

BOARD AGENDA

INDEPENDENT SCHOOL DISTRICT 191

Burnsville High School Senior Campus
Diamondhead Education Center
Regular Meeting
May 5, 2011
6:30 PM

- I. Call to Order
 - A. Welcome
 - B. Pledge of Allegiance
 - C. Public Recognition
 - 1. John Coskran Awards
- II. Business Meeting
 - A. Approval of Agenda
 - B. Consent Agenda

Although Board action is required, it is generally unnecessary to hold discussion on these items. In the event a Board member wishes to discuss an item, that item will be moved for separate consideration.

 - 1. Meeting Minutes 3
 - 2. Human Resources 5
 - 3. Donation of \$500 to the BHS Scholarship Fund from the Robert A. Naffziger family; \$500 from the Eagle Ridge Student Council & Mrs. Nelson's 7th grade math class to Harriet Bishop; \$2,500 to the BHS Scholarship Fund from the Larson & Sandquist families in memory of daughter Jennifer Larson Sandquist; a condenser enlarger valued at \$1,200 and photo enlarging timer valued at \$250 to the BHS Technology Education Department from Wilfred Gerhardt; an Xbox and Kinect Controller valued at \$400 to the BHS Senior Campus for use by the Physics and Technology Departments and Robotics clubs; and, \$250 in support of "I Love to Read" month from the Hidden Valley PTO to Hidden Valley Elementary 6
 - 4. Approve an extended field trip for Eagle Ridge Junior High School language students to England, June 16-27, 2011 12
 - 5. Schedule budget meetings on May 9, 10 and 11 for employees and public to give input to the Board of Education on priorities for spending a portion of the budget reserve 14
 - 6. Schedule a Closed Session pursuant to MN Statute 13.D.05, Subdivision 2, 4b, during the regularly scheduled board meeting on May 5, 2011 for the discussion of private student data 15
- III. New Business
 - A. Approve the Elementary Student/Parent Handbook for 2011-2012 (15 minutes) (Lindholm/Mehdizadeh) 16
 - B. Approve the Junior High Student/Parent Handbook for 2011-2012 (15 minutes) (Lindholm/Heim) 30
 - C. Receive a Proposal to Name a School Property (10 minutes) (Clegg) 48

IV. Reports

A. Student Advisor

B. Superintendent

C. Board Members

V. Recess to Closed Session

VI. Reconvene to take appropriate action

VII. Adjourn to Board Workshop on the FY 2012 Budget. Superintendent Clegg will present the proposed draft budget for the 2011-2012 school year.

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 April 21, 2011

The meeting of the Board of Education was called to order by Chair Hill at 6:30 p.m. at the Burnsville High School Senior Campus in the Diamondhead Education Center. Call to Order

Members present: Directors Currier, Luth, Morrison, Schmid, Sweep, Teiken and Chair Hill. Others in attendance were Student Advisor Jaeger, Superintendent Clegg, administrators and staff. Attendance

Chair Hill welcomed the audience and asked Director Luth to lead the Pledge of Allegiance. Pledge of Allegiance

Coach Stan Kegel and the William Byrne Elementary Chess Team were recognized by the board. The team is comprised of 34 very talented K-6 students with varied skill levels. The team surpassed all expectations this year by winning not only at the elementary level, but by winning the Minnesota Junior High Chess League competition. Congratulations to all of them. Public Recognition

Moved by Director Sweep, seconded by Director Morrison, to approve the agenda. Motion carried unanimously (7,0). Agenda

Moved by Director Luth, seconded by Director Schmid, to approve the consent agenda. Consent Agenda

- Minutes of the April 7, 2011 Board Meeting
- Personnel changes for M. DeStasio-Anderson, S. Hoffman, S. Nieffer, K. Owens, A. Staum, A. Wilkinson, J. Thone, W. Holm, J. Olson, A. Hajduch, L. Hey, A. Vitali, R. Donnahue, D. Lucke, J. Maddaloni, J. Pollack, L. Schroeder, S. Knutson, P. Komar

Minutes
HR Report

- Donation of \$2,900 from the Gen Youth Foundation to the Hidden Valley "Run for Fun Club;" \$288 grant from the Minnesota Historical Society to Hidden Valley; \$240 from the Ross Boekhoff family and \$240 in matching funds from Ecolab to Vista View; \$440 from L.C. Henry to Rahn Elementary for field trip transportation; \$120 from Symantec Corp. to Rahn Elementary; \$6,170.20 from the Rahn PTO to Rahn Elementary in support of student materials, scholarships and instructional materials; \$500 from Paul & Kelly Baron, \$130 from The Yousufazi's, and \$64 from Nisa Rian to Eagle Ridge Junior High; and, \$1,030 grant from Dakota County to Gideon Pond for school safety patrol items

Donations

- Approve March payroll checks numbered 715458-715550, and Direct Deposit notices numbered 425446-428781, in the net

Payroll, Claims & Receipts

<p>amount of \$3,865,567.09. March and April claims to date represented by checks numbered 406637-407380, 1002597-1002761, 100471-100473 and wire transfers and adjustments, totaling \$6,296,214.99. Also, that the Board accept March receipts of \$10,402,849.91 and investments for General Operations and Alt. Facilities and OPEB of \$17,575,714.53 as of March 31, 2011</p> <ul style="list-style-type: none"> - Accept the Budget Analysis for the month ending March 31, 2011 - Approve the extended field trip proposal submitted by Rahn Elementary School for sixth grade students to go to Camp Sacajawea and that policy requirements prohibiting elementary extended field trips be waived - Approve the 2011-12 Birth-to-Three Early Childhood Special Education Program calendar - Award the contract for the Secure Entries projects for Eagle Ridge, Harriet Bishop, Hidden Valley, Nicollet and Sky Oaks to Morcon Construction with base bid of \$140,600 and total contract amount of \$152,200 including alternates 1 and 2 - Award the contract for the Intercom and Clock Replacement at Nicollet Junior High School to Olympic Communications, Inc. with base bid of \$79,500 - Award the contract for the Elevator Replacement at Metcalf and Nicollet Junior High Schools to Parkos Construction with base bid of \$225,600 - Award the contract for the Energy Management and Control Systems upgrades at Hidden Valley Elementary to Direct Digital Controls with base bid of \$64,857 and total contract amount of \$117,750 including alternates 1, 3, 4 and 5 - Approve the Joint Powers Agreement with Dakota County allowing for the implementation of a grant that will assist with improvement of recycling programs within our schools <p>Chair Hill made special mention of the generous donations. Motion carried unanimously (7,0).</p> <p>Moved by Director Morrison, seconded by Director Currier, to remove Item III.F (4/7/11) from the table. Motion carried unanimously (7,0). Chair Hill called for a motion on the item. Hearing no motion, the item ceases to exist.</p> <p>The meeting was adjourned to a Board Workshop at 6:42 p.m.</p>	<p>Budget Analysis Extended Field Trip Program Calendar Bid Award Bid Award Bid Award Bid Award Joint Powers Agreement</p> <p>Item III.F (Tabled Item)</p> <p>Adjourn</p>
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Daniel W. Luth, Clerk

**Burnsville-Eagan-Savage Public Schools
Independent School District 191
Human Resources Office**

TO: Members, Board of Education
Randall Clegg, Superintendent

FROM: Tania Z. Chance, Ph.D., Executive Director Human Resources

DATE: May 5, 2011

RE: Recommended Personnel Changes

**Certified
Appointment**

Terry Cartwright

-Long term substitute, Rahn,.5 FTE, effective 4/25/11

Change in Assignment

Cara Slattery

-Teacher, Rahn, assignment changes to .5 FTE Arts & Tech. Magnet Program Coordinator and .5 FTE Grade 6 for a total of 1.0 FTE

Leave Denial

Jason Reilly

*Teacher, Vale, request for parental leave of absence denied

Retirement

Cyndi Dorigan-Slette

-Speech Language Pathologist, after 18 years in the District, effective 6/10/11

Classified

Appointment

Toni Holdshoe

-Replacement-2nd Cook, VV, 2.25 hrs/day, effective 4/18/11

Aaron Tinklenberg

*Replacement-Communications Coordinator, ASC, 8 hrs per day, 5 days per week, effective 5/9/11

Retirement

Judy Sieve

-Scanning clerk, after 3 years in the District, effective 5/31/11

Return from Leave

Jackie Callahan

*MEA, ECSE, returns from medical leave, to regular contract (26 hours per week), effective 11/12 school year

*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 05/05/2011



II.B.3

TO: Dr. Clegg
FROM: Dave Helke
DATE: April 25, 2011
RE: Scholarship Donations

Please accept the following donation of \$500 to the Burnsville Senior High School Scholarship

Fund from the Robert A Naffziger family :

- Terry and Claudia Naffziger
5700 Picasso Dr.
Yorba Linda, CA 92887

Memorandum

To: Randy Clegg

II.B.3

CC: Eagle Ridge Student Council & Mrs. Nelson's 7th Grade Math Class
Rose Herrmann (Code: 01-491-203-000-401-007)

From: Rob Nelson

Date: 4/27/2011

Re: Donation

I recommend that the Board of Education accept the donation of \$500.00 from Eagle Ridge Student Council & Mrs. Nelson's 7th grade math class. This money will be used to purchase classroom supplies lost in the March 14, 2011 fire.

We are grateful for the generous support provided by these students.



II.B.3

TO: Dr. Randy Clegg
FROM: Dave Helke
DATE: April 21, 2011
RE: Donation

Please accept the donation of \$2500 to the BHS Scholarship Fund from the Larson and Sandquist Families in memory of their daughter, Jennifer Larson Sandquist. The families request that the scholarship be awarded to one recipient annually in the amount of \$500 for a period of 5 years, beginning with School Year 2011 and ending with School Year 2015. The recipient will be chosen from applicants who attended Nicollet Junior High and are pursuing a career in education and possibly had Jennifer Larson Sandquist for a teacher. The scholarship will be referred to as the Jennifer Larson Sandquist Memorial Scholarship.

Larson/Sandquist Families
% Carl Larson
1008 Aspen Dr.
Burnsville, MN 55337



II.B.3

TO: Dr. Clegg
FROM: Dave Helke
DATE: April 28, 2011
RE: Donations

Please accept the following donation from Mr. Wilfred Gerhardt to Burnsville High School's Technology Education Department for the listed equipment.

1 - Beseler 23CIII-XL Condenser Enlarger
Valued at \$1,200
1-Time-O-Lite Photo enlarging timer model M-72
Valued at \$250

The enlarger is set up and being used for instructional purposes for students participating in the photography course to compete black and white film processing and printing.

Wilfred Gerhardt
12813 Country View Ln
Burnsville, MN 55337-3725



II.B.3

TO: Dr. Clegg
FROM: Dave Helke
DATE: April 28, 2011
RE: Donations

Please accept the following donation from Mr. Richard Pomije to Burnsville High School's Senior Campus for the equipment listed below.

1 Xbox and Kinect Controller
Valued at \$400

The equipment will be used by the Physics and Technology departments and will also be used by the Physics and Robotics clubs.

Richard Pomije
DigitalTown, Inc.
11974 Portland Avenue
Burnsville, MN 55337

To: Randy Clegg, Superintendent of Schools

II.B.3
May 5, 2011

From: Jon Bonneville, Principal

Date: May 3, 2011

RE: PTO Donation

It is my recommendation that the School Board of Independent School District #191 accept a check for \$250.00 in support of Hidden Valley's "I Love to Read" month.

The staff very much appreciates the continued support of our school community and the hard work of our PTO members.

