

BOARD AGENDA

INDEPENDENT SCHOOL DISTRICT 191

Burnsville High School Senior Campus
Diamondhead Education Center
Regular Meeting
August 2, 2012
6:30 PM

- I. Call to Order
 - A. Welcome
 - B. Pledge of Allegiance
 - C. MSBA Leadership Development Certificates
- 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 10
 - 3. Donation of \$42 from Wells Fargo to Hidden Valley Elementary; \$17,473 from the Harriet Bishop PTO to Harriet Bishop Elementary in support of technology, residency programs, field trips, transportation and support services; \$5,000 from the Burnsville Lion's Club to be distributed among the district's ten elementary schools 14
 - 4. Approve Intermediate School District 917's health and safety program budget and authorize the inclusion of a proportionate share of those projects in the District's application for health and safety revenue 17
 - 5. Approve extended field trip proposal for Harriet Bishop Elementary School sixth grade students to go to Eagle Bluff Environmental Learning Center, September 10-12, 2012 22
- III. Unfinished Business
- IV. New Business
 - A. Receive a report on the Special Ed Extended Year Program (ESY) (15 minutes) (Corbey) 23
 - B. Approve the 2012-2013 BHS Student Athletics and Activities Handbook (5 minutes) (Marshall) 38
 - C. Approve the 2012-2013 BHS Student/Parent Information Guide (5 minutes) (Marshall) 57
 - D. Adopt a resolution terminating a Cultural Liaison at the end of the 2011-2012 SY (5 minutes) (Sovine) 70
 - E. Adopt a resolution terminating a Master Electrician effective June 30, 2012 (5 minutes) (Sovine) 71
 - F. Approve Health and Safety estimates for FY12, FY13 and FY14 by UFARS finance in alignment with the district Health and Safety Policy (10 minutes) 72

(Rider)

V. Reports

A. Superintendent

B. Board Members

VI. Adjourn

School Board Minutes
 INDEPENDENT SCHOOL DISTRICT 191
 June 21, 2012

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, Schmid, Teiken, Sweep, VandenBoom and Chair Hill. Others in attendance were Superintendent of Schools Randy Clegg, administrators and staff. Attendance

Members absent: Director Luth

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

Stephen Fiebiger, President of Foundation 191, announced that grants totaling \$9,000 have been awarded to the following ten projects for the coming school year. Public Recognition

- First Robotics at Burnsville High School
- Empty Bowls for Full Bellies at Burnsville High School
- LEGO Education at Rahn
- READS book clubs at Nicollet
- Read to Me Please at Hidden Valley
- Kindergarten Book Explosion at Sioux Trail
- Parent Involvement/Reading Project at Sioux Trail
- Nicollet School Enrichment Fund at Nicollet
- MAAP Stars Program at Burnsville Alternative High School
- Edge Summer Program at M.W. Savage

Moved by Director VandenBoom, seconded by Director Schmid, to approve the agenda. Motion carried unanimously (6,0). Agenda

Moved by Director Teiken, seconded by Director Sweep, to approve the consent agenda: Consent
Agenda
Minutes
Human
Resources

- Minutes of June 7, 2012 Board Meeting
- Personnel changes for J. Beenken, M. Day, K. Drifka, R. Gilray, B. Gruenke, A. Hyer, C. Johnson, G. Krupke, A. Scheit, J. Stuart, D. Taylor, N. Theis, S. Schletty, A. Halama, J. LeMire, C. Nurmela, C. Olsson, S. Singleton, E. Stevens, D. Burr, A. McDonald, K. Reagan, A. Reid, T. Ferderer, C. Wurtmann, K. Theiler, J. Deutsch, J. Vennard, R. Owen
- Donation of \$161.56 from Deborah Johnson to Gideon Pond;

Donations

\$29.44 from Yolanda Raichert to Gideon Pond; \$341.96 from the Hidden Valley PTO to Hidden Valley; multiple donations totaling \$14,745.89 to Metcalf Junior High during the 2011-12 school year; grant of \$31,567.84 from the Kenneth H. and Marjorie V. Fullerton Fund for the Kindergarten Plus Scholarship Fund; \$7,789.64 from the Gideon Pond PTO to Gideon Pond during the 2011-2012 school year; \$1,000 from Loren & Laura Solfest to Harriet Bishop Elementary

- Approve May payroll checks numbered 716540-716596, and Direct Deposit notices numbered 466431-469261, in the net amount of \$3,586,306.94. May & June claims to date represented by checks numbered 466431-469261, 1005241-1005483, 100646-100656 and wire transfers and adjustments, totaling \$7,789,001.50. Also, that the Board accepts May receipts of \$9,439,874.90 and investments for Alt. Facilities and OPEB of \$22,291,523 as of May 30, 2012
- Accept the Budget Analysis for the Month ending May 30, 2012
- Approve designation of the Sun ThisWeek as the official newspaper for the 2011-12 fiscal year per M.S. 123.33; Subd. 11., and M.S. Chapter 331
- Approve the firm of Clifton Larson Allen be contracted to perform the 2011-12 financial audit. Field work and final reporting will occur during the fall of 2012-2013 school year
- Approve the property, casualty, liability agent of record agreement with the Kraus-Anderson Insurance Agency for the 2012-13 fiscal year
- Approve appointment of McTavish Benefits as agent of record for group medical, life, long term disability and dental insurance for the 2012-13 fiscal year
- Approve renewal of the District's membership in the Minnesota School Boards Association
- Approve renewal of the District's membership in the Minnesota State High School League
- Approve renewal of the District's membership in the Association of Metropolitan School Districts
- Approve on a second reading basis, Policy 102, Equal Educational Opportunity and Policy 214, Out-of-State Travel by Board Members
- Authorize the release of June and July checks covering District obligations due and payable for June and July business
- Award a contract for purchase of copier and printer paper valued at \$81,806 to C.J. Duffey Paper Company
- Approve the contract for property, casualty and liability insurance for the 2012-2013 year with: Travelers Group; American International Group; ACE INA Group; Endurance Specialty Group; and, Cincinnati Insurance Companies as follows:

