/Committee Updates
- b) From the Principals
- c) From the Supervisors
- d) From the Teachers
- e) From the Student Representative
- f) From the Business Manager
- g) From the Superintendent

9. OLD BUSINESS

10. NEW BUSINESS

11. CLOSED SESSION FOR THE PURPOSE OF SUPERINTENDENT EVALUATION

12. ADJOURN

PUBLIC INPUT INFORMATION AND PROCEDURE

- Please sign up to speak prior to the commencement of the meeting.
- Public input will be limited to the time designated.
- Complaints about individuals and other matters not suitable for a public forum will be referred to appropriate personnel and not heard at the meeting.
- Persons who prefer to submit written remarks may do so. Your remarks will be read aloud by the Chair or copied and distributed to all members.



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Fred Tanner
25543 County Road 10
Bovey, MN 55709
244-2261

Gary "Nels" Gustason
PO Box 492
Coleraine, MN 55722
245-2302

Michael Williams
Po Box 453
Bovey, MN 55709
218-481-2594

<p style="text-align: center;">ISD #316 REGULAR SCHOOL BOARD MEETING MINUTES Wednesday, June 19, 2019 6:00 PM – GREENWAY HIGH SCHOOL STAFF DEVELOPMENT ROOM</p>
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1. **CALL TO ORDER** By Chair Hoeft
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA** (Deletions, Additions or Corrections)
Addition:
Approve purchase service agreement for the transportation of children and youth in foster care placement with Itasca County, effective August 1, 2019-June 30, 2020
Revised Consent Agenda

Motion by Tanner, supported by Gustason. All in favor. MC
4. **Motion for APPROVAL OF MINUTES** by Williams, supported by Hoeft. All in favor. MC
Regular Meeting on May 29, 2019
5. **PUBLIC INPUT** (please keep comments to 3 minutes)
 1. Allison Schuety
 2. Leigha Huffman
6. **HIGH STANDARDS & QUALITY PROGRAMS**
7. **RESPECTFUL & RESPONSIBLE**
 - a) Motion by Hoeft to Approve May 2019 Claims/Treasurer's Report, supported by Schwartz. All in favor. MC
 - b) Motion to Approve May 2019 wire transfers by Johnson, supported by Schwartz. All in favor. MC
 - c) Motion by Hoeft to Approve Consent Agenda, supported by Williams. All in favor. MC
 - d) Motion by Johnson to Approve revised FY 19 and proposed FY 20 budgets supported by Hoeft. Overview by Randi Jurgansen. Discussion. All in favor. MC
 - e) Resolution regarding board control of extracurricular activities. Introduced by Hoeft, supported by Schwartz. Roll Call: Tanner, Williams, Schwartz, Gustason, Johnson. Ayes. Resolution carried.
 - f) Resolution adopting the School District's Long Term Facilities Maintenance Plan. Introduced by Hoeft, supported by Williams. Discussion. Roll Call: Ayes: Tanner, Williams, Schwartz, Hoeft, Gustason, Johnson - : Resolution carried.
 - g) Resolution approving and authorizing the execution of an energy services agreement. Introduced by Hoeft, supported by Gustason. Discussion. Roll Call: Ayes: Tanner, Williams, Schwartz, Hoeft, Gustason, Johnson. Resolution carried. .
 - h) Motion to Approve services contract with ARCC effective July 1, 2019 through June 30, 2020 by Johnson, supported by Williams. All in favor. MC
 - i) Motion to Approve 2019-2020 facilities use agreement with the Greenway Recreation Board by Hoeft, supported by Johnson. All in favor. MC
 - j) Motion to Approve Professional Service Agreement with ISD 2, Hill City Public Schools in relation to School Psychologist services for the 2019-20 SY by Gustason, supported by Tanner. All in favor. MC
 - k) Motion to Approve space use agreement between ISD 316 and Education Innovation Partners effective July 1, 2019- June 30, 2020 by Hoeft, supported by Schwartz. All in favor. MC
 - l) Motion to Approve Professional Services Agreement with ISD 6070, IASC for Other Health Disability services for the 2019-20 SY by Hoeft, supported by Williams. All in favor. MC

- m) 2019-20 Resolution for membership in the Minnesota State High School League Introduced by Hoeft, supported by Schwartz. All in favor. Ayes: Tanner, Williams, Schwartz, Hoeft, Gustason, Johnson. Resolution carried.
- n) Motion by Tanner to Approve 19-20 Fee Schedule supported by Hoeft. Discussion. All in favor. MC
- o) Acknowledge Wells Fargo Foundation Grant in the amount of \$1000 for financial education. Thank you.
- p) Acknowledge Unpaid Meal Charge and Debt Collection Procedure Motion by Hoeft, supported by Johnson. Tanner opposed. Williams, Schwartz, Hoeft, Gustason, Johnson-Ayes.
- q) Resolution in relation to the termination and Non-renewal of the Teacher Contract of Probationary Teachers(s) Introduced by Hoeft, supported by Schwartz. Discussion. Motion by Tanner to table agenda item, supported by Williams. Roll Call: Ayes: Tanner, Williams, Gustason, Johnson. Opposed: Schwartz, Hoeft. Item tabled.
- r) Motion to Approve by Johnson contract with John Peterson, Assistant AD, effective July 1, 2019- June 30, 2020, \$19,028 supported by Williams. All in favor. MC
- s) Motion to Approve contract with Jordan Haggberg, Speech Language Pathologist Assistant, effective September 3, 2019- June 1, 2020, \$20.68 per hour by Hoeft, supported by Johnson. All in favor. MC
- t) Motion by Approve the Recommendation for the Selection of BCBS through NESC, as the result of RFP, Group Health Insurance Coverage, Effective September 1, 2019. Motion by Tanner, supported by Williams. All in favor. MC
- u) Approve purchase service agreement for the transportation of children and youth in foster care placement with Itasca County, effective August 1, 2019-June 30, 2020 By Schwartz, supported by Hoeft. All in favor. MC

8. WORK TOGETHER

- a) From the School Board/Committee Updates
Schwartz thanking the work done by administration on the upcoming facility project
Gustason sharing that the activities committee meeting went well.
- b) From the Principals
- c) From the Supervisors
Update on happenings in facilities and technology
- d) From the Teachers
- e) From the Student Representative
- f) From the Business Manager
- g) From the Superintendent

9. OLD BUSINESS

10. NEW BUSINESS

11. ADJOURNMENT Motion by Johnson, supported Gustason. Meeting adjourned

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<p>ISD #316 SPECIAL SCHOOL BOARD MEETING MEETINGS Tuesday, June 25, 2019 8:00 AM – Administrative Services Conference Room</p>

1. **CALL TO ORDER BY Chair Hoeft**
2. **PLEDGE OF ALLEGIANCE**
3. **SPECIAL MEETING**
 - a) Resolution in relation to the termination and non-renewal of the Teacher Contract of Probationary Teachers(s)
Motion by Williams to bring item back to the board, supported by Schwartz. All in favor.
Roll Call Vote: Gustason- Aye, Schwartz- Aye, Hoeft- Aye, Tanner- Aye, Nay- Johnson and Williams. Resolution carried.
4. **ADJOURN Motion to adjourn by Hoeft, supported by Schwartz. Meeting Adjourned**

PUBLIC INPUT INFORMATION AND PROCEDURE

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- Persons who prefer to submit written remarks may do so. Your remarks will be read aloud by the Chair or copied and distributed to all members.

Greenway ISD #316

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0316	1		46317		Wire	1	4322	NORTHEAST SERVICE COOP, INSURAI	No	Yes	No	USD	06/25/2019	150,551.00
0316	1		46318		Wire	1	88889	BC/BS SEN GOLD BANK TRANSFER R	No	Yes	No	USD	06/25/2019	41,088.00
0316	1		46305	77819	Check	1	4792	BAUER, DEREK S	Yes	Yes	No	USD	06/20/2019	102.00
0316	1		46285	77820	Check	1	05310	BURGGRAF'S ACE HARDWARE	Yes	No	No	USD	06/20/2019	191.07
0316	1		46286	77821	Check	1	07207	CHILDREN'S MENTAL HEALTH SERV	Yes	Yes	No	USD	06/20/2019	33,440.00
0316	1		46287	77822	Check	1	09420	DAVIS OIL INC	Yes	Yes	No	USD	06/20/2019	52.20
0316	1		46288	77823	Check	1	1017	DORHOLT TILE & HOME CENTER	Yes	Yes	No	USD	06/20/2019	16,500.00
0316	1		46303	77824	Check	1	4502	FERGUSON ENTERPRISES	Yes	No	No	USD	06/20/2019	10.42
0316	1		46300	77825	Check	1	3738	FIDELDY, BRYAN	Yes	No	No	USD	06/20/2019	75.00
0316	1		46307	77826	Check	1	4972	HERALD REVIEW	Yes	Yes	No	USD	06/20/2019	70.00
0316	1		46289	77827	Check	1	16150	HILLYARD/HUTCHINSON	Yes	Yes	No	USD	06/20/2019	10,185.08
0316	1		46290	77828	Check	1	16150	HILLYARD/HUTCHINSON	Yes	Yes	No	USD	06/20/2019	145.51
0316	1		46312	77829	Check	1	5218	INNOVATIONAL CONCEPTS INC	Yes	Yes	No	USD	06/20/2019	425.71
0316	1		46301	77830	Check	1	3888	INTERQUEST DETECTION CANINES	Yes	No	No	USD	06/20/2019	315.00
0316	1		46292	77831	Check	1	17220	ISD #0317 - DEER RIVER	Yes	No	No	USD	06/20/2019	150.00
0316	1		46293	77832	Check	1	17340	ISD #0701 - HIBBING	Yes	No	No	USD	06/20/2019	270.00
0316	1		46294	77833	Check	1	17395	ISD #0706 - VIRGINIA	Yes	No	No	USD	06/20/2019	125.00
0316	1		46296	77834	Check	1	18825	ITASCA CO FARM SERVICE	Yes	Yes	No	USD	06/20/2019	1,245.05
0316	1		46295	77835	Check	1	18750	ITASCA COMMUNITY COLLEGE	Yes	Yes	No	USD	06/20/2019	13,500.00
0316	1		46309	77836	Check	1	5113	JAMAR COMPANY	Yes	Yes	No	USD	06/20/2019	1,932.47
0316	1		46299	77837	Check	1	2771	LOFFLER - 131511	Yes	Yes	No	USD	06/20/2019	237.97
0316	1		46298	77838	Check	1	25600	MINNESOTA POWER	Yes	Yes	No	USD	06/20/2019	10,339.12
0316	1		46297	77839	Check	1	2443	MTI DISTRIBUTING	Yes	Yes	No	USD	06/20/2019	328.93
0316	1		46306	77840	Check	1	4849	NORTHLAND PORTABLES	Yes	Yes	No	USD	06/20/2019	190.00
0316	1		46302	77841	Check	1	4201	PELLINEN, MATHEW	Yes	No	No	USD	06/20/2019	45.00
0316	1		46310	77842	Check	1	5141	PRAIRIE FIRE CHILDRENS THEATRE C	Yes	No	No	USD	06/20/2019	2,100.00
0316	1		46308	77843	Check	1	5041	RJ'S MARKET	Yes	Yes	No	USD	06/20/2019	284.84
0316	1		46304	77844	Check	1	4749	TOSHIBA FINANCIAL SERVICES	Yes	Yes	No	USD	06/20/2019	211.02
0316	1		46311	77845	Check	1	5148	TROMCO ELECTRIC, LLC	Yes	Yes	No	USD	06/20/2019	275.00
0316	1		46291	77846	Check	1	1658	WATSON, THOMAS N	Yes	Yes	No	USD	06/20/2019	4,282.65
0316	1		46314	77848	Check	1	4617	LOCKER ROOM	Yes	Yes	No	USD	06/24/2019	98.62
0316	1		46315	77849	Check	1	2547	CITY OF BOVEY	Yes	No	No	USD	06/24/2019	73.44
0316	1		46316	77850	Check	1	5291	OLD HICKORY BUILDINGS, LLC	Yes	No	No	USD	06/24/2019	2,195.00
0316	1		46319	77851	Check	1	4091	CENTURYLINK	Yes	No	No	USD	06/25/2019	864.00
0316	1		46329	77852	Check	1	2554	AUTO VALUE GRAND RAPIDS	Yes	No	No	USD	06/27/2019	17.99
0316	1		46320	77853	Check	1	05310	BURGGRAF'S ACE HARDWARE	Yes	No	No	USD	06/27/2019	160.19
0316	1		46321	77854	Check	1	07207	CHILDREN'S MENTAL HEALTH SERV	Yes	No	No	USD	06/27/2019	3,040.00
0316	1		46322	77855	Check	1	09420	DAVIS OIL INC	Yes	No	No	USD	06/27/2019	25.00
0316	1		46324	77856	Check	1	14618	GRAYBAR ELECTRIC CO INC	Yes	No	No	USD	06/27/2019	71.80

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Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void	Amount
													Date	
0316	1		46334	77857	Check	1	3908	GREENWAY HIGH SCHOOL HOCKEY B	Yes	No	No	USD	06/27/2019	710.24
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0316	1		46325	77859	Check	1	16150	HILLYARD/HUTCHINSON	Yes	No	No	USD	06/27/2019	468.81
0316	1		46332	77860	Check	1	3457	IASC	Yes	No	No	USD	06/27/2019	1,028.47
0316	1		46326	77861	Check	1	17300	ISD #0318 - GRAND RAPIDS	Yes	No	No	USD	06/27/2019	9,542.54
0316	1		46336	77862	Check	1	4445	JAMES STANFIELD CO INC	Yes	No	No	USD	06/27/2019	747.93
0316	1		46323	77863	Check	1	1341	LEFTY'S TENT & PARTY RENTAL	Yes	No	No	USD	06/27/2019	1,013.94
0316	1		46328	77864	Check	1	2323	METRO SALES INCORPORATED	Yes	No	No	USD	06/27/2019	4,190.83
0316	1		46330	77865	Check	1	25600	MINNESOTA POWER	Yes	No	No	USD	06/27/2019	208.38
0316	1		46335	77866	Check	1	4224	MN DEPT OF LABOR AND INDUSTRY	Yes	No	No	USD	06/27/2019	10.00
0316	1		46333	77867	Check	1	3535	NK-G TRANSPORTATION, INC	Yes	Yes	No	USD	06/27/2019	6,042.90
0316	1		46338	77868	Check	1	5058	RUPP, ANDERSON, SQUIRES & WALDE	Yes	No	No	USD	06/27/2019	8,167.78
0316	1		46327	77869	Check	1	2269	SCENIC RANGE NEWSFORUM	Yes	No	No	USD	06/27/2019	18.23
0316	1		46337	77870	Check	1	4958	SCHMOLL, TOM	Yes	No	No	USD	06/27/2019	120.00
0316	1		46339	77871	Check	1	5168	MAAE	Yes	No	No	USD	07/02/2019	502.00
0316	1		46353	77872	Check	1	4456	321 ART STUDIO	Yes	No	No	USD	07/03/2019	400.00
0316	1		46354	77873	Check	1	4543	AFFINETY SOLUTIONS INC	Yes	No	No	USD	07/03/2019	900.00
0316	1		46340	77874	Check	1	02730	ARCC	Yes	No	No	USD	07/03/2019	26,899.20
0316	1		46351	77875	Check	1	4326	DELTA DENTAL OF MN	Yes	No	No	USD	07/03/2019	12,725.08
0316	1		46352	77876	Check	1	4358	FRONTLINE TECHNOLOGIES GROUP, I	Yes	No	No	USD	07/03/2019	8,008.52
0316	1		46345	77877	Check	1	2028	HOME DEPOT CREDIT SERVICES	Yes	No	No	USD	07/03/2019	72.75
0316	1		46348	77878	Check	1	2907	INFINITE CAMPUS, INC	Yes	No	No	USD	07/03/2019	8,288.00
0316	1		46343	77879	Check	1	17400	ISD #0709 - DULUTH	Yes	No	No	USD	07/03/2019	16,104.05
0316	1		46360	77880	Check	1	90420	MADISON NATIONAL LIFE INS CO	Yes	No	No	USD	07/03/2019	1,340.74
0316	1		46361	77881	Check	1	90420	MADISON NATIONAL LIFE INS CO	Yes	No	No	USD	07/03/2019	2,844.93
0316	1		46341	77882	Check	1	1343	MASBO	Yes	No	No	USD	07/03/2019	110.00
0316	1		46349	77883	Check	1	3408	MEDICAREBLUE RX	Yes	No	No	USD	07/03/2019	20,185.00
0316	1		46357	77884	Check	1	4973	MINNESOTA INSURANCE SCHOLASTIC	Yes	No	No	USD	07/03/2019	51,216.56
0316	1		46346	77885	Check	1	27300	NASCO	Yes	No	No	USD	07/03/2019	1,234.50
0316	1		46358	77886	Check	1	5037	NASP, INC	Yes	No	No	USD	07/03/2019	1,820.00
0316	1		46347	77887	Check	1	28002	NELSON ROOFING INC	Yes	No	No	USD	07/03/2019	18,920.00
0316	1		46350	77888	Check	1	3812	PAUL BUNYAN TELEPHONE	Yes	No	No	USD	07/03/2019	900.00
0316	1		46356	77889	Check	1	4710	SCHOOL FINANCES.COM	Yes	No	No	USD	07/03/2019	3,500.00
0316	1		46355	77890	Check	1	4607	SUGAR LAKE LODGE	Yes	No	No	USD	07/03/2019	313.14
0316	1		46359	77891	Check	1	5290	TAPROOT LEARNING, INC	Yes	No	No	USD	07/03/2019	1,937.00
0316	1		46344	77892	Check	1	1787	TERRA REFLECTIONS	Yes	No	No	USD	07/03/2019	211.00
0316	1		46342	77893	Check	1	1450	WALMART	Yes	No	No	USD	07/03/2019	1,646.44
0316	1		46362	77894	Check	1	4657	UNITED STATES TREASURY	Yes	No	No	USD	07/08/2019	580.77
0316	1		46363	77895	Check	1	4660	WILLIAMS SCOTSMAN, INC	Yes	No	No	USD	07/08/2019	2,731.25

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0316	1		46376	77896	Check	1	4250	AMERICAN BANK OF THE NORTH-VIS/	Yes	No	No	USD	07/12/2019	11,002.57
0316	1		46373	77897	Check	1	3213	AT&T MOBILITY	Yes	No	No	USD	07/12/2019	98.40
0316	1		46375	77898	Check	1	4205	BIRCHBARK BOOKS & NATIVE ARTS	Yes	No	No	USD	07/12/2019	579.12
0316	1		46372	77899	Check	1	2547	CITY OF BOVEY	Yes	No	No	USD	07/12/2019	73.44
0316	1		46364	77900	Check	1	07809	CITY OF COLERAINE	Yes	No	No	USD	07/12/2019	1,953.58
0316	1		46369	77901	Check	1	22400	CITY OF MARBLE	Yes	No	No	USD	07/12/2019	444.00
0316	1		46366	77902	Check	1	17300	ISD #0318 - GRAND RAPIDS	Yes	No	No	USD	07/12/2019	111.38
0316	1		46365	77903	Check	1	17225	ISD #0319 - NASHWAUK-KEEWATIN	Yes	No	No	USD	07/12/2019	2,500.00
0316	1		46368	77904	Check	1	2091	JOSTENS	Yes	No	No	USD	07/12/2019	125.18
0316	1		46367	77905	Check	1	19504	KANGAS, BONNIE	Yes	No	No	USD	07/12/2019	1,375.00
0316	1		46371	77906	Check	1	25050	MASSP	Yes	No	No	USD	07/12/2019	969.00
0316	1		46377	77907	Check	1	4753	PITNEY BOWES GLOBAL FIN SERVICE	Yes	No	No	USD	07/12/2019	574.80
0316	1		46374	77908	Check	1	32529	RAPIDS WELDING SUPPLY	Yes	No	No	USD	07/12/2019	128.90
0316	1		46378	77909	Check	1	5294	ROBERT W BAIRD & CO, INC	Yes	No	No	USD	07/12/2019	1,000.00
0316	1		46370	77910	Check	1	2269	SCENIC RANGE NEWSFORUM	Yes	No	No	USD	07/12/2019	25.00
0316	1		46379	77911	Check	1	02000	ANDERSON GLASS INC	Yes	No	No	USD	07/18/2019	660.00
0316	1		46398	77912	Check	1	4949	APG MEDIA OF MN	Yes	No	No	USD	07/18/2019	361.00
0316	1		46383	77913	Check	1	2557	COLOSIMO, PATCHIN, KEARNEY, LTD	Yes	No	No	USD	07/18/2019	156.00
0316	1		46397	77914	Check	1	4837	CONSOLIDATED COMMUNICATIONS	Yes	No	No	USD	07/18/2019	630.85
0316	1		46390	77915	Check	1	3355	COUNTRY INN & SUITES	Yes	No	No	USD	07/18/2019	1,309.32
0316	1		46396	77916	Check	1	4494	CPM EDUCATIONAL PROGRAM	Yes	No	No	USD	07/18/2019	1,550.00
0316	1		46381	77917	Check	1	1784	CULLIGAN OF NE MINNESOTA	Yes	No	No	USD	07/18/2019	149.00
0316	1		46389	77918	Check	1	2963	DOMINO'S PIZZA	Yes	No	No	USD	07/18/2019	91.49
0316	1		46395	77919	Check	1	4437	HOUGHTON MIFFLIN HARCOURT	Yes	No	No	USD	07/18/2019	69,423.64
0316	1		46387	77920	Check	1	2832	INAC, INC	Yes	No	No	USD	07/18/2019	6,262.50
0316	1		46393	77921	Check	1	4011	INFINITY ONLINE	Yes	No	No	USD	07/18/2019	1,500.00
0316	1		46401	77922	Check	1	5218	INNOVATIONAL CONCEPTS INC	Yes	No	No	USD	07/18/2019	425.71
0316	1		46400	77923	Check	1	5113	JAMAR COMPANY	Yes	No	No	USD	07/18/2019	715.00
0316	1		46382	77924	Check	1	19950	LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	07/18/2019	2,559.30
0316	1		46385	77925	Check	1	2743	MINNESOTA ENERGY RESOURCES CC	Yes	No	No	USD	07/18/2019	954.58
0316	1		46384	77926	Check	1	25600	MINNESOTA POWER	Yes	No	No	USD	07/18/2019	9,239.10
0316	1		46386	77927	Check	1	28002	NELSON ROOFING INC	Yes	No	No	USD	07/18/2019	51,969.00
0316	1		46388	77928	Check	1	28695	NORTHEAST SERVICE COOPERATIVE	Yes	No	No	USD	07/18/2019	200.00
0316	1		46399	77929	Check	1	5041	RJ'S MARKET	Yes	No	No	USD	07/18/2019	209.61
0316	1		46391	77930	Check	1	3383	RSCHOOLTODAY DISTRIBUTED WEBS	Yes	No	No	USD	07/18/2019	2,253.26
0316	1		46394	77931	Check	1	4062	SHERWIN WILLIAMS	Yes	No	No	USD	07/18/2019	130.46
0316	1		46380	77932	Check	1	1170	WASTE MANAGEMENT WI-MN	Yes	No	No	USD	07/18/2019	2,336.89
0316	1		46392	77933	Check	1	3453	WEBBER REC DESIGNS INC	Yes	No	No	USD	07/18/2019	1,008.00

Greenway ISD #316

Payment Reg by Bank and Check

Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
0316	1		46402	77934	Check	1 5235		WELLS FARGO BANK-CTS PAYMENT P	Yes	No	No	USD	07/18/2019	6,439.58
													Bank Total:	<input type="text" value="\$692,489.72"/>
													Report Total:	<input type="text" value="\$692,489.72"/>

**IND. SCHOOL DISTRICT NO. 316
GREENWAY PUBLIC SCHOOL
TREASURER'S REPORT**

DATE OF REPORT: JULY 22, 2019

FOR PERIOD OF:
JUNE 2019

FUNDS	BEGINNING BALANCE	REVENUES	EXPENDITURES	PAYROLL EXPENDITURE	ENDING BALANCE
General Fund (01)	5,442,808.52	1,224,717.13	(449,196.44)	(1,000,695.44)	5,217,633.77
General Fund (01)-INVESTMENTS	2,000,000.00	0.00	0.00	0.00	2,000,000.00
Food Service Fund (02)	171,163.73	68,087.10	(29,693.93)	(23,911.54)	185,645.36
Community Service Fund (04)	145,379.84	14,428.13	(21,894.10)	(7,088.75)	130,825.12
Debt Redemption (07)	(222,518.81)	196.56	0.00	0.00	(222,322.25)
Irrevocable Trust (45)	7,744,474.51	16,727.55	(56,375.00)	0.00	7,704,827.06
Irrevocable Trust (47)	(268,207.30)	0.00	0.00	0.00	(268,207.30)
TOTAL	15,013,100.49	1,324,156.47	(557,159.47)	(1,031,695.73)	14,748,401.76

RANDI JURGANSEN
BUSINESS MANAGER

Wire Transfers

6/25/2019 Northeast Service Coop \$150,551

6/25/2019 BCBS Senior Gold \$41,088

Revised Consent Agenda 7.31.19

Approve hire of Kelly Payne, Licensed School Nurse, effective August 26, 2019, BA 6, \$50,277 *

Approve hire of Kaitlin Sertich, .6 FTE Academic Interventionist, effective August 26, 2019, BA2 \$24,825 *

Approve hire of Molly Howard, .75 FTE Academic Interventionist, effective August 26, 2019, MA6, \$43,947**

Approve hire of Megan Falardeau, .6 FTE Academic Interventionist, effective August 26, 2019, MA 2, \$29,817.60

Approve resignation of Nancy Hasbargen, Payroll Specialist, effective June 30, 2019

Approve resignation of Mikayla Shaffer, Special Education Paraprofessional, effective July 17, 2019

Approve resignation of Carissa Anderson, Music Teacher, Vandyke Elementary, effective the end of the 2018-19 SY.

Approve creation of GHS Special Education Paraprofessional position .83 FTE effective the 2019-20 SY

Approve resignation of Ali Bogdanovich, Special Education Paraprofessional, effective August 8, 2019

Boys'	Football	Head Coach	12	\$5,772.00	Bob Schwartz
Boys'	Football	Booster Coach			Mark Gibeau
Boys'	Football	Assistant Coach	8	\$3,848.00	Jamie Guyer
Boys'	Football	Assistant Coach	7.5	\$3,607.50	Joe Westlake
Boys'	Football	B-Team Head	7	\$3,367.00	Nick Emanuel
Boys'	Football	B-Team Assistant	5.5	\$2,645.50	Ben Sletten
Boys'	Football	Middle School	3.5	\$1,683.50	Austin Hujanen
Boys'	Football	Middle School	3.5	\$1,683.50	Josh Woodley
Girls'	Volleyball	Head Coach	10	\$4,810.00	Rhaya Tomberlin-Anderson
Girls'	Volleyball	Assistant Coach	7	\$3,367.00	Aaron Morhart
Girls'	Volleyball	C-Squad	5	\$2,405.00	Sophie Rajala**
Girls'	Tennis	Head Coach	8	\$3,848.00	Lew Smiley
Girls'	Tennis	Assistant Coach	4	\$1,924.00	Chris Granley
	Cross				
Co -Ed	Country	Head Coach	8	\$3,848.00	Will Floersheim
	Cross				
Co -Ed	Country	Assistant Coach	1.75	\$841.75	Jeri Peterson

** Pending Background Check

* Pending Successful Licensure

GREENWAY HIGH SCHOOL

PO Box 520, 308 Roosevelt, Coleraine, MN, 55722
Phone: 218-245-1287 Fax: 218-245-6210
www.isd316.org

July 15, 2019

To: ISD 316 School Board
Re: Position Recommendation

A committee consisting of Sue Hoeft, Amy Carpenter, Christine Mitchell and myself interviewed for a District Nurse position.

The committee is recommending Kelly Payne for the position. Kelly earned her Bachelor of Science in Nursing from the College of Saint Benedict in St. Joseph, MN.

Kelly has spent the past 3 years as an RN at Advancements in Allergy and Asthma Care Ltd. In Minnetonka, MN. Prior to that she spent 2 years as an RN at HSHS Sacred Heart Hospital in Eau Claire, WI.

Kelly has a diverse range of experiences from both the hospital and clinic environments preparing her for her life-long goal to be a school nurse. Kelly's family has frequented the area since she was a child and she is excited to be starting her next chapter as a school nurse joining Greenway to become a part of our team.

Sincerely,



Jeff Britten

JEFF BRITTEN
Principal – Ext 26201
jbritten@isd316.org

DAN MELL
Dean/AD – Ext 26516
dmell@isd316.org

MELISSA SUTHERLAND
9-12 Counselor- Ext 26806
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KELLY FILLMAN
Social Worker – Ext 26213
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MADDY MAGNER
5-8 Counselor- Ext 26231
mmagner@isd316.org



Vandyke Elementary School

ISD #316

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Greenway Philosophy

Greenway schools are a unique blend of communities, are diverse in ethnic heritage, and are infused with a rich tradition of excellence, pride, and spirit of unity.

Our mission is to provide a safe educational environment which embraces diversity and equips learners with life – long skills enabling them to succeed, to think independently, and to act respectfully while meeting the challenges of a changing society.

The mission will be accomplished by students, families, staff, school board, and the community working together to maintain high standards and quality programs.

The Greenway Philosophy was written by the strategic planning committee in March, 2001 and adopted in policy by the School Board on September 29, 2010.

We Believe...

in Greenway pride.

in fiscal responsibility.

that by working together we can accomplish greater things than by working alone.

that education is the key to a child’s future.

that everyone is capable of learning.

that change is inevitable.

that learners are unique.

that Greenway schools exist to serve the students.

that giving and sharing enriches the individual and the community.

that high standards are the basis of excellence. that learning is a life-long process.

We Will...

always treat people with respect and dignity.

be sensitive to our community.

strive to include people/groups in the decision-making process when it will affect them directly.

endeavor to focus on the final outcome of any change that is proposed.

act fiscally when making decisions.

have a strong discipline policy and follow it.

always make student achievement as our primary focus.

provide a safe school environment.

be honest and truthful in communication.

Vandyke Elementary School Vision Statement

Our vision is to increase student achievement by providing a positive learning environment in order to nurture lifelong learners.

Vandyke Elementary School Mission Statement

- A. Increase student achievement in all areas by maintaining highly qualified and dedicated educators intentionally teaching to the standards and ensuring all students comprehend the purpose.
- B. Maintaining a positive and safe learning environment for all students by continuing to implement our PBIS program revolving around Readiness, Responsibility, and Respect.
- C. Develop the unique potential of the whole child through environmental, multicultural, technological, differential and inclusive educational opportunities.
- D. The Vandyke community will continue to inspire and nurture positive attitudes, self-worth and creative lifelong learners through collaboration.

IMPORTANT SCHOOL TELEPHONE NUMBERS

Office telephones are for school business and not for student personal use unless there is a medical or school emergency. A designated phone is available for student use in each building

Superintendent	247-7306	
Vandyke Elementary	245-2510	Vandyke School Fax: 245-6602
Vandyke Attendance Line	245-6245	
Greenway High School	245-1287	GHS School Fax: 245-6204
Marble Early Childhood Center	247-7306	
Athletic Department	245-6232	
Middle Level Counselor	245-6806	
GHS Counselor	245-6213	
Community Ed	245-6232	
School Nurse	245-6804	School nurse fax: 245- 6803
Vandyke Health Assistant	245-2510 Amy Carpenter	Health Assistant fax: 245-6602
NKG Bus Transportation:	245-2786 John Massingill	

Vandyke Office Hours

- 7:30 a.m. to 3:30 p.m.
- **Students should arrive to school no earlier than 8:00 a.m.** Supervision for students is not available until 8:00 a.m.