**INDEPENDENT SCHOOL DISTRICT 191
Burnsville-Eagan-Savage
Business Office**

TO: Members of the School Board
FROM: Lisa K. Rider, Executive Director of Business Services
DATE: May 5, 2011
RE: Extended Field Trip to England

RECOMMENDATION: That the School Board authorize an extended field trip to England for Eagle Ridge Junior High School language students during the summer of 2011.

The Eagle Ridge Junior High Language Arts Department has proposed an extended field trip to England June 16-27, 2011. Evaluation of the proposal pursuant to School Board Policy IICA reveals that the trip conforms with the intent of the policy.

EF Educational Tours has been selected to provide this experience. EF Educational Tours has been used on other occasions and we have been well-satisfied with their services. A reiteration of these criteria and the company's conformance/non-conformance follows:

<u>District Policy</u>	<u>E.F. Tours</u>
1. Two students per home stay with arrangements through personal contracts.	Not applicable, No home stays.
2. Competitive proposals solicited through Business Office.	Price appears competitive. We have not solicited proposals.
3. Travel agency registered with Air Recording Corporation.	Not a licensed travel agency.
4. Five licensed travel agents.	Airfare is arranged through licensed agents.
5. Demonstrated success.	Conforms.
6. Located in Minnesota.	No
7. Incorporated in U.S.	Yes

8. Financial Stability.	Has been in business 44 years but as a privately owned business they will not share financials. 100,000 student travelers per year. See Bonds.
9. Liability Insurance	Conforms, \$10,000,000.
10. Errors and Omissions Insurance	Does not carry because they are not licensed agents.
11. Bonding Ability	Consumer Protection Bond \$10,000,000.
12. Quality Assessment	Conforms-excellent.
13. Major Airline	Will use major domestic airline.
14. One trip every other year for some	Same class in 2009, but different students.

As you can see, E.F. Educational Tours does not meet many of our established criteria. However, because of their experience and size, I am satisfied that they are capable of providing this experience. Therefore, we believe it appropriate for the Board to authorize this trip with the understanding that parents will be informed of the criteria and our analysis.

I recommend approval.

LKR/mp

cc: Don Leake
Amy Stead

TO: Members, Board of Education

Agenda Item II.B.5

May 5, 2011

FROM: Randy Clegg, Superintendent

DATE: April 28, 2011

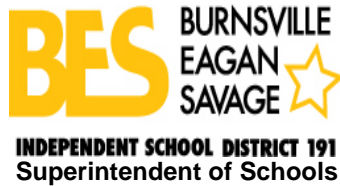
RE: Schedule Public and Employee Meetings

Recommendation: Schedule budget meetings on May 9, 10 and 11 for employees and public to give input to the Board of Education on priorities for spending a portion of the budget reserve.

Budget meetings are being scheduled for the public and employees to give input to the Board of Education on the priorities for spending a portion of the budget reserve. Each meeting will include an overview of the current budget situation. Participants will then meet in small groups to review and prioritize a list of about 15 possible ways that the Board of Education might add back from the district's \$8 million budget reserve.

Public Meetings		
Date	Time	Location
Monday, May 9	6:30 to 8 p.m.	Burnsville City Hall
Tuesday, May 10	7 to 8:30 p.m.	Cedar School
Wednesday, May 11	6:30 to 8 p.m.	Savage City Hall

Employee Meetings		
Monday, May 9	4 to 5:30 p.m.	Neill Elementary
Tuesday, May 10	4:30 to 6 p.m.	Diamondhead Education Center - Commons
Wednesday, May 11	4 to 5:30 p.m.	Eagle Ridge Junior High



TO: Members, Board of Education Agenda Item II.B.6
May 5, 2011

FROM: Randy Clegg, Superintendent

DATE: May 5, 2011

RE: Schedule Closed Session

Recommendation: That the Board of Education schedule a Closed Session, pursuant to Minnesota Statute 13.D.05, Subdivision 2, 4b, during the regularly scheduled board meeting on May 5, 2011, for the discussion of private student data.

Discussion: Closed sessions of the School Board must be called by a majority vote of those in attendance at a duly called Board meeting.

Typically, School Board members are to be given a three-day notice of all meetings. Since the May 5 Closed Session cannot be called until that very evening, the motion indicates that the three-day notice is waived. Any member who is unable to attend the meeting will be asked to waive their right to the three-day notice as well.

TO: Members, Board of Education
Randy Clegg, Superintendent
Agenda Item III.A
May 5, 2011

FROM: Chris Lindholm, Assistant Superintendent

DATE: April 27, 2011

RE: 2011-12 Elementary Student/Parent Handbook

RECOMMENDATION: That the Board of Education approve the Elementary Student/Parent Handbook for 2011-12 as presented.

There are minor changes made to the 2011-12 Elementary Student/Parent Handbook as listed below. Rahn Elementary Principal Elaine Mehdizadeh will be present to discuss the recommended changes.

Outline of Changes

Animals in School (pg. 4):

Eliminated sentence about health reasons being the reason for needing permission as there are reasons to allow animals in school (service animals, curriculum, etc.) and many reasons not to allow them (health concerns, safety, focus on instruction, etc.).

Registration (pg. 9):

Eliminated language asking parents to schedule appointments at the Welcome Center so it is clear that walk-ins are welcomed.

Special Education Description (pg. 10):

Language cleaned up to reflect current practice.

Testing (pg. 11):

Added MAP testing to Grade One and deleted writing benchmark assessments. Writing benchmark assessments will be added back when completed through the scope and sequence work.



2011 - 2012
Elementary
Student/Parent Handbook

"Innovative Schools, Extraordinary Opportunities"

Dear Parents/Guardians and Students:

We are using this District Elementary School Handbook as a way to enhance the line of communication between the home and school. There are many policies, regulations, and services discussed in these pages. For a more detailed description of District policy, consult with your building principal or visit our district website at www.isd191.org. Please read and keep this handbook readily available throughout the year.

Many of your questions have been anticipated and are discussed in some detail. While this handbook contains general information for all district elementary schools, additional information sent separately will specify topics of interest that pertain to a specific site. Additionally, we plan to highlight some of the topics outlined in this Student/Parent Handbook periodically in our school newsletters. We are always available to clarify any school matter. The telephone numbers listed for key staff members will prove helpful. Please do not hesitate to use them.

Close cooperation between the home and school is essential to promote the best interests of your student(s). Parents/guardians are encouraged to visit school and to attend scheduled meetings of parents and teachers. Mutual benefits accrue when there is a meaningful exchange of information between home and school.

It is our hope that this handbook will be helpful to you. We strongly encourage the team approach in our education program, with you as a key member of the team. We greatly appreciate it when parents visit and share their reactions.

Best wishes for a successful school year!

Sincerely,

Elizabeth Vaught, Edward Neill

Laura Pierce, Gideon Pond

Rob Nelson, Harriet Bishop

Jon Bonneville, Hidden Valley

Jeremy Willey, Marion W. Savage

Elaine Mehdizadeh, Rahn

Taber Akin, Sioux Trail

Kay Fecke, Sky Oaks

Susan Risius, Vista View

Lyle Bomsta, William Byrne

DIRECTORY OF ELEMENTARY SCHOOLS

EDWARD NEILL ELEMENTARY

13409 Upton Ave. So., Burnsville, MN 55337
Principal: Dr. Elizabeth Vaught
Secretary: Carolyn Neville 952-707-3100
Health Office: 952-707-3103
Attendance/Safety: 952-707-3104
Project K.I.D.S.: 952-707-3108
Grades K-6: 8:30 - 2:55

RAHN ELEMENTARY

4424 Sandstone Drive, Eagan, MN 55122
Principal: Elaine Mehdizadeh
Secretary: Cindy Crosbie 952-707-3600
Health Office: 952-707-3603
Attendance/Safety: 952-707-3604
Project K.I.D.S.: 952-707-3608
Grades K-6: 8:30 - 2:55

GIDEON POND ELEMENTARY

613 East 130th Street, Burnsville, MN 55337
Principal: Laura Pierce
Secretary: Sybil Zimmerman 952-707-3000
Health Office: 952-707-3003
Attendance/Safety: 952-707-3004
Project K.I.D.S.: 952-707-3008
Grades K-6: 8:30 - 2:55

SIOUX TRAIL ELEMENTARY

2801 River Hills Drive, Burnsville, MN 55337
Principal: Taber Akin
Secretary: Barb Cenci 952-707-3300
Health Office: 952-707-3303
Attendance/Safety: 952-707-3304
Project K.I.D.S.: 952-707-3308
Grades K-6: 8:30 - 2:55

HARRIET BISHOP ELEMENTARY

14400 O'Connell Road, Savage, MN 55378
Principal: Rob Nelson
Secretary: Jenny Hinman 952-707-3900
Health Office: 952-707-3903
Attendance/Safety: 952-707-3904
Project K.I.D.S.: 952-707-3908
Grades K-6: 9:15-3:40

SKY OAKS ELEMENTARY

100 East 134 Street, Burnsville, MN 55337
Principal: Kay Fecke
Secretary: Nancy Peralta 952-707-3700
Health Office: 952-707-3703
Attendance/Safety: 952-707-3704
Project K.I.D.S.: 952-707-3708
Grades K-6: 9:15-3:40

HIDDEN VALLEY ELEMENTARY

13875 Glendale Road, Savage, MN 55378
Principal: Jon Bonneville
Secretary: Pam Reiher 952-707-3800
Health Office: 952-707-3803
Attendance/Safety: 952-707-3804
Project K.I.D.S.: 952-707-3808
Grades K-6: 9:15-3:40

VISTA VIEW ELEMENTARY

13109 County Road 5, Burnsville, MN 55337
Principal: Dr. Susan Risius
Secretary: Elly Dahler 952-707-3400
Health Office: 952-707-3403
Attendance/Safety: 952-707-3404
Project K.I.D.S.: 952-707-3408
Grades K-6: 9:15-3:40

MARION W. SAVAGE ELEMENTARY

4819 West 126th Street, Savage, MN 55378
Principal: Jeremy Willey
Secretary: Kyle Hreha 952-707-3200
Health Office: 952-707-3203
Attendance/Safety: 952-707-3204
Project K.I.D.S.: 952-707-3208
Grades K-6: 9:10-3:35

WILLIAM BYRNE ELEMENTARY

11608 River Hills Dr., Burnsville, MN 55337
Principal: Lyle Bomsta
Secretary: Patty Maternowski 952-707-3500
Health Office: 952-707-3503
Attendance/Safety: 952-707-3504
Project K.I.D.S.: 952-707-3508
Grades K-6: 8:30 - 2:55

ABSENCE FROM SCHOOL

Children are expected to be in school every day unless they are ill or there is an emergency in the family. **When a student will be absent for any reason, the parent is expected to notify the school.** Parents are requested to call the safety/attendance line prior to the start of school to give the reason for the absence.

ACCESS PLUS LINE (DISTRICT INFO)

To learn about the menu for the day, current events, the district's calendar, Board of Education agenda, the job line, and to receive answers to specific questions relating to the District, dial 952-707-4191.

ANIMALS IN SCHOOLS

Permission must be granted by the building principal prior to an animal being allowed to visit school.

ARRIVAL TIMES

Students may arrive no more than 10 minutes prior to the time the instructional day begins. Refer to the school directory for school start times.

ATTENDANCE

School is a full-time job for students. Regular attendance is compulsory, but if a child is displaying symptoms of an illness, parents are encouraged to keep the child home. We encourage parents to schedule family trips and medical appointments outside of school time. Building administrators are required to monitor excessive absences and/or unexcused absences which will result in a variety of actions to address such absences. **Excessive tardies are also monitored as four unexcused tardies equal one unexcused absence.**

AWARDS

Students who make an extra effort to enhance their education are honored at a special Awards Day Ceremony. The ceremony, which is held the last week of school, recognizes student involvement in special school programs.