Payroll, Claims & Receipts

Budget Analysis Annual Fiscal Year Designations

Board Policies

June/July Payments Paper Bid

Insurance Award

Package Policy	\$170,745	Travelers	
Real, Personal Property & Extra Expense, Inland Marine, Property Deductible - \$25,000			
General Liability - \$1,000,000	45,912	Travelers	
Automobile - \$1,000,000	13,894	Travelers	
Umbrella - \$4,000,000	13,663	Travelers	
Crime	5,999	American Int'l	
School Leaders Legal Liability	27,087	ACE INA Group	
International Package	4,499	ACE INA Group	
Environmental Impairment	4,987	Endurance	
Equipment Breakdown	<u>7,692</u>	Cincinnati	
Total	<u>\$294,478</u>		
- Approve change order #5 for the 2011-2012 Burnsville High School Deferred Maintenance Project			Change Order
Special mention was made of the generous donations. Motion carried unanimously (6,0).			
Moved by Director VandenBoom, seconded by Director Sweep, to adopt the 2012-2013 Adopted Budget providing all funds revenues of \$145,516,551 and all funds expenditures of \$156,439,801. Motion carried unanimously (6,0).			2012-2013 Budget
Moved by Director Currier, seconded by Director Schmid, to approve the commitment of fund balance for Fiscal Year 2012 to include fund balance resulting from Carryover funds, Integration funds, and ProPay funds. The amounts of which will be determined by the audited Fiscal Year 2012 financial statements. Motion carried unanimously (6,0).			FY2012 Committed Fund Balance
Superintendent John Christiansen, Intermediate School District 917, and Vicki Roy, District 191's representative to the 917 Board, provided an update on current activities. Through collaboration with local business, industry, schools and communities, 917 is able to provide unique opportunities to students in their nine member districts in the areas of Secondary Vocational Technical and Special Education. Leadership at 917 and ISD 191 both look forward to a continuing partnership to provide the best outcomes for our students.			District 917
Moved by Director Teiken, seconded by Director Sweep, to award the 2012 BHS Main Entry Addition Project Base Bid to CM Construction Co. in the amount of \$407,200 and reject all alternate bids.			BHS Main Entry Bid
<ul style="list-style-type: none"> Moved by Director Schmid, seconded by Director Sweep, to amend the above motion to include Alternate 3 for \$8,400. Amendment carried unanimously (6,0). 			
Motion as amended carried unanimously (6,0).			

Moved by Director Teiken, seconded by Director Schmid, to approve the resolution and filing notice establishing July 31, 2012 through August 14, 2012 as the filing period for Directors of the School Board for the November 6, 2012 School Board Election. Motion carried unanimously (6,0).

Election Filing

Moved by Director Currier, seconded by Director Sweep, to adopt the formal resolution calling a general election on November 6, 2012 for the purpose of electing 3 directors to the school board. A roll call vote was taken and the motion carried (6,0 with Directors Currier, Schmid, Sweep, Teiken, VandenBoom and Hill voting in favor, none opposed).

Call General Election

Moved by Director Schmid, seconded by Director VandenBoom, to adopt the formal resolution calling a special election on November 6, 2012 for the purpose of filling a vacancy of 1 director on the school board. A roll call vote was taken and the motion carried (6,0 with Directors Currier, Schmid, Sweep, Teiken, VandenBoom and Hill voting in favor, none opposed).

Call Special Election

Moved by Director Currier, seconded by Director Teiken, to approve changing the first board meeting of 2013 from January 3 to January 10, 2013 to comply with the change in state statute (M.S. 123B.09). Motion carried unanimously (6,0).

Meeting Date Change

A report on early literacy initiatives was presented to the Board by former Board Member Vicki Roy, Community Ed Director Tom Umhoefer, and Coordinator Carmen Cook. Over the past two years, community leaders and the school district have partnered to identify the goals of 1) improving high school graduation post-secondary enrollment rates and (2) to develop and implement strategies that promote and increase literacy. The focus of this work has been on families with children age birth to five years of age with the intent of providing opportunities for all children to be ready for kindergarten. Included in the presentation was information on Rockin' Readers, PIQE for Pre-schoolers, Reading Corps, Read for the Record and an introduction to the READY! For Kindergarten program.

Early Literacy

Moved by Director Currier, seconded by Director Teiken, to adopt the following resolution: BE IT RESOLVED, by the School Board of Independent School District 191, that the following educational assistants are hereby terminated at the end of the 2011-2012 school year. Positions Eliminated/Layoff: Level 2A Elementary, Bonnie Rose; Level 4 Elementary Media EA, Linda Schmeichel. A roll call vote was taken and the motion carried (6,0 with Directors Currier, Schmid,

Terminate EA Positions

Sweep, Teiken, VandenBoom and Hill voting in favor, none opposed).

Moved by Director Schmid, seconded by Director Teiken, to approve the proposed revisions and re-adopt the unchanged language in the 2011-2013 Master Agreement with the Association of Clerical Employees. Motion carried unanimously (6,0).

Moved by Director Schmid, seconded by Director VandenBoom, to adjourn to a board workshop on Alignment of Magnet Schools to District Strategic Roadmap at 8:36 p.m.

ACE
Agreement

Adjourn

Jim Schmid, Clerk

Closed Session Notes
INDEPENDENT SCHOOL DISTRICT 191
July 16, 2012

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

Members present: Directors Currier, Luth, Schmid, Sweep, Teiken, VandenBoom and Chair Hill

The following item was discussed:

Superintendent Evaluation

The Closed Session adjourned at 8:34 p.m.

Call to Order

Attendance

Agenda

Adjourn

Jim Schmid, Clerk

Closed Session Notes
INDEPENDENT SCHOOL DISTRICT 191
July 23, 2012

The School Board Closed Session was called to order by Chair Hill at 6:30 p.m. at the Administrative Services Center.

Call to Order

Members present: Directors Currier, Luth, Schmid, Sweep, Teiken, VandenBoom and Chair Hill

Attendance

Others in attendance:
Superintendent Randy Clegg

The following item was discussed:

Agenda

Superintendent Evaluation

Moved by Director Schmid, seconded by Director VandenBoom, to adjourn at 9:08 p.m.

Adjourn

Jim Schmid, Clerk

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

TO: Members, Board of Education
Randall Clegg, Superintendent

FROM: Stacey Sovine, Human Resources Administrator

DATE: August 2, 2012

RE: Recommended Personnel Changes

**Administrative
Resignation**

Jeremy Willey

-Principal, MWS, effective 8/3/2012

Retirement

Gary Hamilton

*Assistant Principal, BHS, after 13 years in the District,
effective 8/31/12

**Certified
Appointment**

Oluwatoni Adedeji

-Replacement-Teacher, Music, .8 FTE, ST, effective
8/21/12

Kellie Allman

-Replacement-Teacher, Kindergarten (.5 FTE) and
Grade 1 (.5 FTE), Neill, effective 8/27/12

Justin Banitt

*Replacement-Teacher, Math, 1.0 FTE, NJH, effective
8/21/12

Brionna Barnaby

-Replacement-Teacher, Grade 2 (.5 FTE) and Title 1 (.5
FTE), Neill, effective 8/21/12