Drop Off and Pick Up Zones

- All students are to be dropped off in the DROP OFF ZONE directly in front of the main entrance. THIS IS A DROP OFF ZONE ONLY. No parking is allowed at any time. Violators will be ticketed.
- Parents should enter the DROP OFF ZONE heading east on Cole Avenue. Please do not enter the zone from any other direction. Pull ahead as far as possible to allow for cars to pull up behind you.
- Parents who are picking their children up after school may park in the upper Scofield parking area and meet your student at the tunnel door. Your child will be escorted from the school to the parking lot by an adult. You will be required to sign your student out.

School Bells

The official school day at Vandyke is;

8:25 a.m. – 3:00 p.m. (M, T, Th, F)

8:25 a.m.- 2:15 p.m. (W)

School Visitations

You are encouraged to visit your child's classroom. We consider your visits to be an indication of your interest in what your child is learning in school. To make sure you see what you are hoping to see, please call ahead to make arrangements with the teacher. All visitors must sign in at the office and receive a visitor ID badge.

Tuesday Folders

In an attempt to improve our communication with parents, we will be using special folders. The folders are called "Tuesday Folder" because it is sent home on Tuesdays. Parents, please pay special attention to your child's Tuesday Folder for important messages from school! The folders are to be returned on Wednesday morning. Each student will be provided with the first folder at no expense. However, if the folder is lost or damaged it will be the family's responsibility to replace the folder at a cost of \$1.00.

Physical Education/Recess

Tennis shoes are needed every day for physical education classes and recess. Shorts or pants must be worn under dresses and skirts. Please label all belongings.

After School Arrangements

Arrangements must be made in the morning before coming to school. Office staff will not be able to take notes over the phone for changes in your child's after school schedule.

Teacher Requests

As the educators of your children we, at all times attempt, to place them in a classroom setting that we feel will best meet their needs. If you have a teacher who you feel would be best for your child, please put the request with reasons for the request **in writing to the principal by May 15th**. We will do our best to honor your request as we balance classes.

PTC (Parent-Teacher Committee)

The PTC is a parent, teacher organization that enthusiastically involves volunteers to provide fun and educational experiences for the students of the Greenway Elementary Schools. PTC conducts fundraisers

during the school year to assist the classes with special projects and field trips. The organization also provides volunteers as needed to help the school in the many activities throughout the school year such as, assisting the nurses for vision and hearing screening, reading with students, and a wide range of other needed services. PTC is a vital part of our school and we need everyone’s involvement to continue to be successful.

PTC meets the second Thursday of each month at 6:00 PM in the Vandyke Media Center. Please join us!

Behavioral Expectations

During 2009-2010, Vandyke adopted a Positive Behavior Intervention and Supports (PBIS) model for behavioral expectations. The focus of PBIS is to teach students how we want them to behave in each of the school areas and celebrating when our students make the right choice. Below is our PBIS matrix which details what is expected behavior of our students:

“Greenway Raiders Rule with the 3 R’s—Respect, Responsibility, Readiness”

Vandyke Elementary Students Follow the 3R’s updated 11/2015

	READINESS	RESPECT	RESPONSIBILITY
GHS Cafeteria/Lunch Room	Use restroom and wash hands before lunch Wait patiently in lunch line Walk safely	Follow adult instructions Use your inside voice Use good manners Keep body to yourself	Keep track of belongings Clean up your area when done Remember your lunch and/or lunch number
Classroom	Have your materials ready Keep work area clean Be in your seat and ready to learn	Use your inside voice Show kindness to others Keep body to yourself Use materials safely Raise your hand	Ask for help when needed Listen and follow directions Do your best
Gymnasium	Gym shoes on and tied for safety Walk in line and line up quietly Seated and quiet in less than one minute	Treat your classmates kindly Speak to your classmates appropriately Show good sportsmanship Keep body to yourself	Follow the listening rules Remember your gym shoes Set up and clean up equipment

Hallway/Stairs/Tunnel	Face Forward Keep shoes tied for safety	Remain quiet Greet others with a smile or finger wave Hats off when inside Keep body to yourself	Use a direct route Keep to the right Walk directly behind the person in front of you
Playground	Wear proper and safe clothing Line up as soon as the whistle is blown	Keep body to yourself Keep voices quiet upon entering building Use the buddy bench Follow adult instructions Solve problems with your words	Feet first on the slides Keep track of belongings Use and return equipment safely Report unsafe/unkind behavior to an adult
Bathroom	Use at the appropriate time Ask permission to use Get in- Get out quickly and safely Wash your hands with two pumps of soap	Keep body to yourself Give others privacy Remain quiet Flush the toilet	Keep bathroom clean Use hand dryer appropriately Return to class quickly Report problems to an adult
Bus	Be at the bus stop when the bus arrives Know your bus number Quickly take your seat Younger students sit in the front of bus	Body to yourself Use appropriate language Use your inside voice Wait your turn to exit and enter the bus	Stay seated for safety Listen to the driver Keep the bus clean Report any problems to the driver immediately

Retention Policy (Students in Grades K-4)

In general, children will be placed at the grade level to which they are best adjusted academically, socially and emotionally. They will usually progress annually from grade to grade, spending one year in each grade. Some children in grades K-4 may profit by staying another year in the same grade. This will be determined by all staff working with the child, who shall consider data related to student academic performance as well as social-emotional development in making such determinations. Although the final decision shall rest with the school authorities input from parents and guardians is critical in this process.

The principal and the teachers will work toward optimum progress of each student according to his/her ability.

Early Childhood Screening

When your child is 3 1/2-4 years old, please call the school nurse's office to make an appointment for Early Childhood Screening.

Early Childhood Screening is:

- a simple check of children's overall development and health
- required once prior to Head Start or Kindergarten
- not a test, so there is no advantage in waiting until a child is older
- helps to determine if a child has health or learning needs that should be identified before he or she starts school
- FREE!

The Goal of Early Childhood Screening is to connect children and families with available community resources, including programs such as Head Start, early childhood family education, early childhood special education programs and community preschool programs. Early intervention is emphasized.

Screening includes:

- Height/Weight
- Vision/ Hearing
- Immunization review
- Health history review
- Developmental Screening-age specific
- Physical exam and immunizations are also offered as optional services primarily for children with no health insurance.

Who to Contact:

Greenway Schools' Licensed School Nurse

245-6804 • Fax 245-6803

Parent/Guardian Permission Note

For all students' safety, any student being picked up after school must have written permission from a parent or guardian. Without written permission the student will be sent home on their regular bus.

Please state the name of the person picking up your child in your note. If staff are unfamiliar with this person they may be required to show a photo ID.

It is also mandatory to have signed note to ride a different bus to another student's house.

Indicate your name, bus #, place of destination and the reason for the bus change.

Effective December 2013, no notes may be phoned in to the office. Handwritten, signed notes are required.

Greenway Parent Involvement Plan

Greenway is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and the community. Everyone gains if school and home work together to promote high achievement for our children. Parents/guardians play an important role as their children's first teachers. Their support for their children and for the school is critical to their child's success every step along the way.

Greenway recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Greenway intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students in the district to succeed.

PART I. SCHOOL PARENT INVOLVEMENT PLAN REQUIRED COMPONENTS

A. Greenway will jointly develop/revise with parents the school parent involvement plan and distribute it to parents of participating children and make available the parent involvement plan to the local community. The plan will be distributed to parents in attendance at the September PTC meeting each year and revised as needed based on input from parents at that meeting. The updated plan will be posted on the Vandyke Elementary website.

B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved; Since Vandyke Elementary is a school wide Title 1 program the annual meeting will be held during the first PTC meeting of school.

C. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;

The monthly PTC meetings and family activities such as Family Read Night, FRED, will be the format for the parent involvement with respect to our Title program.

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under section 1112, school wide under section 1114 and the process of the school review and improvement under section 1116.

E. Monthly PTC meetings provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible. The parents will receive information pertinent to the academic program in the Student/Parent Handbook, in Tuesday Folders, at the Fall Welcome Back Conference, November and March conferences and at PTC meetings.

F. If the school wide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. Comments made by parents regarding the school wide program will be addressed by the Vandyke Instructional Leadership Team.

G. Greenway will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Minnesota (i.e., Minnesota Parent Center, Bloomington, MN). This information will be placed on the Vandyke Website.

PART II REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level parent involvement plan, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

The Compact will be presented to parents by classroom teachers at the fall conference. Student progress will be assessed through AIMSweb, STAR 360, and MCA testing. Student progress will be reported every trimester, through standards based report cards. Parents are always welcome to observe and/or volunteer in their child's classroom. Parents will be advised of academic program results through the report cards, monthly classroom newsletters and PTC meetings.

To this end, parent/teacher conferences in elementary schools will be conducted three times annually, during which the compact shall be discussed as the compact relates to the individual child's

achievement; frequent reports will be provided to parents on their children's progress; and parents will be provided with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part –

a. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;

Parents will be informed on statewide standards and testing results through the annual World's Best Workforce Report, the individual student MCA test results, conferences and report cards.

b. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy and math family activities training to foster parental involvement;

c. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; Vandyke educational outreach will be through the Tuesday Folder, monthly newsletter, classroom newsletters, PTC meetings, Parent Link App, Facebook, Twitter, Family Read Night, Project Read education/carnival, FRED program and Trout Lake Day.

d. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Invest Early, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; Our parents are encouraged to be involved through programs such as Invest Early; the Red Bookshelf initiative; Project Read; Accelerated Reader; Book It; and the annual Awards Ceremony.

e. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand;

The format employed will be classroom newsletters, Facebook, Twitter, and Tuesday Folder.

f. Shall provide such other reasonable support for parental involvement activities under this as parents may request.

Parents and always welcome and encouraged to participate in their child’s academic and enrichment activities.

PART III ACCESSIBILITY REQUIREMENTS

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

When the need arises we will make all reasonable attempts to adapt our regular methods of communicating with parents so that we reach all our families in a meaningful way.

PART IV ADOPTION

This Greenway Parental Involvement Plan has been developed/revised jointly with, and agreed on with, parents of children participating in school wide academic programing at Vandyke, as evidenced by September PTC meeting minutes.

Vandyke Elementary Partnership Pledge

RESPONSIBILITIES FOR LEARNING – A TEAM APPROACH – EDUCATION TAKES EVERYONE

This agreement is a pledge to work together. We believe this agreement can be fulfilled by our team effort. Together we can improve teaching and learning. Please READ, SIGN, and RETURN this Compact

Student - Parent - Teacher - Educational Assistant - Principal Compact

STUDENT AGREEMENT ~ If I am going to have success in school, I must work to the best of my ability. I will strive to do the following:

- Attend school regularly and on time.
- Have a positive attitude towards self, others, school, and learning.
- Know and obey all school and class rules.
- Be respectful to my schoolmates and the adults who help me learn.
- Ask for help and ask questions when I don’t understand something.
- Work as hard as I can to do my best in class and complete all assignments on time.
- Discuss with my parents/guardians what I am learning in school.
- Limit my TV viewing and do quiet learning activities instead.
- Read aloud a minimum of 15 minutes every day.

Signature of student _____

PARENT/GUARDIAN AGREEMENT ~ I want my child to be the best he/she can be and achieve at the level he/she is capable of. I will strive to do the following:

- See that my child attends school regularly and on time.
- Support the school in its efforts to maintain proper discipline.
- Establish a quiet study time and encourage good study habits.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Find out how my child is progressing by attending conferences and reviewing schoolwork.
- Respond to communications sent home and view the Tuesday Folder weekly.
- Limit my child's TV viewing and encourage quiet learning activities instead.
- Provide reading materials for at home use.

Signature of parent/guardian _____

INSTRUCTIONAL STAFF AGREEMENT ~ We believe that all children can and want to learn. We will strive to do the following:

Respect, love, and encourage children, their ideas, and their growth.

Find out what techniques and materials work best for each student.

Vary techniques, materials, and pace of instruction to ensure all students achieve at the level they are capable of.

Be available to explain or answer questions about academic intervention strategies used at school.

Provide necessary assistance to classroom teachers and parents so the students can be successful learners.

Communicate regularly with students, teachers, and parents regarding progress in learning and behavior.

Signature of Instructional Staff Members _____

PRINCIPAL AGREEMENT ~ I support this form of parent involvement. As a principal, I will strive to do the following:

Create a welcoming environment for student, staff, and parents.

Communicate our school's mission and goals to students, staff, and parents.

Maintain a positive and safe learning environment.

Reinforce the partnership between parents, students, and staff members.

Provide appropriate in-service and training for staff members and parents.

Maintain and foster high standards of academic achievement and behavior.

Signature of principal _____

General Information

Attendance

PHILOSOPHY

The School Board of the Greenway Public Schools believes that regular school attendance is directly related to succeeding in academic work, and to forming good habits which help for success in the work world. Absences, whether excused or unexcused, are detrimental to the learning process.

School attendance is the combined responsibility of the student, the parents, and the school. A student can readily make up missed assignments, but missed time in the classroom cannot be replaced.

Experiences such as class discussion and student-teacher interaction cannot be replicated outside the classroom or at a later time. Additionally, regular attendance develops habits of dependability important to the future of the student. Therefore, for a student to realize their full potential, daily class attendance is important.

Students and parents/guardians should be aware that state law does not allow unexcused absences to exceed seven days or parts of days. Any questions can be answered by a school principal or human resource officer (HRO).

DEFINITION

The building administrator shall determine if the absence will be excused or unexcused. If there are questions about an absence, check with the building administrator

Excused Absence An excused absence is any absence from school for reasons recognized by the State of Minnesota, the Greenway Public Schools or those deemed legitimate by administration of the school. The State of Minnesota recognizes the following reasons for absence: Personal illness, death, or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged as excused include those that are requested in advance such as medical or legal appointments, religious activities, travel, essential work at home, and family vacations.

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related.

Family vacations require pre-approval from the Principal and missed school work must be completed. Pre-approved family vacation of 5 days or less will be considered exempt and will not be counted toward the annual limit. Please complete the Pre-Approved Extended Absence form at least 1 week prior to your planned vacation. The form is available in the Vandyke School office or can be emailed at your request.

Any absence for participation in a school-sponsored activity shall be considered an excused absence.

Unexcused Absence An unexcused absence is an absence for reasons, which are not acceptable to school authorities. Such absences may happen with or without the knowledge of a parent or guardian. The following are some examples of unexcused absences resulting in loss of credit and may cause a referral to the county truancy program: Personal transportation problems (students are expected to use the school bus); Oversleeping or overtired; Excessive tardiness to school or class; Skipping school or classes; Shopping; Missing the school bus; Baby-sitting for siblings or friends; Absences taken without obtaining an advanced makeup slip; Going on a trip or vacation without a student's own parent and without pre-approval of the Principal. The building administrator will make the determination regarding unexcused absences.

The building administrator will determine the consequences for unexcused absences and tardiness based upon the building procedures established at each building and could result in detentions, suspensions and referral to the Itasca County Truancy Intervention Program and/or Itasca County Truancy Petition to court.

PROCEDURES

Absence Reporting Procedures Whenever possible, the school should be contacted the day of the absence. **Absences may be called into the attendance line at 218-245-6245.** If it is not possible to contact the school on the day of the absence, a note signed by a parent/guardian or phone call from the parent/guardian indicating the reason for the absence is required upon the return of the child to school. The principal shall determine if the absence will be excused or unexcused. If the school does not receive a note or phone call within 24 hours of when the child returns to school, the absence shall be classified as unexcused and result in disciplinary action. The administration also reserves the right to require a signed note from a doctor or other appropriate medical personnel for absences due to illness or other medical reasons, especially if these absences become excessive. The school phones are answered each

day beginning at 7:45 A.M. If a student has been absent due to participation in a school-sponsored activity, no note or phone call from parent/guardian is required.

Advance Notice If a family knows that a child will be absent in advance for reasons such as dental or medical appointments, the district requests that the parent/guardian notify the school in writing or phone call in advance with the reason for the absence

Continuing Truant Students are subject to the compulsory attendance laws of Minnesota. A student who is absent from instruction in school without a valid excuse within a single school year for: (1) three days if the child is in elementary school; or (2) three or more class periods on three days if the child is in middle school or high school may be classified as continuing truant.

Upon classification as a continuing truant, the school attendance officer or other designated school official shall notify the child's parent or legal guardian by first class mail or other reasonable means, of the following:

- (1) That the child is truant;
- (2) That the parent or guardian should notify the school if there is a valid excuse for the child's absence;
- (3) That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute §120A.22, parents, and guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute §120A.34;
- (4) That this notification serves as notification required by Minnesota Statute §120A.34;
- (5) That alternative educational programs and services may be available in the district;
- (6) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- (7) That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings;
- (8) That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privileges; and
- (9) That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

A copy of this letter shall also be sent to county social services. On the tenth unexcused absence, the county attorney will be notified, requesting a petition of truancy will be filed for those students required to be in school by the laws of the State of Minnesota.

Student Conduct

All Greenway students will have the opportunity to learn under the best circumstances. Students who disrupt the educational process in any of the Greenway Public Schools will be disciplined firmly. Students do not have the right to interfere with teachers' teaching and those who are disruptive will be subject to disciplinary action. The building administrator at his/her discretion may assign the discipline/consequences assigned to students for misconduct of rules depending on the circumstances. Discipline cases will be handled on an individual basis as needed.

General Expectations for Behavior:

We ask that students please do these simple seven things:

- Cooperate with all staff members.
- Be in class, and on time.
- Treat all others with respect.
- Act in a manner which does not negatively affect the education of another student or interrupts a teacher from teaching.
- Always consider the safety of others and yourself.
- Be aware of other school rules, and follow them.
- Show effort in class and remember that school is a place to learn.

To support student conduct expectations, the Greenway Public schools has implemented a Positive Behavioral Intervention and Support (PBIS) program at all levels. Each building has developed specific strategies that are shared with the students during regular classroom and advisory meetings.

Vandyke Students and staff practice the three R's

Readiness

Respect

Responsibility

Insubordination or Defiance of Authority

Students are at all times under the authority and supervision of teachers and all school employees. While in school or at a school activity, students will honor all requests made of them by administrators, teachers, custodians, aids, and cooks. Student's refusal to obey reasonable directions, expectations, requests or instructions of school employees will constitute insubordination. Students must cooperate in all school disciplinary investigations.

Students guilty of insubordination may be issued detention or suspended immediately and notification given to parents.

Discipline Policy

Every attempt will be made to treat discipline situations fairly and consistently; however, the building administrator has the flexibility to determine when a variation in approach or consequences by staff or principal better meets the needs of an individual student or situation. Each school has rules and procedures that students are expected to follow and they will be reviewed with the students during the first week of school each year. Students who violate school rules will earn consequences for their conduct. School district policies include a provision that a student must be removed from class immediately for violent behavior, or assault, as defined by Minn Stat. 609.02, Subd. 10. Local law enforcement will be notified if the student has been involved in physical altercation, has possession of illegal material or committed a crime prohibited by federal, state, or local law.

Suspension

Suspension is the temporary removal of a student from the school setting. A student may be suspended for up to ten school days for serious or repeated infractions of school rules or when the presence of the student will interfere with the maintenance of the educational environment or the operation of the school.

Suspension will be used in accordance with the Pupil Fair Dismissal Act. All students who have an excused absence from school will have the opportunity for making up work they missed during their absence, for credit, by arranging time with each teacher to complete the work.

Length of suspension will be determined by school authorities and will reflect the offense committed and the cumulative number of misconducts. Parents/guardians will be notified of the action taken.

Out-Of-School Suspension: Students suspended out-of-school will be under the complete custody and jurisdiction of their parents during the suspension. A suspended student may not loiter or appear on any school district property or at any school-sponsored activity during the duration of the suspension.

In-School Suspension: Each school has procedures for in school suspension that must be followed or further disciplinary action may be taken.

Cheating

Cheating will not be tolerated. The district has implemented a zero-tolerance policy in regards to cheating/plagiarism. Any student caught cheating or plagiarizing will receive a zero for the assignment/activity/project and parents will be notified. Additional consequences may be issued.

Dress Code

Greenway Public Schools provides a general dress code for our students. It is not the intent of this school to single out, harass or discriminate against any student regardless of their race, color, age, gender, or religion. This school has the obligation to provide a safe, friendly, and positive learning environment for each and every student and teacher. The parent/guardians and student are responsible

to ensure neatness, cleanliness, and respectable appearance when coming to school. Administrative judgment will determine the appropriateness of attire. Students attending Greenway Public Schools may not wear items listed below. The list is not to be considered all “inclusive” and may be revised as needed.

THE FOLLOWING ITEMS ARE NOT TO BE WORN:

- Hats, caps, hair nets, bandannas or other head coverings except with the approval of the building principal (i.e., student undergoing chemotherapy, other medical situations or religious reasons). Upon entering the building they should be removed.
- Halter-tops, tube-tops, spaghetti straps, one shoulder or any other tops that allow undergarments to be exposed.
- Shirts or tops that are see through or fish net, low cut, or half shirts that allow the midriff to be exposed.
- Pants must be worn at a students' waist.
- Clothing that allows underwear to be exposed.
- Shirts with any offensive or obscene symbols, slogans, or words. This will include any clothing that advertises alcoholic beverages, tobacco, illegal drugs or clothing that suggest or depicts any negative, disruptive, obscene, explicit, racial, gang, violent, or sexist innuendo by sign, word, slogan, picture, or advertisement, etc.
- Any jewelry with drug, alcohol or tobacco emblems, slogans, or symbols. Items of this nature will be confiscated.
- Any clothing or any combination or clothing, with gang related symbols, colors, slang, or clothing that is deemed to be gang related.
- Sunglasses may not be worn inside the building.
- Any clothing that has excessive holes or rips.
- Shorts, cutoffs or skirts that do not reach mid-thigh. Generally, this means the bottom of your fingers with your arms extended downward.
- Clothing traditionally worn as under garments, such as boxer shorts, may not be worn as outer garments.
- Chains are not permitted, including animal collars and wallet chains.
- Clothing that is deemed to be unsafe.
- Oversized full-length coats such as dusters or trench coats.
- Lighters are also prohibited at Greenway Public Schools. Any lighters found at the school become the property of the school.

- Noisy, distracting, or excessive jewelry or accessories.

If a student is sent to the office for violation of the dress code, the student may be asked to change to more appropriate attire. Parents may be asked to bring alternate apparel. Repeated violations may result in further disciplinary action. The building administrator has the final determination regarding appropriate dress.

Discrimination Policy

It is the policy of the Greenway Public Schools ISD #316 to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability or any other protected status under state or federal law be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection therefore, whether full-time or part-time under any education program or activity operated by the District for which it receives federal financial assistance.

Responsibility for implementing the provisions of the School District's policy has been assigned to the Superintendent of Schools. Inquiries regarding compliance with, or complaints regarding, this policy or the law, may be directed to: Superintendent of Schools, Greenway Public Schools ISD# 316, P.O. Box 227, Coleraine, MN 55722 telephone number (218)247-7306. (Reference the Equal Educational Opportunity Policy #102)

Drug and Alcohol Use by Students

The Greenway Public Schools Board of Education recognizes that drug and alcohol use creates problems. The School District is concerned with prevention, intervention and treatment. This concern is directed toward its effect on the student's performance in school and associated activities. The School District has a clear responsibility to maintain an atmosphere that will promise a climate for a quality learning environment.

Laws of the State of Minnesota clearly forbid the use, consumption, and possession of alcohol and other drugs on school property. This policy applies to all school activities and school events, both on and off-campus. Persons suspected of being under the influence will be tested. Those students deemed under the influence, via a test or observation will be immediately suspended. Greenway has zero tolerance for students attending school/school events under the influence of any amount of alcohol/drugs. Such students will be suspended from school immediately.

The School District Administration will establish rules and regulations to administer this policy. This policy and its procedures of implementation are on file in the school office.

Drug/Weapon-Free Zones

Minn Stat § #152.021-152.023 and §#609.66 relate to laws enacted by the Minnesota Legislature declaring areas surrounding schools as Drug and Weapon-Free Zones. Anyone engaged with possessing or selling drugs or caught possessing, using, or recklessly handling anything considered a dangerous weapon in these zones is guilty of a felony and subject to prosecution. (Reference School Weapons Policy#501)

Hazing Prohibition

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person. This includes physical activities and any activity that intimidates or threatens the student with ostracism, mental stress, embarrassment, shame, or humiliation. No student, teacher, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing. The school district will act to investigate and will discipline or take appropriate action. (Reference Hazing Prohibition Policy #526)

Public Display of Affection

Students shall refrain from displays of affections on school property. Violation of this may result in a disciplinary action.

Harassment and Violence Policy and Procedure

Everyone has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment and violence of any kind. A harasser may be a student or an adult. Harassment may include, but not limited to the following when related to religion, race, sex, or gender: Name calling, jokes, or rumors, pulling on clothing, graffiti, notes or cartoons, unwelcome touching of a person or clothing, offensive or graphic posters or book covers, and any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, school social worker, the principal or Human Rights Officer. You may also make a written report, which should be given to a teacher, school social worker, principal, or Human Rights Officer. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any school district action taken pursuant to this policy will be consistent with requirements of Minnesota statutes and School District Policies. The school district will take such disciplinary action it deems necessary and appropriate to end harassment and violence and prevent its recurrence.

Any person who believes he or she has been the victim of harassment or sexual violence by a student or an employee of the school district, or any third person with knowledge or belief of conduct which may

constitute sexual harassment or sexual violence should report the alleged acts immediately to the building principal by filling out the religious, racial or sexual harassment and violence report form.

Any form of harassment, be it physical, religious, sexual, or verbal, is forbidden by both federal and state law and by The Greenway Schools. Harassment may take the form of bullying, intimidation, teasing, threats, or embarrassment. The school district will investigate all complaints, formal or informal, verbal or written, of harassment, and will discipline any student who harasses any other student or employee of the school district. Sexual harassment, including sexual violence and assault, is a violation if Minnesota and Federal law.

It is the policy of ISD 316 to maintain learning and working environment that is free from sexual harassment and sexual violence. The school district prohibits any form of sexual harassment and sexual violence. Referrals may be made to faculty, the counselor, or principal. Harassment also leads to MSHSL ineligibility rule consequences (see section on sexual harassment). (Reference Harassment and Violence Policy #413

Rehabilitation Act of 1973

(Annual Notice and Information Regarding Section 504 Act)

Section 504 is an Act that prohibits discrimination against persons with disability in any program or activity that receives or benefits from Federal Financial assistance. The Act defines a person with a disability as anyone who:

1. Has a physical or mental impairment which substantially limits one or more major life activities including activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working;
2. Has a record of such an impairment; or
3. Is regarded as having such impairment. (34 Code of Federal Regulations Part 104.3). In order to fulfill its obligations under Section 504, the Greenway School District #316 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability will be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, provide access to appropriate education services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. The Act gives the parent or guardian the right to:

- 1) inspect and review his/her child's educational records;

- 2) make copies of these records;
- 3) receive a list of all individuals having access to those records;
- 4) ask for an explanation of any item in the records;
- 5) ask for amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
- 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact the Greenway 504 Coordinator, Mrs. Melissa Sutherland at GHS.

School Bus Behavior and Safety Rules

In order to assure order and safety on the school buses, students are expected to follow these general rules and the directions of the bus driver at all times.

Riding the bus is a privilege and a student can be removed at any time for disruptive and unsatisfactory conduct. Anytime you are transported, you are under the authority of the bus driver and must obey his/her requests.

The school district is only responsible for the welfare of the student when the student boards a school vehicle. The school district does not supervise students while they are waiting at bus stops, nor does the district have any responsibility for students after they leave the school vehicle at bus stops.

Observe the following bus rules:

1. Students are to be at their bus stop at least 5 minutes prior to usual bus time.
2. Keep hand and head inside the bus at all times.
3. Loud talking, noise and boisterous behavior are not permitted.
4. Aisles are to be kept clear of books, packages and other objects.
5. Assist in keeping the bus safe and sanitary at all times.
6. Do not throw anything out of bus windows or in the bus.
7. Bus riders are not permitted to leave seats while bus is in motion.
8. "Horseplay" is not permitted around or on the school bus.
9. Damage to seats and equipment must be paid for by the offender.

10. In case of breakdown, students are to remain in the bus unless instructed otherwise by the driver.
11. The bus driver is in complete charge of the bus at all times, and will report all violations and violators of the rules to the transportation supervisor and/or school principal.
12. Chronic offenders will be suspended from riding the bus by the driver, school principal and transportation supervisor.
13. Student must sit in assigned seat if ordered by the driver.
14. All school rules are in effect on school buses and/or special events and field trips.
15. Transported students must have parental permission (written note) in order to ride a bus other than to their regular destination. This policy applies to non-transported students as well. Bus passes need to be signed by the office.

Consequences may include, but are not limited to:

First offense report involving a disciplinary incident and the student will be issued a warning. If the misconduct is of a serious nature, the student may be suspended.

Second offense will result in a one (1) to five (5) day bus suspension.

Third offense will result in a three (3) to ten (10) day bus suspension

Fourth offense will result in a five (5) to fifteen (15) day bus suspension.

A fifth offense will result in suspension from the bus for the remainder of the school year.

Major misconduct of a serious nature may result in an immediate suspension from five (5) days to the remainder of the year.

Sexual Harassment and Sexual Violence Policy

Sexual harassment, including sexual violence and assault, is a violation of Minnesota and Federal laws. It is the policy of ISD No. 316 to maintain learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any forms of sexual harassment and sexual violence.

The School District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student who sexually harasses or is sexually violent to a student or employee of the school district.

Report Procedures: Any person who believes he or she has been the victim of sexual harassment or sexual violence at Vandyke Elementary School should submit an oral or written report to the principal.

The principal will then notify the District Human Rights Officer, Mr. David Pace , Superintendent (Reference Harassment and Violence Policy #413)

Some examples of sexual student harassment are:

- Bra snapping, snuggles.
- Sexual gestures, giving “the finger”, grabbing groin area.
- Teasing about body development.
- Sexually descriptive pictures, letters or notes.
- Name calling such as “slut”, “whore”, “fag”, “cow”, “dog”, etc.
- Sexist remarks or dirty jokes, etc.

Threats/Terroristic Threats

Minnesota State law states that (609.713 subdivision 1) states in part that, “Whoever threatens, directly or indirectly, to commit any crime of violence with purpose to terrorize another or to cause evacuation of a building, place of assembly, vehicle or facility of public transportation or otherwise to cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience may be sentenced to imprisonment for not more than five years or to payment of a fine of not more than \$10,000, or both.” Such threats to students and employees will be dealt with referrals to appropriate staff and or law enforcement authorities. Discipline measures may include verbal warnings, detentions, suspensions, expulsions and those penalties as determined by law enforcement authorities.

Tobacco Products Prohibited in Public Schools

Minn.Stat. § 144.4165, prohibits tobacco products in public schools. The language specifies that, “No person shall at any time smoke, chew, or otherwise ingest tobacco or a tobacco product, or inhale or exhale vapor from an electronic delivery device as defined in section 609.685, subdivision 1, in a public school, as defined in section 120A.05, subdivisions 9, 11, and 13, and no person under the age of 18 shall possess any of these items. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. Any person who violates this statute is guilty of a petty misdemeanor. (Reference Tobacco Free Environment Policy #419)

Vandalism

Vandalism is considered willful damage by students to school property or to the property of others. The student(s) responsible for the vandalism will be required (at the discretion of school authorities) to repair the damage, or to pay for damages and labor. Vandalism may also result in referral to authorities

and/or assigned detention/suspension. (This includes the writing of graffiti and spitting/throwing tobacco.)

Weapons/Dangerous Weapons Policy

Students and non-students, including adults and visiting youths, are forbidden to possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon, knives, Leatherman type of apparatus, guns and/or their component parts. Such items are not allowed in school, on school grounds (to include parking lots), at school activities, at bus stops or school vehicles. Students in possession of such items on the school premises or property or at school events will result in suspension/expulsion from school. Weapons will not be tolerated. (Reference Weapons Policy #501)

Consequences may include, but not be limited to:

- Notification of parents/guardians and confiscation of the weapon(s) by school personnel.
- Involvement of the police with a recommendation to charge.
- Suspension for the offending student.
- A student who brings a firearm (gun) to school shall be expelled for one year.
- A student who brings a weapon (not a firearm) may be expelled or receive a lesser form of discipline, based on the facts, circumstances and severity of the offense.