BICYCLES

Parents may give students who are competent bicycle riders permission to ride their bikes to and from school. Students need to walk their bikes on school grounds and when crossing the streets around the school. All bikes must be secured at the bike racks. The school is not responsible for

damaged bikes. Specific rules apply to riders at each site.

BIRTHDAY CELEBRATIONS

Please notify classroom teachers in advance if you are planning to send birthday treats to school. *Food items for birthday treats must be purchased from a store; home prepared food items are not permitted.* Individual classrooms may have limitations on food items due to students with food allergies. Unless all children in a classroom are invited to a birthday party in a home, please do not send invitations to school for distribution.

BUS BEHAVIOR

The majority of students behave well in school and on the school bus. A few students may require more instruction on handling behavior appropriately. Students will be expected to remain in their seats and follow bus safety rules. **Riding the school bus is a privilege** and all students need to abide by the rules of safe riding. Students who do not obey the bus safety rules may be denied transportation. A transportation aide is assigned to work with safety and will assist the principal in dealing with transportation issues. Refer to the *ISD #191 Transportation Brochure* for specific bus safety rules.

CALENDAR AND ANSWER BOOK

All families with children in the Burnsville-Eagan-Savage School District should receive a Calendar/Answer Book before the first day of school. The calendar lists the major events at each of the fifteen schools. You may call your school office if you do not receive a copy.

COMMUNICATION BETWEEN HOME AND SCHOOL

Children are more successful in school when parents and school personnel work together to support the child. Our staff makes a concerted effort to keep parents informed of the skills, topics, and activities the students pursue.

Conferences, back-to-school nights, the open house, programs, report cards, and newsletters are some of the ways parents learn about their child's school experiences. Parents are encouraged to discuss each school day with the child and encouraged to call, email or write the teacher with questions, comments, or concerns.

COMMUNITY EDUCATION

Educational enrichment courses, sports and recreation, and special tours are available outside the school day. Community Education sponsors youth service courses and special programs. For information, contact the Community Education Department at 952-707-4150.

CONFERENCES

Two scheduled conferences are held between the classroom teacher and the parents of each child. The first conference is held in the fall and the second in the spring. These face-to-face exchanges are an integral part of the reporting system in the elementary school. Other conferences may be held at the request of the teacher or the child's parents.

CURRICULUM

All of the concepts and ideas children study and learn while at school make up the curriculum. The Board of Education for District 191 establishes the curriculum for each grade level. Teachers will share the curriculum they develop with students in more specific terms during parent information night. Curriculum objectives are kept on file and are available for your review.

DISCIPLINE - CODE OF CONDUCT

Good behavior, centering on self-discipline and consideration for others and property, is encouraged and expected. Maintaining an atmosphere conducive to learning is a priority for everyone at school. Contact the building principal to review the complete Code of Conduct Policy.

DISCRIMINATION/HARASSMENT/ VIOLENCE/BULLYING

According to district policy, all students have a right to work and learn in an environment free from harassment and violence. District 191 will not tolerate any form of discrimination, harassment or violence. This also includes students who bully other students. Students will be informed of these policies and the procedures for reporting violations. Copies of the policy will be posted in the main office and all classrooms. All district policies are posted on the district website: www.isd191.org

DRESS CODE

We expect students to use good judgment in choosing proper school attire. We believe that neat and proper dress contributes to desirable

attitudes and behavior. If a student arrives at school in attire and make-up/hair color that may be disruptive to the classroom environment, school staff will contact parents.

EARLY DEPARTURE/LATE ARRIVAL

Students must have parental consent to leave school during school hours. Parents who wish to pick their child up early must report to the office. When a student arrives late, the parent needs to check him/her into school by accompanying the child to the office.

E-FORMANT

E-Formant is the district's e-mail news service. To subscribe, just go online to <http://www.isd191.org>. Look under "Sign Up for Electronic News" (on the left-hand side of the page) and click on the eFormant link for instructions. Then select from the following information options:

- News Releases - Meet the people, mark the progress and take pride in the performance of District 191. Frequency – Once per week.
- Calendars – Check dates, plan your schedules, etc. Frequency – As needs arise.

ELECTRONIC DEVICES

Possession of pagers, cell phones and other electronic communication devices are permitted, but the use of such devices **during the instructional day** are prohibited. If these devices are used by students during the instructional day they will be confiscated and may be picked up in the office at the end of the school day.

Children may not use personal headphones, CD players, MP3 players, PDA's, iPods, handheld electronic games, and personal stereo equipment at school. In events of noncompliance, schools are not responsible for lost or stolen electronic devices.

EMERGENCY NUMBERS

A Health Office Emergency Information form is sent home with each child. All emergency forms need to be filled out completely, returned to school immediately, and updated when changes occur. Records of parent phone numbers and the phone number of a friend or neighbor who may be contacted in case of an emergency are kept in the Health Office and should be updated if changes occur during the school year.

EMERGENCY SCHOOL CLOSINGS

It may be necessary to close school due to severe weather or for other reasons. Closings will be announced for **the Burnsville-Eagan-Savage Schools** using the following media:

*Radio on WCCO AM 830
Television on KARE Channel 11, WCCO Channel 4, KSTP Channel 5
ISD 191 Website at www.isd191.org*

Parents can also sign up for emergency email notices through our district's eFormant list serve. It may not be possible to provide advance notice to parents in the event the schools need to close early. Parents should be alert to such a possibility, particularly during severe weather, and inform the child of a plan in such emergencies.

EMERGENCY PROCEDURES

Schools are required by law to conduct fire drills and lockdown drills during the school year. Unannounced drills take place in order to reinforce safety practices to reduce anxiety in emergency situations. In the unlikely event of a bomb threat, the proper officials will determine if the building is to be evacuated. Specific procedures also will be followed for severe weather drills and other emergencies.

FEES

ISD 191 families who qualify for free or reduced price lunch can apply for a waiver from fees that are assessed at the buildings. Applications are available from the school office.

FIELD TRIPS

Students take both transported and walking field trips to broaden their educational experiences. Parents are often asked to help with supervision. An informational letter and permission form will be sent home for parental approval.

FOOD POLICY

The State Department of Health requires that the food served in schools be obtained from the appropriate sources. Food prepared in a home shall not be used in school during the school day. Baked goods for parties, birthday treats, etc., must be purchased from a store.

FREE/REDUCED MEAL PROGRAM

This program is offered to families that meet the established income guidelines of the program.

While not mandatory, this process can lead to a reduced financial burden on families throughout the school year. Schools receive additional funding based on their free or reduced lunch population. Applications are available through the school office or by contacting the Food Service Department at 952-707-2031 or 952-707-2032.

GIFTED EDUCATION

The high potential program in District #191 is designed to enrich the curriculum of academically talented intermediate grade students. Students are identified using district criteria consisting of teacher recommendation, student achievement, and standardized test results.

HAZING

Hazing activities are not acceptable behavior and are prohibited by the Burnsville-Eagan-Savage Schools. 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. Any student involved in or present at an incident where a student is hazed may receive disciplinary consequences as outlined in Board policy. This includes observers and willing victims as well as those aggressively hazing other students.

HEALTH SERVICES

Children do their finest work if they are in the best possible physical and emotional health. Although parents have the primary responsibility for their child's health, school health personnel are available to assist parents in maintaining, improving and promoting the health of their school-aged child. District health offices are open during regular school day hours to provide care to students.

Illness/Accidents - In case of illness or an accident at school, you will be notified by the Health Office staff. Transportation home and all medical care is the responsibility of the parent. If you cannot be contacted, the person(s) whom you list as an emergency contact will be called. This person should be able and willing to provide transportation and supervision for your child. Be sure that the school has this information by filling out the Health Office Emergency Information form, which is sent home in the fall.

If your child will be absent from school, please call the school to inform us. If your child should become ill with a communicable disease, please notify the school. In most cases, children should be kept at home for 24 hours after antibiotics have been started. For your child's protection, he/she should be free of fever for 24 hours before returning to school.

Immunization Records – In order for students to enroll or remain enrolled in elementary or secondary school, Minnesota State Law requires documentation of required immunization or written proof of exemption. Students are required to be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, and varicella (chickenpox). Your child will not be allowed to start school until this information or an appropriately signed legal exemption is provided. The entire ISD #191 policy (JHCB) and immunization forms are available in the school health office or on your school website as follows: Go to the “Schools” tab, click on your child’s school, click on “The Office”, click on “Health” or “Nurse’s Office” and then click on “Health Forms”.

Health Records – As required by State Law, a health record is kept for each child. Please report any additional immunizations, significant health condition or medications your child receives to the school nurse to be recorded in your child’s health record. Growth results, vision and hearing screening, immunizations, findings from health assessments and care given related to illness and injuries while at school will be entered in your child’s health record.

Medications – – If your child needs to take medicine at school, please contact the school nurse. Teachers should not be asked to be responsible for a child’s medication. Medications must be sent to school in the original prescription bottle along with a note from the parent/guardian providing permission for the medication to be administered during the school day. Any long-term medications (10 days and over) and controlled substances administered for any length of time require a written order from a person licensed to prescribe medication.

If you are sending an “over-the-counter” or non-prescription medication to school for your child, please write a permission note giving your child’s

name, the reason for the medication, time it is to be administered, dose and duration. All over-the-counter medications must come in the original container. The container should also be clearly marked with your child’s name. Please refer to the District website for the medication policy and authorization form.

EpiPen and Asthma Inhaler Laws – In accordance with State law, the Burnsville-Eagan-Savage School District allows students to self-administer/self-carry asthma inhalers and EpiPens following the criteria listed below:

- The medication must be in a container from a pharmacy that is properly labeled for the student
- Written authorization from the parent permitting self-administration and possession of medication
- Written student agreement with self-administration/self-carry procedure guidelines
- Written prescriber authorization
- The Licensed School Nurse will perform an assessment of the student’s knowledge and skills to safely use and possess the medication in the school setting.

For more information, contact the school nurse.

Health Office Emergency Information Forms– The welfare of your child is the first consideration of school personnel. The school will contact the parent or guardian at home or at work if a child is unable to stay in school related to illness or injury. It is your responsibility to make arrangements for proper care during school hours, in case your child is unable to remain in school at a time when you are away from home.

Returning the completed Health Office Emergency Information Forms is extremely helpful to us as it keeps our records up to date and speeds emergency care according to your wishes.

In addition to health care, other school personnel may use it to contact a parent. The school should be notified of changes during the school year.

Homebound Instruction – A child is eligible for homebound instruction if he/she is ill or hospitalized and will miss 10 consecutive school days or more. Contact your school principal for more information.

Human Growth and Development – Each school year, 4th, 5th and 6th grade students receive Human Growth and Development Classes. The Licensed School Nurse teaches these classes designed to promote a healthy attitude toward maturing bodies and an awareness of the physical and emotional changes that occur during the adolescent years. Boys and girls are instructed separately at each grade level.

The school nurse will also be teaching the state mandated Human Immune Deficiency (HIV) education along with Communicable Disease education to the students in the 6th grade. If you have any questions regarding the class, please feel free to contact the school nurse.

Dates for these classes are communicated through newsletters and websites. The parents-/guardian must contact the school if they would not like their child to participate. Those children not participating will take part in other health classes led by the classroom teacher. Questions related to Human Growth and Development and Human Immune Deficiency (HIV)/Communicable Disease education may be directed to the school nurse.

Screening – During your child’s school years, he/she will receive height/weight screening and Body Mass Index (BMI) calculation in grades K-2-4-6; vision screening in grades 2, 4 and 6; hearing screening in grade 2. Using MN Department of Health guidelines, the nurse may recommend further evaluation by your physician. If you would prefer that your child not participate in the school screening program, please contact your school health office.