Kendra Boernke

*New-Teacher, Math, .6 FTE, ERJH, effective 8/21/12

Mary Borrell

*Replacement-Teacher, Grade 6, .5 FTE, VV, effective
8/21/12

Karin Boumeester

-Replacement-Teacher, Vocal, .9 FTE, GP, effective
8/21/12

Rebecca Buck

*Replacement-Teacher, Music, 1.0 FTE, MWS,
effective 8/21/12

Bridget Chisaka

*New-Teacher, Reading Specialist, .5 FTE, HV,
effective 8/21/12

Patricia Cozad

-Replacement-Licensed School Nurse, 1.0 FTE, BAHS,
effective 8/21/12

Caroline Cullison

-Replacement-Teacher, ESL, 1.0 FTE, SO, effective
8/21/12

*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 8/2/2012

Sheana Eggers	*New-Teacher, LA, .6 FTE (BHS) and .4 FTE (ERJH), effective 8/21/12
Jill Gysberg	-Replacement-Teacher, Science, 1.0 FTE, NJH, effective 8/21/12
Chris Handley	*Replacement-Teacher, LA, .8 FTE MJH and .2 FTE ERJH, effective 8/21/12
Kristine Helwig	-Replacement-Teacher, Science, 1.0 FTE, ERJH, effective 8/21/12
Joanne Himrich	*Replacement-Teacher, ECSE, 1.0 FTE, ECSE, effective 8/21/12
Daniel Jacobson	-Replacement-Teacher, Grade 6 (.5 FTE) and Enrichment Specialist (.5 FTE), Rahn, effective 8/21/12
Sonja Johnson	-Replacement-Teacher, ESL, 1.0 FTE, BHS, effective 8/21/12
Genevieve Kappel	-Replacement-Teacher, SPED, 1.0 FTE, NJH, effective 8/21/12
Heather Knutson	*Replacement-Teacher, Reading Specialist (.5 FTE) and Title 1 (.2 FTE), effective 8/21/12
Katie Larson	*Replacement-Teacher, Spanish, 1.0 FTE (MJH and NJH), effective 8/21/12
Kari Logan	*New-Teacher, Special Ed., .5 FTE, East Cluster, effective 8/21/12
Kelly Lundquist	-New-Teacher, Math Interventionist, 1.0 FTE, Neill, effective 8/21/12
Ashley Mulliken	*New-Teacher, Grade 4, 1.0 FTE, HB, effective 8/21/12
Angela Ness	-Replacement-Teacher, Grade 3, 1.0 FTE, GP, effective 8/21/12
Timothy Noonan	-Replacement-Teacher, Grade 6, 1.0 FTE, Neill, effective 8/27/12
Mackenzie Oakes	-New-Teacher, Reading (.5 FTE) and Title 1 (.5 FTE), ST, effective 8/21/12
Samantha Olson	*Replacement-LT substitute, 1.0 FTE, ESL, GP, effective 8/21/12
Lindsey Pollitt	-Replacement-Teacher, Grade 3, 1.0 FTE, SO, effective 8/21/12
Kathryn Prugh Ploehn	*New-Teacher, 1.0 FTE Reading Specialist/Reading Interventionist, SO, effective 8/21/12
Tyler Sassaman	*New-Teacher, Reading Interventionist, 1.0 FTE, SO, effective 8/21/12

*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 8/2/2012

Jennifer Schmidt	*New-Teacher, Reading Specialist, .5 FTE, Neill, effective 8/21/12
Rachel Sertich	-Replacement-Teacher, Grade 1, 1.0 FTE, SO, effective 8/21/12
Sean Simmons	*New-Teacher, Social Studies, 1.0 FTE, ERJH, effective 8/21/12
Anne Staum	*Replacement-Teacher, LA, 1.0 FTE, BHS, effective 8/27/12
Samantha Strom	-Replacement-Teacher, Kindergarten, 1.0 FTE, SO, effective 8/21/12
Jodie Wellman	*New-Teacher, Grade 6 (.5 FTE) and Interventionist (.5 FTE), SO, effective 8/21/12
Rachel Wild	*Replacement-Teacher, Science/Interventionist, 1.0 FTE, NJH, effective 8/21/12
Jeffrey Winterlin	-New-Teacher, ESL, 1.0 FTE, Byrne, effective 8/21/12
Kirsten Young	-New-Teacher, ESL, .9 FTE, GP, effective 8/21/12

Leave of Absence

Christine Michels	-Teacher, HV, requests a 1.0 FTE parental leave of absence, effective approx. 12/4/12, returning to work 4/29/13
Tara Nelson	*Teacher, ECSE, requests a .2 FTE parental leave of absence, working .8 FTE, effective 2012/13 school year

Recall from Layoff

Ryan Czapar	-Teacher, Math, .5 FTE, NJH, for a total contract of 1.0 FTE, effective 2012/13 school year
Sarah Bennek	-Teacher, Science, .2 FTE, MJH, for a total contract of 1.0 FTE, effective 2012/13 school year

Resignation

Jennifer Boyle	*Teacher, BHS, effective 7/26/12
Julie Crafton	-Teacher, ABE, effective 6/30/12
Rebecca Hayden	-Teacher, Title 1, effective 7/11/12
Dana Randall	-Teacher, ECSE, effective 7/16/12
Dawn Resch	-Teacher, Byrne, effective 6/8/12
Sandra Zickrick	-Teacher, BEST, effective 6/8/12

Classified Appointment

Justin Hreha	-New-Tech Specialist II, ASC, 8 hrs/day, 261 days/year, effective 7/2/12
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*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 8/2/2012

Jeff Marshall	-Replacement-Director of Athletics and Activities, 261 days per year, 8 hrs/day, effective 7/1/2012
Kimberly Robison	-Replacement-RN, Districtwide, 5.6 hrs/day, 173 days/year, effective 8/28/12
Patricia Wrucke	-New-Tech Specialist II, ASC, 8 hrs/day, 261 days/year, effective 7/2/12

Change in Assignment

Anne Naas	-EA, assignment changes to Level 2A, 6 hrs/day, 173 days/year, BALC, effective 8/28/12
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Leave of Absence

Kami Roark	*Level 4 EA, BHS, requests a full time extended leave of absence, effective 1/21/13 through end of school year 2012/13
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Kari Roark	*Level 4 EA, VV, requests a full time extended leave of absence, effective 9/4/12 through end of 1st semester
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Position Eliminated

Lester Drankwalter	-Tech, position eliminated effective 6/30/12
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Recall from Layoff

Erik Chrissis	-MEA, 6.75 hrs/day, BHS, effective 2012/13 school year
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Resignation

Ryan Boon	-Tech Specialist II, ASC, effective 7/31/12
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Angela Davila	-2nd Cook, BHS, effective 7/17/12
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Jennifer DeDomines	-EA, ECSE, effective 5/18/12
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Rose Marie Donnohue	-2nd Cook, ERJH, effective 7/24/12
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Karen Olson	-MEA, ST, effective 8/15/12
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Toni Welsch	-2nd Cook, HB, effective 7/20/12
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Retirement

Debra Heid	*Assistant Cook, GP, after 16 years in the District, effective 8/31/12
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Susan O'Connor	*MEA, ECSE, after 19 years in the District, effective 8/15/12
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*added to original report
Burnsville-Eagan-Savage #191
Board Meeting – 8/2/2012

To: Randy Clegg, Superintendent of Schools

II.B.3
August 2, 2012

From: Jon Bonneville, Principal

Date: July 10, 2012

RE: Match Donation from Wells Fargo

It is my recommendation that the School Board of Independent School District #191 accept this donation in the amount of \$42.00 as Wells Fargo Community Support Campaign match donation fund.

We will be using these funds to support the playground/building beautification program.

Wells Fargo Foundation
Educational Matching Gift Program
P.O. Box 2157
Princeton, NJ 08543-1257

Memo

To: Dr. Randall Clegg

II.B.3a

From: Rob Nelson

Date: July 9, 2012

Re: Donation

Please accept the attached donation in the amount of \$17,473 from the Harriet Bishop Elementary PTO. Their strong support is vital to our school and very much appreciated!

The money will be used for a variety of essential programs and items including: new technology hardware and software, residency programs, field trips, transportation, safety patrols, and support services.