Greenway Lunch Program

Cafeteria/Breakfast-Lunch program

Meals may be purchased from the cafeteria cashier before school or by mailing payment to the Greenway Food Service. Families/students are encouraged to apply for free/reduced breakfasts/lunches.

Participation in this program is beneficial to individual families, students, and the school district. Please refer to the mailing sent to each district family for full details.

Vending machines are off limits to Vandyke Elementary Students during school hours.

***** You must maintain a positive balance on your lunch account.**

Food Service Director 218/245-1287 ext. 6243

Unpaid Meal Charge and Debt Collection Procedure

I. Purpose

The purpose of this procedure is to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

II. General Statement of Procedure

- A. ISD 316's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges.
- B. It is the policy of ISD 316 to offer breakfast and lunch meals that meet state and federal guidelines.
- C. Payments can be made using cash, check, or with a credit card using the online payment system.
- D. Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the district prior to the student's first day of classes. In addition, applications are available during school hours in the main offices of Vandyke Elementary or Greenway High School, the food service office, or can be printed from the district website. If household income or size change, families can apply for meal benefits anytime during the school year.

III. Charge Procedure

- A. If the student or family account has insufficient funds to pay for breakfast and/or lunch meals, ISD 316 will provide the student with a meal, charging the account with the meal price.

All students will be provided a meal regardless of meal account status.

Students with an overdrawn account are not allowed to charge ala carte items.

- B. Students eligible for free or reduced-price meals will always be served a meal regardless of unpaid food service accounts. When a student eligible for PAID meals has "cash in hand" to pay for a meal, the student will be served a meal regardless of unpaid foodservice accounts. The "cash in hand" will not be applied towards past due balances.

IV. Notification of Account Status

- A. Families can check their student's meal account balance via Parent Portal or by contacting the food service office.

V. Collection of Unpaid Meal Debt

When the student meal balance is negative, the following collection actions will be taken:

Vandyke Elementary: Weekly printed statements will be sent home in communication folders. Monthly printed statements will be sent via regular mail.

Greenway High School: Monthly printed statements will be sent via regular mail.

The Food Service Department will also send a weekly e-mail to all parents advising them of the negative student meal account balance(s) if a valid email address exists with the district.

The Food Service Department will encourage parents to complete the free/reduced-price meal application.

Repeated requests for payment will be sent if parents have not responded to the first request.

The Food and Nutrition Clerk will contact the building principal if no payment is received. The principal will contact the parent/guardian to determine an appropriate solution.

A year end statement is mailed to all households with a negative balance, stating the expectation that all fees owed to the district will be paid in full on the last day the student will be attending classes.

A formal letter will be sent to the household notifying that the debt will be turned over to the collection agency and the student meal account will be closed when no payment has been made for 90 days and/or a negative balance of over \$200 exists, unless payments arrangement have been made with the food service office.

Health Services

From the Greenway Public Schools Nurse,

Welcome to Greenway Health Services!

Our mission is to provide for the various health needs of all students, preschool through grade 12, to promote their ability to reach their educational potential. We believe “Healthy Students Learn Better”!

Greenway Health Services promotes student academic success by:

- managing chronic and acute health care needs and conditions
- providing interventions that help a student return to class (first aid, illness and injury interventions, as well as prevention)
- supporting good attendance through assessment and treatment in relation to health needs
- completing health screenings and follow up to promote and maintain health (height, weight, vision, hearing and scoliosis)
- coordinating and implementing the Early Childhood Screening Program for 3-5 year olds, which emphasizes early intervention, referral, follow up and treatment for health or developmental concerns
- assisting students and families with various illness or health related issues
- collaborating with other health professionals to coordinate student health care needs in school
- ensuring state mandates are met regarding immunization requirements for all students
- providing education and information to students and families as well as referrals to available health related community resources

Greenway Health Services cares for all kids!

Common Illness & School Attendance Guidelines

Fever: Any temperature greater than 100 degrees F is considered a fever. Children must be fever-free for 24 hours without using fever reducing medications (such as Tylenol, Motrin, Advil, etc.) in order to return to school. This applies even if the underlying cause of the fever is non-infectious, such as middle

ear infections, bronchitis, urinary tract infections, etc. Children with a fever do not usually feel well enough to participate & attend school activities. It is recommended that they be given 24 hours to recover from the fever before returning to school. Please note that a child who exhibits symptoms of illness without a fever may be sent home if the nurse feels this is in the best interest of the child or the child's classmates (with compromised immune systems).

Colds: Children with an upper respiratory infection without a fever may attend school if they feel well enough to do so. It is helpful in preventing the spread of illness if children learn to use tissues to cover sneezes and coughs, and wash hands after contact with the secretions.

Infections: Any child who has been on antibiotic therapy for 24 hours is no longer considered infectious and may return to school. This includes infections of the eye, nose, skin and strep infections. (Exception is pink eye, not all doctors treat this, so the doctor or nurse will decide if exclusion is necessary to protect others from being contaminated).

Diarrhea: Children with diarrhea should remain home until they are symptom free for 24 hours. The only exception is if the diarrhea is the result of a chronic condition, then a note from the doctor is needed indicating the diarrhea is not infectious.

Vomiting: A child who has vomited the evening before or in the morning before school should remain home for that day.

Common Childhood Diseases: If a child has chicken pox, measles or any other known untreatable contagious disease, they must be kept home until they are no longer contagious. For most common childhood diseases, the period of contagion is known. Consult your nurse for additional information.

Medications: If your child is on medications at home but not at school, please let your school nurse know. Many medications cause unusual or undesirable side effects that can be mistaken for other problems. School personnel are not allowed to administer any medications without parent's permission and a doctor's written order. All medication must be in the original

Screenings:

- Vision and Hearing Screening (October and November)
- Kindergarten-Grade 5 and Grade 7
- Scoliosis Screening (January)
- Grade 5 and & girls, Grade 8 boys

If your child does not pass the initial screening, a recheck will be done. Referrals are made as needed. Please respond promptly and return the completed referral as soon as possible

Medication Policy

The Greenway Public School District Policies state that:

- All requests for medication in school must be cleared with the licensed school nurse.
- All medications, both over-the-counter and prescription, must be in the original container (State Law).
- "Over-the-counter" medications must be accompanied by a note from parent/guardian.
- Prescription medications must be accompanied by a note from the physician and parent/guardian.
- Medications will be kept in the nurse / office area in their original container, unless specific arrangements are made through the health office.
- Inhalers should be readily available to students, but still require written parent permission.

Accidents and Illnesses

If a student becomes ill or has an accident during the day, they must report to the nurse office or school office. No student is to leave the building without office and parent permission. Students must sign out prior to leaving. It is expected that parents/guardians will make arrangements to have their child picked up from school if they are ill or unable to return to class.

Vandyke Elementary School Return to School Procedure

1. A medical note is required when a student returns to school with crutches, cast, brace, or any other significant injury.
2. It is the responsibility of the parent/guardian to provide the medical note when their child returns to school.
3. A medical note is defined as a note signed by a medical provider with specific guidance related to the students ability to participate in physical activity.
4. It is the responsibility of the principal to assign a staff member to disseminate relevant information from the medical note to pertinent school personnel.
5. Physical education is a regular part of the school day. If a student has an injury or illness that requires they be excused from physical education, he/she will need to have a medical note. It is expected that if he/she has restricted activity in physical education he/she will also have that same restriction for recess, as well.

Annual Health and Emergency Information Update (includes health office infirmary list)

The Annual Health update must be updated yearly providing the school with up to date information on how to reach parents/guardians or an alternate emergency contact in the event of an illness, injury or emergency. Grade 9 annual health update/ infirmary form will carry over though Grade 12. Forms will be provided to your child the first week of school and must be returned promptly.

Although the health office will attempt to inform school personnel of significant health concerns, it remains the primary responsibility of the parent / guardians to inform their child's teachers, coaches, bus drivers, etc of any special concerns.

Immunizations

Minnesota School Immunization Law requires that students have certain immunization on file at school (or have a legal exemption on file) in order to attend school. The Licensed School Nurse or designee will review pupil's immunization records and notify parents of required immunizations. Principals will be notified of students not in compliance.

NOTE: Students will be excluded from school unless immunizations are up to date or until a legal exemption is provided to the school.

Minnesota State law requires School Districts to notify parents/guardians if pesticide/herbicide applications are applied on school property. If you would like additional information please contact the District's maintenance department at 218-245-3861, regarding what pesticides are used, the schedule of pesticide applications and the long-term health effects on children.

Emergency Policies

The District's Crisis Management Plan complies with the mandates of the State of Minnesota. To cope with emergency situations, each school needs to know how to reach students and parents/guardians, quickly. Alternative emergency numbers should also be provided and should be someone who can be reached almost any time during the day. The alternative should be authorized to take responsibility when the parent is not at home.

Accidents and Illnesses If an accident or illness occurs during the school day, parents will be notified. If the child would be better off by being at home, the parents will be asked to pick up their child. Your cooperation is requested in completing the Health Update Form given at the beginning of the year with all requested information, so that we can easily reach you or an alternate. It is imperative that two alternates be given to pick up an ill or injured student. If you or the designee is unavailable, it is important that the school have your permission to call your doctor or seek professional help as necessary. Please make sure your child is fully recovered and free of a temperature for 24 hours before having him/her return to school. Request to stay indoors following an accident or illness must be written by a parent/guardian.

Emergency Phone Messages Students will not be called out of class to receive a telephone call unless in extreme emergencies. Students will not be dismissed from class to make phone calls.

Emergency Drills Each building has a crisis management team that oversees the training and drills that take place each year. The purpose of the drills is to have the staff and students knowing what to do in the case of a crisis and/or emergency. Each school is required to run a number of emergency safety drills each year. Directions will be posted on the bulletin boards in every room and/or shared with all staff and students. These directions will be carefully reviewed by the teachers each school year with the students. Students are expected to participate appropriately in these annual drills. 5 – fire drills, 5 – “lockdown” drills, 1- tornado and 1 – campus evacuation drill.

Weather Emergencies:

Tornado In the event of a tornado warning (where a tornado has been sighted in the area) the children will not be dismissed from school, but they will take their places for a tornado drill. Under these circumstances children will be dismissed from school only if a parent comes to the principal's office for them. (Please do not call and ask that they be dismissed to walk home, and do not go to the rooms to get them).

Blizzard When a severe blizzard sets in during a school day and you are concerned for your children, you may come and get them from the principal's office, but if there is any danger we will hold them here where they will be dry and warm until transportation is safe again. If a neighbor is coming to pick up your child, please have a written note even if the neighbor writes it. We want to know where each child is.

School Closings

Notices of school closing because of weather or other emergencies will be broadcast over KOZY (13.20 AM), KMFY (96.9 FM), WKKQ (6.50 AM), KAXE (91.7) and WTBX (93.9).

The district Parent link app will also be a great source of information during weather events.

Whenever possible, such announcements will be called into these stations the evening before or the first thing in the morning before the buses start their run. Please do not call the school as the phone lines will be busy.

The district has an Instant Alert System that is used to notify parents of school closings and emergencies. Parents must provide current phone numbers to the schools in order to receive notifications.

Care of Property

Money Students are discouraged from bringing more money than what they need to spend at school each day.

School Books and Materials There will be no charge for a student to use textbooks and most related materials. All parents should understand, however, that their students are responsible for the care and safekeeping of all school materials provided for their use. Students will be required to pay for lost, stolen, and/or damaged items issued by the school, i.e. textbooks, lockers, uniforms, etc.

Bicycles Parents' discretion is advised when allowing students to bring bicycles to school. Things to consider are safety factors, weather conditions, vandalism, and theft. Students who ride bikes are to park them in the designated bike racks. We advise that all bikes be locked, as the school cannot be held liable for theft or damage. Any vandalism or missing bikes should be reported to the office and the police. Bikes are to be walked, not ridden on school grounds.

Curriculum Review

Please be informed you have the right to review the curriculum we teach your child. A curriculum review cycle has been adopted and is available for parent review. Greenway school district teachers use the Minnesota state standards to guide curriculum use and adoption.

Directory Information

Under the Data Practices Act student directory information is data designated and is of such a quality that would not be harmful or an invasion of privacy if disclosed. Examples of this type of data are athletic programs, commencement programs, photographs, web pages, Minnesota Student Survey,

posting/publishing of honor rolls and school directories. If a parent/guardian does not want directory information about their child to be disclosed they need to inform the school office in writing.

Electronic Devices

Cell phones and other electronic devices have the potential to be an effective instructional tool and are allowed to be used in the classrooms for educational purposes as determined by the classroom teacher. Students who use their electronic devices in a manner inconsistent with the expectations of their classroom teacher will have their device confiscated. The device will be returned to the student by the teacher or office staff at the end of the school day. A parent or guardian will have to come to the school to claim the phone in the office if a student habitually uses the device in an inappropriate fashion. When cell phones are confiscated the battery and SIMS card must remain on the phone. Violation may result in disciplinary action. The building administrator has the final determination regarding appropriate use of technology. If a student needs to use a phone there is a designated phone in each building.

Privacy Statement

Students are not allowed to film, videotape, or take pictures of other students, teachers, and any staff member anywhere and anytime without their permission. Distributing inappropriate photographs, which include “sexting” is harmful, unacceptable and illegal. Violation may result in disciplinary action from detention, to expulsion based on the severity and nature of the act. Law enforcement will also be contacted.

Pledge of Allegiance

The Greenway Public Schools recognize the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. Students in the Greenway Public School shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher or the teacher’s surrogate; or over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Under Minn. Stat. § 121A.11, “Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person’s right to make that choice.” (Reference Pledge of Allegiance Policy #531)

Signs

All signs, posters, and other notices posted in the school building or on the school grounds shall first be approved of by the building principal. All unapproved signs and any defaced approved signs will be removed.

Students Leaving the Building

A student must have parental and office permission to leave the building for appointments, or absences. A note from a parent/guardian is required and must be presented to the office for approval before classes start. You must sign out in the office when you leave and sign back in if you return that day. No student is to leave the building or school grounds at any time during the school day without office permission.

Use of School Facilities

Individual students or groups of students must have the supervision of an advisor when using the school building and its facilities after 3:30 p.m. Building permit requests must be filled out in advance. Forms and instructions are available on the district website or in the Community Education Office (located at Greenway High School, 245-1287 Ext. 6232). Reference Use of School Facilities Policy #902)

Withdrawals from School

Students must inform an administrator or counselor when withdrawing from school for any reason. They should then obtain a withdrawal form that must be completed and returned to the office. Students must also return all books and clear all accounts. Students not following the proper withdrawal procedure will not be allowed to re-enroll nor have records transferred. Students may not withdraw without knowledge of their principal and consent of their parents.

Greenway Athletics

School Spirit

Greenway's record of spirit and sportsmanship is well known in the area. The spirit comes from a pride, which has enabled Greenway to be awarded the Sportsmanship Award at several state tournaments. These achievements represent the collective efforts of hundreds of Greenway students whose enthusiasm for their school and conduct at games and other events has been judged the best in the region.

Every student can become involved in this spirit. It is most visible at games and contests, but it also is observable from the feeling one experience in and about Greenway during the course of a regular school day.

Sportsmanship

Good sportsmanship is viewed as the behaviors that demonstrate understanding and commitment to fair play, ethical behavior and integrity. Greenway Public Schools expect good sportsmanship from students during school and at all school events. Students who display unsportsmanlike behaviors at

Greenway activities either home or away, will be subject to disciplinary action as deemed appropriate by the building administrator. These disciplinary actions may include, but are not limited to suspension, legal action, loss of privileges to attend Greenway activities, or expulsion.

“Hail Greenway”

Hail to our Greenway High

And let us sing

To our loyalty

High may our banners fly

So let us ever loyal be

Rah! Rah! Rah!

Sing for our fighting team

And let the Raiders

Know we're here

Hats off to dear old Greenway

And raise our voices loud and clear.

G-R-E-E-N-W-A-Y; Go, Greenway!



Questions Frequently Asked – WHAT SHOULD YOU DO IF...

You arrive at school after class starts:

If you arrive at school after the beginning of your school day, report to the office to sign in.

You are absent:

Your parent/guardian is expected to call the school before 8:15 A.M. each day you are absent to report the reason you are gone. Please call the attendance line at 218-245-6245 and leave a message regarding your student's absence.

You know you're going to be missing school:

Your parent/guardian is expected to contact the office before the absence. Whenever possible, you should work out a plan with each of your teachers, prior to leaving, for making up work you will miss.

You need to see the Principal, Activities Director, or School Counselor:

Come to the office. If they are not immediately available, you can make an appointment to see them.

You lost or found something:

Report it to the office.

You have something stolen:

Report it immediately to the office or the Police-Liaison Officer.

You feel sick or injure yourself during school:

Ask your teacher for permission to see the Nurse. You will receive permission to use the telephone in the office to contact your parents. The Nurse or a secretary will speak to your parent, and issue you a pass to leave the building.

You want to participate in a sport:

Pay attention to the announcements for meeting dates. Pick up paperwork necessary from the office, complete forms with your parents, and return paperwork and user fee to the office.

You move to a different address and/or your parent(s)/guardian(s) change jobs and telephone numbers where they can be reached during the day:

Report this information to the office as soon as possible.

You are withdrawing from school:

Check with the office for appropriate forms

You need to miss a class for any reason:

Contact the office for instructions to follow.

You have a doctor/dental/medical appointment:

Your parent/guardian needs to send a written note to the office to request an excused absence for the appointment. Your parent will need to sign you out and sign you back in when you return.

What does a closed lunch mean?

Closed lunch periods require all students to stay in the cafeteria until the appropriate lunch dismissal time. Students who leave school without proper permission and following formal school absence procedures will face regular attendance consequences.

You want to bring a friend/relative to school:

Although this is discouraged, it must be cleared by the Principal. A visitor's pass will be issued for your guest if approved.

Parental Rights and Orders of Protection (OFP)

Parents need to inform the school office of any current or new OFP's and any child custody issues annually.

Use of Technology Policy

Each student shall be expected to use technology in an appropriate manner. No student shall vandalize, interfere with security, disable security or in any way use technology in an unacceptable manner. The School District reserves the right to monitor all activity involving technology usage. The monitoring will be performed by the Director of Technology or a designated authority. If a violation is detected, it will be handled according to current procedures.

In the event of a minor infraction, consequences may include but not be limited to and the following may be accelerated:

- For the first violation, a written warning.
- For the second violation, a written warning.
- For the third violation, revocation of privileges of not more than 30 days.
- For the fourth violation, revocation of all privileges for the school year.

In the event of a major infraction (i.e. significant damage to equipment) the Greenway Schools reserve the right to initiate legal action, recover damages or refer the matter to Greenway Administration for further action. (Reference Acceptable Use of Technology Policy #524)

Guidelines for Web Page Design

The guidelines listed below are in addition to the Greenway Public Schools Acceptable Use of Electronic Technology Policy and reflect State of Minnesota Statutes and The Department of Education rules.

Student names and photos: First name only is preferred for student names. Names may not be used unless written permission has been obtained from parents/guardian

Exceptions: Athletics - follow MSHSL statutes for disclosure of information about athletics to the public. The following information can be disclosed:

- First and last names
- Team information, athletic statistics and performance, physical attributes
- Awards - first and last names can be used for academic and co-curricular awards and recognition.
- Personal contact information may not be posted on the web site. Web pages will not contain the address or phone number of students
- Student e-mail addresses are not to be published on web sites. Only staff and general group e-mail addresses may be published.

Posting Rules:

- Personal and non-educationally related information is not allowed on the web site.
- Inappropriate and questionable content will be pulled off the District's web site.
- Teachers and staff are responsible for maintaining their building/class pages on a regular basis.
- The web page shall not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained.
- Buildings, departments or classes shall retain a backup of their web pages.
- All web sites and/or web pages must be approved by a classroom teacher working on a project, or by Administrative staff.
- Student and staff personal home pages will not be hosted or linked to the District web page.
- Students may create web pages as part of a class activity with teacher supervision. Material presented must meet the educational objectives of the class activity. Removal of material that doesn't meet guidelines will not be considered a violation of the student's right to free speech.

Consequences

- Infractions of the provisions set forth in these guidelines may result in suspension or termination of the web site/web pages, loss of access privileges and/or appropriate disciplinary action and/or monetary fees.

- Activities in violation of state and federal statutes will be subject to prosecution by those authorities.

Independent School District 316

Acceptable Use of Electronic Technologies

There are school computers available for student use in classrooms, labs and in the library. When students use these resources they must:

1. Take responsibility for their actions while using the school’s computers, network and the internet.
2. Use the internet only as a research tool for classroom assignments and school related topics.
3. Realize that copyright information and graphics can be used only after the author has given written permission.
4. Only access their assigned files and any others they have been authorized to access.
5. Only send and receive e-mail using their assigned district Google Mail (Gmail) account. Both sent and received messages must be respectful and follow District policies and guidelines. (To request the District’s policy or guidelines call your schools' office).
6. Refrain from sharing personal information about themselves and others on the internet.
7. Be conscientious when using limited resources, such as paper, ink or time.
8. Use all technology hardware responsibly. Any deliberate tampering or misuse of the District's network or equipment will be considered vandalism and handled as such.

I (We), the undersigned, have read, understand and agree to follow the above guidelines.

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____

2019-2020 Fee Schedule

STUDENT FEES	
Transcripts (graduates)	\$4.00
Replacement Planner	\$5.00
7/8 PE Shirt	\$10.00
7/8 PE Short	\$10.00
Chromebook Fees	
Annual Insurance	\$25.00
Deductible-1st Incident	\$25.00
Deductible-2nd Incident	\$50.00
Replacement Charger	\$30.00
Parking Violation	
1st Offense	\$10.00
2nd Offense	\$20.00
3rd Offense	\$30.00
4th Offense	Tow
Yearbook	TBD each year
Certified Nursing Assistant Test Fee	\$150.00
Lost/Damaged Book Fee	\$3-\$75
Replacement Padlock Fees	\$15.00
ACTIVITY/ATHLETIC FEES	
6-8	\$70.00
9-12	\$115.00
Family Max	\$325.00
CAP & GOWN-GRADUATES	\$24-\$55

ATHLETIC ADMISSIONS	
Varsity/JV Athletic Admissions	
Student	\$4.00
Adult	\$6.00
Annual Pass (Student)	\$40.00
Annual Pass (Adult)	\$60.00
Annual Family Pass	\$200.00
Golden Pass	FREE
(Resident of Greenway who is 65 years of age or older and requests a pass)	
(Golden Pass must be reissued every three years)	
Employees (only)	FREE
PASSES/EMPLOYEE ADMISSION ARE NOT VALID FOR DISTRICT OR PLAYOFF GAMES.	

MEALS	
Breakfast	
Elementary	\$1.95
Secondary	\$2.05
Adult	\$2.65
Lunch	
Elementary	\$2.35
Secondary	\$2.60
Adult	\$3.95
Milk	\$0.75

**Greenway High School
2019-2020
Parent/Student Handbook**

**GREENWAY
RAIDERS**



**GNK
TITANS**



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Part I – INFORMATION

WELCOME TO GREENWAY HIGH SCHOOL

Dear Students and Parent/Guardians,

On behalf of the staff and administration here at Greenway High School, "**welcome**" to another chapter in your education. We look forward to working with you during these special transition school years as our students move from the elementary grades to those much-anticipated middle school years and then into the high school where they prepare for their futures. We believe our curriculum is one that will meet the unique developmental and educational needs of all students -- from dependent to independent, from middle school to senior high, from students who are at risk to those pursuing College in the Schools -- all by way of Raider PRIDE! To help you make this move and be aware of all of the policies, expectations and opportunities, we have written this handbook. This will inform you about procedures and rules at the 5-12 high school building, and improve communication. The handbook contains rules, policies, procedures, and important calendar dates to proceed through the school year.

We encourage all of you as students and parent/guardians to become familiar with the information included here throughout the school year.

Topics are arranged in the following order and are alphabetical within topic areas. 1) Information; 2) Academics; 3) Rules & Discipline; and 4) Health & Safety.

Greenway Schools' vision for "developing successful, productive students through a well-rounded education in an environment that is safe and welcoming" continues to be an integral part of our focus. As part of our Mission we strive to create a balance between academics, fine arts, technological education and extra-curricular opportunities. By providing a well-educated staff the latest in technology and curriculum "Best Practices," through a supportive environment, we strive to provide "**World Class**" Educational experiences that allow all students to be successful in an ever-changing world. You can be assured that we are committed to providing, for "all," a quality education. Additional information on the high school can be accessed through the district web page at <http://www.isd316.org>. Go to schools and click on Greenway High School. We look forward to working with you and encourage your involvement in this educational adventure. Please call us immediately if you ever have questions or concerns.

Principal Jeff Britten

ARRIVAL & DISMISSAL TIMES
BELL SCHEDULE

MONDAY-TUESDAY-THURSDAY-FRIDAY

Early Bird M-F 7:30 - 8:20

Period 1 8:25 - 9:16

Period 2 9:20 - 10:10

Period 3 10:14 - 11:04

Lunch 5-8 11:04-11:30

Period 4 (9-12) 11:08-11:58

Period 4 (5-8) 11:34-12:24

Lunch 9-12 11:58-12:24

Period 5 12:28 - 1:18

Period 6 1:22 - 2:12

Period 7 2:16 - 3:06

Extension M-F (No Wed) 3:15 - 4:18

*Buses depart approx. 3:11 pm M/T/H/F; 2:35 on W

WEDNESDAY'S

Early Bird M-F 7:30 - 8:20

Period 1 8:25 - 9:06

Period 2 9:10 - 9:50

Period 3 9:54 - 10:34

Advisory 10:38-11:08

Lunch 5-8 11:08-11:34

Period 4 (9-12) 11:12-11:52

Period 4 (5-8) 11:38-12:18

Lunch 9-12 11:52-12:18

Period 5 12:22 - 1:02

Period 6 1:06 - 1:46

Period 7 1:50 - 2:30

2019-2020

SCHOOL CALENDAR

Sept. 2 Labor Day, no school
 Sept. 3 First day of school
 Oct. 17-21 Fall Holiday, no school
 Nov. 8 Last day of 1st Qtr.
 Nov. 11..Teacher Workshop Day no school
 Nov. 19 & 21.....Fall Evening Conferences
 Nov. 22..... no school
 Nov. 28-29Thanksgiving Break
 Dec. 23-Jan. 1Holiday Break
 Jan. 20.....MLK Day, no school
 Jan. 24.....Last day of 2nd Qtr.
 Jan. 27.....Workshop Day, no school
 Feb. 17Presidents' Day, no school

TBD.....Spring Evening Conferences
 Mar. 25Last day of 3rd Qtr.
 Mar. 26Teacher Work Day, no school
 Mar. 27..... no school
 April 10- April 13.....Spring Holiday
 May 25..... Memorial Day, no school
 May 29Last Day of School and 4th Qtr.
 May 30.....Graduation
 June 1..... Teacher Workshop

Check the Activities Calendar under Activities & Athletics at www.isd316.org for dates and times of events during their season.

DISTRICT & HIGH SCHOOL OFFICE

The District Office is located at the Marble School which houses the superintendent, administrative assistant to the supt./human resources officer, business manager and the finance officer. The high school office, including the administrative assistant to the principal, principal, and counselor is located on the 2nd floor. **Our attendance line for calling in absences or requesting a pass is 218-245-6801.**

The School District telephone number is 245-1287. Office staff and extension #'s are listed below.

Superintendent	Dave Pace	26501	dpace@isd316.org
HR/Admin. Asst. to the Supt.	Danea Rutherford	26504	drutherford@isd316.org
Finance Officer	Ann Hongo	26502	ahongo@isd316.org
Business Manager	Miranda Jurganson	26500	mjurganson@isd316.org
Supt.'s Office Fax	218-245-6612		
Principal	Jeff Britten	26201	jbritten@isd316.org
Assist. to the Principal & AD	Cheryl Lantz	26820	clantz@isd316.org
Athletic Director/Dean of Students	Dan Mell	26516	dmell@isd316.org
Asst. AD	John Peterson	26203	jpeterson@isd316.org
Attendance Secretary	Christine Mitchell	26801	cmitchell@isd316.org
9-12 Counselor	Melissa Sutherland	26806	msutherland@isd316.org
5-8 Counselor	Maddy Magner	262	mmagner@isd316.org
5-8 Social Worker	Kelly Fillman	26213	kfillman@isd316.org
Indian Education Office (GHS)	Laurie Eide	26383	leide@isd316.org
Admin. Assist. Counseling Office	Gwen Geisler	26206	ggeisler@isd316.org
Admin. Assist.	Patti Rychart	26205	prychart@isd316.org
School Nurse	Kelly Payne	26804	kpayne@isd316.org
Greenway Food Service	Carol Barnett	26211	cbarnett@isd316.org

CHANGE OF ADDRESS AND TELEPHONE NUMBER

Students and/or parents/guardians are to report immediately to the high school office any change of address, change in telephone or cell phone number and/or email address. This information is very important and needed in case of emergency, county change, transportation, etc.

CITIZENSHIP

The following are some characteristics of good school citizenship, which will make your years at Greenway High School more meaningful for you:

1. Respect for the rights and privileges of others.
2. Diligence and industry toward schoolwork.
3. Punctuality and regular attendance.
4. Reasonable care of building and equipment.
5. Loyalty to school, teachers, and fellow students.
6. Hearty support of school activities.
7. Demonstration of fair play in all school activities.
8. Showing pride in being a member of this school.

SCHOOL SONG "HAIL GREENWAY"

Hail to our Greenway High	Sing for our fighting team
And Let us sing	And let the teams all
To our Loyalty	Know we're here
High, may our banners fly	Hats off to dear old Greenway
So let us ever loyal be	And raise our voices loud and clear
Rah! Rah! Rah!	G-R-E-E-N-W-A-Y: Go, Greenway!

CLASS SCHEDULE CHANGES

No class can be dropped or changed without approval of the office and staff affected by the change. All such changes must be initiated by completing a petition form found in the office. If a course is dropped after the first two weeks, an “F” grade will appear on the student’s permanent record.

COLLEGE VISITS

Students are strongly encouraged to visit colleges on a week when the Senior High is not in session, such as a holiday, teacher workshop day, etc. A copy of the school calendar is included in this handbook. Two visits per semester will be considered exempt, however, any visits must be scheduled through the counseling office to be considered an excused absence and require a signed and dated statement confirming the date of the visit from the college on their letterhead.

DATA PRIVACY

Personally identifiable student data will not be disclosed from the student's education records without the parent(s) or student's (if 18 years old or older and thus an "eligible student") consent, except to the extent that FERPA and/or the Minnesota Government Data Practices Act authorizes disclosure without consent. One such exception is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the School District as an administrator, supervisor, instructor or support staff; a person serving on the School Board; a person or company with whom the School District has contracted to perform tasks; or a parent or student serving in an official capacity, such as committees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review and/or access educational data/students records in order to fulfill his or her responsibilities.

DIRECTORY INFORMATION

Independent School District 316, in compliance with the Family Educational Rights and Privacy Act announces that directory-type information on public school students in the district will be disseminated from time to time without further authorization from parents of such students. “Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events.” Directory-type information under this policy is defined as:

- The student’s name, address & photograph
- The names of the student’s parents & phone number
- The student’s date of birth & class designation (i.e., 1st Grade)
- The student’s extracurricular participation
- The student’s achievement awards or honors
- The student’s weight and height if a member of an athletic team
- The school district the student attended before he or she enrolled in Independent School District #316

Any parent wishing to withhold information from distribution must make the request to the Office of the Superintendent of Schools. This legal notice is published annually in August.

DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, contact a principal or refer to district policy.