HOMEWORK

Homework reinforces learning at school. The best homework policy incorporates flexibility depending upon the age, grade, and needs of the student. If a child seems to have a large amount of homework or has homework he/she does not understand, it may be a signal to visit with the teacher.

Teachers will gather homework for students who have been absent due to illness for two or more consecutive days. Students who are absent due to vacation days will receive their homework prior to or upon their return. Homework requests should

be made early in the day for the teachers to have enough time to gather these materials.

INTERNET

The Internet is a powerful educational tool. In accordance with ISD #191 policy, computers must be used in a responsible, ethical, and legal manner. Inappropriate use will lead to the loss of computer privileges and possible disciplinary action. The complete Internet policy is available in each office and on the district website (www.isd191.org).

KINDERGARTEN EARLY ENTRANCE

Children five years of age on or before September 1 are automatically eligible to enter kindergarten. If a child’s birth date falls on a date after September 1 and before October 31, parents may request early entrance. To be considered for early entrance, parents must submit a request to the building principal by May 1. After review, the district may recommend academic testing to verify the request. Parents incur the expense for the testing. Students must score in the superior intelligence range and show physical/emotional/social maturity to receive the recommendation for early entrance.

FOOD SERVICE PROGRAM

All buildings use the computerized breakfast and/or lunch program that allow parents to deposit money into a personal lunch account. This account may be used for breakfast, lunch, milk or ala carte purchases. PIN numbers are assigned at the school.

Money may be deposited into the account in several ways. **If paying by check, please include the student’s name, PIN number and amount in the memo area.** Cash payments should be in a small envelope and have the student’s name, PIN number and amount of deposit on the envelope. Another option for adding money to accounts is via credit card over the Internet or telephone. Go to www.paypams.com for more information or to register. The automated phone number is 1-888-994-5100.

School breakfast/lunch menus are published in local newspapers and sent home with the school newsletter. Pop for lunch and glass containers for beverages are not allowed. There is a breakfast program available in most District 191 Schools.

NEWSLETTER

One key feature of effective schools is good communication between school and home. The school newsletter will be sent home regularly with your child. Many buildings post the newsletter on the building webpage where it is available online for families who do not prefer a hardcopy. We encourage you to respond to our communication efforts by letting us know if they are effective and ways we can improve in the future.

PARENT TEACHER ORGANIZATION

The PTO is a vital part of the school community. Its primary function is to provide two-way communication between school and families. Parents also provide support in the form of volunteer services, hospitality and fund raising. All parents are welcome at PTO meetings.

PARKING LOT SAFETY

It is important to keep our parking lots and driveways safe. Cautious driving and proper safety precautions are expected.

PARTNERS FOR SUCCESS

ISD #191 has family support workers who may help access resources and services. Services may include: family crisis, basic needs, economic issues, support groups, day care, legal issues, language barriers, and transportation.

PERSONAL ITEMS

Personal items that distract from students' learning or hinder students' safety are not allowed in the school and may be confiscated by the teacher/principal.

PLEDGE OF ALLEGIANCE

In accordance with state policy, all students shall recite the Pledge of Allegiance at least one time per week. The recitation shall be conducted as follows:

- 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.

Any student who does not wish to participate in reciting the pledge may elect not to do so. Students must respect another person's right to make that choice

PROJECT K.I.D.S.

Project K.I.D.S. is a before and after school child care program. For hours of service and registration information call 952-707-4165.

REGISTRATION

Our district uses a central registration process. **All new students in grades K-12 need to register at the district Welcome Center at 200 West Burnsville Parkway in Burnsville (952-707-4180). Walk-ins are welcomed!!** The office is in the lower level of Diamondhead, on the east side of the building when you drive on Pillsbury Drive. You will be required to provide information when registering your child. You can download registration forms by selecting the Welcome Center links found on the district's website, www.isd191.org or by calling the Welcome Center to request registration materials be mailed to you. After completing registration at the Welcome Center, an appointment with your child's school will be scheduled. **Students cannot begin classes on the day they enroll.**

RELEASE OF SCHOOL INFORMATION

District 191 complies with state and federal laws governing the release of student record information. These laws permit us to release directory information: a student's name, address and telephone number, gender, dates of attendance, and similar information. Directory information does not include individual grades, test results, race, religion, social position or other personal facts. Parents can request that part or all of this information not be disclosed without prior written consent, except to school officials or as provided under federal law. For more information regarding student records, contact the Planning and Technology Office at 952-707-2065.

REPORTING CHILD ABUSE/NEGLECT

District 191 will seek to protect children whose health and welfare may be jeopardized through physical abuse, neglect, truancy or sexual abuse. All district employees are required by State law to report suspected misconduct toward children and maintain the confidentiality of such data.

REPORTING STUDENT PROGRESS

Student achievement is reported in many ways. Whereas daily work is one of the best methods used to determine student progress, report cards are also valuable tools used by the school.

ROOM ASSIGNMENTS

The principal is ultimately responsible for placing students in classrooms. Consideration is given to leadership ability, self-discipline, achievement, motivation, behavior, and inter-personal relationships with other children. Assignments are based upon information gathered from the classroom teachers, specialists, special education teachers, and parents.

SAFETY PATROLS

Patrols provide safety to students going to and from school. Patrol captains who receive special training at Legionville and a staff advisor supervise them. Patrols are at designated crossings before and after school. They do not patrol during electrical storms or when it is extremely cold.

SCHOOL BOARD

The ISD #191 School Board sets educational policies and budgets for all district schools. School Board members like to have input from district residents. The board meets twice monthly, and the public is welcome to attend.

SCHOOL PICTURES

School pictures are taken each year. Information will be sent home prior to Picture Day. This activity is provided as a service to families. No one should feel obligated to purchase school pictures.

SITE COUNCIL

Each learning site may have a Site Council for shared decision-making. These councils provide input from parents, school, and community members into the decisions that affect the educational environment and learning opportunities for students. Copies of by-laws are available at each site.

SKATEBOARDS, ETC.

Students should NOT bring skateboards, rollerblades and roller shoes to school. Scooters may be limited at most school sites.

SPECIAL EDUCATION

Students who experience learning problems due to a physical, emotional, learning and/or speech may be recognized under state and federal special education law for services in one of the 13 disability categories. Parents of children who are experiencing learning difficulties or behavior issues at school because of disabilities are advised

that the district has a process known as “child find” to identify, locate and evaluate students who, because of their disability, need or are believed to be in need of special education and related services. If the student qualifies for service, an individual education program (IEP) plan is developed with a school team to provide specialized instruction during the school day. If you have questions regarding if your child is eligible to receive services call the school office.

SPECIAL EVENTS

Children learn to become well-mannered members of an audience by practicing their listening and appreciation skills in a live-audience setting. Children also enjoy opportunities to perform for families and friends. As a result, student performances occur throughout the school year.

STUDENT ACTIVITIES

Several activities beyond the regular classroom offerings are provided at each school and through the Community Education Department. Program offerings do vary by site. Some of these activities are listed on the next page.

ALL-DISTRICT CHORUS: With the help of the Community Education Department, a special group of sixth grade vocalists is formed each year. Selected students join singers from the other District elementary schools and meet after school once each week for about ten weeks. Information is available from the music teachers and Community Education Department.

BAND: All 5th and 6th grade students have an opportunity to take part in the instrumental music program. Information is available from the instrumental music teachers and the Community Education Department.

COMPUTER CLUBS: A variety of computer clubs may be available to students. Specific information will be sent home in advance of each offering.

STUDENT COUNCIL: Students are elected by their homeroom peers to create unity and school spirit.

TESTING

The assessment of various aspects of student performance will occur throughout the year following the recommended district-testing program.

Kindergarten

- AIMSweb Assessment
- Kindergarten Inventory

Grade One

- AIMSweb Assessment
- Benchmark Reading Inventory
- Measures of Academic Progress

Grade Two

- AIMSweb Assessment
- Measures of Academic Progress

Grade Three

- AIMSweb Assessment
- Minnesota Comprehensive Assessment
- Measures of Academic Progress
- Cognitive Ability Test

Grade Four

- AIMSweb Assessment
- Minnesota Comprehensive Assessment
- Measures of Academic Progress

Grade Five

- AIMSweb Assessment
- Minnesota Comprehensive Assessment
- Measures of Academic Progress
- Cognitive Ability Test

Grade Six

- AIMSweb Assessment
- Minnesota Comprehensive Assessment
- Measures of Academic Progress

You can help your child by making sure he/she is well rested, receives a hearty breakfast, and is punctual on all testing days.

VISITORS/VOLUNTEERS

Adult visitors and volunteers are always welcome at school. Visitors must make arrangements with the teacher and building principal prior to the visit. **All visitors and volunteers must come directly to the office upon entering the building.** Each visitor and volunteer will be given a badge or

sticker that allows access to the building. Students visiting from other schools need to be pre-approved with the building principal.

WALKING TO SCHOOL

Students who walk to school should not arrive more than ten minutes before the first bell rings. Safety patrols and supervision are scheduled accordingly.

WEAPONS

Use or possession of weapons is prohibited in all district buildings and on all district property, in all district vehicles, and at other buildings or premises where students are present in connection with a school activity.

A student who finds a weapon on the way to school or in the school building or who discovers that he or she accidentally has a weapon in his or her possession and takes the weapon immediately to any staff member or to the principal's office, shall not be considered in possession of a weapon.

A complete copy of this policy is available in the school office and on the district website.

WEB SITE

Each of the elementary schools has a web site for your reference. Please refer to the school's newsletter for the specific address. The district web site is www.isd191.org.

STUDENT POLICIES

District 191's Student Policies and Procedures are summarized here to meet the federal requirement that parents are notified of the policies. The complete policies are available in the principal's office or online at the district website.

RESPECTFUL BEHAVIOR POLICY

We recognize the contributions of all individuals in achieving our mission of providing an exceptional education for every student. We also believe that creating a positive climate for students, staff, and community is critical to the achievement of the District's mission. To create this positive climate, every individual must act with respect.

DISTRICT #191 SCHOOL DISCIPLINE POLICIES

The School Discipline Policy summarized here is intended to comply with the Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Act, and current School Board policies. Written rules governing student conduct, prepared by the administration and consistent with School Board policy, shall be published and distributed annually to each student.

STATEMENT OF PHILOSOPHY ON CONDUCT AND DISCIPLINE

It is the position of the Burnsville-Eagan-Savage School District that its mission of providing an exemplary educational program to the students of the District cannot be achieved without appropriate student conduct and behavior. The School Board of District 191 believes that all students have the right to a learning environment that is conducive to the learning process and safety of students and staff members.

RESPONSIBILITIES

Superintendent. The Superintendent provides support and assistance to principals, staff members, parents and students in situations involving conflict. The School Board shall be informed of serious behavior problems in the schools and the efforts made to correct or resolve these problems.

Principals. The principals shall establish all necessary procedures, rules and regulations to make effectively implement the School Board policies related to the standards of student behavior. They shall be responsible to the Superintendent and the School Board for discipline in the public schools. The principals have the responsibility in discipline procedures to lead the staff in a positive way, to deal with disciplinary measures objectively and fairly, and to provide good communication with staff, parents, students, and the community.

Teachers. The teachers have the responsibility to provide the best possible education by creating and maintaining an atmosphere conducive to learning, to respect all students and parents as individuals, and to provide good communication with staff, parents, students and the community.

Parent/Guardian. Parents and guardians have the

responsibility to see that the child attends school on a regular basis, to support school rules, to work together with the student and school personnel, and to accept legal responsibility for behavior of the student as established by law and common practice.