Please code the attached check as follows:

01-491-197-000-096-000	\$200.00
01-491-203-000-096-007	\$2,000.00
01-491-218-000-096-000	\$380.00
01-491-240-000-096-000	\$50.00
01-491-260-000-096-266	\$2,328.00
01-491-620-000-096-000	\$12,515.00

TO: Members, Board of Education Agenda Item II.B.3
August 2, 2012
FROM: Randy Clegg, Superintendent
DATE: July 27, 2012
RE: Donation

Recommendation: That the Board of Education accept a donation of \$5,000 from the Burnsville Lion's Club. These dollars will be divided equally amongst the District's ten elementary schools to provide for the special needs of children.

cc: Elementary School Principals



**Agenda II.B.4.
August 2, 2012**

To: Members, Board of Education
From: Lisa K. Rider, Executive Director of Business Services
Date: August 2, 2012
Re: Resolution Approving Intermediate District 917 Health & Safety

RECOMMENDATION: That the Board of Education approve the formal resolution authorizing the inclusion of a proportionate share of Intermediate District 917's Health and Safety expenditures in District 191's property tax levy payable in 2013

State allows school districts to levy property taxes to support their Health & Safety program, including the Health and Safety program of Intermediate Districts of which they are a member. Intermediate District 917 has proposed a levy for this purpose in the amount of \$21,972.00. Our prorated share would be \$3,546. Adoption of the resolution attached authorizes the inclusion of the amount in our Health & Safety tax levy payable 2013. I recommend approval.

**EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INTERMEDIATE SCHOOL DISTRICT 917
STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a regular meeting of the School Board of Intermediate School District No. 917, State of Minnesota, was held on July 10, 2012, at 5:00 PM, for the purpose, in part, of approving the Dakota County Intermediate School District No. 917's health and safety program budget and authorizing the inclusion of Intermediate School District's health and safety projects in the district's application for health and safety revenue.

Member Tom Ryerson introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING DAKOTA COUNTY INTERMEDIATE
SCHOOL DISTRICT NO. 917'S HEALTH AND SAFETY PROGRAM
BUDGET AND AUTHORIZING THE INCLUSION OF THOSE
PROJECTS IN THE DISTRICT'S APPLICATION FOR HEALTH AND
SAFETY REVENUE**

BE IT RESOLVED by the School Board of Intermediate School District No. 917, State of Minnesota as follows:

1. The school board of Dakota County Intermediate School District No. 917 hereby approves a health and safety program budget for its facilities for the 2012-2013 school year in the amount of \$21,972.00. The various components of this program budget are attached as Exhibit A here to and are incorporated herein by reference and administration is directed to apply to the Commissioner of the Department of Education for approval.
2. Minnesota Statutes, Section 123B.57, Subdivision 1, as amended, provides that if an intermediate school district's health and safety budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its health and safety revenue application.
3. It is proposed that the proportionate share of the costs of the intermediate school district's health and safety program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district health and safety program times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district.

4. Upon receipt of the proportionate share of health and safety revenue attributable to the intermediate school district program, a district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Member Jill Lewis and, upon vote being taken thereon, the following voted in favor thereof: Jill Lewis, Arlene Bush, Kathy Lewis, Ron Hill, Deb Clark, Dan Cater, Veronica Walter, Tom Ryerson, Vanda Pressnall,

And the following voted against the same: none.

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF DAKOTA

I, the undersigned, being the duly qualified and acting Clerk of Intermediate School District No. 917, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Intermediate School District No. 197 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Dakota County Intermediate School District 917's health and safety program budget and authorizing the inclusion of the Intermediate School District's health and safety projects in the district's application for health and safety revenue.

WITNESS MY HAND officially as such Clerk this 10 day of July, 2012.


Clerk
Intermediate School District 917

Intermediate School District #917
Proposed Health and Safety Plan FY13
Due for July, 2012 Board meeting

Environmental Health and Safety - Finance Code 352			
Numerous expenditures covered in this area please see attachment # 3 page 12-14 for details on allowable expenditures			
Project #	Object Code	Description	Expenditures
	305	Fees For Services (Hepatitis A & B, Metro service fee, pest control, Clariynet tr:	\$2,250.00
	366	CPR training and mileage reimbursements	\$500.00
	401	Supplies (personal protective equipment disposable gloves,cloths,pads, masks, pest control, chemical storage (20% Secondary & 80% Special ed)	\$9,000.00
	170	IAQ Coordinator	\$3,500.00
	200	benefits	\$522.00
	820	Mgmt asst. prog. And Metro ECSU H&S Memb	\$3,150.00
			\$18,922.00
- Finance Code 358- Asbestos Removal and Encapsulation			
Includes costs related to asbestos removal.			
(see attachment #3 page 16-18 for details on allowable expenditures)			
Project #	Object Code	Description **Not approved by state	Expenditures
		305 Estimated Costs of Asbestos Removal per GES (Groundwater & Environmental Services) during Thompson Heights Demolition in FY09	\$0.00
			\$0.00
		****total project cost is est at \$240,000 will submitt full amount for approval but will levy over two fiscal years(FY08 & FY09)	\$0.00
			\$0.00
- Finance Code 366- Indoor Air Quality			
Includes costs related to the development and implementation of the IAQ plan including thoses associated with IAQ coordinator activities.			
(see attachment #3 page 16-18 for details on allowable expenditures)			
Project #	Object Code	Description **Not approved by state	Expenditures
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Physical Hazard Control - Finance Code 347			
Includes playground safety,swimming pools, bleachers,mechanical & power equipment safety OSHA standards for physical & electrical Hazard (ergonomics not allowed),Food Code Safety (training of staff runs thru Finance Code 352), elevator & lift inspections, Personal protective equipment in industrial, fine arts & science areas and machine guard safety. See enclosed attachment #3 page 10-11 for detailed description of allowable expenditures.			
Project #	Object Code	Description	Expenditures
	305	Elevator inspection	\$0.00
	401	PPE for shop areas	\$2,000.00
	401	Eye wash stations at AEC	\$1,050.00
			\$3,050.00
Hazardous Substances - Finance Code 349			
Includes wood boilers, fuel tank removal, Hazardous waste management, Lead or copper in water testing, Local exhaust ventilation, & radon detection. See enclosed attachment #3 pages 11-12 for detail on expenditures			
Project #	Object Code	Description	Expenditures
		Hazardous Waste Management in Secondary Shop Areas	\$0.00
		Alliance eye wash station	\$0.00
			\$0.00
Grand Total			\$21,972.00

**Intermediate School District 917, MN
Levy by Member District FY12 payable FY13**

Participating Districts (9):

ISD #	Name	2011/2012 Taxable Net Tax Capacity					District %	District's Portion	NIC Rate
		Dakota Co. (19)	Scott Co. (70)	Goodhue Co. (25)	Washington Co. (82)	Hennepin (27)			
6	South St. Paul	11,294,213	-	-	-	-	3.28%	720	0.00637%
191	Burnsville	42,241,352	13,397,736	-	-	-	16.14%	3,546	0.00637%
192	Farmington	22,964,744	-	-	-	-	6.66%	1,464	0.00637%
194	Lakeville	45,001,359	11,154,661	-	-	-	16.29%	3,579	0.00637%
195	Randolph	3,224,787	-	467,447	-	-	1.07%	235	0.00637%
197	West St. Paul	51,583,598	-	-	-	-	14.96%	3,288	0.00637%
199	Inver Grove Heights	22,962,830	-	-	-	-	6.66%	1,464	0.00637%
200	Hastings	23,410,560	-	31,710	3,506,836	-	7.82%	1,718	0.00637%
271	Bloomington	-	94,644	-	-	93,390,075	27.12%	5,958	0.00637%
		222,683,443	24,647,041	499,157	3,506,836	93,390,075	100.00%	21,972	

Note: The Taxable Net Tax Capacity (TNTC) consists of net tax capacity, less captured tax increment and fiscal disparities contribution.