EMPLOYMENT BACKGROUND CHECKS

The school district will seek criminal history and employment background checks for all applicants. Finalists for a position must sign an Informed Consent or Authorization allowing the school district to access this data and information prior to receiving an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

EQUAL ACCESS TO SCHOOL FACILITIES

The school district has created a limited open forum for secondary students to conduct non-curriculum related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

EXTRA-CURRICULARS

Baseball	Girls Lacrosse	Math Team	Trap Shooting Club
Basketball/ Boys & Girls	Synchronized Swimming	National Honor Society	TRIO
Cheerleading	Tennis/ Boys & Girls	Ojibwe Quiz Bowl	Upward Bound
Cross Country/Boys & Girls	Track & Field/ Boys & Girls	One Act Play	Yearbook
Fastpitch Softball	Volleyball	Pep Club	GSA
Football	Wrestling	Speech	FIRST Robotics
Golf/ Boys & Girls	Close Up	Student Ambassadors	
Hockey/ Boys & Girls	Knowledge Bowl	Student Council	

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.
- Students will be charged for textbooks, workbooks, and library books that are lost or destroyed.

The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the high school office. Listed below are current fees:

\$ 4.00	Transcripts (for graduates)	\$30.00	Replacement Charger	\$15.00	Replacement Padlock Fees
\$ 4.00	Replacement Planner	\$10.00	Parking Violation - 1st Offense		
\$10.00	5-8 PE Shirt	\$20.00	Parking Violation - 2nd Offense	\$70.00	6-8 Athletics
\$10.00	5-8 PE Short	\$30.00	Parking Violation - 3rd Offense	\$115.00	9-12 Athletics
	Chromebook Fees:	Tow	Parking Violation - 4th Offense	\$325	Family Max
\$25.00	Insurance				
\$25.00	Deductible - 1st incident	\$150	CNA Testing Fee		
\$50.00	Deductible - 2nd incident	\$3-\$75	Lost/Damaged Book Fees		

FUNDRAISING

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

GIFTS TO EMPLOYEES

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

GRADUATION CEREMONY

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal. Class attendance during our regular school schedule, at least for partial days, is also a student requirement before participating in commencement ceremonies.

To participate in the graduation ceremony students must have completed all credit requirements. ~~and paid any outstanding fees prior to the commencement exercises.~~

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

LAW FOR 18-YEAR-OLD STUDENTS

The Minnesota State MSA 120.06 reads as follows: "The Board of Education of any school district shall provide free educational services to any person between the ages of 18-21 years and may require of that person adherence to rules and regulations applicable to students under the age of 18." This mandates that all students regardless of age must adhere to the policy of the school.

LAW FOR WORKING STUDENTS

Minnesota statute prohibits any student who is not 18 from working after 11:00 p.m. or before 5:00 a.m. on a school day. A student may work until 11:30 p.m. or begin at 4:30 a.m. if a parent or guardian provides the employer with a note.

LEAVING SCHOOL

Notes are NOT accepted for attendance matters. A parent or guardian must call the attendance line at 218-245-6801 to give permission for any student to leave during the school day.

Under **all** circumstances, even with teacher or parent approval, all students leaving school premises during school hours **must** have permission (a written pass) from the Attendance Office and they are required to sign out when leaving. This includes leaving for an illness, medical or dental appointments and family emergencies. **If a student leaves the school property for any reason without notifying the office prior to leaving, their absence will be regarded as unexcused.** These absences will not be changed to excused after the fact, even with a parent call or doctor's note.

Students in grades 5th-6th must have a parent/guardian come in the attendance office and sign them out. Students in grades 7th-12th are permitted to sign themselves out to leave when prior permission from a parent/guardian has been received at the Attendance Office.

LUNCH POLICY

Greenway High School's hot lunch program offers a nutritious and appetizing meal each day. A la Carte items are also available. The lunch program is a positive balance program. Students are encouraged to participate in the program. ISD 316 has a closed campus lunch. Students are not allowed to leave campus during the lunch hour unless they have a signed pass from the principal's office. Food will be eaten in the cafeteria unless permission has been granted such as for a class or activity party elsewhere.

LOCKER POLICY/SEARCHES/BACKPACKS & SLINGPACKS

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of student. School authorities for any reason may conduct inspection of the interior of lockers, at any time without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. The policy above for lockers also applies equally to students' desks or personal possessions defined herein. Vehicles on school property are also subject to search when there is reasonable cause. It shall be a violation of this policy for student to use lockers and desks for unauthorized purposes or to store contraband on their person or in their personal possessions. Students are assigned a locker and held accountable for all damages (i.e. dents in door, graffiti, tape and sticker removal, painting, etc.). Fines will be assessed accordingly. Students will be issued a lock from the school. Any student losing/damaging their lock will

be assessed a \$15 replacement fee. The district takes a pro-active position in regard to chemical use and/or distribution. In order to maintain a safe environment for our students the following may be used but not limited to: law enforcement, search team/dogs, drug wipes/testing. Students are allowed to use backpacks to bring items to and from school. To assure proper space in all classrooms, lockers are to be utilized during the school day to store any coats or outdoor wear and the majority of school materials. It is recommended that small drawstring sling packs without additional pockets and/or flaps may be used to transport the books and materials needed for a class or two. Students are given a 4 minute passing time to retrieve materials from their locker for their next class.

MESSAGES

Unless it is an emergency situation, students will not be called out of class for reasons such as: messages, assignments, money, band instruments, etc. These messages can be left in the office and students will be notified at a time that will not disrupt a class session.

NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, age, or any other protected status under state or federal law in its programs and activities. The school board has designated Superintendent Dave Pace as the district's human rights officer to handle inquiries regarding nondiscrimination.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/ guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

PLEDGE OF ALLEGIANCE

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

POLICE LIAISON OFFICER

The concept of the Police/School Liaison Officer may be defined within several areas, in addition being a law enforcement officer, who by definition has an obligation to serve, protect, and uphold the law. Additional roles include: being a counselor, a resource person, and an educational aide.

As a counselor, the School Liaison Officer is a resource person to/for the student, his/her family, the school, and the community. Another role is that of being a referral agent. A major part of his/her helping function would be to assist students and families to make contact with helping agencies that can aid them in matters which are beyond the School Liaison Officers' depth to solve. Lastly, the School Liaison Officer may serve an educational function by assisting in the provision of courses of study designed to acquaint students with the law, the ways in which it operates on the local/state level and how it touches their lives.

POSTERS AND NOTICES

Only approved notices and posters may be displayed on bulletin boards or walls. Posters soliciting for businesses will not be allowed. Please contact the Principal's Office for Administration permission and signature to post a notice.

PROM/SEMI-FORMAL & OTHER DANCES

Prom is open to students in 11th & 12th grade and younger if asked by a student in one of these grades. Semi-Formal (Crystal Ball) is open to students in grades 9-12. Greenway students requesting an outside guest to attend a school related-dance is required to complete a "Guest Request/Permit" form two (2) weeks prior to event. Outside guests cannot be over the age of 20, and must meet the grade requirements signified above. Students with outstanding detention or ISS time will not be allowed to attend.

PUBLIC & MEDIA INFORMATION/OPT-OUT FORM ISD 316

Our schools are an important part of community life; and as such, the school district and its students deserve a certain amount of attention whether through the media or in conjunction with school district approved web pages. Special events regularly take place at and in school and in conjunction with school activities, and we would like to share these activities with the community and other school district patrons through news releases, photographs, videos, other electronic means, and/or on the school district's approved web pages. Often, these news releases and web pages are accompanied by pictures of students taken by school staff, newspaper or media personnel, or other individuals authorized and approved by the school district. ISD 316 worldwide web site was established to provide a learning experience for students and staff and an opportunity to communicate with parents, community and other internet users about the learning activities and extra and pro-curricular activities of ISD 316 and its schools and students. The web site provides information about school and activities, including photographs of school events and special awards. School district policy and procedure requires that students receiving special services will not be included. The school district would not publish the full names of students in the photographs, and only first names will be used, when and where appropriate. It is anticipated that the majority of any photographs or video will be of a group nature. Any individual photographs will be discreet. The only exceptions to the above procedure and policy would be with regard to college recruitment, senior pictures, graduation announcements, school related yearbook, drama playbills, and sport activity sheets and programs, etc. The school district will follow the aforementioned procedure, as it considers this information, photographs, videos and other technology showing likenesses of students and student activities to be property interests of the school district. However, should you choose and elect to opt-out by giving a blanket denial of permission for the intended uses contemplated above with regard to your student, you must sign the document below, which clearly indicates by your signature that no permission is given for the use of your student's likeness for any of the intended purposes. The school district will make all reasonable efforts to respect your request and desire.

Should you fail to sign this document and have it submitted to the school district offices by October 1st of each school year, the school district will proceed in accordance with its normal policies and procedures.

Print Student's Name: _____

Grade: _____

Parent/Guardian Name: _____

Relationship: _____ Date: _____

Signature: _____

Original kept in the building of origin

Send one copy to: High School Office

SCHOOL-SPONSORED STUDENT PUBLICATIONS

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

STUDENT DRIVING/PARKING

The lower Scofield parking lot is for staff only, students may use only with special permit. The north lot across Roosevelt St. is considered school property and is open to students. It is the policy of the school district to close our campus to student driving. Vehicles parked on school property cannot be driven during school hours without permission from administration. School hours are considered 8:25 am to approximately 3:20 pm (when buses leave), including noon lunch. Greenway High School has a very limited number of parking spots that are designed for employees of the district. Students are prohibited to park on school property from 7:30 am - 3:30 pm unless permitted by school administration.

1st Violation- \$10 2nd Violation- \$20 3rd Violation- \$30 4th Violation- Vehicle Towed

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/ guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, please refer to the school district's "Student Surveys" policy. It may be obtained at the District Administration Building.

TECHNOLOGY

The responsible use of our technology is an expectation for our students. Provisions in our *Acceptable Use Policy* must be followed and any misuse and/or abuse of equipment will result in disciplinary action. Discipline may include loss of computer/device privileges, restitution, and other measures deemed appropriate by the administration.

VEHICLES ON CAMPUS

Patrols and Inspections

School officials and/or their designee may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. A 300 ft safe school zone extends from any school property and any inappropriate or dangerous activity taking place within this zone will be dealt with accordingly.

Search of the Interior of a Student's Motor Vehicle

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

VEHICLES FOR VOCATIONAL PURPOSES

Students in our vocational classes are expected to come prepared for class each day. Parts/materials, etc., needed for projects must be acquired by the student after school hours or on weekends. The area in front of the shop is designated as a non-student parking area. The only students allowed to park in that area will be those who have made an appointment **with the instructor** to work on their vehicle for that day. When work is completed on the vehicle, the vehicle needs to be moved to a legal parking area.

VIDEO & AUDIO SURVEILLANCE

School Busses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

WEATHER CONDITIONS

Notice will be given to broadcast any school closings over radio station KOZY (1320 AM) or television station WDIO (Channel 10& 13) as early as possible in the morning as well as via the Instant Alert System. Assume we will have school unless announced otherwise.

Part II – ACADEMICS

ACADEMIC INTEGRITY

Academic integrity is one of the most important values in higher education. This principle requires that each student's work represents his or her own personal efforts and that the student acknowledges the intellectual contributions of others. The foundation for this principle is student academic honesty. College In the Schools (CIS) students are also expected to honor the requirements of the Academic Integrity Policy. The following are some examples of unacceptable academic practices that will be viewed as policy violations:

Plagiarism: Using the words and/or ideas of another author without proper acknowledgement so they appear to be your work. This includes quoting, paraphrasing, or copying of part or all of another's work without acknowledging the source.

Cheating: Using, or attempting to use, unauthorized materials in any academic exercise or having someone else do your required work: e.g., cheat sheets or copying from another's paper, test, and/or homework.

Fabrication: Inventing or falsifying information: for instance, creating data for a required lab experiment that was not done or was done incorrectly.

Enabling Academic Dishonesty: Assisting others in committing an act of academic dishonesty.

Deception or Misrepresentation: Lying about or misrepresenting your academic work or academic records.

Multiple Submission: Submitting work without an instructor's permission as if it is new work, even though it has already been used in another class.

*Any student involved in academic dishonesty can expect the following:

1st Offense = "F" on the assignment involved

2nd Offense or subsequent = F on the assignment, detention, suspension, or other discipline, based on the facts, circumstances, and severity of the offense.

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning program, among others. Students and parents/guardians with questions about these programs should contact the principal and/or counselor.

COURSE CREDITS REQUIRED

In order to receive a diploma, students must successfully complete at least **24** credits in grades 9-12 and comply with the following high school level course requirements:

<u>Subject Area</u>	<u>Credits</u>	<u>Explanation</u>
Language Arts	4.0	English 9, English 10 + 2 additional credits as described in the registration guide.
Mathematics	3.0	Must include algebra, geometry, statistics, and probability. A career and technical education course may fulfill a mathematics credit.
Science	3.0	Must include one credit of biology. Students scheduled to graduate in the 2015-2016 school year or later must have one credit in chemistry or physics. An agricultural science or a career and technical education course may fulfill a science credit.
Social Studies	3.5	Must include United States history, geography, government and citizenship, world history, and economics, OR three credits of social studies including at least United States history, geography, government and citizenship, and world history, and one-half credit of economics in a social studies, agriculture education or business department.
Fine Arts	0.5	A career and technical education course may fulfill an arts credit.
Health	0.5	
It's Your Future Technical	0.5	
Exploration	0.5	All Industrial Arts Classes
Phys. Education	1.0	
Elective Courses	7.5	
Total:	24.0	

GRADUATION REQUIREMENTS

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Greenway High School. All students must also pass the Minnesota Comprehensive Assessments.

HONOR GRADUATES

Students graduating in the top ten of their class will receive an honor medal indicating this honor and three asterisks will appear before their name in the Commencement Program. Students who graduate with a 3.25 or higher will receive a gray honor cord and one asterisk will appear before their name in the Commencement Program. A blue and gold cord will be given to all National Honor Society Members and a + will appear before their name in the Commencement Program. Valedictorian and Salutatorian will be the #1 and #2 ranked in the class. Students must have a minimum of five academic classes in their senior year to qualify for scholarships and honors. (Teacher assistant hours would not count.)

HONOR ROLLS

After each quarter students achieving a 3.0-3.666 GPA for that quarter will be designated as students achieving B Honor Roll status. Students will not qualify for the B Honor Roll if they have a D. Students achieving a 3.667-4.000 will be designated as achieving an A Honor Roll status. Students will not qualify for the A Honor Roll if they have a C. Honor Roll status is designated twice a year at the end of 1st and 2nd semester.

MAKE-UP WORK

Every absence requires make-up work, which may be assigned by the teacher. The responsibility for completing this work rests with the student. It must also be understood that a large part of what happens in the classroom cannot be made up and is lost education due to absenteeism whether excused or unexcused. Students will be responsible for any assignment and/or test given in their class on the day they return to school for any absence including suspensions.

MINNESOTA ACADEMIC STANDARDS

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Arts K-12
<i>[Note: Beginning in the 2010-2011 school year, students will be required to satisfactorily complete revised Minnesota Academic Standards and high school graduation requirements in the arts.]</i>
<i>[Note: Beginning in the 2012-2013 school year, students will be required to satisfactorily complete revised Minnesota Academic Standards and high school graduation requirements in language arts.]</i>
<i>[Note: Beginning in the 2013-2014 school year, students will be required to satisfactorily complete revised Minnesota Academic Standards and high school graduation requirements in social studies.]</i>

PROMOTION & RETENTION

All students are expected to earn about six credits per year during grades nine through twelve. Grade standing is based on credits earned and not on the number of years attended.

REPORT CARDS/PROGRESS REPORTS

Report cards will be prepared at the completion of each nine-week instruction period. You are encouraged to follow your student's progress routinely using the available, secure "Parent Portal" link on the school's web site www.isd316.org. You will be issued a secure password giving you access to your student's grade book/attendance area in each of his/her classes. Reports are not mailed home. If you do not have Internet access and require a paper copy of all progress reports/report cards, please notify the office.

SENIOR REGISTRATION REQUIREMENTS

All seniors must be enrolled in five (5) academic classes each semester to enable them to attend Greenway full time and to be eligible for academic awards including class ranking. Seniors have the option of taking one senior seminar each semester if they have a cumulative GPA of 3.25 or better. Senior seminar hour is limited to period one or seven.

STANDARDS-BASED ACCOUNTABILITY ASSESSMENTS

The Minnesota Comprehensive Assessments (MCAs) are statewide tests in mathematics, reading, and science that help districts measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA). Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the Minnesota Department of Education to provide information about statewide assessments to parents/guardians and provide 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. The refusal form must be submitted annually to the building principal and can be found on the ISD 316 website.

TEACHER ASSISTANT

Juniors and seniors have the opportunity to spend time working with specific high school teachers, elementary teachers, Attendance Office, or in the Student Service Office as they may be interested in pursuing a pathway in education. This option will only be allowed for 1 semester each year. This will be graded on a Pass / No Pass. It will count for zero credit.

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 does participation matter?

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 children with the education that will ensure a strong workforce and knowledgeable citizens.

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, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving 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.

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](http://education.state.mn.us) (education.state.mn.us > Students and Families > 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 form on the district website and include it in district student

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 a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > 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 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 student will receive a score of "not proficient" and waives the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

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

Part III – DISCIPLINE/RULES

ABSENT...WHAT SHOULD I DO?

GHS has an attendance line which you as a parent/guardian need to call within 48 hours anytime there will be an absence. (218) 245-6801. This line is available 24/7. The only notes accepted are doctor's notes to exempt an absence. A daily Instant Alert will go out to parents of a student not accounted for by 10:30 a.m. **If the parent or guardian does not call the school, the absence will be unexcused.** Progressive consequences occur for students marked unexcused for any class. If the student believes there is an error, it is that student's responsibility to correct that absence before the consequence is issued.

ABSENCES - GENERAL INFORMATION

Research shows that grades are not the only indicator of learning or success in or out of school. Students who have good attendance records are more likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline. Each course will have classroom participation expectations determined by the instructor. **It is important for parents/guardians and student to understand that the school controls the determination of whether an absence will be considered excused or unexcused.** If total absences per class, both excused and unexcused, exceed 10 for a semester, no credit will be allowed. The student will remain in the class the remainder of the semester and will work with the Truancy Prevention Specialist on scheduling time to make up for any hours over the allotted 10 hours. Students failing required courses will need to arrange for alternative means of earning the credit in the future. An "awareness" letter will be mailed to the parent/guardian upon 5 total absences, both excused and unexcused, in any class, along with a copy of the attendance report. **A medical note may also be required to prevent further chronic absenteeism.** Upon 11 absences, a meeting will be scheduled with the student by the Truancy Prevention Specialist to discuss necessary plans.

Chronic Absenteeism

Any student who misses 10% or more of the school year is considered to be chronically absent. This could be for any reason and often times puts students at risk academically. Chronic absenteeism can be easily masked if we only monitor missing consecutive days. In reality a student who misses 2 days a month will be chronically absent by the end of the semester. If your student has any ongoing medical issues that would cause them to be chronically absent please provide the school information from their mental health provider or medical doctor stating the condition and advised time away from school so we know how to better serve your student. **Students will be unenrolled after 15 days of consecutive absences.**

A. *EXCUSED*

- a. Examples of excused absences which are acceptable are: sickness of the student, death in the student's family, dental, medical or mental health appointments (that couldn't be scheduled outside the school day), required court appearances, religious holiday observance, inclement weather/late busses, impassable roads, school sponsored activities, removal due to suspension, trips taken with the family when cleared with the Principal's office by a parent/ guardian before the absence occurs.
- b. For an absence to be considered excused, the school must receive a phone call from the parent/guardian of the student within 48 hours. The phone call must identify the specific reason for the absence. Failure to provide this information will result in the absence being considered unexcused. Parents/guardians are expected to make appointments outside the regular school day. Communication to the school about absences not listed above within the 48 hour window will be considered on a case by case basis.
- c. Any student utilizing a pre-excused absence must have the parent/guardian/staff person notify the school office and all teachers at least three (3) days prior to the absence. Failure to follow this procedure will result in those days being considered unexcused. Students must pick up a "pre-absence" form to be taken to each class to identify necessary work to be completed. The student is responsible to have all work/tests completed prior to leaving. Pre-excused absence may be used for the following reasons: Family vacations/trips (families are encouraged to plan trips around the school schedule so students do not have to miss school); planned medical procedure, court dates.

B. *UNEXCUSED*

- a. Any reasons for absences not covered in the above sections will be considered unexcused, **such as no parent phone call w/in 48 hrs or arriving over 10 min. late to class.** If a parent/guardian or student is uncertain about how a specific absence will be treated, it is best to call the school office to inquire prior to the absence. This will result in smooth operation of the attendance policy and facilitate communication between home and school.
- b. If a student reaches **7 unexcused absences**, a truancy petition may be filed with Itasca County. **Family Services will be contacted as required by State Statutes to file a Truancy Petition.** Students will be dropped from the school roll for excessive absenteeism or unexcused absences.

C. **EXEMPT**

- a. Students who belong to a team, club or school organization are considered exempt when traveling on a field trip and/or other school activities. The students name must appear on an official list presented to the office prior the field trip or activity in order to be considered exempt. **These extracurricular participants are responsible for all make-up work.** If possible, this work should be completed before leaving.
- b. Outside supported activities, ex: 4H competitions, youth hockey games, dance events, etc. (must complete a **Request for Advance Absence Review** form to be exempt)
- c. A student may also be considered exempt if, prior to the absence, the student gets approval from the principal. This exemption will be based, in part, on the educational value of the event attended.
- d. Exemptions due to extenuating health or mental illnesses may be approved at the principal or counselor's discretion only with medical professional documentation on file.
- e. Funerals will be exempt the day of the funeral and other days as seen fit by administration.

D. **SUSPENSIONS**

- a. Absences for suspensions (in-school/out-school) do not count as part of the total absences but is considered a day the student is not participating in their scheduled classes.
- b. Students will be responsible for any assignment and/or test given in their classes on the day they return to school.
- c. Students that are suspended are expected to have equal access to classwork, homework and assessments.
- d. Suspended students cannot attend or participate in extracurricular activities during their suspension. A student suspended on the last school day of a week is not allowed to participate in an extracurricular activity until the next day school is in session.

E. **TRUANCY**

- a. An unexcused absence, even for one hour during a day, is considered truancy. Loss of points and a lowered grade could result. Teachers, at their discretion, can assign additional consequences, which may include detention.
- b. Students with **3 unexcused absences** will be sent a letter notifying parents/guardians of the problem. If a student reaches **5 unexcused absences**, a meeting will be held involving 1 or more of the following individuals: the student, parent, Dean of Students, Truancy Prevention Specialist, Family Services and a representative from the team with an attendance/behavior contract possibly being signed. Upon **7 unexcused absences**, a truancy petition may be filed w/ Itasca County. ~~Family Services will be contacted as required by State Statutes to file a Truancy Petition.~~

F. **TARDINESS**

A student entering class in the first 10 minutes without an excused pass is considered tardy. Arrival after the first 10 minutes will be considered an absence. Being tardy for class may result in loss of class participation points. Being on time for class is a classroom expectation. Students tardy for class are not meeting participation expectations. Loss of points and a lowered grade could result. Teachers, at their discretion, can assign additional consequences, which may include detention.

Consequences for tardies will be progressive and are communicated out via the Campus Messenger to all parents who have provided an email address: (2) Warning (4) Lunch detention, (7) 1 hour of after school detention (10) ½ day ISS (14 or more) Full day ISS for each class period. Tardy counts will be counted quarterly.

ACTIVITIES

A student must be in attendance for the full day to be eligible to participate in practice or in games. The Administration may waive eligibility requirements because of extenuating circumstances.

BULLYING/HARASSMENT/HAZING

Definition: For detailed definitions of bullying, cyber bullying, harassment, disability harassment, religious harassment, sexual harassment, hazing and violence, refer to the District's policy manual.

Greenway Schools believe that providing an educational environment for all students, employees, volunteers, and families, free from harassment, intimidation, or bullying supports a total learning experience that promotes personal growth, healthy interpersonal relationships, wellness, and freedom from discrimination and abuse. Therefore, harassment, intimidation, or bullying are forms of dangerous and disrespectful behavior that will not be tolerated.

Violation of policy: It shall be a violation of this policy for any pupil, teacher, administrator, contractor or other school personnel of the district to harass, bully or threaten a pupil, teacher, administrator, contractor or other school personnel through conduct or communication of, but not limited to, sexual, religious, racial, or disability related nature.

Reporting Intimidation, Harassment, or Bullying Behavior: Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts. The report may

be made to any staff member. The staff member will assist the student in reporting to the principal or other district personnel. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying against another student are prohibited.

Investigation Intimidation, Harassment, or Bullying Behavior: The School Principal or their designee will appropriately and promptly investigate all reports of harassment, intimidation, bullying, or hazing. 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.

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.

The investigation of all reports will be handled according to District Policy.

Consequences for Bullying:

1. Verified acts of bullying shall result in intervention by the building principal or his/her designee that is intended to ensure that the prohibition against bullying behavior is enforced.
2. Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one response to bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (such as, but not limited to, detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.
3. 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, and based on the facts and circumstances surrounding the underlying behavior constituting bullying and the severity or harm. 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.

**BUSES – CONDUCT ON SCHOOL BUSES AND
CONSEQUENCES FOR MISBEHAVIOR**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.

- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. School buses and school bus stops are considered an extension of school premises. Violations of school bus rules will be treated in the same way that they would if they happened in the classroom. A copy of the driver's incident report will be sent to the Principal's office. From that office a discipline report will be sent to the parents and the transportation officer. Serious misconduct may be reported to local law enforcement.

COMMUNICATION DEVICES/CELL PHONES/CAMERAS

Students are allowed to use cellular phones before and after school. **Students are not allowed to use cell phones during the school day with the exception of passing time and lunch, between class periods and during their lunch shift. Individual teachers will manage the use during class time.** Use of phones outside this time will result in consequences.

1st offense: confiscation, parent/guardian will be required to pick up device.

2nd offense: confiscation with detention assigned, parent/guardian will be required to pick up device.

3rd and subsequent offenses: confiscation, suspension for the day and parent/guardian will be required to pick up phone.

In accordance with Minnesota State High School League rules, cell phone use will not be permitted in locker rooms or restrooms. Cameras are not allowed in the locker room or in any place where there is an expectation of privacy during the school day. Phone use during lockdown or fire drills is not allowed. Students are not permitted to take photographs or video footage of any student and/or staff without expressed written consent of all parties involved. Any such act will result in appropriate disciplinary action as determined by administration. Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures. **If a parent/guardian is unable to pick up the device, the school will retain for up to 48 hrs. & return to the student at the end of the day.**

CREDIT RECOVERY

The Greenway School District provides an opportunity for students to earn credit in courses for which they are receiving passing grades, but are losing credit due to excessive absenteeism (11 or more class periods per semester). At 11 total absences, both excused and unexcused, a meeting will be scheduled between the student and the Truancy Prevention Specialist (TPS) to review their attendance report and create a credit recovery plan. The plan requires each hour over 10 in any given class to be made up. Make up hours can be scheduled and served w/ the specific teacher or scheduled through the TPS (during detention, Learning Academy hours, or other optional time frames, etc.).

DAMAGE TO PROPERTY

Damage of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials **with restitution being expected.**

DETENTION

In school detention (held during the students lunch hour) is a disciplinary measure, which is used as a deterrent to several school rule infractions. When a student is assigned to detention, he/she is expected to be there on the exact days that are specified by the principal, dean of students, truancy officer or teacher. If a student doesn't complete the detention on the assigned date, they will be assigned a day of in-school or out-of-school suspension (ISS or OSS). Activity participation rules will then go into effect for the day when suspension is served and until they have made up all of their detentions. The staff person issuing the detention is responsible for the call to parents/guardians prior to the student serving the after school detention.

DISCIPLINE POLICY

Students are expected to follow all school and classroom rules. Reasonable behavior is what is expected. Respect for school personnel and fellow students will be the best guides in deciding what these reasonable behaviors are. Willful defiance or disrespect will not be tolerated and will be met with whatever corrective and/or punitive measure is necessary to effect the required change. The principal may impose or recommend longer suspension, expulsion, or any other discipline as appropriate on a case-by-case basis. **Notice:** No written policy can adequately address each and every specific situation regarding pupil conduct. In general, a student

may be subject to disciplinary action for willful violation of school rules, willful conduct that materially and substantially disrupts the rights of other pupils or the property of the school. ISD 316 reserves the right to use administrative discretion in the punishment phase of this discipline code. Each situation encountered may be a different, and under certain circumstances, may require special considerations.

DRESS CODE

Greenway Public Schools provides a general dress code for our students. It is not the intent of this school to single out, harass or discriminate against any student regardless of their race, color, age, gender, or religion. **This school has the obligation to provide a safe, friendly, and positive learning environment for each and every student and teacher.** The parent/guardians and student are responsible to ensure neatness, cleanliness, and respectable appearance when coming to school. Administrative judgment will determine the appropriateness of attire. Students attending Greenway Public Schools may not wear items listed below. The list is not to be considered all “inclusive” and may be revised as needed.

THE FOLLOWING ITEMS ARE NOT TO BE WORN:

- Hats, caps, hair nets, bandannas or other head coverings except with the approval of the building principal (i.e., student undergoing chemotherapy, other medical situations or religious reasons). Upon entering the building they should be removed.
- Halter-tops, tube-tops, spaghetti straps, one shoulder or any other tops that allow undergarments to be exposed.
- Shirts or tops that are see through or fish net, low cut, or half shirts that allow the midriff to be exposed.
- Pants must be worn at a students' waist.
- Clothing that allows underwear to be exposed.
- Shirts with any offensive or obscene symbols, slogans, or words. This will include any clothing that advertises alcoholic beverages, tobacco, illegal drugs or clothing that suggest or depicts any negative, disruptive, obscene, explicit, racial, gang, violent, or sexist innuendo by sign, word, slogan, picture, or advertisement, etc.
- Any jewelry with drug, alcohol or tobacco emblems, slogans, or symbols. Items of this nature will be confiscated.
- Any clothing or any combination of clothing, with gang related symbols, colors, slang, or clothing deemed to be gang related.
- Sunglasses may not be worn inside the building.
- Any clothing that has excessive holes or rips.
- Shorts, cutoffs or skirts that do not reach mid-thigh. Generally, this means the bottom of your fingers with your arms extended downward. Clothing with designer holes or rips must follow this guideline.
- Clothing traditionally worn as under garments, such as boxer shorts, may not be worn as outer garments.
- Chains are not permitted, including animal collars and wallet chains.
- Clothing that is deemed to be unsafe.
- Oversized full-length coats such as dusters or trench coats.
- Noisy, distracting, or excessive jewelry or accessories. This includes body piercing that detract from or interfere with the learning process.
- Face paint that affects the ability to identify a person will not be allowed as well as makeup that would cause a disruption to the learning process. Prior approval from administration for school sponsored events such as homecoming or Greenie Gambol is required.

A student whose dress disrupts the educational process will be subject to appropriate discipline. The administration has the option to send the student home to change or give them a temporary replacement until school ends. Confiscated hats will remain in the office till the end of the week.

DRUG-FREE SCHOOL AND WORKPLACE

The possession and use of alcohol, misuse or abuse of prescription medication, controlled substances and toxic substances are prohibited at school or in any other school location before, during or after school hours at any school events or activities. Possession, use and/or being under the influence of herbal substances, synthetic marijuana, spice, dragon, K2 or similar products is prohibited. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. All medications of this nature must be taken directly to the school nurse and must be dispensed through the main office. Students are not allowed to maintain personal possession of the medications. Students who have prescriptions must comply with the school district's "Student Medication" policy.

EXPECTATIONS

Greenway is a Positive Behavioral Interventions & Supports (PBIS) school that is committed to affecting the climate and environment in a positive manner which addresses all aspects of the school experience. Anti-bullying is a large focus of this and a committee is in place to guide both educational components as well as recognition of positive change in students and staff. The following expectations are utilized throughout the Greenway community in our "PRIDE" acronym:

- P- Preparation
- R- Respect
- I- Integrity
- D- Dedication
- E- Excellence

HAZING

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

General Statement of Policy

- A.** No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. Nor shall they permit, condone or tolerate hazing
- B.** Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- C.** This policy applies to behavior that occurs on or off school property and during and after school hours.
- D.** A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- E.** The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior. A student will be removed from class immediately if the student engages in assault or violent behavior. The removal shall be for a period of time deemed appropriate by the principal in consultation with the teacher.