Student. The student's responsibilities include the following:

1. To attend school daily, except when excused, and to be on time;
2. To assist the school staff in running a safe school for all students;
3. To pursue and attempt to complete all schoolwork that is assigned;
4. To make necessary arrangements for making up work when absent from school;
5. To be aware of all school rules and regulations and conduct themselves in accordance with them;
6. To be aware of and comply with state and local laws;
7. To be willing to volunteer information in disciplinary cases and cooperate with school staff, should they have important knowledge relating to such cases;
8. To protect and take care of the school's property;
9. To dress and groom to meet fair standards of safety, health and common standards of decency;
10. To express ideas in a manner that will not offend or slander others.

BEHAVIORAL EXPECTATIONS

We believe that each individual has the right to learn and to develop to his/her full potential. This applies to students as well as adults in our school community. We expect that our schools will be a physically and emotionally safe environment for all. To foster and maintain a positive climate, expectations must be clearly communicated. We also believe that behaviors, which interfere with a positive climate, must be handled consistently and fairly, with the main goal being to regain appropriate behavior.

Each teacher has behavior guidelines for their classroom or teaching area. In addition, each school has school-wide guidelines for behaviors in and out of the classroom.

We know that most of the time, everyone is able to follow these guidelines and help make our schools

great places in which to work and learn. People do make mistakes, and should this happen we have procedures that help get everyone back on the learning track.

If a child has serious difficulty following a behavior guideline, parents may receive a phone call or written communication from their child's teacher or the principal. We hope that parents will help us determine the best way to help the child get back to choosing appropriate behavior. We may ask for support in giving a consequence which may include loss of privileges, a parent conference, school community service work, morning or afternoon detention, in-school suspension, or suspension from school.

Our goal is to stop behavior difficulties before they rise to a serious level. We know this goal is reachable when the school and family work together. If a weapon, chemical abuse, or harassment is involved, the situation will be handled following district policy and procedures mandated by state law.

TO: Members, Board of Education
Randy Clegg, Superintendent
Agenda Item III.B
May 5, 2011

FROM: Chris Lindholm, Assistant Superintendent

DATE: April 27, 2011

RE: Burnsville-Eagan-Savage Junior High Student/Parent Handbook

Recommendation: That the Board of Education approve the Junior High Student/Parent Handbook for 2011-2012 as presented.

There are minor changes made to the 2011-2012 Junior High Student/Parent Handbook as listed below. Metcalf Assistant Principal Bill Heim will be present to discuss the recommended changes.

Outline of Changes

1. Lunch Procedure: Include language regarding newly installed cash acceptance machines for student lunches.
2. Assault/Fighting: Include specific language addressing videotaping and distributing of the video (of fights.)
3. Weapons Violation:
 - A. Insert language to be consistent with existing Board Policy JFC, JFC-R. "Students may not possess weapons, toy weapons, look-alikes, firearms or other dangerous objects within school district jurisdiction. Possession shall be defined as having weapons, toy weapons, look-alikes, firearms and other dangerous objects under the student's personal control which includes the student's person, vehicle, clothing, outerwear, purse, desk, bookbag, locker or other container or area of confinement used by the students whether personal or school-owned."
 - B. Under consequences add the word "possible" before "recommendation for expulsion."

**John Metcalf Junior High
Eagle Ridge Junior High
Joseph Nicollet Junior High**



Student Name _____
Grade _____

Homeroom _____
Locker # _____

		Semester 1		Semester 2	
	Time	Class	Room #	Class	Room #
Period 1					
Period 2					
Period 3					
Period 4					
Period 5					
Period 6					

Student Server

Students may access and download their work saved to the District 191 server by visiting <https://netstorage.burnsville.k12.mn.us>

2011 - 2012

Each junior high has information specific to their site available on-line. Student grade, lunch account, and attendance information can be accessed through the link to SchoolView on each school's website.

Eagle Ridge Junior High

13955 Glendale Road, Savage, MN 55378

952-707-2800

www.isd191.org/erjh

Attendance (24 hour voicemail) 952-707-2804
Don Leake, Principal 952-707-2801
Cherie Braspenick, Assoc. Principal 952-707-2821
Activities Director, Chad Pearson 952-707-2800
Food Service 952-707-2075
Fax 952-707-2802

Health Office 952-707-2803
Guidance Office 952-707-2808
Counselor A-K 952-707-2814
Counselor M-Z 952-707-2978
Terry Gliniany, SRO SPD 952-707-2822

Metcalf Junior High

2250 Diffley Road, Burnsville, MN 55337

952-707-2400

www.isd191.org/metcalf

Attendance (24 hour voicemail) 952-707-2404
Kelly Ronn, Principal 952-707-2401
Bill Heim, Assoc. Principal 952-707-2409
Activities Director, John Soderholm 952-707-2409
Food Service 952-707-2075
Fax 952-707-2402

Health Office 952-707-2403
Guidance Office 952-707-2408
Counselor A-K 952-707-2417
Counselor L-Z 952-707-2416
Heather Berens, SRO EPD 952-707-2414

Nicollet Junior High

400 East 134th Street, Burnsville, MN 55337

952-707-2600

www.isd191.org/nicollet

Attendance (24 hour voicemail) 952-707-2604
Renee Brandner, Principal 952-707-2601
Jeff Leach, Associate Principal 952-707-2610
Act. Director, Bridgette Andrews 952-707-2600
Food Service 952-707-2075

Health Office 952-707-2703
Counselors' Office 952-707-2608
Jay Senne, SRO BPD 952-707-2623
Fax 952-707-2602

District E-mail

Most district e-mail addresses are the initial of the teacher's first name followed by their last name and @burnsville.k12.mn.us. Teachers with common names, (*Johnson, Smith, Anderson*, etc.) may have a middle initial inserted in their e-mail address. Check the school web site for these names. **Example:**

Tom Brooks = tbrooks@burnsville.k12.mn.us

General Information

Burnsville-Eagan-Savage ISD #191 Equal Educational Opportunity: (Policy AC) It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully 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, or age. The school district also makes reasonable accommodations for disabled students.

Arrival and Dismissal

Students are expected to stay on school grounds once they have arrived for the school day. They may not leave until dismissal time unless they have parental permission. School and truancy consequences may apply to students who violate this policy.

Bicycles/ Skates/ Skateboards/ Rollerblades

These items are acceptable as long as they are not used for stunts or inside the building. Bicycles should be locked in the racks provided by the building. Skateboards and skates should be stored in hallway lockers. The school is not responsible for any personal belongings you have in the buildings or on the grounds.

Change of Address/ Phone Numbers

A parent/guardian should notify the guidance office in writing as soon as possible regarding changes in the home, cell, or work phone numbers and/or addresses. A new Emergency Care Card should be filed with the nurse's office.

Child Abuse Policy (Policy JHFE-R)

Recognizing the relationship that exists between successful school experience and good physical, mental and emotional health of children, it is the policy of ISD 191 to protect children by requiring the reporting of suspected physical abuse, conditions of neglect occurring in the home, community or school. Minnesota Statute Section 262.556, Subdivision 3: "A professional or his/her delegate who is engaged in the practice of education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall report

immediately the information to the local welfare agency, police department or the county sheriff."

Student Removal from Class

The classroom teacher may remove students from class for up to three class periods for conduct violations. Teachers contact parents directly by phone when the removal begins.

Dances

The junior high offers several dances over the course of the school year. **Students may only attend dances at the school in which he/she is enrolled. Students from other schools may not attend.** School rules apply at all dances. Individual schools restrict dance privileges based on student suspensions. Please check with your junior high for more information on this policy. School staff and parent volunteers chaperone each dance.

Detention

Detention is a before or after school time assigned by a teacher and/or principal as a consequence for discipline infractions. Students and parents will be notified of detentions to be served. Any student who has not served his/her detention by the due date will face additional disciplinary action. Please check your school website for specific information on detention procedures for your school.

Directory Information

Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy. This includes; the student's name, address, telephone listing, gender, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent school attended, and pictures for school-approved publications, newspapers and videotapes. ISD191 does publish many items for the public that include student directory information. Parents may request that their child's directory information not be published by sending a written statement to the school principal.

Driving to School Students may not drive motorized vehicles of any kind to school.

Fees

ISD 191 families who qualify for free or reduced price lunch can apply for a waiver from fees that are assessed at the buildings. Applications are available from the school office.

Fines

Students are responsible for all books, materials and equipment that are issued to them. Students will be fined for the replacement cost of lost items. A prorated fine will be assessed for damaged materials/equipment.

Health Services (Policy JHCB, JLCD)

The health office is adjacent to the main office and is staffed by a full time Licensed School Nurse. The function of the school health service is to assist students with managing health concerns, illnesses and injuries that occur during the school day. All medications must be stored and administered from the Health Office by the school nurse. Parents must sign a permission slip and all medication must come in the original container. Asthma inhalers and EPI-Pens may be carried by a student if the appropriate documentation is completed. All aspirin containing medication and controlled substances also requires a doctor's signature. All students must be in compliance with MN Immunization Law to receive their schedule and attend class. Please contact the health office for information on procedures and paperwork regarding these issues. Refer to Policy JHCB and Policy JLCD for more information on immunization and medication, respectively.

Honor Roll

A quarterly Honor Roll will be published giving recognition to those students with outstanding scholastic achievement. This listing will be posted in the building, published in the school newsletter, and local newspaper. The Honor Roll will be computed as follows: 3.6 for the A Honor Roll and 2.6 for the B Honor Roll. Students must be enrolled in a full schedule of classes to be eligible for the Honor Roll.

Lockers

Each student is assigned a hall locker and a physical education locker (as necessary) for which he/she is responsible. Students should keep their locker combinations to themselves to

avoid loss of belongings. Sharing lockers is prohibited.

Lockers are not for the storage of valuable personal belongings. *The school is not responsible for lost or stolen property.*

Therefore, we highly discourage students from bringing valuable personal belongings, including musical devices and accessories, jewelry, expensive clothing, etc. Report all property losses to the office right away.

Slamming, kicking, marking on, writing on, or displaying inappropriate posters, etc. in your locker is unacceptable; students will be required to clean the locker up and/or remove the inappropriate decorating.

Lockers may be checked at least once a quarter by staff, and the school has the right to search any locker at any time for the safety and protection of all students. Illegal items and items belonging to the school or others will be confiscated.

Birthday decorations are allowed as long as they do not create a disturbance or a mess (no balloons). Decorating before school hours must be arranged through a staff person. The person responsible for cleaning up any mess is the person assigned to the decorated locker. Locker decorations may not be up longer than one day.

Lunch Procedures

The junior highs have a regular school lunch and a snack bar. Lunches are paid for through a computer system. Personal Identification Numbers (PIN) numbers will be assigned and placed on student schedules. Please keep your PIN confidential. Personal checks must be deposited in the drop box near the snack bar by 9:00 a.m., in order for funds to be available that day. If paying by check, please include the student's name, PIN number and amount in the memo area. **Cash can be deposited anytime in the cash box and funds will be available immediately.** Another option for adding money to accounts is via credit cards using SchoolView (refer to page 3).

Food service at the junior high level does not allow students to run a negative balance and will not provide a lunch in that case.

Media Center

Students may borrow most books for three weeks. Videos, reference books, and magazines

are due the next day. Students are responsible for returning borrowed materials by the due date. Overdue notices are given to students in homeroom, quiet study, or in their first hour class. Students will be responsible for the replacement cost of any materials not returned.

Messages to Students

Students will not be called from class for telephone calls. Emergency messages will be delivered to the student immediately. All other messages will be delivered as time permits.

Please make arrangements with your child so classes are not interrupted.