FY13 Health and Safety \$ 21,972.00



**Agenda II.B.5.
August 2, 2012**

To: Members, Board of Education

From: Lisa K. Rider, Executive Director of Business Services

Date: August 2, 2012

Re: Extended Field Trip – Harriet Bishop Elementary

RECOMMENDATION: That the Board of Education approve the extended field trip proposal submitted by Harriet Bishop Elementary School for sixth grade students to go to Eagle Bluff Environmental Learning Center September 10-12, 2012 and that the policy requirements prohibiting elementary extended field trips be waived.

Harriet Bishop Elementary School has requested permission to take a group of sixth graders on extended field trip to Eagle Bluff Environmental Learning Center. By policy definition, extended field trips are trips that require an overnight stay. Board policy prohibits extended field trips for elementary students unless the School Board waives the policy requirements. This proposal is in compliance with Board policy in all other respects. Background checks of all volunteers are expected to be completed the first week in September. We believe it is a worthy of your support and recommend action accordingly.

Cc: Rob Nelson



INDIVIDUALIZED STUDENT SERVICES OFFICE

TO: Members of the Board of Education
Superintendent Randall Clegg

Agenda Item IV.A
August 2, 2012

FROM: Stephanie A. Corbey, Executive Director
Individualized Student Services

DATE: July 26, 2012

SUBJECT: Report on Special Education Extended School Year (ESY) Program

I will present board members with a report on the Special Education Extended School Year (ESY) Program at the August 2, 2012 meeting of the Board of Education.

ISD191 is required to provide all eligible special education students extended school year programming. This report will focus on the criteria for determining student eligibility for ESY and how these services were delivered to students in the summer of 2012.

2012 Special Education Extended School Year Services

191 School Board Presentation
August 2, 2012
Stephanie Corbey, Ex. Director
Individualized Student Services

Purpose for Board Presentation

Inform Board....

- 1) How Special Ed Extended School Year (ESY) services are different from summer school.
- 2) How students are found eligible to participate.
- 3) How Extended School Year Services are provided in the district.

Legal Requirements For ESY

- **Individuals with Disabilities Education Act 2004**
 - **IDEA Sec.300.106 Extended School Year Services**
 - ESY must be provided only if a child's IEP Team determines, on an individual basis, that the services are necessary for the provision of a Free Appropriate Public Education to the child.
- **MN Rule 3535.0755 – Extended School Year Services**
 - At least annually, the IEP team must determine a pupil is in need of ESY services

Extended School Year Services (ESY)

- Available only to students that are determined eligible
- Eligibility and need considered annually at IEP meetings
- Intent is to maintain progress toward meeting annual IEP goals
- ESY = Special Education instruction on days when school is not in session

Eligibility for ESY

- Significant Regression: following an extended break in educational programming, did the student experience a “significant regression” of previously learned skills or behaviors that required significant recoupment period to relearn skills?
- Recoupment period is greater than the length of the break.

Self-Sufficiency

- Self-sufficiency is the second area for eligibility
- Does a break in special education programming prevent the student from reaching a state of self-sufficiency?
- Will the student's absence from instruction prevent progress on goals that are critical to achieving a reasonable degree of personal independence?
- Applies to students with functional goals/curriculum.

Self-Sufficiency Areas

- Basic self-help – toileting, eating, dressing
- Muscular control
- Physical mobility
- Impulse control
- Personal hygiene
- Development of stable relations
- Basic communication
- Functional academics



Unique Needs

- Third area of eligibility.
- Student has a need not addressed in the other two areas.
- ESY is a necessary service for student to receive a free and appropriate public education (FAPE).
- Rarely used situation.

DETERMINATION – Yes or No?

IEP Team says “YES”.....they specify:

- IEP goals to be addressed in ESY
- Types of services – school based, consultation, work packets
- Days and dates of proposed ESY services
- Total minutes of service per day
- School or location where services will be provided
- Parents receive district’s proposal for ESY as part of the annual IEP for their approval



ESY 2012

- Dates: July 10 - August 2
- Days: Tuesday, Wednesday, and Thursday
- Block of time: 8:00-12:00 (student times vary)
- Sites: ECSE, Sioux Trail, Metcalf, BEST, The Rivers
- Students: 110
- Staff: 9 teachers, 16 MEAs, 2 nurses, 2 speech, 1 coordinator



ECSE Students

- Diamondhead Education Center Site Location
- 2 groups = 8:00-10:00 & 10:00-12:00
- Goal areas: communication, pre-academics, following directions, turn taking
- 46 students, 3 teachers, 6 MEAs, nurse, 2 speech clinicians
 - 20 students - group 1
 - 18 students - group 2
 - 7 students - home based
 - 1 student - day care