IN-SCHOOL SUSPENSION (ISS)

Students assigned to ISS will be required to get any work they are missing for that day and also any make-up work that they may have. This work will be complete to the best of the students' ability while in ISS. If there are any problems while in ISS, the student will be assigned another day. Further problems will result in out-of-school suspension (OSS). All school rules will apply to the ISS room as well as the following: No Talking, No sleeping, No passes, No pop or food. No cell phones will be allowed in ISS. Students serving a full day of ISS will not be allowed to participate in any school sponsored activities/athletics that day.

REASONABLE FORCE

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes §121A.582 and other laws.

SEXUAL HARASSMENT POLICY

It is the policy of Independent School District 316 not to discriminate on the basis of sex, in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Furthermore, ISD 316 believes that all individuals should be treated with respect and dignity. The District will investigate all complaints, formal or informal, verbal or written, of sexual harassment. Sexual harassment violates Section 703 of Title VII of the Civil Rights Act of 1964, 363.01-14, Minnesota Human Rights Act and Minn. Stat. 121A.11. Inquiries regarding compliance with Title IX or sexual harassment may be directed to: Dave Pace, Compliance Officer, PO Box 227, 499 Powell Ave., Coleraine, MN 55722, (218)247-7306 or to the Commissioner of Human Rights, 200 Capitol Square Building, St. Paul, Minnesota, 55101, (651) 296-5663.

TOBACCO-FREE SCHOOLS

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device, including e-cigarettes (vape), in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any substance meant to mimic tobacco use will also be prohibited (jerky snuff, coffee pouches, etc.) Any student who violates this policy is subject to school district discipline. Any lighters found will be confiscated and become the property of the school.

WEAPONS POLICY

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air-guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chucks; throwing stars; explosives; fireworks; mace and other propellants; stun-guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The Minnesota Legislature enacted legislation that makes it a felony for anyone to possess a dangerous weapon on school property. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon **which will not be returned**; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by case basis. For a copy of the “School Weapons” policy, contact the District Office. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he/she accidentally has a weapon in his/her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon if he/she immediately notifies or turns the weapon over to an administrator, teacher, head coach.

SCHOOL DISCIPLINE CODE

When groups of people live and work together in a community, rules are necessary for the protection of everyone. Greenway is a community of students who must live by a few simple and easy to understand and readily acceptable rules. Below is a summary of the violations of school rules and the consequences that may be imposed should you choose not to abide by the rules, whether they occur during the school day or during extracurricular events or if they occur outside of school and cause a substantial disruption of the educational process.

VIOLATION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Tobacco/E-cigarette (Vape) Use/Possession and/or paraphernalia	Refer to Police 3 day suspension	Refer to Police 5 day suspension	Refer to Police/Treatment 5+ days suspension
Alcohol/Drug use, under the influence or possession	3 day suspension Refer to police	5 day suspension Refer to Police	Expulsion considered Refer to Police
Drug Sales/Distribution	Expulsion & Refer to Police		
Fighting and/or inciting a fight	1-3 day suspension Refer to police	3-5 day suspension Refer to police	Expulsion considered Refer to Police Admin. Discretion
Assault/Verbal and physical	Suspension based on severity Refer to Police	Expulsion considered Refer to Police	Adm. Discretion Refer to Police
Damage to Property	1-3 day suspension Restitution	3-5 day susp. Restitution	Expulsion considered
Theft	Restitution/Refer to Police 1-5 Day suspension	Restitution/Refer to Police 3-5 day suspension	Expulsion considered Refer to Police
Disruptive conduct	Detention	Detention & Parent Conference	Removal from class
Fire Equipment Misuse	Expulsion considered Refer to police/Restitution		
Weapon possession	Expulsion by statute Refer to Police		
VIOLATION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Misconduct at Extra-Curricular Events	Removal from event	Removal from event Suspension	Banned from attendance
Harassment/Inappropriate Language	Detention/Suspension based on severity	Refer to Police Suspension 3-5 days	Refer to Police Administrative Discretion
Bullying/Hazing/ Racial, Religious, Sexual, Disability	Suspension based on severity Refer to District Harassment	Refer to Police Parent Conference	Refer to Police Administrative Discretion

related, or other forms of harassment or Cyber-bullying	Officer		
Electronic Devices	Confiscate, Parent/Guardian/Relative not in school pick-up. (3 day hold max)	Confiscate, Parent/Guardian/Relative not in School, pick-up. (3 day hold max) 1 hr detention	Confiscation, Suspension for the day Parent/guardian will be required to pick up phone.
Transportation Violations	Warning/1-3 day suspension based on severity	1-2 weeks based on severity	2+ weeks-remainder of school year based on severity

VIOLATIONS (additional)	MINIMUM DISCIPLINARY ACTION (Not all inclusive-will be dealt with based on the facts, circumstances and severity of the incident)
Unauthorized Driving/riding in vehicle During school hours	Suspension and parent conference. Refer to police when buses are present.
Arson	Expulsion and refer to police.
Bomb Threat	Suspension and refer to police. Possible expulsion.
Fireworks in school	Suspension/possible expulsion, refer to police.
Forgery	Detention, parent/guardian conference, possible suspension.
Cheating	Fail test/assignment-teacher may recommend detention or suspension.
No passes in hallway	Possible detention
Gang activity or graffiti	Suspension or expulsion

Part IV – HEALTH/SAFETY

ACCIDENTS

All student injuries that occur at school or school-sponsored activities should be reported to the main office. Accident report forms must be completed for all accidents and are available in the main office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

CANINE DETECTION

Periodic building searches are conducted utilizing trained canine support with the purpose of assuring a safe and drug-free environment. The searches typically involve random classroom sweeps in which students and staff are asked to vacate to the hallway leaving behind any jackets, sweatshirts and/or personal items including purses and knapsacks. A search usually takes no longer than five minutes. Upon detection of contraband, students are asked to identify ownership, then a conversation takes place between the owner of the item and dean of students/principal in the office. Parents are contacted via phone regarding the information gathered.

CRISIS MANAGEMENT

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans. The “Crisis Management” policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

EMERGENCY CONTACT INFORMATION

Current emergency contact information is critical to insuring student safety. Parents and guardians are urged to view their contact information on parent portal and to update health records and contact information with the school nurse each year.

HEALTH INFORMATION

First Aid

The nurse’s office in each building is equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the building’s administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The district has installed automated external defibrillators (AEDs) within the high school building. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student’s attendance creates a significant risk of transmitting the illness to others.

IMMUNIZATIONS

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the nurse (218-245-6804).

MEDICATIONS AT SCHOOL DURING THE SCHOOL DAY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.

PANDEMIC RESPONSE

Pandemic Response information/preparedness: MN Dept. of Education (1500 W. Hwy. 36, Roseville, MN 55113; 651/582-8403), Minnesota Department of Health (PO Box 64975, St. Paul, MN 55164; 651/201-5000), US Dept. of Health and Human Services (200 Independence Ave., Washington, DC 20201; 877/696-6775)

PESTICIDE APPLICATION NOTICE

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides; the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting Superintendent, Mark Adams.

SCHOOL NURSE

A Registered Nurse (RN) is available in the district from 8:00 a.m. to 3:00 p.m. daily.

STUDENT IMMUNIZATION/MEDICATION

According to Minnesota State law a student cannot start school until all immunizations are up to date. District policy sets forth guidelines for nonprescription and prescription medications taken during the school day. All medication requires a *Medical Administration* form signed by the physician and parent. Students are not allowed to have any medicine in their possession or in their locker. The office will have Tylenol available, however, it will only be administered with a signed parent permission form on file. These forms are available in the office as well.

SCHOOL SECURITY

To better provide for the safety of our students and staff a security system is in place in the high school building and grounds.

ALL cameras are operational 24 hours every day.

School entrances will be locked at 8:30 each day. This is done for the security of the students and staff at Greenway High School. ISD 316 utilizes the services of local law enforcement officials in punitive, investigative and/or legal matters that may arise. Unless they have permission by staff to attend a meeting or study group before school, 5th-8th grade students are to remain in the multipurpose room prior to 8:15 am. 7th & 8th grade students are given the privilege to use the Karen Tomberlin gym from 8:00-8:15. Must eat before.

SAFETY DRILLS

Drills including fire, severe weather lockdowns and school evacuations will be held periodically throughout the school year. Procedures for dismissal in case of a fire alarm are posted throughout the school building. Teachers will also advise students concerning classroom exit and drill procedures.

TRESPASSING

Minnesota Statutes 609.609 makes it a misdemeanor for any person or persons to be found in a school building unless the persons:

- Are enrolled students or their parents;
- Have reported to the school office or have permission to be in the building.
- Are attending an event to which the public is or the individuals are invited.
- If an administrator has given written notice to a person that, because of their unacceptable behavior, they should not be on school grounds or a school location.

VISITORS

Please refrain from bringing visitors to school. From time to time students request that they be allowed to bring visitors to school. Although it is nice to show a visitor our facility and to tell them about our programs, we have found that student visitors often unintentionally create a disruption to the school day. (Visitors who wish to learn more about Greenway High School may do so through a formal appointment with the principal or guidance counselor.) Parents are welcome to observe school in session with administration's approval. Parents as well as other visitors are asked to report to the principal's office to sign the guest register. A telephone call expressing your interest is helpful in assuring that the activity you wish to visit will be in progress as scheduled.

Non-school persons with no specific business are not allowed to loiter on the campus or visit with students.

**GREENWAY PUBLIC
SCHOOLS
ISD #316**

Employee Handbook

2019-2020



Superintendent: David Pace

Independent School District #316
499 Powell Ave
Coleraine, MN 55722
218-247-7306

Website: <http://www.isd316.org>

If you have questions or if you need additional information,
please contact:

Human Resource Department: (218) 245-6504

The Board of Education does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age, or veteran status in employment, education programs or activities, as required by law.

ISD #316 is an Equal Opportunity Employer

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PURPOSE OF HANDBOOK

Welcome to Independent School District #316, Greenway Public Schools.

The purpose of the handbook is to acquaint you with the general Board of Education policies that govern and affect your employment and to outline the benefits available to you as an employee of the District.

Because this handbook is a general source of information, it is not intended to be, and should not be interpreted as, a contract. It is NOT an all-encompassing document and may not cover every possible situation or unusual circumstance. If a conflict exists between information in this handbook and Board policy or administrative procedures, the policies and procedures govern. It is the employee’s responsibility to refer to the actual policies and/or administrative procedures for further information. Complete copies of those documents are available at the Administrative Services Buildings, the Principal’s office, and on the District web site. Any employee is free to review official policies and procedures and is expected to be familiar with those related to his/her job responsibilities. We, in the public school, are all partners in education. Working together, we must provide the best possible environment for children. This means that we must work for the good of the students.

FUTURE POLICY CHANGES

Although every effort will be made to update the handbook on a timely basis, the ISD #316 Board of education reserves the right and has the discretion, to change any policies, procedure’s, benefits and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the discretion to modify or change any portion of this handbook at any time.

CALENDAR

School Calendars are adopted by the School Board each spring for the following year. School calendars show teacher days, student days, workshops conferences, and holidays. The calendar is also available on the district website at isd316.org.

SCHOOL BOARD MEETINGS

The ISD #316 School Board meets for their regular meeting on the last Wednesday of each month at 6:00 p.m. Any person wishing to address the School Board should contact the District Office prior to the

meeting to request being on the agenda. The school board also reserves an area for public input at each meeting.

EQUAL OPPORTUNITY EMPLOYMENT

ISD #316's Board of Education is an Equal Opportunity Employer. The Board of Education does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, age or veteran status, as required by law.

Reasonable accommodations for individuals with disabilities will be made as required by law.

If you have questions concerning District compliance with state and federal equal opportunity laws, contact the Human Resource Department.

HIRING

A list of all District job openings is available at the District Administrative Office and at <http://www.applitrack.com/iasc/onlineapp/>

PRE-EMPLOYMENT PAPERWORK & CRIMINAL BACKGROUND CHECK

Prior to beginning work for ISD #316, each new employee must have completed a series of employment forms. These forms include but may not be limited to:

- Tennessean Warning
- Personnel Questionnaire
- Form W-4, Employee Withholding
- Form I-9, Employment Eligibility Verification
- Direct Deposit Form (direct deposit is required for all district employees)
- Bloodborne Pathogens Form
- Minnesota Statute 123B.03 Informed Consent Criminal Background Check Form
- Internet Use Acceptable Use Form

Applicants and employees must undergo records checks and testing as required by law.

LICENSES

Some employees of the district are required to be licensed. It is the responsibility of the employee to keep their licensure current. Your license must be on file in the District Office. The District reserves the right to remove an employee from employment if the necessary license is not maintained.

CONFIDENTIALITY

The District maintains data relating to staff and students in accordance with current Data Privacy Laws. All District employees are obligated to maintain student and other staff information as private. Do not disclose information or join in conversations regarding an individual with others either employed in the district or otherwise. Employees or others who feel they have a “need to know” should speak with their immediate supervisor. Violation of confidentiality is grounds for dismissal.

BARGAINING UNITS & GENERAL “At- Will” EMPLOYMENT

School District #316 has the following bargaining units & certified positions:

Education Minnesota Local No. 1330 (Certified)

American Federation of State, County, and Municipal Employees Local No. 456 (Non-Certified)

Principals Association

In addition School District #316 employs many “At Will” employees. These include but are not limited to:

- Substitute Custodians
- Substitute Educational Assistants
- Substitute Teachers
- Maintenance Supervisor
- Coaches

POLICIES & NOTIFICATIONS

All policies can be accessed on the district website at www.isd316.org. Specifically, you are required to read the following policies in their entirety.

Policy #413	Harassment & Violence
Policy #414	Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Policy #415	Mandated Reporting of Maltreatment of Vulnerable Adults
Policy #423	Employee/Student Relationships
Policy #419	Tobacco-Free Environment

HARASSMENT/DISCRIMINATION POLICY

ISD 316 intends that employees have a safe and orderly work environment in which to do their jobs. Therefore the School Board does not condone and will not tolerate harassment of employees or discrimination against employees. The policy for the Greenway School District is written for both students and employees. A copy of this policy may be found in the District's Policy and Procedural Manual.

BLOODBORNE PATHOGENS

Bloodborne Pathogens are disease causing micro-organisms that may be present in human blood or body fluids, District #316 has an Exposure Control Plan and provides related training and an opportunity for all employees especially those at risk to receive a vaccination series to help prevent diseases caused by bloodborne pathogens.

MANDATED REPORTING

All employees of ISD #316 are considered mandated reporters by law. Employees are to report any maltreatment of minors and or vulnerable adults if they have suspicion of neglect, physical abuse or sexual abuse to the proper authorities. The employee may request help in reporting by contacting their immediate supervisor. A copy of the district's Mandated Reporting policy is available in the district's Policy and Procedure Manual. All employees should become familiar with its content.

DRUGS & ALCOHOL

Drug and alcohol use is prohibited by employees according to statute and district policy. Penalties for violating District Policy can be found in the District Policy Manual. Violation of this policy will result in disciplinary action.

TOBACCO

According to district policy, all ISD #316 buildings, athletic facilities, & vehicles are tobacco-free. Penalties for violating District Policy can be found in the District Policy Manual. Violation of this policy will result in disciplinary action.

WEAPONS

All weapons or instruments that have the appearance of weapons are prohibited on District property. Staff can find details relating to this policy in the District Policy Manual.

COMPLAINTS

Complaints by employees about other employees will be accepted in writing. Reports should be submitted to the employee's immediate supervisor. Further detail and specific instructions can be found in the school district policy manual.

ILLNESS/INJURY/WORKER'S COMPENSATION

District #316 supports the practice of returning employees to work as soon as they are able to fulfill the requirements of their position following an absence due to an illness, injury or an on-the-job injury. Each situation will be reviewed on an individual basis.

All work injuries must be reported to an employee's supervisor immediately and an accident report completed. A First Report of Injury Form must be filed by the District Office within 3 days.

EMPLOYEE MEETINGS

Meetings between departments and the principal will be set up throughout the school year. The expectation is that all faculty members will attend the meetings. In the event that you cannot make it to a scheduled meeting, please make arrangements with the principal. If district wide meetings are held employees will be advised of the meetings ahead of time and will be expected to attend and remain for the duration of the meetings.

COMPUTERS/INTERNET/EMAIL

The District provides computer, internet and email service to employees. Employees must review the internet use policy. All employees and students are required to have signed the Internet Use agreement and it must be on file with the District. Violation of this policy can result in disciplinary action for both employees and students. The policy is on file in the district office. The preferred method of District communication will be through the email system.

Computer hardware, software, installation, repair, and training requests should be submitted to the Technology Director using the online form at isd316.org.

TELEPHONE SYSTEM/CELL PHONES

District owned cell phones may be issued to employees in certain positions. Individuals issued a district cell phone must review the district policy and file it with the district office. Use of personal cell phones should be restricted to the employee's lunch break or break period.

District provided phone long distance codes are to be used for district related phone calls and should not be utilized for personal calls.

INTER-COM

Unless an emergency arises, or it is between classes, use of the inter-com should be restricted during the time that classes are in session.

EMPLOYEE ABSENCE/SUB-CALLING SYSTEM

The school district maintains an automated substitute calling system for all staff called AESOP. The system can be reached by calling 1-800-942-3767 or online at isd316.org under Staff Resources. Only approved subs can be requested. **All** absences must be reported using AESOP.

It may be necessary for you to be absent from your class for an hour or for less than half a day. This is especially true when coaches must leave early for events with their team.

Arrangements for substitutes for hourly events must be reported to and made through the building principals. **Please be aware of what your Master Agreement provides for in terms of leaves.**

The District is not in support of unpaid absences away from work. Unpaid absences are only to be utilized in extreme circumstances with pre approval from the building administrator. Unpaid absences without prior authorization may result in disciplinary action and/or termination.

EMERGENCY SCHOOL CLOSINGS

Occasionally schools are closed for emergency reasons such as inclement weather or mechanical problems. Decisions and announcements regarding school closings will be made as early as possible. Employees should refer to their contracts to determine if they are to report to work and how they will be compensated dependent on contract. Personal judgment should be used when personal safety issues warrant. Employees should contact their immediate supervisor with questions. Employees will be notified via Instant Alert and public notifications are broadcast on several local TV and radio stations. It is important that employees notify the district office when they change phone numbers so the Instant Alert system can be updated.

When school is canceled, absences on the system at the time the closing is announced will remain as recorded absences for paid workday staff.

The absence will be canceled by the district office upon notification that the employee could not attend the appointment necessitating a scheduled absence, and so was available to work that day. For example, if doctor appointment or meeting was canceled due to the weather.

CRISIS MANAGEMENT POLICY/EMERGENCY RESPONSE PLAN

State law requires that educational institutions conduct a specific number of fire drills and lockdown drills during the school year. Drills are very important, and should be taken seriously by everyone. The building must be completely evacuated as quickly as possible.

Employees are to be familiar with the district's Crisis Management Policy. The policy manual will be made available in each classroom and teachers are to place a copy of their class lists within the manual. This will allow for a quick check of attendance should there be the necessity to have students evacuated from the building.

JOB DESCRIPTIONS

The administration is responsible for the assignment and scheduling of all staff. Job descriptions will vary according to specific assignments. It is likely that tasks will vary on a yearly basis as some tasks are not completed identically from one year to the next.

It will be the responsibility of the administration to meet with the employees to review expectations and to provide training, if needed. It is essential that an employee be flexible and maintains a positive attitude with the ever-changing responsibilities and job assignments. When an employee is in doubt about an assignment or task, the individual should request clarification or more information from their immediate supervisor.

HOURS AND RESPONSIBILITY

The hours of duty of each employee shall be determined by administration. If you need to be absent, notify the district via the sub calling system. By law, the school assumes responsibility for each student during the entire school day. This includes that time before the school day starts, during and between classes, and after the close of the school day. All staff members should take a personal and professional interest in the conduct of students during all of these time periods. Please make every effort to be out in the halls or your assigned area in the morning before school starts as well as between classes—our presence will help curtail problems that might otherwise arise. Please report any questionable behavior to the immediate supervisor.

Areas of responsibility by each employee are specified by the immediate supervisor. If there are questions regarding the duties as outlined or questions regarding the calendar during which time the employees are expected to work, the questions should be brought to the immediate supervisor. Please use the appropriate chain of command for getting questions answered or issues resolved.

- A. If you have personal business to take care of and need to leave the building during your preparation period or need to leave immediately after school, please let the principal know that you need to leave so approval can be given & appropriate arrangements can be made. This works best in case a parent or someone else wishes to meet with you. We can let them know that you are not available. Please do not schedule personal appointments during the duty day unless leave will be used as per contract.

- B. Teachers are to attend all programs sponsored for students during the school day. Staff members are encouraged to sit with the students.

EMPLOYEE CONDUCT

Employees come in contact with a great number of people including staff, students and parents. It is critical that employees conduct themselves in a professional manner. Any employee who participates in or encourages activities that disrupt the educational process, whether on school property or at school-sponsored events and activities may be subject to disciplinary action and or termination.

EVALUATIONS

Throughout their years of employment, evaluations of all personnel will be conducted. Evaluations are generally done by the employee's immediate supervisor and shared with the employee upon completion. All performance reviews/evaluations are kept in the employees personnel file and are available for review upon request.

The overall goals of an effective classroom observation and evaluation program are the improvement of instruction and provision for growth opportunity. The program is designed to help teachers identify their strengths and weaknesses, to provide support, and to secure help for improvement. This support of the teacher in professional growth is the key to improving educational experiences.

1. Clinical Observation—All non-tenured teachers will be placed in this cycle as well as any other teachers that the administration feels may benefit from the experience. The process will include a pre-observation conference with the teacher, classroom observation (2-3 per year) and post-observation conference. The first observation will be scheduled for a specific time, and the last two will be unscheduled. A summative evaluation will be done by the principal annually for each teacher and will be placed in the teacher's personnel file. It is expected that this evaluation will be shared with the teacher during a feedback conference regardless of which phase of the cycle the teacher is in.
2. Peer Coaching/Monitoring—Teachers in this group will pair with another of the same group and work together with the principal to develop individual goals for the school year, monitor goal-reaching throughout the year, evaluate the extent to which goals are met, and to observe each other in the training situation. The summative evaluation will be based in part on the principal's review of the peer coaching/monitoring experiences, overall contributions to the school system, and may include classroom observation analysis by the principal.

3. Individual Growth Phase—Teachers will work with the principal to develop individual goals for the school year, monitor goal-reaching throughout the year, and evaluate the extent to which goals are met and the impact they had on their own instructional experiences. Summative evaluation will be based, in part, on a review with the principal on reaching goals, overall contributions to the school system, and may include classroom observation analysis by the principal.

The building principal retains discretion to place any teacher in any phase of the cycle. Teachers will be rotated into another phase of the cycle as the administration deems appropriate.

Minnesota State Law requires that all teachers who have not received tenure in the school system be formally observed three times during the school year.

PERSONNEL FILES

ISD #316 maintains personnel files on all employees. Personnel data is maintained according to MN Statute Chapter 13. Individual personnel files can be reviewed upon request. Please contact the District Office for more information.

REIMBURSED EXPENDITURES

All reimbursements for school-related expenses must have the prior approval of the superintendent. Without prior approval, your request for reimbursement will most likely not be approved.

PURCHASES FOR THE SCHOOL

All school purchases shall be made by submitting an online requisition to the Building Principal for approval. Once approved, a purchase order is either approved/disapproved by the Business Manager or forwarded to the building principal secretary for processing. Payment for purchases made without following this procedure will be the responsibility of the faculty member making the purchase.

HANDLING OF FUNDS

In order to keep our funds in proper order for the financial record, please use the following procedure:

1. All monetary transactions are to be handled by the advisor of the organization, the Building Principal's Office, & the Business Office.
2. When money is collected from students & fundraising etc., do not leave the money in your desk. Count the money and then bring it, daily, to the building principals office. He/She will recount the money and then bring to the bank for deposit. If you have a need to know your organization's balance, simply ask the Business Manager to look it up for you.

3. Do not pay for items out of the money you have on hand. All vouchers for payment are to be presented to the Business Office to be processed for payment using district forms.
4. A student activity fund is not allowed to have a deficit balance.

SALES TO STUDENTS

Materials which are sold to students through the classroom must be paid for by the student prior to their taking the completed project from the building. The instructor is to issue a receipt to the student and money is to be accounted for and turned in to the Building Principal's Office.

FINES

All equipment and materials provided by the District should be used with normal and reasonable care. No charges should be levied for normal wear, but fines should be assessed for abuse or loss of any school district property. In addition, fines should be levied for those who owe money for fundraising events, etc. Staff should have parents pay fines online. A list of fines owed is to be submitted to the business office for invoicing & collection.

FUNDRAISING

A district-wide meeting will be held with all advisors of organizations/classes planning to do fundraising so that a master schedule can be set up. This will be done as an effort to avoid having students selling similar products or too many products during a given period of time. Advisors/coaches should meet with their groups early in September to attempt to come up with a calendar of events and a list of possible fundraisers. Anyone planning to do fundraising must attend the fundraising meeting and be a part of the fundraising master schedule. **All fundraising is to be approved by the District Office.**

MAILBOXES

Employees are assigned a mailbox in the office area. Check it frequently for mail that may be distributed throughout the day.

SCHOOL VEHICLE

A school vehicle is available to staff members for travel that has been approved by the superintendent's office. The vehicle is available on a first-come, first-served basis and should be arranged for well in advance of an anticipated event. Mileage reimbursement for business use of your personal vehicle must be submitted monthly and attached to a mileage log

FACILITY CARE

Each staff member is responsible for the general care and maintenance of that portion of the building and equipment to which he/she has been assigned. Where more than one staff member is using a

specific area, the area should be checked at the end of the day. The last person to leave the area at the end of the day shall be responsible (if applicable) for seeing that the copiers are turned off, coffee pots or other appliances are turned off, furniture returned to its normal position, filing cabinets locked, the telephone system placed on night service, and the doors closed and locked. See that your students understand and practice their responsibility for the care and use of public property---Do as much as you can to help prevent the destruction of furniture, textbooks, reference and library materials, athletic equipment, musical instruments, floors, walls and windows, etc. This can be taken care of through deliberate, systematic checking.

FACILITY USE

All staff use of District facilities must be pre-arranged. For use during the day contact the building administrator. Persons wishing to use the building for a specific purpose outside of the regular school day should submit requests through community education so that they can check the master calendar and notify custodial staff to coordinate facility needs.

CUSTODIAL SERVICES

All requests for repairs, whether routine or emergency, and upkeep should be channeled through the maintenance department using the proper form. Nothing is to be attached to the walls except in the designated tack board areas. **There is to be no taping or attaching of items to the sheetrock, windows or doors and no hanging of items from the ceiling.**

SOLICITORS

The laws of Minnesota establish that no sales representatives, agents, or other solicitor shall contact students or employees during the school day unless authorized by the building supervisor. Employees shall not provide any outside group or individual a list of students or other employees. Use the following process for having a solicitor talk with someone or place materials in the school:

- When the solicitor arrives in the main office, direct them to the building principal. The building principal will make the determination regarding whether or not the person has permission to be in the building or whether they have permission to place copies of their materials in the building.

VISITORS IN THE BUILDING

Students and/or adults entering the building are to check in to the office prior to going to any other area in the building. Permission for admission to the building for any purpose is to be granted by the building principal. If you notice that an individual is in the building and has not checked in to the office, please contact the principal immediately. Adult visitors to the building are also to check in to the office using the same procedure as with students. Visitor nametags should be issued to persons coming into the building to visit.

When a representative of law enforcement or social services arrives at the school, please refer them immediately to the administration.

GUEST SPEAKERS

Guest speakers can frequently make fine contributions in many areas of our curriculum. Teachers should use professional judgment when making plans for inviting guest speakers. Please discuss your plans for having guest speakers with the principal prior to your inviting them into your classroom to speak. **At least five days before your guest speaker is to be in your classroom, meet with the principal to review who the speaker will be and on what their topic of presentation will focus as well as their qualifications for presenting on that topic.** In the event that a parental permission slip is needed for participation with the guest speaker, the teacher shall be certain that the student has returned a signed form. If the parent does not wish to have his/her child participate, an alternative form of curriculum must be provided by the classroom teacher.

EMPLOYEE WORKROOM/LOUNGE

Classroom preparation and lunch space is available in the employee workroom/lounge. The workroom is provided for your convenience. Please be advised that all staff members are to be in their respective teaching and/or supervision areas between 8:00-8:30 A.M. and not in the workroom.

LUNCH TICKETS

There will be no charging of lunches to any staff members.

ATTENDANCE AT WORKSHOPS/REGISTRATION FEES

Any employee requests for a workshop/training/school related absence (excluding extra-curricular), they must complete the Staff Development Workshop Request E-form located on the ISD #316 website at isd316.org. The form is located under District Information, Human Resources and Employee Information. Once completed, this form will be emailed to your building principal. You will receive an email response on approval/denial. You can then proceed with registration/reservations once approval is given. Again, please complete this form whenever you request a workshop/training/school related absence (3 weeks prior to workshop deadline date). **THIS FORM IS REQUIRED AT ALL TIMES, EVEN IF THERE ARE NO COSTS ASSOCIATED WITH YOUR REQUEST.** In the event that a substitute is needed the sub system needs to be used.

FIELD TRIPS AND OTHER STUDENT ACTIVITIES

All field trips and other student activities must be cleared through the principal and superintendent's office. These trips should be approved at least five days in advance. In addition, a list of students who will be participating in the activity should be approved by the principal and then placed in the teachers' mailboxes two days in advance of participation in the activity. Please notify the cooks in advance regarding the number of students who will be absent due to participation in the field trip. This will allow them to plan more accurately for that particular day's breakfast and lunch program.

DRESS CODE

Employees are obligated to dress appropriately for the job. An employee must maintain acceptable standards of personal appearance, grooming and conduct. Employees need to keep in mind that they are modeling good grooming and appropriate conduct for the students on a daily basis. Some buildings allow for more casual but appropriate dress on Fridays. This is governed by the building administrator.

STUDENT DRESS CODE

If you as a staff member have a concern about the way a student is dressed (wording on a T-shirt, ripped jeans, short skirts, etc.) please refer the student to the principal. The principal will determine whether or not the student's dress is appropriate. Staff members, on their own, are not to send students out of the building to change their clothing. The issue of student dress is addressed in the student handbook.

ILLNESS OF STUDENTS

Whenever a student becomes ill in school, it is the school's responsibility to care for the student. If the school nurse is not working on a day when a student becomes ill and comes to the office, the employee shall notify the building principal of the student's illness. The building principal shall determine whether or not the student is ill enough to warrant leaving the building to go home. All reasonable attempts will be made to determine within one hour whether a student in the nurse's office should be sent home.

STUDENT HANDBOOKS

Employees shall become familiar with the content of the student handbooks. School expectations are outlined in the student handbook. Staff members should become familiar with the content of the student handbook, as the handbook will serve as an "answer" to many of the questions parents or you may have. In the event that new students enroll in the district, the principal's office will arrange to review the handbook with the students.

INDEPENDENT
SCHOOL DISTRICT # 316

GREENWAY PUBLIC SCHOOLS

**Substitute
Teacher
Handbook**

WELCOME

This booklet is a guide for the substitute teaching program in Independent School District #316. It is our hope that the information will serve to inform and to assist you in finding answers to the many questions that you may have regarding substitute teaching.

Independent School District #316 recognizes substitute teachers as a very valuable asset to our educational process.

As a substitute teacher in our district, you are a very important person. Whether your stay is short or continues over a long period of time, each time you enter a classroom to teach, you are responsible for the most important resource we have in this district—our children.