Passes

Students need to use the drinking fountain and the restroom before school, during passing times, and after school whenever possible. Students have passes in their planner to use, however *the use of passes is a privilege, and teachers have the discretion to decide whether a student can leave the room with a pass or not. Students who abuse hallway passes will lose the privileges to use them.*

Pledge of Allegiance

The Pledge of Allegiance is recited weekly in all schools. Any student who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect to not do so. Staff and students must be respectful of another person's right to make this choice.

Retention

The school board expects all students to achieve at an acceptable level of proficiency. Students who have not met acceptable levels of local and state standards may be retained. Retention of a student may also be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement (Policy IKE).

Student Server Access

Netstorage is an online site for students and parents to gain access to personal data stored on the district server. Students may access any materials saved on the district server from home via this site. The website to access Netstorage is <https://netstorage.k12.mn.us>

SchoolView

SchoolView, an online portal, allows parents and students to check daily attendance, grades, lunch account information, discipline, and graduation progress for all your grade 7-12 students. **If you wish to set up a SchoolView account contact your child's guidance counselor or e-mail schoolview@burnsville.k12.mn.us** Be sure to include your full name and the student's full name.

Suspension

In-School Suspension/Alternative Learning Room (ISS/ALR) and out of school Suspension (OSS) are assigned to students as a consequence for conduct violations. ISS/ALR room is staffed with a supervisor who assists the students with schoolwork completion. Parents are notified of an ISS/ALR/OSS consequence by building administration either by direct phone contact, email, or mail. Appeals to suspensions may be requested based on new information or failure to follow due process. A successful appeal will result in removal of the suspension from the student record. However, all appeals will take place following the conclusion of the suspension.

Telephones

There is a telephone available in the main office for student use. *Students are not allowed to use classroom phones without teacher permission.* Students who need to contact their parent/guardian may come to the office and make that call.

Visitors

All visitors are required to check in and check out at the main office so they can be issued a visitor badge. **Students are NOT allowed to bring student visitors to school on ANY day.**

Student Attendance

Minnesota State law requires that every child attend school for the entire time school is in session. The following information is based on both law and District Policy JE-R.

The office monitors student attendance. Students are referred to administration if their absences or tardies are excessive or unexcused.

Excused Absences

An *excused absence* is an absence from school for a legitimate reason that is verified by a parent/guardian within 24 hours. Students are allowed to make up work missed due to an excused absence without penalty.

Extended Absences

Parents are urged to schedule family vacations during the school breaks which are printed in the school district calendar, the student planner and the school newsletter. If a student will be absent from school other than these school break dates, a signed parent note describing the specific circumstances should be sent to school with the student prior to the absence and given to the attendance secretary in the office. The student will then be given an Excused Student Absence Form that will need to be completed and signed by each teacher.

Unexcused Absences

An *unexcused absence* is an absence from school for part of or all of the day that is not legitimate or that is not verified within 24 hours by a parent/guardian.

Students who accumulate seven unexcused absences are reported to the county of their residence for truancy. The student's parent/guardian is notified when this action is taken. However, several interventions may be attempted prior to a student being reported for truancy. These interventions may include, but are not limited to, communication with the student and their parent by phone, letter, or conference, establishment of an attendance plan, referral to the school's Student Assistance Team, referral to an outside agency, detention, ISD / ISS and requiring all future absences be excused with a doctor's note.

Notification Procedures for Student

Absences

If the student is going to miss school or come in late, a parent/guardian needs to call the 24 hour attendance line as soon as possible for each day of absence. Leave a complete message including the name of the person calling, the relationship to the student, the student's name, grade, date of the absence, the reason for the absence, and a daytime phone number. An acceptable alternative to notify the school of an absence is to send a signed note containing the same information to school with the student. The student needs to bring the note to the main office immediately after returning from an absence.

If your student has to leave school during the day, a parent/guardian must notify the school of the absence as soon as possible. An acceptable alternative to calling the school is to send a signed note that your child can bring to the main office immediately after arriving at school for the day. Students must check out in the office before leaving or the absence will be unexcused.

Excessive Absences

A student is considered to have *excessive absences* if they miss more than a total of six days of school in a three-month period or more than twelve days for the school year for any reason.

Students considered to have an excessive number of absences as defined above are referred to administration and the school's student assistance team. The student may be required to have a doctor's note or other written documentation to excuse all future absences.

Tardiness

Students are tardy any time they are not in the classroom and prepared at the start of class. An unexcused tardy is recorded if the student did not have permission from a staff member to be late. A student who is excessively late to class without permission will receive consequences for truancy. Each time a student accumulates three unexcused tardies in the same class period, a detention

will be assigned. Chronic tardiness will be referred to administration.

Student Conduct

Philosophy

It is the position of the Burnsville-Eagan-Savage School District that its mission of providing an exemplary educational program to the students of the District cannot be achieved without appropriate student conduct and behavior. The School Board of District 191 believes that all students have the right to a learning environment that is conducive to the learning process and safe for the students and staff members.

Common Sense

There are some behaviors or issues which are not detailed in this handbook, but which will be dealt with as deemed appropriate by school staff members. A few examples are spitting, littering, scuffling, excessive use of perfume and public displays of affection.

An offense may result in any or several of the following consequences depending upon the circumstances, including the pupil's prior disciplinary offenses:

- Parent and/or student conference with school staff and/or administration;
- Conflict management
- Restitution
- Referral to in-school or outside support services
- Detention or restriction of privileges
- Denial of bus privileges
- Removal from class
- Revised class schedule or program change
- Suspension from extra-curricular activities
- Dismissal from school for one day or less
- In-school suspension
- Out-of-school Suspension
- Review of placement setting and location for students with disabilities
- Assignment to alternative program

- Referral to law enforcement authorities
- Recommend expulsion and /or exclusion

Alcohol and Other Drugs (Policy JFCH-R)

These procedures shall be followed when it has been determined that a student has consumed/used, possessed, or furnished alcohol or mood-altering substances or drug paraphernalia on school grounds or at school activities. These procedures also apply in any case when it is determined that a student, on school grounds or at a school activity, has consumed or is under the influence of alcohol or mood-altering substances regardless of the amount consumed or where consumption took place. Parents/guardians will be informed on every occasion when a student is alleged to have violated these regulations. Police will be notified and a citation will be issued to the student for a court referral.

Consequences include/but not limited to:

- The first offense will result in suspension for three to five days, a possible review of the incident for additional suspension or possible recommendation to superintendent for expulsion, and police notification.
- Compliance with penalties recommended by the Minnesota State High School League.
- A second offense results in suspension for five days, a review of the incident for additional suspension, or possible recommendation to superintendent for expulsion, and police notification.
- A student who violates this policy, cumulative K-12, for a third time will be recommended by the building principal for expulsion and the police will be notified.
- Any student found to have sold or distributed an illegal mood altering substance on school property will be recommended to the superintendent for expulsion.

Arson

Arson is the intentional destruction or

damage to school or district buildings or property by means of fire.

Consequences include/but not limited to:

- Initial suspension of 5 days
- Notification to appropriate legal authorities
- Possible recommendation for expulsion

Assault/ Battery/Fighting (Policy JFC-R)

Assault shall be defined as an explicit or perceived threat of bodily harm or death to another person, with or without material physical contact. Assault may be further defined as fighting with another person. Fighting shall be characterized by violent aggressive behavior between two or more individuals with the intent of inflicting physical harm upon one another. A student who retaliates will be considered part of the fight and consequences will be assigned.

Verbally promoting or instigating a fight or doing so through other behaviors, such as videotaping and/or distributing are subject to the same consequences.

Consequences include/but not limited to:

- Students in grades 7-12 may be initially suspended for up to five (5) days for assault, referral to police, and could be recommended to the Superintendent for expulsion subject to requirements of Minnesota State Pupil Fair Dismissal Act.
- A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the section of this regulation dealing with “weapons”.
- Direct attack with a weapon shall be dealt with under the section of this regulation dealing with “weapons”.

Bomb Threats/ Terroristic Threats/ Other Threats (Including False Alarms)

Threats include bomb threats or any threat

of harm to students, staff or the building. Threats may be verbal, graphic or written. It is a felony to indicate that some type of harm is present in the school building, on the grounds, or at an area used for school activities. This is a crime whether something harmful is actually present or not.

Consequences include/but not limited to:

- Initial suspension of 5 days
- Notification to appropriate legal authorities
- Possible recommendation for expulsion

Bullying Prohibition (Policy JBD/ACD)

Bullying is defined as any written or verbal expression, physical act or gesture, or pattern thereof that is intended to hurt, threaten, upset, distress, or frighten. Bullying includes, but is not limited to; conduct against a person that a reasonable person under the circumstances knows or should know has the effect of harming a student, damaging property, causing fear of harm to a person or their property, and/or creating a hostile environment. The use or misuse of technology may also constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. This policy applies to all people while on school district property or at a school sponsored activity. Retaliation against a victim, reporter, or witness is prohibited. False accusations or reports are prohibited.

Consequences include/but not limited to:

- Student/ parent or guardian conference.
- Referral to outside agency including law enforcement.
- Assignment to an alternative educational program.
- Detention, removal from class, dismissal, suspension, expulsion.
- Compliance with penalties

recommended by the Minnesota State High School League.

Bus Misconduct

Students are expected to follow all bus rules and all school rules while waiting for, riding, and leaving the bus. Inappropriate conduct may result in the loss of bus riding privileges. Additional disciplinary action may be taken, including, but not limited to, detention, suspension, recommendation for expulsion, and referral to law enforcement. Students who damage school buses will be responsible to pay for those damages and/or have their bus riding privilege taken away.

Cheating/Academic

Misrepresentation (Policy JFC-R)

Cheating is defined as copying another student's homework, assignment guides, tests, or any other academic material. This may include but is not limited to copying, claiming another's work as your own, allowing another person to copy your work, using crib notes on tests when not allowed, and internet plagiarism.

The classroom teacher and administration will determine the consequences for cheating, which may include grade reduction or loss of credit with parent notification and/or suspension.

Disorderly/Disrespectful/ Insubordinate/Disruptive Conduct

(Policy JFC-R)

Any act which interferes with the effective operations of the school, in or out of the classroom, including but not limited to: engaging in offensive, obscene, or abusive behavior; boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others; gang symbols, drawings/messages, or any other type of insignia to display association with a voluntary organization; inappropriate cheers or other examples of poor sportsmanship at athletic events; failure to respect private property; gambling or possession of gambling paraphernalia; selling of non-school-sponsored school items; failure

to comply with staff directions; disruptive behavior in detention or in-school suspension. Exceptions may be made in this policy for attire that signifies membership in a school-sponsored activity.

Consequences include/but not limited to:

- Student and/or parent/guardian conference
- Possible police referral
- Detention
- Suspension

Dress Code

The wearing of hats, caps, gloves, hoods, coats or jackets (this may include jackets that are part of an outfit) is not allowed except when arriving to or departing from school. During the school day, students may not carry hats, coats, backpacks, book bags, nor bags of any kind. Purses are allowed and are defined as bags, which are not sufficient in size to carry a schoolbook. Students will be allowed to wear vests made of a single layer of material and conform to all other aspects of the dress code.

Students are also prohibited from wearing, during school or school-sponsored events, any attire including jewelry, scarves, bandanas, symbols, or "colors" that signify or could be interpreted as signifying membership in clubs, gangs or other voluntary associations. Exceptions may be made in this policy for attire that signifies membership in a school-sponsored activity (i.e., varsity sport jackets, cheerleading uniforms, etc.) Any manner of dress or personal grooming that presents a danger to students' health or safety, causes an interference with work, or creates classroom or school distraction is not allowed during school or school-sponsored events. Such attire includes, but is not limited to, chains, clothing with drug, alcohol, or sexually explicit or suggestive messages, representations that are inappropriate or demeaning to any groups.