Elementary Students

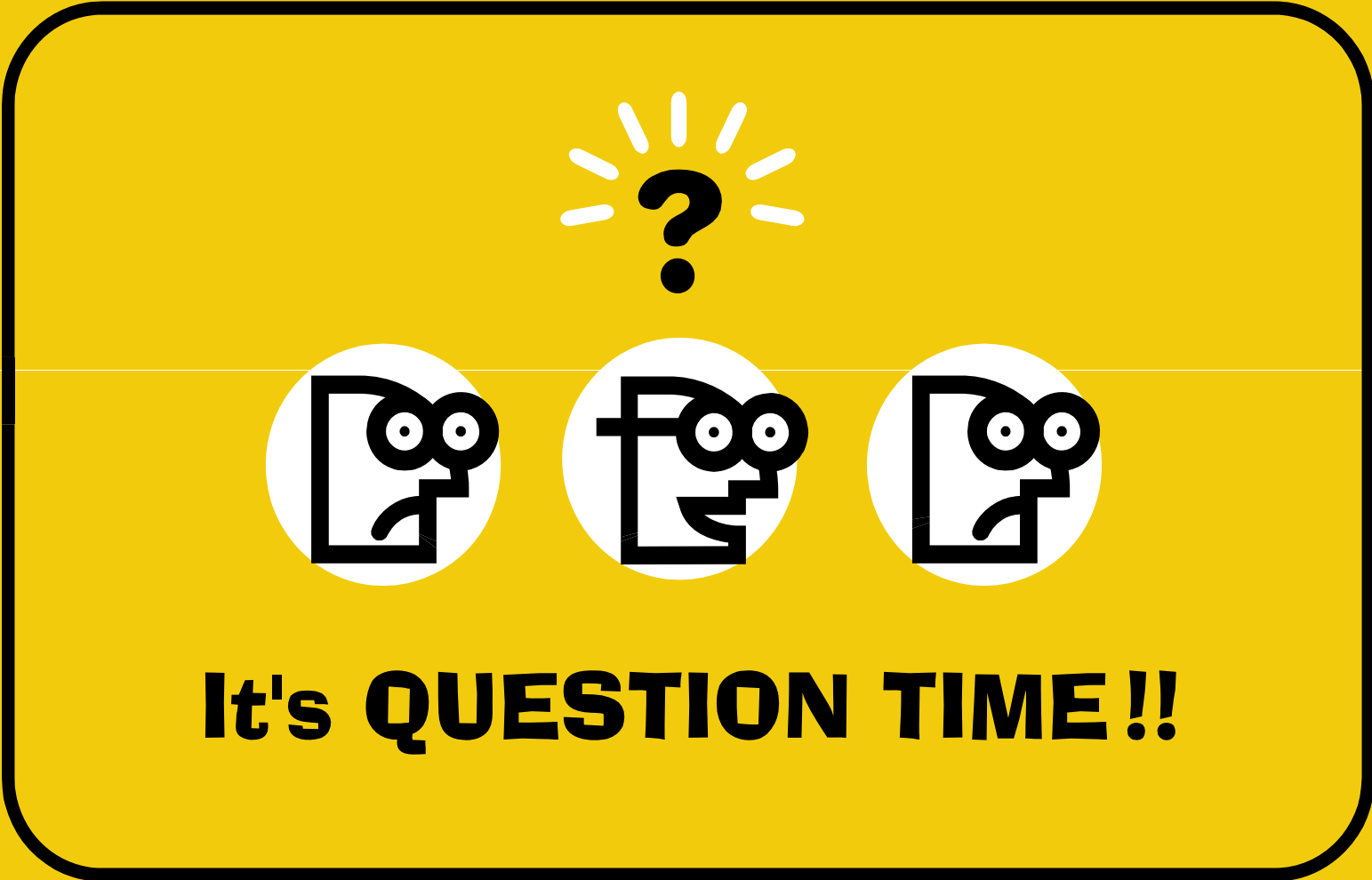
- Sioux Trail Elementary Site
- 2 groups- 8-10:00 & 10-11:00/30
- 45 students, 4 teachers, 6 MEAs
 - 19 ASD students -1 teacher, 2 sessions
 - 12 DCD-mild/moderate, 1 teacher, 2 sessions
 - 7 DCD-severe/profound, 1 teacher, 1 session
 - 2 Behavior-1 teacher, 1 session
 - 5 Academic- 1 teacher, 1 session



Secondary Students

- Employment/work skills & functional academics areas
- BEST 8:00-9:30 & 9:30-11:00 functional academics
- Metcalf and The Rivers work sites 8:00-11:00
- 19 students, 2 teachers, 4 MEAs, 1:1 nurse
 - 6 Autism Spectrum Disorders
 - 11 Developmental Cognitive Disabilities
 - 2 Other Disabilities





It's QUESTION TIME!!



TO: Members, Board of Education
Randy Clegg, Superintendent

Agenda Item IV.B
August 2, 2012

FROM: Dave Helke

DATE: July 27, 2012

RE: Burnsville High School Athletic and Activity Handbook

Recommendation: That the Board of Education approve the 2012-2013 Burnsville High School Athletic and Activity Handbook.

Discussion

A list of the changes from last year's Athletic/Activity Handbook follows. In addition to changes below, routine changes to staff member names, phone extensions, dates, titles, etc. will be made as necessary.

1. The Enrichment Opportunities-Athletics table was updated, including the addition of Olympic Style Weightlifting. There are no changes in fees.
2. The student co-curricular eligibility policy was added to the handbook.
3. The bands and choirs that are part of our academic program during the day were removed from the handbook, i.e. Concert Choir/Band, Bel Canto, Freestyle, etc.
4. The following activities were added: FIRST Tech Challenge, Anime Manga Club, DRIVE, WHISK, and YoungLife.
5. The only language change was under National Honor Society regarding the eligibility of transfer students.

Transfer students must meet all requirements and have attended BHS at least one full semester to qualify for NHS

**BURNSVILLE
SENIOR
HIGH SCHOOL**



**STUDENT
ATHLETICS
&
ACTIVITIES**

ENRICHMENT OPPORTUNITIES - ATHLETICS

There are many opportunities for students to participate in interscholastic athletics. The programs are listed by season. Fees are subject to change pending ISD 191 School Board approval.

	BOYS	FEE	GIRLS	FEE
FALL	Cross Country Running (7th—12th)	\$130	Cross Country Running (7th—12th)	\$130
	Football (9th—12th)	\$160	Adaptive Soccer (7 th - 12 th)	\$150
	Adaptive Soccer (9th—12th)	\$150	Soccer (10 th - 12 th)	\$150
	Soccer (10th—12th)	\$150	9A Soccer /Jr. Highs (7 th - 9 th)	\$110
	9A Soccer /Jr. Highs (7th—9th)	\$110	Swimming (7 th - 12 th)	\$160
				Volleyball (9 th - 12 th)
WINTER			9B Volleyball/Jr. Highs (7 th - 9 th)	\$130
	Basketball (9 th - 12 th)	\$150	Dance Team (9 th - 12 th)	\$130
	9B Basketball/Jr. Highs (7 th - 9 th)	\$130	Cheerleaders (7 th - 12 th)	\$100
	Adaptive Hockey (7 th - 12 th)	\$160	Tennis	\$130
	Hockey (9 th - 12 th)	\$160		
	Alpine Skiing (7 th - 12 th)	\$150		
	Nordic Skiing (7 th - 12 th)	\$150		
	Swimming (7 th - 12 th)	\$160		
	Wrestling (7 th - 12 th)	\$150		
	Olympic Style Weightlifting (9th-12th)	\$110		
SPRING	Baseball (9 th - 12 th)	\$150	Softball (9 th - 12 th)	\$150
	Golf (7 th - 12 th)	\$140	Golf (7 th - 12 th)	\$140
	Tennis (7 th - 12 th)	\$130	Badminton (9 th - 12 th)	\$110
	Track and Field (7 th - 12 th)	\$150	Track and Field (7 th - 12 th)	\$150
	Adaptive Softball (7 th - 12 th)	\$150	Adaptive Softball (7 th - 12 th)	\$150
	Lacrosse (9 th - 12 th)	\$160	Lacrosse (9 th - 12 th)	\$160
	Adaptive Bowling (7 th - 12 th)	\$110	Adaptive Bowling (7 th - 12 th)	\$110