DIRECTORY OF INDEPENDENT SCHOOL DISTRICT #316

<u>Name of School</u>	<u>Address</u>	<u>Phone</u>	<u>Administrators & Secretary</u>
Superintendent's Office	499 Powell Ave, Coleraine	247-7306	David Pace, Superintendent
Human Resources	499 Powell Ave, Coleraine	245-6504	Danea Rutherford, HR Coordinator
Payroll	499 Powell Ave, Coleraine	245-6504	
Greenway High School	308 Roosevelt Ave Coleraine, MN	245-1287	Jeff Britten, Principal Patti Rychart, Secretary Cheryl Lantz, Secretary
Vandyke Elementary	300 Cole Ave. Coleraine, MN	245-2510	Sue Hoeft, Principal Cindy Mjolsness, Secretary

QUALIFICATIONS AND REQUIREMENTS

There are three general requirements for substitute teaching in the School District.

1. A substitute teacher must have a valid, current, Minnesota teaching license.

To obtain licensure, contact:
Minnesota Department of Education
www.education.state.mn.us

It is the substitute teacher's responsibility to remain currently licensed and to file such license with the ABSENCE MANAGEMENT SYSTEM Administrator, Sharon Bjorklund, sbjorklund@isd318.org.

2. An online application for substitute teaching must be completed at iasc.powerhrsystem.com. Once this is done, you will be directed by email to report in person to the ISD #316 Administration Building to finalize your application process.
3. At the ISD #316 Administration office, other forms that will need to be completed are: a) W-4 Employee's Withholding Allowance Certificate; b) Employment Verification (must have driver's license and social security card for identification), c) background check

form along with a check for \$15.00 payable to MN BCA and d) Direct Deposit Form with a blank voided check.

As soon as all necessary paperwork is on file, you will be added on the automated substitute calling system (ABSENCE MANAGEMENT SYSTEM).

If your license is expired, your name will be taken off of the system until a current license is on file.

PROFESSIONAL ETHICS

In your role as substitute teacher, you may have access to student records and reports. These should be handled with extreme care. Many records are of a confidential nature and are maintained in order to provide information for the professional staff on child development. All such materials should be handled in a confidential manner.

Substitute teachers are responsible for knowing the principals of child development, accepted teaching techniques, educational programs and the rules and regulations of Independent School District #316. These two latter areas can be fulfilled by knowing the information contained in this handbook and by learning as much as you can about the individual schools in which you teach.

As a substitute teacher, you will observe many styles of teaching. We hope that you will understand that not all teachers teach in the same manner. Make every effort to carry on the program of the regular teacher and to fit in with the schedule.

Maintain professional standards in each teaching situation. This infers you are careful not to criticize a school teacher, or student outside of the school or in another school. Please remember, the principal is the person to hear any concerns you may have.

Although it is a prerogative seldom used, the district reserves the right to terminate the employment of a substitute teacher. Reasons for such action could include lack of initiative, unsatisfactory teaching, inability to arrive at work on time, or undue difficulty with discipline.

CALLING PROCEDURES

Substitutes whose services are required will normally be called the evening before or between approximately 5:30 a.m. and 8:00 a.m. unless an assignment has been made in advance or an absence occurs during the school day.

Take note of the specifics pertaining to each accepted position including the school, the grade and/or subject, and the name of the teacher who will be absent.

HOW SUBSTITUTES ARE ASSIGNED

Once a substitute teacher is added to the district substitute teacher list, their name will be entered in the ABSENCE MANAGEMENT SYSTEM Substitute Database. ABSENCE MANAGEMENT SYSTEM is an automated system that allows teachers to enter their absence in the ABSENCE MANAGEMENT SYSTEM, and then subs can search for available assignments anytime they wish, either by calling a toll-free number or by logging on to the web. ABSENCE MANAGEMENT SYSTEM will also call substitutes based on preference listed managed by the district. **TIP:** *ABSENCE MANAGEMENT SYSTEM does not call often, and you will not want to rely on a phone call to obtain substitute assignments. Substitutes who are proactive in searching for assignments and those who are placed on teacher preference lists will generally get assignments more often.*

Once your name and information is entered in ABSENCE MANAGEMENT SYSTEM, the system will keep an up-to-date list of available substitute teachers. Teachers, authorized building secretaries, and administrators may request any appropriately qualified substitute from the authorized list. If the teacher or school does not make a specific request for a substitute, ABSENCE MANAGEMENT SYSTEM will release the information to qualified substitutes from the authorized list. If the assignment is last minute, ABSENCE MANAGEMENT SYSTEM will begin to call substitutes in random order to give everyone on the list equal opportunities. **TIP:** *ABSENCE MANAGEMENT SYSTEM knows which substitutes accept assignments and which frequently turn down assignments. Those that accept assignments are automatically moved to the top of the call list.*

NON-AVAILABILITY FOR WORK

If substitutes are unavailable for work for a particular day or a period of time, they are asked to log into ABSENCE MANAGEMENT SYSTEM and record Non-Work Days. This will prevent a teacher or administrator or ABSENCE MANAGEMENT SYSTEM from trying to contact you when you are not available.

A substitute who becomes ill immediately before an assignment should immediately call the secretary at the building they are going to sub at. Please be sure to provide the following information: your name, school you were to sub at, teacher you were to sub for and grade level/assignment.

A substitute falling ill while at the school on an assignment must contact the principal for permission to leave so that the safety of the pupils can be ensured.

EMERGENCY CLOSINGS

Every attempt will be made to place an ABSENCE MANAGEMENT SYSTEM ALERT on the ABSENCE MANAGEMENT SYSTEM website any morning when school is cancelled or will start late due to weather conditions. Other notifications or school cancellations or late starts will also be broadcast on local radio and TV stations.

It is the responsibility of the substitute teacher to be aware of school delays or closing notices on days when you are assigned to work. If school is closed on a particular day due to an emergency, daily substitute teachers who are assigned for that day will not receive compensation. If school starts late or dismisses early due to an emergency, daily substitute teachers scheduled for a full day will receive full day compensation, while daily substitutes scheduled on that day for a half day will receive half a day of compensation.

PROCEDURES FOR THE DAY

Unless you receive a later morning call, you are expected to arrive at your assigned school on time as designated. Go directly to the principal's office and sign in with the principal's secretary. This is necessary for payroll purposes. Also, this is where you will receive materials which will help you in your assignment for that day.

Begin immediately to familiarize yourself with your teaching day. If you have received no lessons plans, tell the principal immediately. Knowing that this occasionally happens, the district encourages substitutes to carry a good package of teaching information so that a rewarding and productive day is made possible for themselves and the students.

Other than the thirty minute duty free lunch period, unscheduled time should be used for grading papers, preparing materials, or doing other needed tasks. Unless directed to do otherwise, save the graded papers for the teacher to see upon his/her return to school.

If you have any questions/problems, ask a neighboring teacher or the principal.

IN THE CLASSROOM

Hopefully, most or all of the information needed to carry on the regular classroom program will be available to you when you arrive at your teaching station. We request that you follow lesson plans or specific teacher instructions as closely as possible. If there is anything in the lesson plans that you do not do, please leave a note of explanation.

There are other things with which you will have to become familiar: seating charts, special schedules, a list of student helpers and their assignments; lunch/recess schedule; bell schedule; bus schedule; special seating for assemblies; fire and civil defense drill information, and instructions to follow in case of accident or illness of pupils. Be aware some rules and procedure will vary from building to building such as whether or not to walk students to/from specialist. These are some of the many responsibilities that might be yours in a substitute teaching day.

A dignified, business-like, sensitive, warm and respectful attitude toward students usually merits the respect a teacher deserves. If there are students who become a major discipline problems/ and or disrupt the teaching atmosphere to the extent that you cannot carry on your duties, know the procedure to use in contacting an administrator to help resolve the problems. In all other normal teaching situations, the substitute teacher is expected to be able to handle the routine discipline problems and any other normal behavior that is exhibited by students.

SCHOOL POLICIES

These policies are general, but very important. They do pertain to all buildings.

Classroom materials and supplies should be used with discretion, properly cared for during the day, and left in an orderly fashion at the end of the day.

All money collected in the classroom for any reason should be removed from the classroom at the end of the teaching day and turned into the Principal's Office.

If a person not connected with the school wants information about a child or permission to take a child from the room, refer that person to the Principals Office and alert the office. Under no circumstances should a child be released without permission of the principal.

Order and control should be maintained within classroom, hallways, and playground or in any area of the school. Techniques other than shouting should be used. Again, if you are having problems, notify the principal.

All cases of accident or illness are to be reported immediately to the school office. No medicine is to be administered to students. You are responsible for learning about emergency procedures in each building where you teach.

Information concerning students, which may be confidential in nature, should be kept confidential by the substitute teacher.

AT THE END OF THE DAY

When you leave your classroom at the end of the day, please see that it is in orderly fashion, that all windows are closed.

When you have completed your work, check out with the principal's secretary. Report anything that happened during the day that the principal should know.

At the end of your assignment, be sure to leave a comprehensive report for the regular teacher. Indicate work you covered, any homework assigned, any discipline problems encountered, and notations regarding any departure from the lesson plans of the regular teacher. Positive statements concerning students or the entire class are important as well.

GENERAL EMPLOYMENT INFORMATION

Once you have applied for a substitute teacher position and have worked in the district in that capacity, you will remain on the list until you notify the district you would like to be removed. A current, valid Minnesota teaching license must be maintained.

Substitute pay is based on days worked and reported on a daily sign in sheet, which is to be signed at the building office each time you substitute. Substitute teachers are paid on the 15th and last business day of the month and payroll checks are directly deposited into the account specified at the time your application was submitted. There are no fringe benefits for casual substitutes.

Social Security (FICA) and teacher retirement (TRA) are withheld from the substitute teacher's salary as well as federal and state withholding depending on earnings and number of exemptions claimed.

Worker's Compensation. Any employee (which includes substitute staff) who is injured must report the accident to the building principal and complete the required reporting paperwork.

SUBSTITUTE TEACHER PAY RATES **AND SALARY INFORMATION**

\$ 105 PER DAY.

½ DAY AT TWO BUILDINGS ON THE SAME DAY EQUALS ONE DAY PAY.

\$52.50 PER ½ DAY.

Notes:

If a substitute's day is longer than 3.75 hours, pay will be for a full-day.

Long term substitute positions of more than 10 consecutive days for the same teacher will be paid at the daily rate of \$22.01/hour. This rate of pay is retroactive to the first day of the long-term assignment.

OTHER PERTINENT POLICIES

Non-Discrimination Policy

It is the policy of the School Board of District #316 that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status with regards to public assistance, age or disability be excluded from participating in, be denied the benefits of, or be otherwise subject to discrimination under any educational program or in employment, promotion, transfer of recruitment, consideration or selection; whether full time under any education program or activity by the district.

Tobacco Free School

Independent School District #316 provides a tobacco free environment for its students, staff and citizens.

Drug and Alcohol Offense

Independent School District #316 forbids the use of drugs and/or alcohol on school grounds and at school sponsored activities by students, staff and citizens. Extensive policies exist explaining enforcement and discipline procedures and are available at any of the principal's offices or in the Office of the Superintendent.

Harassment and Violence Policy

Independent School District #316 believes that religious, racial or sexual harassment and violence is inappropriate in schools and workplaces.

All policies can be accessed on the district website at www.isd316.org. Specifically, you are required to read the following policies in their entirety.

Policy #413	Harassment & Violence
Policy #414	Mandated Reporting of Child Neglect or Physical or Sexual Abuse
Policy #415	Mandated Reporting of Maltreatment of Vulnerable Adults
Policy #423	Employee/Student Relationships
Policy #419	Tobacco-Free Environment

**INDIVIDUAL
AGREEMENT
BETWEEN**

THE SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT #316
COLERAINE, MINNESOTA

AND

Food Service Department Coordinator

JULY 1, 2019 – JUNE 30, 2020

ARTICLE 1 – PURPOSE

SECTION 1: PARTIES

The School Board of Independent School District No. 316, Marble, Minnesota enters into this agreement with Carol Barnett, who agrees to perform the duties of Food Service Department Coordinator commencing on July 1, 2019 through June 30, 2020

ARTICLE II – BASIC PROVISIONS

SECTION 1: BASIC SERVICE

The Food Service Department Coordinator shall faithfully perform the services prescribed by the School Board whether such services are specifically described in this contract or in a general job description, and abide by the rules, regulations and policies as established by the School Board.

SECTION 2: DUTY YEAR

The Food Service Department Coordinator is a full time (1.0 FTE) with duty year defined as a twelve month contract year (July to June) with 200 work days as provided herein. Any reduction of this position to less than 1.0 will result in all benefits prorated accordingly.

SECTION 3: VACATION

The Food Service Department Coordinator shall earn vacation as follows:

July 1, 2019 – June 30, 2020	8.5 days per year
------------------------------	-------------------

Employee will be allowed to carryover a maximum of 10 days' vacation which must be consumed within six months or December 31, following the end of the then fiscal year (June 30).

SECTION 4: HOLIDAYS

The Food Service Department Coordinator shall be entitled to twelve (12) paid holidays each contract year as follows:

Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, President's Day, Good Friday, Easter Monday and Memorial Day.

SECTION 5: SALARY

The Food Service Department Coordinator shall be paid on an annual basis at:

\$48,960 FY 20

Employee's salary is based on the duty requirements and basic work year requirements set forth in this agreement. Employee shall be paid in equal installments, approximately the 15th and the end of the month, during the period of this Agreement.

ARTICLE III BENEFITS

SECTION 1: HEALTH, HOSPITALIZATION AND DENTAL

The School District shall pay eighty percent (80%) of the premium for health and medical insurance, and the employee shall pay twenty percent (20%) of the premium.

Dental Insurance: The School District shall pay eighty percent (80%) of the premium for dental insurance, and the employee shall pay twenty percent (20%) of the premium.

SECTION 2: LIFE INSURANCE

Group Life Insurance: The Board shall pay the entire premium for the present group life insurance for \$50,000 and an equal accidental death and dismemberment benefit.

SECTION 3: LONG TERM DISABILITY INSURANCE

The Board shall provide and pay the entire premium for long term disability insurance which provides 66% of salary, 60 waiting days, and \$50,000 maximum annual covered salary.

SECTION 4: CLAIMS AGAINST THE SCHOOL DISTRICT

The parties agree that any description of insurance benefits contained in this section are intended to be informational only and eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this section. It is understood that the School District's only obligation is to purchase the insurance policy and pay such amounts as agreed herein and no claims shall be made against the school district as a result of a denial of insurance benefits by insurance carrier.

SECTION 5: TAX SHELTERED ANNUITIES

The Food Service Department Coordinator shall be eligible to participate in a tax-sheltered annuity plan established pursuant to United States Public Law No. 87-370, M.S. 123.35 Subd. 12. The Food Service Department Coordinator shall be eligible to enroll in the Greenway 403B at up to \$1000.00 matching annually. The enrollee will become vested upon completion of three years of service.

SECTION 6: CONFERENCES AND MEETINGS

The School District shall pay all legally valid expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the Superintendent or Business Manager.

SECTION 7: CAR EXPENSE

The School District shall compensate the Food Service Department Coordinator for business use of their private automobile at the rate approved under district policy.

ARTICLE IV – LEAVES OF ABSENCE

SECTION 1: SICK LEAVE

The Food Service Department Coordinator shall earn sick leave at the rate of ten (10) days for each working year (July to June). Sick leave may accumulate to a maximum of one hundred (100) days. Days not used as sick time during employment have no cash value (payout) at the time of termination.

SECTION 2: EMERGENCY LEAVE

The Food Service Department Coordinator may be granted emergency leave during the contract year at the discretion of the Superintendent.

SECTION 3: PERSONAL LEAVE

Upon prior approval of the Superintendent or Business Manager, at the beginning of each year (July-June) two (2) personal leave days will be granted. Leave for personal days do not accumulate or carry-over.

SECTION 4: BEREAVEMENT LEAVE

Absence of three days or more if needed, without loss of pay shall be allowed in the case of death in the immediate family. Immediate family shall be defined as a brother, sister, son, daughter, father, mother, guardian, wife, husband, father-in-law, mother-in-law, grandchildren, and grandparents of either the employee or his/her spouse, or others with prior approval of the Superintendent.

EXTENSIONS OR MODIFICATIONS TO AGREEMENT

Any extensions of, or modifications to, this agreement, or to any provision contained herein, must be in writing, and approved by a vote of the School District's board, and signed and executed by the parties.

AT WILL AGREEMENT

This is an at-will agreement and Employee shall be subject to termination at any time without reason or cause. The parties agree that this employment relationship will automatically end on June 30, 2020, unless the contract or agreement is renewed or extended in writing and upon approval of School District's Board.

ARTICLE V – DOCUMENT AUTHORIZATION

This contract shall be effective only upon signature of the officers of the School Board after authorization for such signature was taken by the School Board in appropriate action recorded in its minutes.

IN WITNESS THEREOF I have subscribed my signature this ____ day of _____, 2019.

Independent School District #316
499 Powell Ave
Coleraine, MN 55722

Food Service Department Coordinator

Authorized Signature

Dated this ____ day of _____, 2019.

Dated this ____ day of _____, 2019.

Director of Indian Education Contract

THIS AGREEMENT entered into between **INDEPENDENT SCHOOL DISTRICT NO. 316, Greenway Schools**, hereinafter referred to as "**School District**", and **Lowana Greensky**, hereinafter referred to as "**Employee**".

RECITALS

The parties hereto recite and declare as follows:

- A. **School District** has a position of Director of Indian Education with regard to the multiple responsibilities of that position;
- B. **School District** wishes to employ **Employee** in the position of Director of Indian Education;
- C. The parties desire to set forth and describe the terms and conditions of their employment relationship.

NOW, THEREFORE, FOR THE REASONS SET FORTH ABOVE AND IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES OF THE PARTIES HERETO, THE PARTIES COVENANT AND AGREE, AS FOLLOWS:

I.

EMPLOYMENT – TITLE

School District agrees to employ **Employee** in the position of Director of Indian Education, and **Employee** agrees to accept such employment effective July 1, 2019 until June 30, 2020.

II.

DUTIES

The Director of Indian Education job description is attached hereto as Exhibit A and made a part hereof by this reference. The immediate supervisor of **Employee** shall be the Superintendent of **School District**.

The Employee will fulfill all duties of the Director of Indian Education within 208 hours.

School District shall have the total discretion and authority to set, establish, define, or redefine **Employee's** job duties and responsibilities during the term of this contract, and **Employee's** specific duties and responsibilities may be changed, altered or added to those set forth in the job description attached as Exhibit A.

This position requires a Bilingual/Bicultural education license.

III.

AT-WILL AGREEMENT

This is an at-will agreement and **Employee** shall be subject to termination at any time without reason or cause. The parties agree that this employment relationship will automatically end on June 30, 2020, unless the contract or agreement is renewed or extended in writing and upon approval of **School District's** Board.

IV.

COMPENSATION

Employee's compensation during the term of this contract shall be as follows: Employee shall receive compensation at the hourly rate of \$43.27 for 208 hours, with an annual salary of \$9000. Employee will document time worked within the District's time keeping system. No district benefits are available with this position. Statutory deductions will be taken as required by law. Compensation will be paid September- May over 18 pay periods.

VI.

TITLES OF PARAGRAPHS

The various titles to the paragraphs in this agreement are used solely for convenience and they shall not be used for the purpose of interpreting or construing any word, clause, paragraph, or subparagraph of this Agreement. Any ambiguities in this contract shall not be construed against either party.

**SCHOOL DISTRICT:
INDEPENDENT SCHOOL DISTRICT NO. 316,
GREENWAY SCHOOLS**

Authorized Signature

Date

EMPLOYEE

Lowana Greensky

Date

Appendix A

American Indian Education Director

Classification: Exempt

Reports To: Superintendent

Blood-Borne Pathogen Risk Status: Low

Date of Review:

Summary of Position

The American Indian Education Director is responsible for the oversight of all operations of the program. This position will evaluate the effectiveness of the program implementations and lead the department goals. The position will also be responsible for the financial aspects of the department in addition to exploring all sources of funding for the American Indian Education Program.

Essential Functions

- Comply with the Family Educational Rights and Privacy Act (FERPA) and current educational privacy regulations to ensure student confidentiality.
 - Develop program goals and communicate expectations to the American Indian Education Program Coordinator and Indian Home School Liaisons
 - Build and maintain working relationships with the Greenway and Nashwauk Keewatin Schools Indian Education staff, the educational community, as well as tribal and community groups such as the GNK Local Indian Education Committee.
 - Evaluate and research state, local, and federal funding opportunities for the program, and secure grant funding such as but not limited to; US Department of Education Indian Education Formula Grant (Title VI); MN American Indian Revenue; and Johnson O'Malley grants.
 - Take part in the review of student academic progress and goals as part of the Greenway-Nashwauk-Keewatin Schools and share this information with each district's Administrative team in order to effectively evaluate the overall success of each district's current curriculum and their delivery of services.
 - Provide guidance and re-direction to staff in situations of conflict resolution and employee relations.
 - Provide support to the American Indian Education Program Coordinator and staff in handling various questions, concerns, and issues regarding school, student and family concerns as they relate to American Indian students..
 - Evaluate employee performance and conduct employee reviews..
-
- Ensure American Indian Education policies and procedures are established and maintained following relevant state and federal regulations.

- Must maintain relevant knowledge of current laws in education and regulations pertaining to American Indian Education.
- Perform other duties as assigned.

Required Competencies

- Management and Leadership Skills
- Excellent Relationship Skills
- Strong Knowledge of Finance and Budgeting
- Strong Knowledge of American Indian Culture
- Excellent Communication Skills
- Ability to Adapt to Change & Work Independently
- Problem Solving Skills
- Time Management and Organizational Skills
- Computer Skills
- Flexibility

Supervisory Responsibilities

- This position will oversee and supervise the staff of the American Indian Education Program. This includes the American Indian Education Program Coordinator and Indian Home School Liaisons..

Work Environment

This position is in a professional K-12 grade public school environment. Office equipment is utilized on a daily basis such as computers, printers, scanners, fax machines and telephones. The work environment does present a direct exposure to medical biohazards; as a result there is a low risk of exposure to blood or blood-borne pathogens.

Dress Requirements

The professional dress requirement for this position will follow the professional appearance requirements within Greenway and Nashwauk-Keewatin Employee Code of Ethics and Conduct guidelines.

Physical Demands

This position is mostly sedentary, however will require the ability to walk on a regular basis. This position also requires the ability to see, hear, talk, reach, bend, and use hands and fingers. Some lifting may be required such as lifting telephones, boxes of mail, paper, and office equipment. The employee must not lift weight beyond their physical ability and must get assistance when lifting weight greater than 35 pounds. The employee must follow proper back safety techniques when lifting any object.

Mission/Focus

Greenway and Nashwauk Keewatin maintain a mission to provide a high-quality education that empowers all students to be career, college and community ready.

Position Type/Expected Hours of Work

This is an exempt position. The regular hours and days of work will vary within a Monday through Friday work week from 8:00 a.m. to 4:30 p.m. and as designated.

Travel

There is regular travel required with this position to evaluate and monitor progress of the program, and to attend meetings and trainings.

Required Education and Experience

- Bachelor's Degree in Education or related field.
- Active license in elementary or secondary teaching, preferably an license related to American Indian Education.
- Minimum of 3-5 years of experience in a mid-level management or director level position in public education or related field.
- Knowledge of and/or experience in working with American Indian communities.
- Knowledge of current educational laws and regulations as they pertain to American Indian Education.

Preferred Education and Experience

- 8 or more years of experience in a management or director level position involving public education or related field.
- Extensive knowledge and experience in grant writing and program management and development.

Pre-Employment Requirements

- Must be legal to work in the United States.
- Must complete a pre-employment background check.
- Active Minnesota License in Elementary or Secondary Teaching.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

**INDIAN HOME SCHOOL LIAISON
TERMS OF CONTRACT**

~Laurie Eide ~

DURATION:

This Contract is for a term commencing July 1, 2019 and ending June 30, 2020. It shall remain in full force and affect unless modified by mutual consent of the Indian Education parent Committee, the ISD 316 School Board, and **Laurie Eide**, Indian Home School Liaison (IHSL) Coordinator, or unless terminated as provided herein.

The Indian Home School is housed in Greenway, ISD #316 and is funded solely by the State program; Success for the Future (SFTF), Federal Indian Ed Grant Title VII and State special education funding. ISD #316 reserves the right to reduce or terminate this position if the funds as specified are not sufficient to support the costs associated herein.

SECTION 1: BASIC SERVICE

The Indian Home School Liaison shall faithfully perform the services prescribed by the School Board whether such services are specifically described in this contract or in a general job description, and abide by the rules, regulations and policies as established by the School Board.

SECTION 2: DUTY YEAR

The Indian Home School Liaison is a 1.0 FTE with duty year defined as a nine month contract year based on the school calendar as provided herein. Any reduction of this position will result in all benefits prorated accordingly.

LEAVE OF ABSENCE:

Sick Leave:

The IHSL shall earn paid sick leave days at the rate of ten (10) days of sick leave per year, cumulative to 180 days.

Funeral Leave:

Three (3) days of funeral leave will be provided for the death of an immediate family member, based on the 7 hour day. "Immediate family member" means the employee's spouse, child or stepchild, mother, father or others - with approval of the Director.

Personal Leave:

Five (5) days of personal leave per year, one (1) carry over so an accumulation to four (4), will be provided. Personal leave requests must be approved in advance by the Director of Indian Education.

Snow/Emergency Days:

If school is closed for inclement weather or emergency reasons the hours will have to be made up with duties as directed by Director of GNK Indian Education Support Services.

COMPENSATION:

Salary:

The IHSL Coordinator shall be paid an hourly pay of \$26.99 per hour over 18 pay periods during the IHSL working year.

Longevity:

The IHSL shall be provided longevity benefits in addition to their base salary at the completion of each increment of years.

10 years	\$ 450.00
15 years	\$ 900.00
20 years	\$1350.00
25 years	\$1800.00
30 years	\$2,250.00

Work Schedule:

The work schedule is defined as 7½ hours per day (including ½ hour paid duty free lunch) for 183 days per year. This schedule includes 171 student contact days, 2 days each, before and after the school year, 1 workshop day, and the 7 approved holidays. This includes a paid .5 hour duty free lunch.

M-F 8:00-3:30

Time will be kept on the district's time keeping system

Extra Duty: Extra duty hours may be assigned by the discretion of the Indian Education Director. All Extra duty will be paid in accordance with all federal and state applicable laws.

Holidays:

The IHSL shall be entitled to the following seven (7) paid holidays this contract year: Labor Day; Thanksgiving Day; the Friday after Thanksgiving, President's Day, if school is not in session that day; Good Friday and Easter Monday if school is not in session that day; and Memorial Day.

Insurance:

Benefits will be prorated based on fte. Listed benefits are based on a 1.0 FTE

Dental Insurance:

Dental Insurance: The School District shall pay eighty percent (80%) of the premium for dental insurance, and the employee shall pay twenty percent (20) of the premium.

Life Insurance:

Group Life Insurance: The Board shall pay the entire premium for the present group life insurance in the amount of \$50,000 and an accident death and dismemberment benefit. The District is free to change the current insurance plan offered to the employee as long as:

- a.) Coverage remains the same and
- b.) There is no change in aggregate value of the current life insurance plan.

Additional life insurance benefits will be made available for employee and dependents if such change is made.

Disability Insurance:

The Board shall continue to provide and pay the entire premium for long term disability insurance which provides 66% of salary, 60 waiting days, and \$40,000 maximum annual covered salary.

AT WILL AGREEMENT

This is an at-will agreement and Employee shall be subject to termination at any time without reason or cause. The parties agree that this employment relationship will automatically end on June 30, 2020, unless the contract or agreement is renewed or extended in writing and upon approval of School District's Board.

GRIEVANCES:

Refer to parent Committee By-Laws

DATED: _____

DATED: _____

IHSL – Laurie J. Eide

ISD 316 Authorized Signature

Indian Education Parent Committee Chair

Director of Indian Education

**INDIAN HOME SCHOOL LIAISON
TERMS OF CONTRACT
~Nichole Mallum~**

DURATION:

This Contract is for a term commencing July 1, 2019 and ending June 30, 2020. It shall remain in full force and affect unless modified by mutual consent of the Indian Education parent Committee, the ISD 316 School Board, and **Nichole Mallum**, Indian Home School Liaison (IHSL), or unless terminated as provided herein.

The Indian Home School is housed in Greenway, ISD #316 and is funded solely by the State program; Success for the Future (SFTF), Federal Indian Ed Grant Title VII and State special education funding. ISD #316 reserves the right to reduce or terminate this position if the funds as specified are not sufficient to support the costs associated herein.

SECTION 1: BASIC SERVICE

The Indian Home School Liason shall faithfully perform the services prescribed by the School Board whether such services are specifically described in this contract or in a general job description, and abide by the rules, regulations and policies as established by the School Board.

SECTION 2: DUTY YEAR

The Indian Home School Liason is a .68 FTE with duty year defined as a nine month contract year based on the school calendar as provided herein. Any reduction of this position will result in all benefits prorated accordingly.

LEAVE OF ABSENCE:

Sick Leave:

The IHSL shall earn paid sick leave days at the rate of six (6) days of sick leave per year, cumulative to 180 days. Those sick days will be based on the 7 hour day worked by the IHSL (7 X 6) for a total of 42 hours per year.

Funeral Leave:

Three (3) days of funeral leave will be provided for the death of an immediate family member, based on the 7 hour day. "Immediate family member" means the employee's spouse, child or stepchild, mother, father or others - with approval of the Director.

Personal Leave:

Three (3) days of personal leave per year, one (1) carry over so an accumulation to four (4), will be provided, based on the 7 hour day. Personal leave requests must be approved in advance by the Director of Indian Education.

Snow/Emergency Days:

If school is closed for inclement weather or emergency reasons the hours will have to be made up with duties as directed by Director of GNK Indian Education Support Services.

COMPENSATION:

Salary:

The IHSL shall be paid an hourly pay of \$22.33 per hour over 18 pay periods during the IHSL working year..

Work Schedule:

The work scheduled is to be determined by need for 123 days per school year, This Schedule includes 112 student contact days, 2 days before and after school year, 1 workshop day and the 7 approved holidays. This includes a paid .5 hour duty free lunch.

Time will be kept on the district's time keeping system

Extra Duty: Extra duty hours may be assigned by the discretion of the Indian Education Director. All Extra duty will be paid in accordance with all federal and state applicable laws.

Holidays:

The IHSL shall be entitled to the following seven (7) paid holidays this contract year: Labor Day; Thanksgiving Day; the Friday after Thanksgiving, President's Day, if school is not in session that day; Good Friday and Easter Monday if school is not in session that day; and Memorial Day.

Insurance:

Benefits will be prorated based on fte. Listed benefits are based on a 1.0 FTE

Dental Insurance:

Dental Insurance: The School District shall pay eighty percent (80%) of the premium for dental insurance, and the employee shall pay twenty percent (20) of the premium.

Life Insurance:

Group Life Insurance: The Board shall pay the entire premium for the present group life insurance in the amount of \$50,000 and an accident death and dismemberment benefit. The District is free to change the current insurance plan offered to the employee as long as:

- a.) Coverage remains the same and
- b.) There is no change in aggregate value of the current life insurance plan.

Additional life insurance benefits will be made available for employee and dependents if such change is made.

Disability Insurance:

The Board shall continue to provide and pay the entire premium for long term disability insurance which provides 66% of salary, 60 waiting days, and \$40,000 maximum annual covered salary.

AT WILL AGREEMENT

This is an at-will agreement and Employee shall be subject to termination at any time without reason or cause. The parties agree that this employment relationship will automatically end on June 30, 2020, unless the contract or agreement is renewed or extended in writing and upon approval of School District's Board.