Students make a choice about what to wear to school, and they must be ready to take responsibility for the message it sends. As a parent/guardian you must also assume responsibility for reinforcing the importance of appropriate dress. In all cases, the school administration reserves the right to determine whether clothing violates the dress code established below.

Clothing that is suggestive or provides inadequate coverage may not be worn.

This includes:

- Spaghetti strap tank tops or dresses, unless a blouse or sweater is worn underneath the spaghetti straps or over the top of the spaghetti straps
- Tube tops, scoop-neck tops or v-necked tops that are scooped low and are revealing. These may not be worn even if you have another shirt, blouse, jacket or sweater over the scoop neck top
- Thin strapped tank tops, muscle shirts or “beaters” (even layered.) Straps must cover a majority of the shoulder and not scoop too low in the armpits
- All clothing must cover the midsection of your body. This is the area between the top of your pants and the bottom of your shirt. You may not wear short tops that show your waist or midriff.
- Outer clothing must conceal all undergarments.
- Extremely baggy pants or pants which ride low on or below the hips and may expose undergarments.
- Short shorts and mini-skirts must provide adequate coverage.

An offense always results in the clothing being changed, jacket/hat etc. being removed, bag placed in locker or items being confiscated before the student is allowed to return to class/halls. Additional consequences include wearing alternate clothing provided by school, student conference, parental contact, removal from class, detention, dismissal or suspension. In some cases violation of this rule could be considered harassment (see harassment

policy.)

Electronic Devices

(CD Players/ MP-3's/ pagers/ cellular phones)

Wearing or carrying of CD, Ipods or MP3 players, beepers, cellular pagers, cellular phones, or any other electronic device not required for class will result in confiscation of the items. This includes cameras not being used for a school project or assignment. Additional consequences may include turning the item in to administration, item returned to parent only, confiscation of item for remainder of the school year, or other disciplinary consequences. **If you bring electronics to school it is at your own risk. The school assumes no liability for stolen or missing items left in hallway lockers, the locker rooms, or any other location at school.**

Harassment (Policy JBA and JFC-R)

Harassment is participating in or conspiring for others to engage in acts that injure, degrade, intimidate or disgrace other individuals or classes based on: race, color, sex, disability, religion or creed, national origin or culture, age or grade level, sexual orientation, socio-economic status, or physical or mental attributes. Harassment includes, but is not limited to, words, spoken or written, or actions that negatively impact an individual or groups as defined above. The school district will take action if deemed necessary and appropriate in case of students:

1. Who have engaged in violence or harassment towards others on school district property or at school district functions, or
2. Who have retaliated because of a complaint. Such action may include, but is not limited to, any or all of the following to punish violence and harassment and prevent its recurrence:

Consequences include/but not limited to:

- Assignments designed to increase awareness and

- sensitivity to the issue of harassment
- Conference with parents/guardians
- Referral to outside agency
- Referral to law enforcement officials
- Administrative referral (administrator or designee)
- Detention, removal from class, dismissal, suspension, expulsion
- Assignment to an alternative educational program;
- Compliance with penalties recommended by the Minnesota State High School League

Hazing Prohibition (Policy JFCF)

“Hazing” means committing an act toward someone or coercing them to engage in an act that is demeaning, humiliating, or creates a substantial risk of harm to a person or property in the context of initiating that person into a student group. Any student present at an incident where a student is hazed may receive disciplinary consequences as outlined in this policy. This includes observers, willing victims, and those who transport students as well as those aggressively hazing other students. Apparent permission, cooperation, or consent by a person being hazed does not lessen the prohibitions contained in this policy and will not influence the action taken by the District. Because of the impact which student hazing has on the educational environment, this policy applies to year-round behavior that occurs at school, during school-sponsored activities, outside the school day, in the community and/or in other communities.

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, should report it to the school administration. Upon completion of the investigation, the school district will take appropriate action.

Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. Retaliation against an individual for reporting a hazing incident will be considered a second offense

Consequences include/but not limited to:

- Notification of parents/guardians
- Participation in remediation activities
- Exclusion from major school activities such as Homecoming Activities, awards ceremonies and/or graduation ceremony
- Suspension from student activities or sports for a minimum of two weeks or two competitive contests, whichever is greater
- Five day out-of-school suspension
- Transfer to another educational setting
- Exclusion or expulsion
- Referral to local law enforcement agency for investigation and possible criminal prosecution

Internet/Computer Misuse

Access to the Internet will be for specific educational purposes only, such as researching a specific topic for a classroom project. While on the Internet, students should stay focused on the topic they are researching. Students are expressly prohibited from using the ISD 191 Internet and computer resources to:

- Access, upload, download, or distribute any material that violates ISD 191’s violence/harassment (ACA/JBA) or respectful behavior (ACB/JBB) policies or is for personal use
- Internet plagiarism
- Transmit obscene, abusive or sexually explicit language
- Violate any local, state, or federal statute
- Vandalize, damage or disable the property of another person or organization
- Access another person’s materials, information or files without the implied or

- direct permission of that person
- Violate copyright laws, or otherwise use another’s intellectual property without their prior approval or proper citation, including the downloading or exchanging of private software or copying software to or from any school computer; or
- Use for unauthorized commercial purposes and/or financial gain of the user.

Consequences include/but not limited to:

- An individual warning,
- Loss of Internet and/or computer privileges
- Loss of credit involving internet/computer activities
- Referral to administration for additional discipline

Reasonable Force Pursuant to Minn. Stat. 609.06, reasonable force may be used upon or toward a student by school staff to restrain or correct the student as necessary for the protection of the student, other persons, or property.

Respectful Behavior (Policy JBB/ACB)

To create a positive climate in which students, staff and community can achieve the district’s mission, every individual must act with respect. Respect means to value one’s self and to act out of consideration for others. Offenses, which include the use of profanity and/or derogatory comments, may result in any or several of the following consequences depending upon all of the circumstances, including the pupil’s prior disciplinary offenses:

Consequences include/but not limited to:

- Verbal conference with student
- Verbal conference with student and parent / guardian
- Written warning of non-compliance to students and/or parent
- Removal from class, restriction of privileges, detention, dismissal, and suspension

Searches (Policy JBA-R)

School officials are authorized to search a student and any school district property used by the student when they have reason to believe an illegal act or violation of school rules has been committed, or is about to be committed.

Theft and Vandalism (Policy JFC-R)

This includes taking or damaging someone else’s property, breaking into lockers, falsely using someone else’s lunch PIN, and using intimidation to get someone else’s property.

Mandatory Consequences:

- Notification of the police
- Notification of the parent/guardian
- Repayment for items taken or damaged
- In school suspension, dismissal or suspension

Tobacco (Policy JFCG)

Smoking and the use of tobacco products on school district property are prohibited. This shall include school buildings, grounds, school activities, school-owned vehicles, and on transportation provided by the school district including bus stops.

Mandatory Consequences:

- Notification of police (all offenses)
- Dismissal for one day (1st offense)
- Suspension for three days (2nd offense)
- Suspension for five days (3rd offense)

Trespassing (Policy JFC-R)

Any student who is dismissed, suspended or otherwise restricted from school activities must stay off school *district* property until eligible to return to school. Trespassing includes being at any ISD 191 school site without permission or after being asked to leave. The police will be notified immediately if any student or other

individual is trespassing.

Weapons Violation (Policy JFC, JFC-R)

Students may not possess weapons, toy weapons, look-alikes, firearms or other dangerous objects within school district jurisdiction. Possession shall be defined as having weapons, toy weapons, look-alikes, firearms and other dangerous objects under the student's personal control which includes the student's person, vehicle, clothing, outerwear, purse, desk, book-bag, locker or other container or area of confinement used by the students whether personal or school-owned.

A student who finds a weapon on the way to school or in the school building or who discovers that he or she accidentally has a weapon in his or her possession and takes the weapon immediately to any staff member or to the principal's office shall not be considered in possession of a weapon.

Weapons are defined as any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Specific examples of weapons are guns whether loaded or unloaded, including pellet guns and non-functioning guns; knives of any size; metal knuckles, knumchucks; throwing stars; stun guns; explosives; poisons, and other objects that have been modified to serve as a weapon.

Mandatory Consequences:

- Confiscation, if possible
- Parent conference
- Notification of police
- Initial five-day suspension
- Possible recommendation for expulsion

Written and Verbal Assault

(Policy JFC-R)

Written or verbal confrontation involving a student, staff member, school volunteer, or other person at school or at a school-sponsored activity which intimidates, threatens or causes fear of bodily harm or death. The use of written or verbal assault will result in action by the building administrator. Consequences will be progressive

Mandatory Consequences:

- Notify the parents/guardians
- Notification of police
- Conference with the student to review District policy

Consequences include/but not limited to:

- Removal from class
- Parent conference
- Removal from district transportation for specified period of time
- Random searches of student, locker/desk and student's property
- Random searches of student, locker/desk and student's property
- Dismissal from school
- Suspension of up to five days including re-entry conference with parent/guardian (length of suspension may be reduced if the family receives counseling support)
- Reassignment of student to new learning environment; i.e., class, program and/or school

Additional Offenses:

- Suspension of up to 15 days including re-entry conference with a parent/guardian (length of suspension may be reduced if the family receives counseling support)
- Recommendation for expulsion

Bibliographic Citation Format

A bibliography is a list of sources of information. You use it to give credit to authors and creators of information. A correct bibliography also enables those who read your final product to replicate your research to determine if they reach the same conclusions. When doing research, always keep a record of the sources that you use and list them, alphabetically by author's last name, at the end of your paper. If no author is given, alphabetize according to the first word of the title. Remember to indent the second line of each citation entry.

Book

Structure: Author. *Book Title*. Place of publication: Publisher, Year Published. Print.

Example: Ouellette, Jeannine. *Hurricane Katrina*. Edina: Abdo, 2008. Print.

Encyclopedia (print format)

Structure: Author (if given). "Title of Article." *Title of Encyclopedia*. Year (most recent copyright). Print.

Example: "China." *World Book Encyclopedia*. 2009. Print.

Magazine or Newspaper

Structure: Author. "Title of Article." *Title of Magazine*. Date of Publication: pages. Print.

Example: Meacham, Jon. "A Storm in the Brain." *Newsweek*. 20 Apr. 2009: 38-41. Print.

World Wide Web: Use when citing an entire website, a page of a website, or an article on a website.

Structure: Author. "Title of the work." *Title of Website*. Publisher or sponsor of the site (if not available, use N.p.), Date of publication (if not available, use n.d.). Web. Date of Access.

Example: Tyre, Peg. "Standardized Tests in College?" *Newsweek*. Newsweek, 16 Nov. 2007. Web. 15 May 2008.

Magazine Article accessed through an Online Database

Structure: Author. "Article Title." *Magazine Title*. Volume.Issue (if given) (Date of Publication): pages. *Database Title*. Web. Date of Access.

Example: Rogozin, Dmitry. "On Our Terms." *World Today*. 65.4 (Apr. 2009): 22-23. *Ebsco MasterFILE Premier*. Web. 16 Apr. 2009.

Interview

Structure: Name of person interviewed. Personal interview. *Title of interview*. Date of interview.

Example: Pumalis, Ilze. Personal interview. *Immigration and Displaced Person*. January 12, 2009.

Video Recording

Structure: *Title*. Director. Performers (if important). Distributor, Year of release. Medium of recording (DVD, Videocassette, Film).

Example: *It's a Wonderful Life*. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKO, 1946. Film.

Sound Recording

Structure: Artist, Performer, Composer or Conductor (depends on desired emphasis). "Song Title." (skip if using entire work) Performer or Artist (if different from first-listed person or group.) Date of recording (if given). *Title of Recording*. Manufacturer, Year of Issue. Medium of recording (CD, Audiotape).