ATHLETICS CONTACT INFORMATION

SPORT	COACH NAME/PHONE	COACH E-MAIL
Adapted Floor Hockey , CI	w/Lakeville & Farmington	
Adapted Floor Hockey, PI	w/Lakeville & Farmington	
Adapted Soccer, CI	w/Lakeville & Farmington	
Adapted Soccer, PI	w/Lakeville & Farmington	
Adapted Softball, CI	w/Lakeville & Farmington	
Adapted Softball, PI	w/Lakeville & Farmington	
Alpine Skiing, Boys	Derek Nash 952-707-2459	dnash@burnsville.k12.mn.us
Alpine Skiing, Girls	Derek Nash 952-707-2459	dnash@burnsville.k12.mn.us
Badminton, Girls	Jeff Limke 952-707-2148	jlimke@burnsville.k12.mn.us
Baseball	Mick Scholl 952-707-2526	mscholl@burnsville.k12.mn.us
Basketball, Boys	Matt Eppen 952-707-6041	meppen@burnsville.k12.mn.us
Basketball, Girls	Steve Ray 952-221-3167	rray@burnsville.k12.mn.us
Cheerleading	Sarah O'Brien 952-451-5472	burnsvillecheer@gmail.com
Cross Country Run, Boys	Jeff Webber 952-707-2911	jwebber@burnsville.k12.mn.us
Cross Country Run, Girls	Charlie Burnham 507-259-0963	burnhach@yahoo.com
Dance Team, Girls J/F	Anna Lardy 612-791-0460	lard0006@umn.edu
Dance Team, Girls H/P	Anna Lardy 612-791-0460	lard0006@umn.edu
Football	Tyer Krebs 952-707-2229	tkrebs@burnsville.k12.mn.us
Golf, Boys	Larry Opatz 952-707-3767	lopatz@burnsville.k12.mn.us
Golf, Girls	Alan VanWyngarden 651-683-0669	1951dutch@gmail.com
Hockey, Boys	Janne Kivihalme 952-457-8729	jikivihalme@mchsi.com
Hockey, Girls	Garrett Asmundson 651-247-6523	gasmundson@yahoo.com
Lacrosse, Boys'	Mike McGinn 651-295-2435	mikepmcginn@gmail.com
Lacrosse, Girls	Sarah Windhorst 952-270-8379	sarah.windhorst@gmail.com
Nordic Ski Racing, Boys	Chris Harvey 612-963-2327	charvey@barr.com
Nordic Ski Racing, Girls	Chris Harvey 612-963-2327	charvey@barr.com
Soccer, Boys	Bill Toranza 612-850-4917	gtoranza@live.com
Soccer, Girls	John Soderholm 952-707-2417	jsoderholm@burnsville.k12.mn.us
Softball, Girls	Hillary Hansen 952-707-2253	hhansen@burnsville.k12.mn.us
Swimming & Diving, Boys	Andrew Michelson 651-494-8179	amichelson10@gmail.com
Swimming & Diving, Girls	Kim Harrod 952-707-2258	kharrod@burnsville.k12.mn.us
Tennis, Boys	Ben Stapp 952-707-2949	bstapp@burnsville.k12.mn.us
Tennis, Girls	Ben Stapp 952-707-2949	bstapp@burnsville.k12.mn.us
Track & Field, Boys	Jon Shelden 952-707-2165	jshelden@burnsville.k12.mn.us
Track & Field, Girls	Jennifer Fettig 952-707-2251	jfettig@burnsville.k12.mn.us
Volleyball, Girls	Kim Fritz 952-707-2455	lfhook@yahoo.com
Weightlifting	Scott Sahli 612-360-7989	scott.sahli12@gmail.com
Wrestling	Sam Sand 701-320-0104	ssand285@gmail.com

II. ACTIVITIES AND ATHLETICS

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 for 15 days. The first report will require the student to print off his/her grades (via SchoolView) to turn into the coach at the mid-quarter grading period. The student will have 15 days to raise his/her grade to passing in all classes. If the student fails to receive passing grades after the 15 day probation period the student may be ineligible to compete/perform until they attain a minimum D-grade. During probation the coach or advisor will track the student's grades weekly by accessing the (SchoolView) program. The student will remain on probation until the student reaches a C-grade in all classes. The student will be eligible for competition/performance during the probationary period.

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:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions
- I will respect the property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- 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.

STUDENT-INTEREST CLUBS OR ACTIVITIES

Burnsville High School wants all students to feel connected to our school community and find ways to be involved. In addition to the many co-curricular and extra-curricular activities in academics, arts, and athletics sponsored by the school, there are also student-interest clubs and activities. These clubs and activities provide students additional opportunities to extend their learning, develop and demonstrate leadership, impact their school and community, expand their social network, and grow and be supported cognitively, emotionally, and socially. We are committed to providing the best facilities and guidance possible to support student-interest clubs and activities.

STARTING AND CHARTERING A STUDENT-INTEREST CLUB OR ACTIVITY

1. A student-interest club or activity may be offered when there is sufficient student interest (minimum of five active students) and a faculty member willing to act as a sponsor and supervisor.
2. A student-interest club or activity must complete an application to be chartered. This application is available from Mr. Gary Hamilton, Associate Principal. Once chartered, the club or activity will be listed as an activity in the handbook and on the website. The club or activity will also be able to set up an activity account, if necessary, which will allow the club or activity to conduct fundraisers and make purchases as a school group.

CLUBS AND ACTIVITIES

Academic Quiz Bowl

Fee: \$30.00

Open to all students, this activity has a four-person Burnsville High School team competing against other teams from throughout the metropolitan area. Students quickly answer general knowledge questions at South Suburban and Quiz Bowl League tournaments that are held from November to March.

Contact: Les Moffitt
lmoffitt@burnsville.k12.mn.us

BrainPower in a Back Pack

BrainPower in a BackPack is a hunger project of the BHS Youth Service Program to provide weekend food for children in need in ISD 191. Volunteer activities include collecting food items, raising funds, shopping, and packing backpacks every Thursday. Contact: Fay Finn, ffinn@burnsville.k12.mn.us, or 952-707-2222.

Chess Team

Fee: \$30.00

The chess team competes in Minnesota State Chess Association tournaments, South Suburban Conference Tournament, and several special tournaments. A letter may be earned by attendance, and performance at practices and league play. Team and individual awards may be earned from league competition and special tournaments.

Contact: Andres (Andy) Hortillosa

Class Officers - Juniors and Seniors

Junior and senior class officers are elected positions. Each class selects approximately six class officers each year. Students who apply must have a 2.0 grade point average and be on track for graduation. Junior class officers are primarily responsible for the junior-senior prom. Senior class officers are responsible for senior class meetings, foreign exchange events, and other senior class activities including the seniors' award banquet and graduation. Senior class officers will also be in charge of future reunions for their class. All money raised by the students stays with their class for planning the first five year reunion.

Junior Class Officer Advisor:
Marie C. Hansen mchansen@burnsville.k12.mn.us

Senior Class Officer Advisors:

To Be Hired

Close-Up Trip to Washington, D.C.

Open to all students, this Social Studies Department coordinated trip to Washington, D.C. provides students with the opportunity to learn about our nation's government at the source. Included in this week-long trip are guided tours of major monuments, the U.S. House of Representatives, the

U.S. Senate, the Supreme Court, and embassies. Participants will be able to meet with their U.S. Representatives and U.S. Senators to discuss issues with government officials, as well as students from around the country. There is a fee for participation. Fund-raising activities are included as part of this activity.

Contact: Kathryn Wendling kwendling@burnsville.k12.mn.us

Competitive Speech Team

Fee: \$30.00

In this exciting activity, students will first explore and then select one of 13 possible categories in which to compete. These categories offer both a wide range of interests as well as varying levels of time commitments. The categories are: *Creative Expression*, *Discussion*, *Dramatic Duo* (done with a partner), *Extemporaneous Reading*, *Extemporaneous Speaking*, *Great Speeches*, *Humorous Interpretation*, *Informative Speaking*, *Original Oratory*, *Serious Drama Interpretation*, *Serious Prose*, *Serious Poetry Interpretation*, and *Storytelling*. Individual practice times are set up by coach and student allowing for flexibility and greater student success. You may earn a letter by competing in at least 5 meets and accumulating 25 hours of practice time.