GRIEVANCES:

Refer to parent Committee By-Laws

Dated: _____ IHLS-Nichole Mallum: _____

Indian Education Parent Committee Chair: _____

Dated: _____ ISD Authorized Signature: _____

Director of Indian Ed: _____

June 3, 2019

David Pace, Superintendent
Greenway Public Schools
PO Box 227 499 Powell Ave
Coleraine, MN 55722-0227

Dear Superintendent Pace,

MREA's constant presence at the Capitol on behalf of Greenway Public Schools is a cornerstone of our educational advocacy for Greater Minnesota students, schools, and districts. This past legislative session we took the lead to advocate for state support for concurrent enrollment credentialing and increasing the state share of facility-bonded debt payments and operating referendum revenue.

Strengthen the Voice for Greater Minnesota Education

As you look forward to next school year, please renew your MREA membership to keep our voice strong for Greater Minnesota education. With your uninterrupted membership we'll continue advocating for policy changes to reduce paperwork, unfunded mandates, and inequities in education financing, just as we led and collaborated to gain legislative approval this past year to:

- Increase the Ag2School bond credit percentage
- Maintain state support for concurrent enrollment credentialing
- Continue funding for rural Career & Technical Education consortia
- Increase state share of operating referendum revenue
- *Read more about our collaborative efforts on the enclosed flyer.*

Renew Your MREA Membership

We're already planning for the 2019-20 school year. Greenway Public Schools' membership in Greater Minnesota's voice of education will be needed more than ever as we renew efforts to prioritize teacher shortage solutions, cooperative facilities for high-need students, and more.

To ensure we continue to be your district's voice in St. Paul, **renew your MREA membership by June 30** using the enclosed invoice. Contact Diane Vosen, MREA Administrative Coordinator, at (320) 762-6574 with questions.

Thank you for the privilege of representing Greenway Public Schools. Together, we are the Voice for Greater Minnesota Education.

Sincerely,



Lee Carlson, Board President
Teacher, Windom Area Schools



Fred Nolan, Executive Director

P.S. Plan now to attend our 2019 Annual Conference: Relating With Students Now Nov. 17-19 at Cragun's Resort. Learn more at mreavoice.org/annualconference.



MEMBERSHIP RENEWAL
INVOICE

2019-20 MEMBERSHIP YEAR

BILL TO:
David Pace, Superintendent
Greenway Public Schools
PO Box 227 499 Powell Ave
Coleraine MN 55722-0227

Date: June 3, 2019
Invoice #: 2020-1636
Due: June 30, 2019

Membership expiration: June 30, 2019
New membership year: July 1, 2019-June 30, 2020
2019-20 Membership type: Full ISD Membership
***APU =** 1125
****Shared Districts:** NA

Base Fee:	\$1100.00
*Legislative Fee:	+\$1125.00
Shared Discount:	-\$NA
2019-20 Dues:	\$2225.00

**\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum, based on MDE APU estimates for 2019-20.
**Districts with Shared Superintendents must EACH join MREA to qualify for discount. Please notify MREA if your Shared District information has changed.*

Verify the information below and correct as needed:

Organization: Greenway Public Schools
Primary Contact: 1636
Position Title: Superintendent
Email Address: dpace@isd316.org
Address: PO Box 227 499 Powell Ave
City, State, Zip: Coleraine, MN 55722-0227
Phone: 218 - 247-7306
Website: www.isd316.org

County: Itasca
Service Coop: NWSC
MASA Region: Z
State House District: 05B
State Senate District: 005
Federal District: 08

Update and return this form with membership dues payment.
MREA is a nonprofit 501(c)(4) membership association and dues are not tax deductible as charitable contributions. We estimate 46% of FY20 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant and/or tax preparer.

Questions? Contact Diane Vosen, Administrative Coordinator





Where Minnesota School Boards Learn to Lead

June 2019

Dear Superintendent:

Thank you for your membership in the Minnesota School Boards Association for the past year. MSBA's Board and staff have worked hard to become your go-to organization. MSBA will always go the extra mile for our members:

- Our dedicated staff prides itself on anticipating member needs through engagement, analyzing national and state directives, working with other educational organizations, and providing training to build high-performing boards.
- If you have a question, you can call or email. We'll find the answer promptly or get you to someone with the answer. In all our interactions, we strive to make your board a high-performing board that can meet the high expectations of your staff, students, and community.
- Legal and legislative advocacy is a big part of MSBA, whether for large metro districts or smaller districts in Greater Minnesota. We pride ourselves in finding a path forward that benefits districts of all shapes and sizes.
- Like you, we care deeply about the success of all Minnesota's public school students. Through our collective, member-driven mission, our goal is to meet and exceed the needs of our members.

Our Association is stronger when our members are stronger. Now is the time to continue investing in your future. Your dues invoice is enclosed, along with a renewal notice for those districts in MSBA's Policy Services. We wish you a successful 2019-2020 school year and hope to continue as your valued and trusted Association. If you have any questions, please don't hesitate to call your Association office at 800-324-4459.

Sincerely,

Kirk Schneidawind
MSBA Executive Director
kschneidawind@mnmsba.org

Deborah Pauly
MSBA President
dpauly@isd717.org

enc.

MINNESOTA SCHOOL BOARDS ASSOCIATION

1900 West Jefferson Avenue, St. Peter, MN 56082-3015 Phone: 507-934-2450 or 800-324-4459
www.mnmsba.org



Minnesota School Boards Association
1900 West Jefferson Ave
St. Peter, MN 56082-3015
507-934-2450 or 800-324-4459

INVOICE

ATTN: Accounts Payable
I.S.D. 316
PO BOX 227
COLERAINE, MN 55722

Invoice No: 22720B3B4N2
Invoice Date: 6/7/2019
Acct No: 160
Due Date: 11/15/2019
PO Number:

Invoice Item	Qty	Unit Price	Extended
Association Dues (FY 7/1/19 to 6/30/20)	1	\$4,502.00	\$4,502.00
Policy Services Renewal (FY 7/1/19 to 6/30/20)	1	\$700.00	\$700.00

Subtotal: \$5,202.00
Amount Paid: \$0.00
Balance Due: \$5,202.00

Dues for **ISD #316** are based on 1043.79 "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2018, as provided by the Minnesota Department of Education.

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2019-20 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

2019-2020 School Year

This agreement is made between ISD #316 (Greenway) located in Coleraine, MN and 321 Art Studio referred to as the "contractor", for purposes of providing arts education to students in Marble and Taconite (preschool) and Grade K-4 students at Vandyke Elementary.

The contractor will provide art experiences for Early Childhood and Vandyke students in collaboration with classroom teachers based on the Minnesota Art Standards. Exact dates and times to be determined between classroom liaison and 321 Art Studio artist assistant.

The contractor agrees to perform the following services for ISD #316:

-Twenty-seven hour-long classroom visits to Grade 4 students (9 per classroom) to complete all of the MN Art Standards for Grade 4. Each visit will include artist instruction (and artist assistant-depending on lesson) as well as all supplies. Age-appropriate lessons will include study of well-known artists, a few of their works and their techniques. Students will then use what they have learned to design and create their own art work. Fourth graders will receive a small sketch book to use during some classes and also to encourage drawing on their own. They will paint on one 16 x 20 canvas in addition to mixed media and painting paper as well as using clay and other materials. FEE: \$125 per classroom visit for a total of \$3375.00

-Twenty-one hour-long classroom visits to Grade 3 students (7 per classroom) to complete all of the MN Art Standards for Grade 3. Each visit will include artist instruction (and artist assistant-depending on lesson) as well as all supplies. Age-appropriate lessons will include study of well-known artists, a few of their works and their techniques. FEE: \$100 per classroom visit for a total of \$2100.00

-Fifty $\frac{3}{4}$ hour-long classroom visits to Grades K-2 students (5 per classroom) to complete a minimum of 50% of the MN Art Standards for Grades K-2. Each visit will include artist instruction (and artist assistant-depending on lesson) as well as all supplies. Age-appropriate lessons will include study of well-known artists, a few of their works and their techniques. FEE: \$75 per classroom visit for a total of \$3750.00

-Fourteen $\frac{1}{2}$ hour-long classroom visits to preschoolers in Taconite and Marble (2 per classroom) following the MN Early Learning Standards for Creativity and the Arts. Each visit will include artist instruction (and artist assistant-depending on lesson) as well as all supplies. Lessons will include age-appropriate painting activities as agreed upon with classroom teachers. FEE: \$50 per classroom visit for a total of \$700.00

-Preparation and attendance by the artist and artist assistant at the Spring Art Show. FEE: \$75


Artist-in-Residence Program Agreement between ISD #316 and 321 Art Studio (p. 2)

The contractor will invoice ISD #316 on the last day of November, January, March and May for classes provided up to that date. Total of all invoices will be \$10,000.00.

Contractor:
321 Art Studio
321 NW 2nd St
Chisholm, MN 55719
218-343-3427
321artstudio@gmail.com
Amy Lucas-Peroceski, Teaching Artist
Nancy Lucas, Artist Assistant

ISD #316
PO Box 227
Coleraine, MN 55722

Accepted by:



Contractor

6-25-19

Date

Accepted by:

ISD #316 Administrator

Date

CONTRACT AND SERVICE AGREEMENT BETWEEN

**Children's Mental Health Services/REACH, Inc.
Thomas Potter, Executive Director
35382 US Highway 2 West
Grand Rapids, MN 55744**

AND

**ISD 316 Greenway Public Schools
Superintendent David Pace
201 Kate Street
Marble, MN 55764**

FOR: Provision of supplemental services for Behavior Intervention Specialist support for students enrolled at Vandyke Elementary School/Greenway Public Schools.

This Agreement is made as of July 12, 2019, between Children's Mental Health Services/REACH, Inc., a Minnesota Non-Profit Mental Health Agency (hereafter referred to as "Provider"), and ISD #316 Vandyke Elementary School (hereafter referred to as "District").

Recitals

- A. Provider has developed, in collaboration with the District, an innovative Behavior Intervention Specialist position that will provide direct support to children with emotional and behavioral concerns in kindergarten through grade four at Vandyke Elementary School in Coleraine, Minnesota.

Nature and Scope of the Behavior Intervention Specialist duties include:

- Develop and Implement Interventions to remediate behavioral and social problems for students with emotional disturbance, intellectual disability, and autism spectrum disorders. Serve as a consultant to school personnel and parents of these students.
- Assist in the development and implementation of behavior intervention plans for students, as part of the Response to Intervention problem-solving team.
- Provides direct support to students with serious emotional/behavior disorders throughout various educational environments and assist in the implementation of specific behavioral and instructional interventions.

- B. District wishes to engage Provider to provide said support services to students and families.

Agreement

NOW, THEREFORE, in consideration of the premises, covenants, and agreements set out below, Provider and District agree as follows:

1. **ENGAGEMENT.** District hereby engages and retains Provider, who agrees to serve as Behavior Intervention Specialist as described in the attached position description.
2. **TERM.** The term of the Agreement shall be from August 26, 2019 until June 1, 2020 .
3. **PROVIDER OBLIGATIONS** will include:
 - A. Develop and implement behavior intervention plans, support teacher classroom management, and develop positive reinforcement systems for individual and groups of students.
 - B. Re-teach behavioral expectations and provide a staffed space for turnaround room.
 - C. Develop and implement behavioral interventions and/or instructional methodologies, including providing assistance in curriculum modifications.
 - D. Act as a liaison between home and school, helping families' access community resources.
 - E. Collect and record third-party billing documentation as required by the District.
 - F. Assist the teacher in handling interruptions and behavioral emergencies.
 - G. Respond to requests for assistance and crisis intervention as needed.
 - H. As part of the Family Engagement Team, coordinate family engagement opportunities and outreach.
 - I. Provide a substitute in the event of Behavior Intervention Specialist's extended absence (defined as an absence exceeding three school days).
 - J. Provide Behavior Intervention Specialist with professional liability insurance and ongoing training.
 - K. Provide weekly clinical supervision of Behavior Intervention Specialist on site at Vandyke Elementary School.
 - L. Provider Behavior Intervention Specialist will be available to work with Vandyke Elementary School students, families, and staff for 180 days at eight (8) hours per day, commencing on August 26, 2019.
4. **DISTRICT'S OBLIGATIONS.** District will participate and cooperate as follows:
 - A. Consult with Provider and permit Provider an opportunity to determine impact on student performance and make recommendations to District in connection with individual student progress and behavior.

- B. Provide access to required PCA and CPI training and other relevant training throughout the school year.
 - C. Pay within 30 days from the date of invoice submitted December 31, 2019 (50%) and June 1, 2020 (final) by Provider, which is consistent with this Agreement. Total payment may not exceed [Insert Amount (previously \$44,000)] annually. Any service time less than 180 days will be adjusted accordingly, i.e., $\$44,000 \div 180 = \$244.44/\text{day}$ or $\$30.56/\text{hr}$.
5. MUTUAL OBLIGATIONS. Both Provider and District agree to:
- A. Confer and agree to the content of any official announcements regarding this contract, its contents, objectives, and results.
 - B. Promptly inform the other party of any issues and problems that may arise during the development and implementation of services.
 - C. District and Provider agree that the Behavior Intervention Specialist shall conform to, and comply with, all Federal and State laws dealing with release and dissemination of data. Further, the conduct and actions of such employee, whether by omission or commission, shall not violate any of the policies and rules of the District.
 - D. District and Provider agree that the Behavior Intervention Specialist shall comply with all policies and procedures of the District and will be subject to onsite, day-to-day direction of the superintendent and the building principal relative to the performance of such services, so as to conform to the needs and mission of the district. Any deficiency, failure, or refusal on the part of the Behavior Intervention Specialist in regard to compliance with policies and procedures and the directions of the on-site administrator shall be both orally and in written form brought to the attention of the Provider.
6. TERMINATION FOR CONVENIENCE. Except as otherwise provided in this contract, the District may, by ten (10) days written notice, beginning on the second day after the mailing, terminate this contract in whole or in part. The notice shall specify the date of termination and shall be conclusively deemed to have been delivered to and received by the Provider as of midnight the second day of mailing in the absence of proof of actual delivery to and receipt by the Provider. If this contract is terminated, the District shall be liable only for payment required under the terms of the contract for services rendered or goods delivered prior to the effective date of termination.

Provider may request termination after giving ten (10) days written notice to the District. Prior to termination, Provider will provide a report containing information on the progress of the child to the District and parents. Upon receipt of said report, District will promptly make payment and the parties shall have no further obligations under this Agreement.

(Superintendent) (date)

(Provider) (date)

**PROFESSIONAL SERVICE AGREEMENT
BETWEEN
CHILDREN’S MENTAL HEALTH SERVICES/REACH
AND
INDEPENDENT SCHOOL DISTRICT #316**

This Agreement is entered into by and between ISD #316 Greenway School District, 499 Powell Ave, Coleraine, MN 55722 (hereafter “District”) and Children’s Mental Health Services/REACH, 35382 US HWY 2 West, Grand Rapids, MN 55744 (hereafter “Contractor”).

RECITALS

The parties hereto recite and declare:

- A. The **District** is a legal entity created and established pursuant to Minn. Stat. 471.51 having the status of an independent school district with a purpose and mission to provide services and programs within the geographical limits and boundaries of its members.
- B. **Contractor** is a provider of mental health and related services under the Minnesota Department of Human Services CTSS (Children’s Therapeutic Support Service) certification.
- C. The **District** desires to purchase the services of Contractor for Mental Health services and supports to students and indirect/consultative support into planning pre-interventions.
- D. **Contractor** is duly qualified to provide the desired services.
- E. The parties desire to set forth the terms and conditions of their relationship in written form.

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the District, and the Contractor agree as follows:

1. TERM AND COST OF THE AGREEMENT

This contract shall be in effect from the date of execution by all parties, or from commencement of services hereunder, whichever is first, and shall continue in effect until June 30, 2020. All of the agreed upon services are available to the District at the same rate with or without the service being included in an individual educational plan. All contractor services must be provided on district property only.

Day Treatment: The rate for day treatment services provided as part of a student's Individual Education Plan is \$380.00 per hour of group session. The minutes of the group are divided amongst the participating students.

The cost of this Agreement shall not exceed \$250,000.00. In the event the contract needs to exceed this amount, the District and Contractor will have a formal meeting to review the need.

2. SERVICES TO BE PROVIDED AS PER ATTACHED EXHIBIT(S)

Services shall be provided in accordance with the criteria set forth in the attached exhibit and in accordance with the plan of treatment/IEP. Contractor shall utilize best efforts to:

- a. Provide licensed mental health professionals and qualified mental health practitioners that meet the guidelines of the Minnesota Department of Human Services certification for Children's Therapeutic Support Services (CTSS). Upon request by the District, the Contractor will provide license, background and supporting professional and practitioner documentation for Contractor staff working in their District.
- b. Provide appropriate mental health services on a regular basis according to IEP specifications related to Day Treatment Services.
- c. Provide appropriate documentation required by the school and to facilitate Medical Assistance billing.
- d. Participate in student's IEP meetings and appropriate conferences in person, via computer or by phone. If the Provider cannot attend an IEP meeting by one of these means, a team member excusal form must be completed and prior written documentation given to the IEP Case Manager.
- e. Reschedule any missed sessions caused by the Provider. Missed sessions caused by the student/school may be rescheduled if possible.

The Contract guarantees all data, services, and materials supplied conform to the District's specifications and against inferiority as to specification, such guarantee shall be unconditional.

3. PAYMENT FOR SERVICES

Payment for services shall be made directly to the Contractor after completion of services upon the presentation of a claim in the manner provided by.

If payment under this Agreement is dependent upon the availability of federal, state, District, or other funds and such funds are reduced or terminated, this Agreement may be renegotiated or terminated at the sole discretion of the District.

In the event of termination, Contractor shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

Time is an essential element of this Contract. If the Contractor fails for any reason, except in delays caused by uncontrollable circumstances to complete installation of all items before the Contract completion date as set forth in Section 2, it is hereby agreed that the District shall have the right to deduct liquidated damages from any money or monies due or coming due to the Contractor. Any monies deducted are not to be construed as a penalty, but as liquidated damages to compensate for the additional cost and inconvenience incurred by the district.

Contractor certifies that payment for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of services and, if the services are being purchased from another public agency, the cost reasonably assignable to such services.

For final payment, Contractor shall comply with all requirements contained in Minnesota Statutes §290.92 regarding the withholding of taxes and wages. Contractor shall submit documentation of compliance with its claim for final payment. A certificate by the Minnesota State Commissioner of Revenue will satisfy this requirement (Form IC-134). Contractor is not entitled to final payment until such documentation is submitted.

4. BONDS

If required and contemporaneous with the execution of this Agreement, Contractor agrees to provide payment and performance bond for the District pursuant to Minnesota Statutes §§375.21 & 574.26 and in equal to or greater than the Contract amount. Said bonds shall guarantee the faithful performance of all obligations required of Contractor under the terms of this Contract, including payment of labor and materials.

5. INDEPENDENT CONTRACTOR

- A. Contractor is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the Contractor. No tenure or any rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available Contractor's employees, including indemnification for third party personal injury/property damage claims, shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.
- B. Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or other, will be made from the payments due Contractor, and it is Contractor's sole obligation to comply with all federal and state tax laws.
- C. Contractor shall, at times, be free to exercise initiative, judgment, and discretion as to how to best perform or provide services identified in this Agreement.
- D. Contractor is responsible for hiring sufficient workers to perform the services required by this Agreement and withholding taxes and paying all other employment tax obligations on their behalf.
- E. The Contractor is solely responsible for supervision, control, and direction of the Contract personnel utilized to provide the services under this Agreement.

6. INDEMNIFICATION AND INSURANCE

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend the other, its officers, and its employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney's fees which the other, its officers, and its employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any negligent act or omission of the party, its agents, its servants, or its employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement.

It is understood and agreed that the District's and the Contractor's liability shall be limited by the provisions of Minnesota Statutes §466 and/or other applicable law.

Contractor further agrees that in order to protect itself as well as the District under the indemnity provision set forth above, it will, at all times during the term of this Agreement, keep in force liability limits in compliance with Minnesota Statutes §466 or:

- A. Commercial General Liability Insurance Policy with minimum limits of \$1,500,000 combined single limit (CSL), with coverage pertaining premise operations. In the event Combined Single Limits Coverage is not secured by the Contractor, the minimum limits apply:
 - \$3,000,000 Aggregate
 - \$2,000,000 Each Occurrence
- B. Automobile Liability Insurance including owned, non-owned, and hired vehicles in an amount not less than \$2,000,000 combined single limit (CSL) for total bodily injuries and/or damages arising from any one accident.
- C. Professional Liability Insurance (when required) the following minimum limits apply:
 - \$3,000,000 Aggregate
 - \$2,000,000 Each Occurrence
- D. Excess Umbrella Liability Policy will be additionally required if any of the above policies have lower limits than stated.
- E. Worker's Compensation Insurance.
- F. Prior to the effective date of this Agreement, and as a condition precedent, the Contractor will furnish the District with an original Certificate of Insurance listing the District as an "Additional

Insured” in all coverage areas except Worker’s Compensation and Professional Liability.

7. DATA PRIVACY/DATA OWNERSHIP

A. Data Practices.

All data collected, created, received, maintained, or disseminated in any form, for any purpose, by the activities of the Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules promulgated pursuant to Chapter 13, and the Federal Health Insurance Portability and Accountability Act (45 C.F.R. §§160, 162, 164). The Contractor will be responsible for the release of all data under this Agreement and will abide by all governing State and Federal laws.

B. Health Insurance Portability and Accountability Act (HIPAA - 45 C.F.R. §§160, 162, 164)

If under this Agreement the exchange of Protected Health Information in any form is anticipated, the Contractor shall comply with all regulatory obligations including signing any required agreements (e.g., Business Associate Agreement). Such Agreements shall be attached and incorporated into this Agreement.

C. Release.

No educational data may be released by the Contractor to a third party without the express consent of parents (only parents can release this information).

8. RECORDS: AVAILABILITY AND RETENTION

Pursuant to Minnesota Statutes §16C.05, subd. 5, the Contractor agrees that the District, the State Auditor, or any of their duty authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, et., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement. Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement. Any

educational data may be retained for a longer period, as the District may determine in accordance with applicable law and policy.

9. MERGER AND MODIFICATION

- A. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are presumed to be incorporated or attached and are deemed to be part of this Agreement. Where the incorporated terms differ with the terms of this Agreement, the terms of this Agreement shall control.
- B. Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

10. DEFAULT AND CANCELLATION

- A. If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Provider's default is excused by the District, the District may, upon written notice to the Contractor's representative listed herein, cancel this Agreement in its entirety as indicated in (10 B.) below.
- B. This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.
- C. Unless Contractor's default is excused under the terms of this Contract, the District may recover from Contractor such damages as it may sustain by reason of additional administrative costs, expenses of re-awarding the contract and other damages sustained by the District by reason of delay, price changes, loss of other contracts, loss of income, inability of the District to fulfill other contracts, loss of other benefits of this Contract, and any other damages directly or consequently arising out of this Contract or failure to perform the same by Contractor.

- D. Representatives for each of the parties to this Agreement are as listed below:

District

Superintendent, ISD #316
Coleraine, MN
218.245.7306

Contractor

Executive Director
Children's Mental Health Services
Grand Rapids, MN 55744
218.327.4886

- E. The District and the Contractor agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable efforts to mitigate its effects.

11. SUBCONTRACTING AND ASSIGNMENT

- A. Contractor shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the District and subject to such conditions and provisions as the District may deem necessary. The Contractor shall be responsible for the performance of all Subcontracts. Any agreement between the Contractor and any subcontractor shall obligate the subcontractor with the general terms of this Contract.
- B. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other Parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors.

12. NONDISCRIMINATION

During the performance of this Agreement, the Contractor agrees to the following:

No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, criminal record, creed, or national origin be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

13. HEALTH AND SAFETY

The Contractor shall be solely responsible for the health and safety of its employees and subcontractor's employees in connection with the services performed in accordance with this Agreement. The Contractor shall ensure that all employees, including those of all subcontractors, have received training required to properly and safely perform services outlined in this Agreement. Such training is to include, but not be limited to, all applicable sections of the State and Federal Occupational Safety and Health Administration (OSHA) laws, Superfund Amendments and Reauthorization Act (SARA), the Comprehensive Environmental Response Compensation and Liability Act (CERCLA), Uniform Fire Code, and/or any other applicable health and safety regulations. Upon the request of the District, the Contractor shall provide copies of any licenses and/or training records for Contractor and/or Contractor's employees or subcontractor's employees who perform services pursuant to this Agreement.

14. NONWAIVER, SEVERABILITY & APPLICABLE LAWS

- A. Nonwaiver.
Nothing in this Agreement shall constitute a waiver by the District of any statute of limitations or exceptions on liability. If the District does not enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

- B. Severability.
If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.

- C. Applicable Laws.
The Laws of the State of Minnesota shall apply to this Agreement. The Contractor shall abide by all Federal, State, or local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which Contractor is responsible.

15. SECTION HEADINGS

The section headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

16. THIRD PARTIES

This Agreement does not create any rights, claims, or benefits inuring to any person that is not a party hereto nor create or establish any third party beneficiary.

17. CONFLICT OF INTEREST

Contractor agrees that it will not contract for or accept employment for the performance of any work or services with any individual, business, partnership, corporation, government, governmental unit or any other organization that would create a conflict of interest in the performance of its obligations under this Contract.

District and Contractor, having signed this Agreement and pursuant to the proper District and Contractor officials having signed this Agreement, the parties hereto agree to be bound by the provisions herein and attached.

Children’s Mental Health Services/
REACH

ISD #316

Contractor/Date

Chairperson, School Board/Date

Clerk, School Board/Date

JOINT POWERS AGREEMENT

This Joint Powers Agreement (“Agreement”) dated this 15th day of June, 2019, is entered into by and between Independent School District No. 318, Grand Rapids Public Schools, a Minnesota political subdivision (“Grand Rapids”) and Independent School District No. 316, Greenway Public Schools, a Minnesota political subdivision (“Greenway”). This Agreement is made pursuant to the authority conferred upon the parties by Minnesota Statutes Section 471.59, subdivision 1.

RECITALS

WHEREAS, North Homes Children and Family Services (“North Homes”) is a non-profit corporation that provides comprehensive mental health services to children and families across Northern Minnesota; and

WHEREAS, North Homes owns property in the City of Grand Rapids, a portion of which is located in Grand Rapids’ district and a portion of which is located in Greenway’s district that is legally described on the attached Exhibit A (the “North Homes Property”); and

WHEREAS, North Homes is in the process of constructing a cottage on the North Homes Property that will house psychiatric treatment facility; and

WHEREAS, Grand Rapids is currently providing educational services to the existing residential treatment facility on the North Homes Property; and

WHEREAS, the cottage that will be constructed on the North Homes Property will be located in Greenway’s district but the students residing at the cottage will walk to educational spaces operated by Grand Rapids located in Grand Rapids’ district; and

WHEREAS, both Grand Rapids and Greenway agree that it would be advantageous for Grand Rapids to provide the educational and special educational services for both the psychiatric treatment facility and the residential program that are located on the North Homes Property; and

WHEREAS, North Homes intends to petition to the County for the annexation of the North Homes Property to Grand Rapids’ district pursuant to Minnesota Statutes Section 123A.45; and

WHEREAS, in the interim, or in the event that the County Board denies the petition, Grand Rapids and Greenway would like to enter into a formal joint powers agreement concerning providing educational and special educational services to the North Homes Property; and

NOW, THEREFORE, the parties agree as follows:

**SECTION I
RESPONSIBILITIES OF THE PARTIES**

1.01. Grand Rapids' Responsibilities. Grand Rapids shall be responsible for the following with respect to the North Homes Property at no cost to Greenway:

- A. Provide educational and special educational services to students residing on the North Homes Property that are in Greenway's district. This includes, but is not limited to, providing educational staff and program supervision. Grand Rapids shall receive any funds that are received by Greenway for educational and special educational services that are provided to the North Homes Property.

**SECTION II
EMPLOYEES**

2.01 Workers' Compensation. Each party shall be responsible for injuries to or death of its own employees in conjunction with services provided pursuant to this Agreement. Each party shall maintain workers' compensation coverage or self-insurance coverage, covering its own personnel while they are performing services pursuant to this Agreement. The parties waive the right to sue for any workers' compensation benefits paid to their own employees or their dependents, even if the injuries were caused wholly or partially by the negligence of the other party or its officials, employees or agents.

2.02. Nothing herein is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting one of the parties as the agent, representative or employee of the other party for any purpose or in any manner whatsoever. Personnel assigned to perform services pursuant to this Agreement by one of the parties shall not be considered temporary or permanent employees of the other party for any purpose whatsoever or be entitled to tenure rights or any rights or benefits by way of workers' compensation, re-employment insurance, medical and hospital care, sick and vacation leave, severance pay, PERA or any other right or benefit of the other party.

2.03. The parties acknowledge and agree that it is their sole responsibility to provide all salaries, compensation and fringe benefits to their respective employees. Benefits may include, but not are not limited to, health care, disability insurance, life insurance, re-employment insurance, FICA, Medicare and PERA.

2.04. Each party's employees will work cooperatively with the other party's employees.

**SECTION III
INDEMNIFICATION AND INSURANCE**

3.01. Each party agrees that it will be responsible for its own acts and the acts of its officials and employees and any liability resulting therefrom to the extent authorized by law and shall not be responsible for the acts of the other party or any liability resulting therefrom.

3.02. Each party shall keep in force, at its own expense, and throughout the term of this Agreement, applicable insurance coverage for the services that they are providing pursuant to this Agreement.

**SECTION IV
TERMINATION OF THE AGREEMENT**

4.01. Termination. This Agreement shall remain in full force and effect until:

- A. The North Homes Property is annexed into the Grand Rapids district;
- A. One of the parties' boards of education vote in favor of termination;
- B. If termination is necessitated by operation of law as a result of a decision by a court of competent jurisdiction; or
- C. When the parties mutually agree to terminate this Agreement upon a date certain.

4.02. Effect of Termination. In the event this Agreement is terminated and the North Homes Property has not been annexed to Grand Rapids' district, Grand Rapids shall no longer be responsible for providing the services under this Agreement.

**SECTION V
AMENDMENT**

5.01. Modification. This Agreement sets forth all understandings of the parties. All prior agreements, resolutions, understandings, representations whether consistent or inconsistent, verbal or written, concerning this Agreement and the North Homes Property, are merged into and superseded by this written Agreement. No modification or amendment to the Agreement shall be binding on any party unless both parties agree in writing to the proposed change or amendment.


5.02. Submittal. If a party wishes to submit an amendment to this Agreement, it shall do so by submitting a written proposal to the other party.

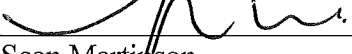
**SECTION VI
COMPLIANCE WITH LAWS**

6.01. Compliance with Laws. The parties shall comply with all laws, ordinances, rules, orders, regulations, and other requirements of governmental authorities pertaining to their services performed pursuant to this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed, the day and year first above written, intending to be bound thereby.

**INDEPENDENT SCHOOL
DISTRICT NO. 318
GRAND RAPIDS PUBLIC SCHOOLS**

By: 
Pat Medure
Its: Board Chair

By: 
Sean Martinson
Its: Superintendent

**INDEPENDENT SCHOOL
DISTRICT NO. 316
GREENWAY PUBLIC SCHOOLS**

By: _____
Bill Hoeft
Its: Board Chair

By: _____
David Pace
Its: Superintendent

EXHIBIT A

Legal Description of the North Homes Property

That part of Government Lot 3 of Section 27, Township 55, Range 25, Itasca County, Minnesota, described as follows: beginning at a point on the west boundary where said west boundary intersects the south boundary of State Aid Road No. 3; thence in a southeast direction along said south boundary of said road a distance of 150 feet; thence in an southwest direction at an angle of 85 degrees 4 minutes from southeast to southwest a distance of 304.7 feet to the west boundary of said Government Lot 3; thence North along the west boundary of said Government Lot 3 a distance of 351 feet to the point of beginning.