Example: Holiday, Billie. "God Bless the Child." Rec. 9 May 1941. *The Essence of Billie Holiday*. Columbia, 1991. CD.

Example: Beethoven, Ludwig van. *Symphony No. 9 in D Minor "Choral."* Perf. Elisabeth Schwarzkopf, Elisabeth Hongen, Hans Hand Otto Edelmann. Cond. Wilhelm Furtwangler. Rec. 29 July 1951. EMI, 1998. CD.

Photograph

Structure: Photographer's name. *Title of the photo*. Date of photo. Name of source, City (if given). *Title of web site (if found on the web)*.Medium of Publication. Date of access.

Example: Lange, Dorothea. *The Migrant Mother*. 1936. Prints and Photographs Div., Lib. of Congress. *Dorothea Lange: Photographer of the People*. Web. 9 May 2007.

Television or radio program

Structure: "Title of the episode." *Program Title*. Network name. Call letter, city of local station (if any), Broadcast date. Medium of recording.

Example: "Death and Society." *Weekend Edition Sunday*. Natl. Public Radio. WUWM, Milwaukee, 25 Jan. 1998. Radio.

Digital File: This is a file that exists independently from the Web or a published disc. For example, a PDF or JPEG file stored on your computer or a sound recording formatted for playing on a digital audio player.

Structure: Follow the format for the kind of work you are citing (ie. photograph, sound recording) and replace the medium of publication with the type of file.

Example: Hudson, Jennifer. "And I Am Telling You I'm Not Going." *Dreamgirls: Music from the Motion Picture*. Sony BMG, 2006. MP3 file.

Parenthetical Documentation: This is a brief citation in your paper that indicates which source the information came from. The sources still need to be listed in a bibliography. Usually the author's last name and a page reference are enough to identify the source

of the material. This should be included at the end of the sentence in parentheses.

Example: Between 1968 and 1988, television coverage of presidential elections changed dramatically (Hallin 5).

If the author's name is included in the sentence, only include the page citation.

Example: In his *Autobiography*, Benjamin Franklin states that he prepared a list of thirteen virtues (135-37).

Burnsville Senior High School Graduation Requirements

- A. Students must successfully complete the thirty-two (32) BHS credits and eight (8) units of study in grade nine in order to graduate from ISD 191. The specific units of study and credits are listed below:

GRADE 9: Units of Study	BHS: Course Credits (32)
Language Arts: 2 units	Language Arts: 6 credits
Social Studies: 2 units	Social Studies: 6 credits
Algebra I or Geometry: 2 units	¹ Geometry and Algebra II: 4 credits
Science: 2 units	Biology and Chemistry: 4 credits
	¹ Physical Education: 1 credit
	¹ The Arts: 2 credits
	Health: 1 credit
	Electives: A minimum of 8 credits

¹Students who complete the BHS requirements in Geometry, Physical Education and/or The Arts in grade 9 will substitute BHS elective courses to earn the required high school credits for graduation.

- B. All students must complete the following Minnesota Academic Standards, in accordance with the standards developed by the Department of Education:

1. Minnesota Academic Standards, Language Arts;
2. Minnesota Academic Standards, Mathematics;
3. Minnesota Academic Standards, Science;
4. Minnesota Academic Standards, Social Studies;
5. Minnesota Academic Standards, The Arts and
6. School District Standards, Health and Physical Education;

Transferring of Non-Public School Credits

To ensure the accurate, appropriate transfer of credits from non-public schools, including home schools, to any one of the senior high school programs in the Burnsville-Eagan-Savage School District, the following information is required:

1. A detailed transcript of the senior high school courses completed, the grade received, the grade level of the student when they enrolled in the course and the length of the course term,
2. To provide further clarification, the district may also require a course description, course outline and/or a course syllabus,
3. The results of the Nationally Norm-Referenced Achievement Test administered during the past three years.

The district reserves the right to administer criterion assessment(s) for a student when the district questions the difficulty level of a specific course or the amount of time required to complete the course.

Proficiency Credit

Proficiency testing allows students to demonstrate knowledge and receive credit in courses as per Minnesota State Board of Education regulation 3500.2900. Applications for proficiency testing are accepted and processed according to the following guidelines only once each semester.

1. **CONDITIONS UNDER WHICH A STUDENT MAY APPLY FOR PROFICIENCY TEST**

A student must have completed out-of-school experience that has led to an unusual level of knowledge in a course or sequence of courses; e.g., attending a language camp, seminar or employment experiences.

2. **TIMELINES FOR PROFICIENCY TESTING OPPORTUNITIES**

Student obtains application form in the Guidance Office. Application must be submitted no later than the fifth week of the semester.

- A. Counselor will determine whether the applicant has met the necessary criteria. If so, the counselor will pass the information to the area leader.

- B. Area leader and teacher will contact the student and complete testing arrangement. Testing should be completed by the end of the thirteenth week of the semester.

3. **PROFICIENCY TESTING OPPORTUNITIES WHICH ARE NOT AVAILABLE**

- A. Obtaining credit in a course below the student’s level of appropriate placement as determined by the department; e.g., credit in Basic Math when Algebra is the appropriate placement.
- B. Obtaining credit for experience having no correlation with a course in the Registration Guide; e.g., credit for figure skating.
- C. Obtaining credit in Independent Study, since there are no standard-learner outcomes.
- D. Obtaining credit in a course provided exclusively to students with an Individual Education Plan.

BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT STUDENT CO-CURRICULAR ELIGIBILITY

The Burnsville-Eagan-Savage School District encourages all members of its student body to participate in co-curricular activities because of the benefits from such participation. However, it is the philosophy of the district that student participation is a privilege rather than a right. Therefore, students who elect to participate in athletics and activities shall be expected to exemplify high standards of behavior and academic achievement. The decisions students make, both in and outside of school, should reflect the ideals, beliefs, and standards of their organization, school, and community. The eligibility requirements apply when students are participating as members or in groups during practices, games, activities, competitions, on trips, and at any other time that the students are representing the Burnsville-Eagan-Savage Schools whether at school or outside of school. It is imperative that students follow the eligibility rules as well as any guidelines established by the activity and athletic director and/or coaches in all cases. Failure to do so may result in the consequences described here.

ELIGIBILITY REQUIREMENTS

To be eligible to participate in a co-curricular program, the student must adhere to all secondary schools’ policies, Burnsville-Eagan-Savage School District policies, Minnesota State High School League rules and applicable law. In addition, the following specific requirements apply:

Academic Eligibility:

A 7-12 student-athlete or activity participant who receives mid-quarter or quarter grades of “F” in a class will be placed on academic probation. The student will remain on academic probation until the student attains a grade of at least a D- in all classes. A student on academic probation may be ineligible to participate in competitions/performances, but may continue to participate in practices, scrimmages, and team/club meetings.

In addition, to maintain academic eligibility a student must be making adequate progress toward graduation as defined by Burnsville Eagan Savage School District. A student is progressing adequately toward graduation if the student has accumulated the following credits prior to the beginning of the subsequent semester:

	<u>10th Grade</u>	<u>11th Grade</u>	<u>12th Grade</u>
Semester 1	Sophomore Status	8 credits	18 credits
Semester 2	4 credits	12 credits	25 credits

School Attendance:

In order to participate in or practice in any activity, a student must be in attendance at school during 3 periods of their academic day or have administrative approval. Individual exceptions, such as doctor appointments, may be approved by Administration.

Student Code of Responsibilities/Student Conduct:

All co-curricular students will be required to agree to the Student Code of Responsibilities.

Student Code of Responsibilities

As a student participating in my school’s interscholastic activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions
3. I will respect the property of others.
4. I will respect and obey the rules of my school and the laws of my community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

Violation of the Student Code of Responsibilities may result in a period of ineligibility as determined by the principal. Students who are suspended, or proposed for expulsion or exclusion will be deemed to violate the Student Code of Responsibilities and a consequence may be imposed by the Principal or a period of ineligibility. Where the student conduct is not covered by the MSHSL rules but violates District 191 and/or Burnsville High School rules governing student conduct, the Principal may determine that the student is ineligible to participate in co-curricular activities for a reasonable period of time. If the student conduct violates both MSHSL rules and District 191/Burnsville High School rules, the more severe penalty will be implemented.

Leadership Positions/Captains

If a student serving as a captain of a team or leader of a co-curricular club/organization commits a MSHSL rule violation, the student forfeits his/her captaincy or leadership position for the current MSHSL season. Upon a second MSHSL rule violation during a student's high school career, the student will lose the opportunity for captaincy/leadership of any team or club for the remainder of the student's high school career.

Accommodations:

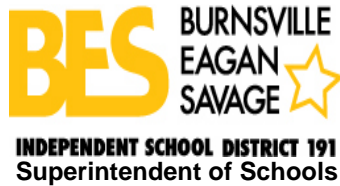
Student with documented disabilities who require accommodations should discuss the need for reasonable accommodations with the coach or person in charge of the activity as soon as possible. A request for an accommodation will not be retroactive except in the most unusual circumstances.

Appeals Process

When a student is declared ineligible, the parent will be notified by telephone and/or mail, and the following will apply.

The student and his/her parent(s) may request a conference with the athletic/activities director. At that time the period of ineligibility will be stated and the appeal process will be reviewed. A written request to the building Principal must be made within five (5) school days of the notification of ineligibility. During the appeal process, the student is ineligible to compete in extra-curricular activities. The student may continue to practice with the team during the appeal process.

The Appeals Committee comprised of two to three teachers and the building Principal or designee will hear the appeal and make a decision on the case. A written decision will be given to the parent within 10 school days.



TO: Members, Board of Education Agenda Item III.C
May 5, 2011

FROM: Randy Clegg, Superintendent

DATE: April 27, 2011

RE: Proposal to Name School Property

Burnsville Senior High School Principal Dave Helke has received a formal request from a group of citizens to name the BHS varsity softball field after coach Pat Feely. Board policy states the naming of major components of a school building may be done at any time upon recommendation of a building principal or through action by the school board. The policy further states, however, that the school board will establish a committee to receive and review naming suggestions.

Mr. Helke indicates that he believes the enclosed request meets the criteria of the existing policy. In light of this, it may be appropriate for the board to establish a process for review which includes a hearing on this matter in order to provide ample opportunity for members of the public to give testimony regarding this request.

Your suggestions regarding further action on this matter are requested.

Attachment



Burnsville Senior High School

600 East Highway 13 • Burnsville, MN 55337

Phone: 952.707.2100 • Fax: 952.707.2102 • www.isd191.org/bhs

TO: Superintendent Clegg

FROM: Dave Helke, BHS Principal

DATE: April 26, 2011

RE: Request to Name BHS Softball Field

There has been a request made to name the BHS varsity softball field the “Pat Feely Field” in recognition of the commitment and dedication to Blaze softball Pat has demonstrated over the years. Pat has worked tirelessly for over a decade to make the softball program and field one of the best in the metro area

Pat Feely graduated from St. Thomas Academy in 1963. He went on to receive his masters’ degree from St. Thomas and married his wife Sue in 1970. They have 3 children—Molly, Todd and Christa.

Pat’s teaching career has spanned 33 years. He was a Social Studies teacher and a principal in Minneapolis from 1981-1997.

Pat’s coaching career continued long after being in the classroom. He coached for over 44 years. Within those 44 years he coached football, basketball, tennis and his true love, softball. In his 13 years as Varsity Coach at Burnsville High School, his teams won 6 Lake Conference championships, 3 section titles and the 2004 and 2005 state championships. In his final five years, as the junior high coach, his teams’ compiled an 87-5 record.

He has also been instrumental in developing numerous players into college softball players.

Pat’s dedication and passion for Burnsville softball has made Blaze softball what it is today.