**ITASCA COUNTY FAMILY SERVICES COLLABORATIVE
JOINT POWERS AGREEMENT**

This Joint Powers Agreement made and entered into this 13th day of April 2010, by and between Itasca County Health and Human Services Department, Itasca County Public Health Department, Itasca County Probation Department, KOOTASCA Community Action and Independent School Districts #316, #317, #318 and #319 (herein after referred to as "Participating Boards"), is as follows:

WHEREAS, there is a recognized need to collaboratively plan and develop services for children and families; and

WHEREAS, there is a need to provide services which allows families freedom of choice regarding service delivery; and

WHEREAS, the Participating Boards are committed to providing culturally appropriate and culturally competent services to children and families across service systems; and

WHEREAS, the Participating Boards desire to make these services readily available to their residents; and

WHEREAS, the Participating Boards recognize such services can be appropriately financed, supported and managed through a multi-organizational joint venture; and

WHEREAS, the Participating Boards agree that all obligations as stated or implied in this agreement shall be interpreted in light of and consistent with governing State and Federal laws;

NOW, THEREFORE, in consideration of the mutual agreements combined herein and pursuant to the forgoing, and to Minnesota Statutes Section 471.59, the Participating Boards do hereby renew the previously established Itasca County Family Services Collaborative (ICFSC) Joint Powers Board, having the composition, powers and duties provided in this Agreement as follows:

SECTION 1: PURPOSE

- A.** The purpose of this Agreement is to fulfill the Participating Board's broad responsibilities to protect the health and welfare of their citizens. The Joint Powers Board will plan for and develop policies pertaining to implementing, directly managing or contracting for the operation of services of the Family Services Collaborative grant programs consistent with pertinent grant application and workplans submitted to and approved by the Minnesota State Departments of Human Services.

- B.** The ICFSC shall provide those services and/or procedures necessary to accomplish the goals and objectives outlined in the aforementioned grant applications and workplans.
- C.** In addition to the above-specified powers, the Board shall have and exercise all powers which may be necessary to enable it to perform and carry out its duties and responsibilities to implement a multi-agency/multi-school district family services collaborative.

SECTION 2: GOAL

The goal of this Agreement is to assure the availability of comprehensive services designed to enhance or strengthen family functioning and the mental health of children.

SECTION 3: COMPOSITION

The Joint Powers Board shall be one representative from each of the following: Itasca County Health Department, Itasca County Health and Human Services Department, Itasca County Probation Department, ISD #316, ISD #317, ISD #318 and ISD #319, and KOOTASCA Community Action.

SECTION 4: POWERS

The Board shall possess all the powers and duties assigned by law to:

- A.** Receive and expend for the purposes of providing the services described in the grant project proposal the funds designated by the Participating Boards and the parties hereto, funds from the State of Minnesota or from any other lawful source, including any governmental source, gifts or donations.
- B.** At appropriate times during the annual budgeting cycles of partner organizations, inform Participating Boards of any anticipated additional financial expenses for the forthcoming fiscal year and the annual membership amounts. Participating members of the Joint Powers Board are responsible for all expenses as determined by the governing board.
- C.** All contracts, sales and purchases made by the Board shall conform to requirements applicable to contracts, sales and purchases made by the County government.

- D.** The ICFSC Joint Powers Board will comply in every respect with all applicable Federal and State laws pertaining to human rights which guarantee non-discrimination on the basis of race, creed, color, national origin, religion, sex, marital status, disability, age and status in regard to public assistance, handicap and where applicable, shall affect affirmative action activities which provide for the equal opportunity of minorities and protected classes.
- E.** Itasca County will be the administrative County and fiscal agent during the life of this Agreement and will provide strict accountability of all funds and accurate reporting of all receipts and reimbursements. Reimbursements to staff will be made upon approval of the staff's supervisor. Administrative County responsibilities may be reviewed annually.
- F.** Itasca County will contract and/or employ and manage staff as necessary to carry out the purpose of this Agreement subject to the financial limitations imposed by law, this Agreement, State of Minnesota and any other regulatory agency.
- G.** Itasca County may be eligible for reimbursement of costs incurred in the administration and management of the ICFSC, ICFSC staff and other associated costs.
- H.** The ICFSC Joint Powers Board shall review and approve an annual budget.

SECTION 5: OPERATING PROCEDURES

- A.** The Joint Powers Board will conduct business according to their operating procedures and bylaws, with the most current version adopted August 2017. In addition, to those specified powers, the Joint Powers Board shall have and exercise all powers which may be necessary to enable it to perform and carry out duties and responsibilities to implement and manage the Collaborative.
- B.** All meetings of the Board shall be conducted in a manner consistent with the Minnesota Open Meeting Law, MS 471.705 and amendments thereto.

SECTION 6: COLLABORATIVE SERVICES

- A.** Pursuant to the terms of this Agreement, there shall be established and maintained in the name of the ICFSC a collaborative fund for the purpose of purchasing goods and services for those eligible children (and their families) with multiple risks or needs presented to the Collaborative and extending funds deemed necessary for the operating expenses of the Collaborative.

- B.** Each member party to this Agreement hereby agrees, per each party's own policies, to advance per a quarterly collaborative service invoice the moneys appropriated pursuant to Section 4.B., said advance payable to Itasca County Health and Human Services.
 - 1. Itasca County shall be the fiscal agent for the ICFSC.
 - 2. Itasca County shall establish a special fund for the purpose of purchasing services and supporting the administrative operation of the ICFSC.
 - 3. Itasca County shall be authorized to make payments upon approval of the ICFSC members or the ICFSC coordinator when so authorized from the collaborative special fund.

- C.** The proceeds of special grants, contracts or other forms of revenue received by the ICFSC for the purpose(s) conditioned by the revenue source shall be deposited to the collaborative fund in the name of the ICFSC and shall be approved for expenditure by the ICFSC members utilizing the same procedures established for all other moneys in the collaborative service fund. The ICFSC shall comply with MN Statute 256F.13 concerning Federal revenue enhancements, including requirements pertinent to the Local Collaborative Time Study.

- D.** The ICFSC coordinator, in cooperation with Itasca County, shall report expenditures of moneys to the ICFSC members on a regular basis as directed and shall provide to the ICFSC members, upon request, such fiscal information as is available.

SECTION 7: AMENDMENTS

This Agreement may be amended only by the agreement of all Participating Boards. Notice of any proposed amendment must be provided to all Participating Boards at least 30 days prior to the effective date of the proposed amendment.

SECTION 8: INTERAGENCY DISPUTES AND DISPUTE RESOLUTION

- A.** The grieving party or Participating Board shall provide a written notice of conflict to the Joint Powers Board that identifies the conflict, proposed action and a summary of factual, legal and/or policy grounds.

- B.** A written response, which includes proposed solutions to the conflict, shall be provided by the Joint Powers Board within 45 days of receipt of the notice of conflict.

- C. Upon resolution of the conflict, a joint communication so indicating will be developed and disseminated by a representative from each party and/or Participating Board.
- D. Should the following steps not resolve the conflict, the Joint Powers Board may waive formal administrative proceedings and adopt a method of alternative dispute resolution by mutual consent.

SECTION 9: TERMINATION

Any Participating Board shall have the right to withdraw from this Agreement and Board hereby created in the following manner:

- A. The Participating Board withdrawing shall pass a resolution declaring its intent to withdraw effective on a specific date which date shall not be less than ninety (90) days from the day of the resolution and shall send a certified copy of such resolution to the chairperson of the ICFSC Joint Powers Board not less than ninety (90) days before the effective date of withdrawal.
- B. Upon receipt of the resolution of the withdrawal, the chairperson of the Joint Powers Board shall send a copy of said resolution to each Participating Board.
- C. The withdrawing Board shall not be entitled to a refund of fees paid to the Joint Powers Board.
- D. Notwithstanding Participating Boards' authority to withdraw, this Agreement and the Joint Powers Board created hereby shall continue in force until all Participating Boards or all remaining Boards mutually agree to terminate this Agreement by joint resolution of the Participating Boards.
- E. After the effective date of termination, the Joint Powers Board shall continue to exist for the limited purpose of discharging the Board's debt and liabilities, settling its affairs and disposing of its property and surplus moneys, if any.

SECTION 10: DISPOSAL OF SURPLUS FUNDS AND PROPERTY UPON TERMINATION

All unused funds held by the Joint Powers Board at the time of termination of the ICFSC shall be distributed by resolution of the Board in accordance with law and in accordance with grantor agreements and with the State of Minnesota.

SECTION 11: INSURANCE AND INDEMNIFICATION

- A.** The Joint Powers Board shall obtain and maintain insurance coverage to protect and indemnify the Board, its officials or employees in the performance of duties arising from this Agreement.
- B.** This agreement to indemnify and hold harmless does not constitute a waiver by any party/member of limitations on liability under Minnesota Statue chapter 466.04.
- C.** To the full extent permitted by law, actions by the Participating Boards pursuant to this Agreement are intended to be and shall be construed as a “Cooperative Activity” and it is the intent of the members that they shall be deemed a “single governmental unity” for the purposes of liability, all as set forth in Minnesota Statue chapter 470.59, subdivision 1a(a); provided further that for purposes of that statue each member party to this Agreement expressly declines responsibility for the acts or omissions of the other party.
- D.** The Participating Boards to this Agreement are not liable for the acts or omissions of the other Participating Boards to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the Participating Boards.

SECTION 12: TERM OF AGREEMENT

- A.** This Agreement is effective when fully executed and shall remain in effect until terminated per Section 9.

SECTION 13: REPRESENTATION OF AUTHORITY TO SIGN

Each party represents and warrants that the person(s) signing and executing this Agreement on its behalf has been properly authorized to do so by the governing board of each entity, and that such action taken is consistent with its own by-laws, rules, procedures, and in accordance with the laws of the State of Minnesota.

IN WITNESS THEREOF, the Participating Boards' resolutions have caused this Agreement to be executed by their respective officers.

Itasca County Health and Human Services Director Date

Itasca County Public Health Department Date

Itasca County Probation Department Date

School District #316 Date

School District #317 Date

School District #318 Date

School District #319 Date

KOOTASCA Community Action Date



"Building Community to End Poverty"

KOOTASCA Head Start / *Building Strong Families*

**Independent School District 316 ECSE (Greenway-Coleraine) and
KOOTASCA Head Start & Early Head Start
May 1, 2019 - April 30, 2020**

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KOOTASCA Community
Action, Inc. is an Equal
Opportunity/Affirmative
Action Employer, Contractor
and Provider

I. Purpose Statement

The purpose of this agreement is to define the working relationship of these two agencies in order to provide collaborative services to families with children eligible for Early Childhood Special Education Services and Head Start in compliance with Part B and C of IDEA of the Federal and State laws and regulations.

The intent of this agreement is to:

1. Define which services will be provided by each agency.
2. Ensure that early childhood children eligible for any special education services receive a free and appropriate public education, in a typical early childhood environment.
3. Work with appropriate community agencies to provide services to early childhood children with disabilities and their families.

II. Program Mandates

A. KOOTASCA HEAD START RESPONSIBILITIES

1. To recruit, enroll and serve eligible children ages birth to 5 with no less than 10% of the total number of enrollment opportunities in Head Start available for children with disabilities.
2. To provide health and developmental screening information, if needed, and to share information.
3. To refer children to the District #316 early childhood special education staff for diagnostic evaluation after completing pre-referral interventions.
4. To participate with parents and ECSE to provide services to eligible children in a collaborative manner.
 - i. To provide information of parental rights and inclusion to parents/legal Guardian
 - ii. Reporting to parents/legal Guardians informally and formally throughout the program year
5. To work with ECSE to provide services in a collaborative manner

to ensure that special needs are met in the Least Restrictive Environment.

- i. Implementation of the IFSP/IEP services within two weeks after parental consent.
6. To provide training to Head Start and Early Head Start staff on working with children with special needs and inclusion.
 7. To develop an individualized transition plan with parents/ legal Guardian and early childhood special education staff into/from Infant and Toddler programs, preschool programs and into kindergarten that are:
 - a. Appropriate and provide continuous services
 - b. Transfer records and exchange information
 - c. Offer parent participation in all aspects of the transition
 - d. IFSP - transition plan in place 6 months prior to transition
 - e. IEP – transition plan in place 90 days prior to transition.
 8. To provide time for preschool staff meetings and curriculum planning.

III. Greenway- Coleraine ECSE Responsibilities

1. To provide diagnostic testing if pre-referral interventions were not successful.
2. To invite KOOTASCA Head Start staff to meetings involving a Head Start enrolled child.
3. To facilitate IEP/IFSP meetings, periodic, and annual reviews.
4. To initiate written notice and /or verbal notice to arrange IFSP/IEP meetings with parent/legal guardians, Head Start staff, and other person (s) involved with evaluations and assessments based on the convenience and accessibility of parent/legal guardian. ,
5. To work with parents and KOOTASCA Head Start to provide collaborative services for children with special needs.
6. To provide KOOTASCA Head Start with copies of Evaluation Report, IFSP/IEP, and Snapshot ICCPP documents upon receipts of signed Release of Information.
 - i. Evaluations completed within 45 days of receiving referral
 - ii. IFSP/IEP meeting held within 30 days of completed evaluation or within reasonable period of time.

7. To provide consultation to Head Start staff working with children with special needs.
8. To develop an individualized transition plan with parents/ legal guardian, ECSE and KOOTASCA Head Start staff Into/from Infant Toddler programs, Preschool programs, and into kindergarten that are: .
 - a. Appropriate and provide continuous services
 - b. Transfer records and exchange information
 - c. Offer parent participation in all aspects of the transition
 - d. IFSP - transition plan in place 6 months prior to transition
 - e. IEP – transition plan in place 90 days prior to transition.

KOOTASCA Director of Education
Melisa Austin

Director of Special Education
Jackie Skelly

Melisa Austin Date 6/25/19

Date _____

ISD #316 Superintendent
David Pace

_____ Date _____

Library Services Agreement

2019-2020 School Year

THIS AGREEMENT, entered between **THE CITY OF COLERAINE** and **COLERAINE PUBLIC LIBRARY**, hereinafter referred to as **LIBRARY**, and **INDEPENDENT SHOOOL DISTRICT #316, GREENWAY**, hereinafter referred to as **SCHOOL DISTRICT**.

RECITALS

It is hereby agreed by and between **LIBRARY** and **SCHOOL DISTRICT** as follows:

WHEREAS, the **SCHOOL DISTRICT** has determined, following the reduction of library services within the schools, a need for library resource and activities for its students and

WHEREAS, the **LIBRARY** has the resources and activities to meet the needs of the students and

WHEREAS, the **LIBRARY** finds need for increased resources to accommodate the **SCHOOL DISTRICT** needs

THEREFORE, the parties agree as follows:

1. The **LIBRARY** will accommodate the **SCHOOL DISTRICT** with weekly scheduled time for classroom activities, additional books/media/resources necessary to meet the need of the students.
2. The **SCHOOL DISTRICT** will pay the **LIBRARY** for up to a maximum of 308 hours at \$18.06 (\$5,562.48) for services required of the **LIBRARY** due to the increased staffing need required in accommodating **SCHOOL DISTRICT** activities. This rate is subject to change (with notice) should Coleraine approve an increase in the hourly wage. Additional hours must be mutually agreed upon by all parties.
3. The **SCHOOL DISTRICT** will reimburse \$1000 to the **LIBRARY** for the purpose of purchasing elementary library books for the collection that the students access. Proof of purchase will be provided to the **SCHOOL DISTRICT** upon request for reimbursement.
4. The **SCHOOL DISTRICT** will pay the **LIBRARY** \$1000 for custodial services required due to the increased staffing need required to accommodate the **SCHOOL DISTRICT'S** activities.
5. The **CITY OF COLERAINE** will invoice the **SCHOOL DISTRICT** for services.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT entered into between **THE CITY OF COLERAINE**, hereinafter referred to as "**COLERAINE**", and **INDEPENDENT SCHOOL DISTRICT NO. 316, GREENWAY PUBLIC SCHOOLS**, hereinafter referred to as "**Greenway**".

RECITALS

The parties hereto recite and declare:

- A. **The City of Coleraine** is a municipality and **Greenway** is a public school district, both created by and operating under the laws of the state of Minnesota.
- B. **Greenway** desires to purchase and obtain certain professional services from the **City of Coleraine**: specifically, licensed police liaison services (School Resource Officer).
- C. **The City of Coleraine** desires to provide the needed professional services to **Greenway**, as set forth herein.

NOW, THEREFORE, FOR THE REASONS SET FORTH ABOVE, AND IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES OF THE PARTIES HERETO, THE PARTIES COVENANT AND AGREE, AS FOLLOWS:

I. DESCRIPTION OF WORK.

The City of Coleraine shall provide to **Greenway** the following services:

Coleraine will provide the services of one police officer and related support

services and supplies to provide the Greenway School District #316 with a School Resource Officer Program for the district's facility located at 200 Cole St., Coleraine, MN. The Officer's primary responsibilities include serving as a resource person to faculty, classroom members, and school administrators in the prevention and diversion of juvenile delinquency behavior, networking with other school districts and community agencies, law enforcement activities as required, and other services mutually agreed to by the director of police and special education supervisor. Coleraine agrees to provide vehicle, fuel, maintenance, and other equipment as deemed necessary by the director of police for this program. The school district agrees to provide adequate office space, copies, telephone, computer, and other reasonable office support services.

TRAINING:

Per ISD 316 Superintendent request, any new liaison officer will attend the "2019 Basic School Resource Officer Course" offered by The Minnesota Division of Homeland Security and Emergency Management and the Minnesota School safety Center.

Greenway will reimburse **Coleraine** for all expenses associated with said training. Expenses include wages, mileage, hotel accommodations, meal per diem, and any other reasonable costs as approved by the Chief of Police.

As deemed appropriate by the director of police, Coleraine will provide the school Resource officer with other training according to the needs of the program described in this agreement. Coleraine agrees to provide this other training without charge unless the training is specifically relevant to the program.

DURATION:

This agreement shall commence on September 3, 2019 and extend through May 31, 2020, at which time it shall automatically terminate, unless renewed or extended by written agreement of the parties.

II. PAYMENT.

Greenway shall pay to **Coleraine** for the above services, as follows:

The cost of the services provided by the city, set forth in Section I, are set at \$24.31 hour for the regular school year. This includes \$5.08/hour for PERA, \$0.26/hour for Medicare, \$0.97/hour for Work Comp., and \$18.00/hour wage. This rate is subject to change (with notice) should Coleraine approve an increase in the hourly wage. The city shall provide billing to the school district for services following the end of the term in December, March and June.

III. PERSONNEL PERFORMING SERVICES.

A. The individual assigned by **Coleraine** to perform professional services as school resource officer described above shall be, during the term of this agreement, qualified and properly licensed to perform the duties and services contemplated and intended by the agreement. Coleraine ensures that the school resource office has completed a thorough background check, including submission of fingerprints, prior to employment as a Coleraine Police Officer.

B. **Coleraine** assumes full responsibility for the individual providing services hereunder, and will make all deductions required of employers by state, federal and local laws, including deductions for PERA, social security and withholding taxes, and

contributions for unemployment compensation; and shall maintain worker's compensation and liability insurance coverage for such employee.

C. **Coleraine** shall not be permitted to subcontract any of the services to be provided hereunder to any other individual or entity, without the express written consent of **Greenway**.

D. **Supervision.** Coleraine agrees to provide supervision for the school resource officer who will remain an employee of the City of Coleraine. Inadequate service or performance by the school resources officer will be addressed by Coleraine and may result in removal from the assignment.

E. **Records.** Coleraine agrees to maintain such records as are necessary to document that the services are provided as represented by Coleraine. The school resource officer shall only have access to student records to the extent permitted by the Family Education Rights and Privacy Act (FERPA) and Minnesota Government Data Practices Act. Coleraine agrees to ensure that its actions, and the actions of its employees, comply with the Minnesota Government Data Practices Act. The school resource officer may, in the course of their law enforcement duties, have occasion to create law enforcement records relating to students at the District's facility. Such records shall be maintained by the school resource officer and/or Coleraine in a separate location from student records.

F. **Scheduling.** The duty hours of the school resource officer are flexible and will be primarily coordinated with school activities. School resource officer services will be provided during the school term year beginning the end of August and continuing through June the following year. Coleraine agrees to provide a licensed officer for each day that the students are in attendance. The officer will make daily contact with the

Police Department for the purpose of keeping abreast of incident reports and other Coleraine-wide activity. The officer's duty hours and duties will be determined by Coleraine.

IV. RELATIONSHIP OF PARTIES:

A. The parties intend that an independent contractor relationship be created by this contract. The overall conduct and control of the services performed under this agreement will lie with **Coleraine**. However, **Coleraine** agrees and represents that its individual assigned to perform services shall perform said services in accordance with approved methods and procedures for such services and in conformity with federal and state law, rule and policy.

B. **Coleraine** and its employee performing services under this contract are not to be considered as agents or employees of **Greenway** for any purpose, and **Coleraine's employee** will not be entitled to any benefits from **Greenway** nor to any of the benefits and/or rights which **Greenway** provides its own employees.

V. COMPLIANCE WITH POLICIES AND PROCEDURES:

A. **Coleraine** agrees that its employee assigned to perform services under this agreement shall fully comply with all policies and procedures of **Greenway**, and will be subject to the overall direction of the Superintendent of **Greenway** relative to performance of such services to **Greenway** so as to conform to the needs and mission of the **Greenway** school district. Any deficiency, failure, or refusal on the part of the employee of **Coleraine** assigned to perform the services with regard to compliance with the policies and procedures of **Greenway** and the directions of its Superintendent shall be, both orally and

in written form, brought to the attention of the board of directors of **Coleraine** having oversight responsibilities over said employee.

B. **Coleraine** agrees that its employee assigned to perform services under this contract shall conform to, and comply with, all federal and state laws dealing with the release and dissemination of data. Further, the conduct and actions of any such employee, whether by omission or commission, shall also not violate of any of the policies and rules of **Greenway**; with any such violation of rule or policy to be considered also a violation of policy or rule of **Coleraine**.

C. **Coleraine** agrees and represents that its employee will not perform any of the services contemplated and intended by this agreement after having used or consumed any alcoholic beverages, illegal drugs, or after misusing prescription drugs.

D. The parties agree that any violation or non-compliance by the employee assigned by **Coleraine** to perform services under this agreement shall be dealt with by **Coleraine**, and shall be subject to **Coleraine's** contract with this individual and its disciplinary process. However, **Greenway** shall have the right to request removal of any such employee performing services under this agreement, and have the right to have the agreement terminated, as provided herein.

E. All written information, data, student records, personnel records and other data compiled or kept in conjunction with the services performed under this agreement, or related thereto, will be subject to state and federal data practice laws and rules to the extent that each party to this contract complies with and safeguards its own data. Each party shall be responsible for its own wrongful acts with regard to the inappropriate or unlawful release of protected data, but shall be allowed and authorized to have access to each other's data to the extent necessary to perform services under this agreement.

VI. LIABILITIES AND INDEMNIFICATION:

A. **Coleraine** shall be solely liable for the actions, conduct, and/or wrongdoing, whether by omission or commission, of its employee assigned to perform services under this agreement and arising directly or indirectly from the performance of those services. **Coleraine** agrees that it shall hold **Greenway** harmless from and for any claim or cause of action which might arise therefrom.

B. **Greenway** shall be solely liable for the actions, conduct, and/or wrongdoing, whether by omission or commission, of the individual performing services for duties and actions which are only for the benefit of and at the direction of **Greenway**. **Greenway** agrees that it shall indemnify and hold **Coleraine** harmless from and for any claim or cause of action which might arise therefrom.

VII. DISPUTE RESOLUTION:

The parties agree that any and all disputes arising out of this agreement shall be subject to binding arbitration through the Minnesota Bureau of Mediation Services, and shall be conducted in accordance with its procedures and rules. Under no circumstances, shall the arbitrator render a decision which is outside of the parameters and the specific terms and provisions of this agreement.

VIII. TERMS TO BE EXCLUSIVE:

A. The entire agreement between the parties with respect to the services provided hereunder is contained in this agreement.

B. The provisions of this agreement are for the benefit of the parties hereto and not for the benefit of any other person or legal entity.

IX. WAIVER OR MODIFICATION OF TERMS.

No waiver, alteration or modification any of the terms and provisions of this agreement shall be binding unless in written form and signed and executed by the board's of the parties hereto.

X. REPRESENTATION OF AUTHORITY TO SIGN.

Each party represents and warrants that the person(s) signing and executing this agreement on its behalf has been properly authorized to do so by the governing board of each entity, and that such action taken is consistent with its own by-laws, rules, procedures, and in accordance with the laws of the state of Minnesota.

"City of Coleraine":

By _____
Mayor

By _____
City Clerk

"Greenway":

INDEPENDENT SCHOOL DISTRICT NO. 316

By _____
Superintendent

By _____
Clerk

FACILITIES USE AGREEMENT

City of Marble and ISD No. 316, Greenway Schools Baseball Field

THIS AGREEMENT, entered into and between the **CITY OF MARBLE**, hereinafter referred to as "**City**", and **INDEPENDENT SCHOOL DISTRICT NO. 316, GREENWAY SCHOOLS**, hereinafter referred to as "**School District**".

RECITALS

The parties hereto recite and declare that:

1. **City** has the right of possession of a baseball field known as the Steve Hecimovich Memorial Baseball Field located in the City of Marble;
2. **School District** desires to use and access the baseball field for its interscholastic, extracurricular, curricular, educational and athletic programs.
3. That parties desire to enter into a facility use agreement defining their rights, duties, and liabilities relating to the baseball field, and with regard to their relationship with one another.

FOR THE REASONS SET FORTH ABOVE AND IN CONSIDERATION OF THE MUTUAL COVENANTS AND PROMISES OF THE PARTIES HERETO, THE PARTIES COVENANT AND AGREE, AS FOLLOWS:

SECTION I

PURPOSE AND DESCRIPTION OF PREMISES

City shall allow and permit **School District** to use and access the baseball field, on a non-exclusive basis, including the baseball field and other relevant portions of the facility and its equipment, so as to serve the purpose set forth below. The facilities use shall include, but not be limited to, the following:

- a) High school interscholastic A and B squad baseball games;
- b) Interscholastic A and B baseball practices for up to three hours per day during the season, Monday through Friday, with a two-hour session on Saturdays, as arranged by the parties;
- c) Such other extracurricular, curricular, educational and athletic program uses as can be arranged and scheduled.

The express purpose of this facilities use agreement is to allow and permit **School District** the use and access of and to the aforementioned land, facilities, parking lot and equipment for purposes of conducting Minnesota State High School League sanctioned interscholastic programs, physical education, recreational, athletic, extracurricular and curricular programs, and such other programs and uses which are within the educational purpose and mission of **School District**.

SECTION TWO

TERM

This Facilities Use Agreement is for the 2019-2020 school year of **School District**, but shall continue and be ongoing, subject to the other provisions herein, unless and until cancelled in writing by either party upon six months' written notice.

SECTION THREE

CONSIDERATION

School District agrees to pay to **City** during the term of this Facilities Use Agreement, as follows:

- a) Payment for the 2019-2020 school year shall be \$3,000 for the facility.
- b) Payment for each succeeding year unless cancelled by either party shall be subject to negotiation by and between the parties.

Payment shall be made annually by **School District** in a way and manner agreed to by and between the parties. The **City** will invoice the **School District**.

SECTION FOUR

SPECIFIC USES

This Facilities Use Agreement includes all team and individual practices, whether scheduled or unscheduled, all competitive matches and events, including playoffs and post-season activities. It shall also include any other physical education, recreational, athletic, extracurricular or curricular programs, which are within the educational purpose and mission of **School District**. The parties shall work together to coordinate **School District's** use of the facilities with other users of the facility, but **School District** shall be given priority should there be conflicts.

SECTION FIVE

WASTE, NUISANCE, UNLAWFUL ACTIVITY AND REQUIRED SUPERVISION

School District shall not allow or permit any waste or nuisance in conjunction with its use of the facility; or use, or allow to be used, the facilities for any unlawful or hazardous purpose or activity. Further, **School District** agrees that it shall provide proper supervision of its students in conjunction with any intended use of the facilities as set forth herein. The supervision provided shall be in accordance with the laws of the state of

Minnesota, the ordinances of the City of Marble, and the rules and regulations of the Minnesota State High School League and the Minnesota Department of Education.

School District shall be responsible for providing and hiring qualified personnel for crowd control during any scheduled interscholastic competitions, including playoffs and post-season activities.

SECTION SIX

MAINTENANCE, REPAIR AND CLEAN-UP

City shall during the term of this agreement, at its own expense, repair, replace and maintain the facility and its parking area in a good and safe condition, including the facilities and equipment contemplated to be used by this agreement, and all relevant portions thereof. **City** shall have the responsibility to repair and maintain and keep the facilities and equipment in workable and safe condition appropriate to the use to which the facilities and equipment will be utilized.

School District shall prepare the baseball field prior to every interscholastic game or competition to ensure that the field is in a proper condition for the expected and anticipated use.

SECTION SEVEN

HOLD HARMLESS AND INDEMNIFICATION

Each party shall hold harmless and indemnify the other against all expenses, liabilities, and claims of every kind, by or on behalf of any person or entity, arising out of:

1. Failure by either party to perform any of the terms or conditions of this facilities use agreement;
2. Any injury or damages happening on or about the facility as a result of the other's activities and/or programs, or in conjunction with the use of the facilities and its equipment;

3. Failure to comply with any law, rule, regulation or safety standard of any governmental agency or authority;
4. The actions of either party, whether by omission or commission, which in any way relate to this facility use agreement and the performance of its obligations and duties in conjunction therewith.

SECTION EIGHT

DISPUTE RESOLUTION

Any disputes arising from this agreement or the use of the facilities, including any ability to negotiate future considerations, shall be submitted to mediation through the Bureau of Mediation Services, and, if unsuccessful, to binding arbitration through the Bureau of Mediation Services and its procedures. Should arbitration be necessary, each party shall be responsible for its own costs and expenses.

SECTION NINE

ASSIGNMENT

School District shall not assign its rights under this facility use agreement, or any right or privilege connected with the facilities use agreement, to any one or any entity without first obtaining the written consent of **City**.

SECTION TEN

WAIVER

Waiver by either party of any breach of any covenant or duty under this facility use agreement is not a waiver or breach of any other covenant or duty, or any subsequent breach of this same covenant or duty.

SECTION ELEVEN

OTHER PROVISIONS

The following other provisions shall be integral terms of this agreement:

- a) The possession, use or display of beverages containing alcohol shall not be permitted during any school activities or functions within the facility. Smoking and use of tobacco products shall be prohibited during any school activities within the facility;
- b) **City** shall be responsible for all utilities related to the facility;
- c) **School District** shall have exclusive control over ticket pricing. However, City and essential employees shall be permitted to enter the facility premises during games without charge;
- d) **School District** shall have exclusive rights to any broadcasts or rebroadcasts of its games;

SECTION TWELVE

RELATIONSHIP BETWEEN THE PARTIES

Nothing contained in or by this facility use agreement shall be deemed, construed or interpreted as to create a partnership or joint venture between the parties, or to create any other relationship between the parties other than that which is clearly provided and intended hereby.

SECTION THIRTEEN

GOVERNING LAW AND INTERPRETATION

It is agreed that this facility use agreement shall be governed by, construed, interpreted, and enforced in accordance with the laws of the state of Minnesota.

Any ambiguities in conjunction with the enforcement or interpretation of this agreement shall not be construed or resolved as against either party.

SECTION FOURTEEN

REPRESENTATION OF AUTHORITY TO SIGN

Each party represents and warrants that the person(s) signing and executing this facilities use agreement on its behalf has been properly authorized to do so by the governing board(s) of each entity, and that such action taken is consistent with its own charters, by-laws, rules, procedures, and resolutions, and in accordance with the laws of the state of Minnesota.

SECTION FIFTEEN

PARAGRAPH HEADINGS

The titles to the paragraphs of this facilities use agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this agreement.

IN WITNESS WHEREOF, the parties above named have executed this Facilities Use Agreement to be effective upon approval and signature of the parties.

CITY OF MARBLE

By _____
Its _____

**INDEPENDENT SCHOOL DISTRICT
NO. 316, GREENWAY SCHOOLS**

By _____
Its _____