Speech practices begin in December; the meets begin the last week of January and continue each Saturday through the second or third week of April. Competitive Speech is a great way to improve speaking skills that will endure for a lifetime.

Contact: Matthew Deutsch mdeutsch@burnsville.k12.mn.us

Debate Team

Fee: \$30.00

Members of the Debate Team compete on intramural and interscholastic levels to learn advanced methods of organized argumentation on highly controversial issues. (An activity particularly worthwhile for students planning on becoming lawyers.)

Contact Matthew Deutsch, mdeutsch@burnsville.k12.mn.us

DECA

DECA is the leadership network that prepares students for careers in finance, hospitality, marketing, and business management. Through real-world experiences and classroom curriculum, DECA gives students a competitive edge for college and career success.

Contact: Meggan Malone mmalone@burnsville.k12.mn.us

Diversity

Students will explore, celebrate and share their cultural traditions and the traditions of others, and create a positive community that embraces diversity and promotes social justice at the high school and greater community of Burnsville. This will be done through school performance, projects, and

other school and community activities.

We will address issues such as cultural traditions, racism, stereotyping, GLBT issues, and ableism. Our goal is to inform the staff and student body about issues surrounding diversity, and create a climate of admiration for all.

Contacts: Bill Engelhardt wengelhardt@burnsville.k12.mn.us
Chris Milinovich cmilinovich@burnsville.k12.mn.us

Drumline (Winter)

Fee: \$45.00

The drumline is for all band students to enrich their band experience. Large and small group instruction on percussion instruments will be the focus of this group, with participants learning a show for competition. Students are expected to participate in weekly practice sessions and any scheduled events. Students (9-12) currently enrolled in the District 191 Instrumental Music Program are eligible to participate. There is a registration fee for this activity. Eight band letter points are awarded for each season of participation.

Contact: Paul Connell pconnell@burnsville.k12.mn.us

Empty Bowls for Full Bellies

This is a joint project of the BHS Art Department and the the BHS Youth Service Program to raise funds for BrainPower in a Backpack. Activities include making ceramic soup bowls, teaching others, and hosting a meal for this hunger cause. Contact: Tim Hammes, thammes@burnsville.k12.mn.us, H108, 952-707-2201.

FIRST Tech Challenge

The *FIRST* Tech Challenge team hosted at BHS is open to 10th graders and junior high students that demonstrate aptitude in STEM. The team size is limited to a maximum of 10 students, and students must be interviewed and accepted to join. The season runs from early September though late January, with the 2012-2013 FTC World Championship April 24-27 at the Edward Jones Dome, America's Center, St. Louis, Mo. To receive an application and schedule an interview, please email ftc5923@gmail.com, or call the team advisor Jon Huber at 612-234-1168. Be prepared to leave a detailed message including a parent or guardian name, mailing address, and a phone number or email address.

Team positions include:

Builders (2-3 students)

Programmers (2 students)

CAD Expert & Communications Specialist (1-2 students)

Drivers (1 + one who is a programmer)*

Student Coach/Captain (1 student)

Fundraiser/ Team PR person (1 -- could also be a builder)

Engineering Notebook Recorder (1-2 students)

Future Teachers of America

A student organization encouraging students to pursue post-secondary education in the field of education with a focus on urban learners in an urban, suburban and/or rural setting/environment through events, field trips, guest speakers and other hands-on experiences. Contact: Paul (Dave) McDevitt, 952-707-2294 or pmcdevitt@burnsville.k12.mn.us

National Honor Society

The National Honor Society is an organization for top-ranking juniors and seniors. Students at BHS are considered for entry into NHS if they have earned enough credits to be a junior or senior and have at least a 3.600 cumulative grade point average. Students who are eligible academically are contacted prior to the start of fall semester. Since NHS membership is also based on character, leadership and service, students must complete and return an information sheet demonstrating those qualities; these are reviewed by a Faculty Council to determine membership. Once students are part of the organization, they must continue to meet the academic, leadership, character and service standards. Students are required to maintain a 3.600 grade point average, perform service hours each year in the community, attend meetings, participate in fund raising and a group service project, maintain good character, and demonstrate leadership skills. Students who take courses under the Pass/Fail option are not eligible for National Honor Society membership. Transfer students must meet all requirements and have attended BHS at least one full semester to qualify for NHS

Contacts: Les Moffitt: lmoffitt@burnsville.k12.mn.us
Jenna Gomer: jgomer@burnsville.k12.mn.us

Literary/Arts Magazine (Expressions)

Students who comprise the Expressions staff are responsible for selecting the art and literary pieces for the magazine. Students oversee production of the magazine creative writing classes.

Contact: To Be Hired

Marching Band

Fee: \$45.00

The Marching Band is responsible for supplying music and generating enthusiasm at fall sporting events and school assemblies. The band consists of a wind section (woodwind and brass), and percussion (drumline). Admission to scheduled events is free for Marching Band members. The group rehearses (after school) two or three times per week, beginning with a mini-camp experience at BHS in August. Students (9-12) currently enrolled in the District #191 Instrumental Music Program are eligible to participate. There is a registration fee for this activity. Eight band letter points are awarded for each season of participation.

Contact: Keith French kfrench@burnsville.k12.mn.us

Math League

Fee: \$45.00

Activities stimulate interest and learning of mathematics and train members for competitive participation in the Minnesota High School Mathematics League. The MHSML gives awards to the top teams, the top individuals, and to the top student on each team. Attendance and performances at practices and meets may earn a letter.

Extra credit may be earned for participation in math league; this extra credit consists of an increase in one grade increment in your math course. (For example, an increase from a B+ to an A- or an increase from A- to an A, etc.) If students already have an A in their math courses at the time of the final exam, they shall be exempt from taking a final. **Note: An A- going into the final exam does not exempt a student from the final.** This grade increment can be earned first semester or second semester or both semesters.

The following requirements must be met in order to qualify for this extra credit:

FIRST SEMESTER:

Compete in at least five of the six Math League competitions
Accumulate eighteen points in the six competitions
Participate in all practices and meetings
Sign up and pay for the AMC test

SECOND SEMESTER

Compete in at least four of the five Math League competitions
Accumulate fifteen points in the five competitions
Participate in all practices and meeting
Take the AMC test

* A student **will not receive more than one increment bump** per course per semester. In other words, if you qualify for an increment bump in two ways, such as in math league and in perfect attendance, you would only get an increase of one increment.

Contact: Chuck Croatt ccroatt@burnsville.k12.mn.us

Mock Trial

The Minnesota High School Mock Trial program is an exciting law-related education program that introduces students to the American legal system and provides a challenging opportunity for personal growth and achievement. As part of the mock trial program, students will exercise their critical thinking and teamwork skills, as well as the basic skills learned in the classroom.

Contact: Sue Anderson sanderson@burnsville.k12.mn.us

Newspaper (Voice)

The BHS Voice is the monthly school newspaper for Burnsville Senior High. As an extracurricular activity it provides students with the opportunities to learn a variety of skills related to the field of journalism including writing, editing, lay-out, photography, cartooning, and advertising management. Attendance at weekly meetings is expected.

Contact: To Be Hired

Pep Band

The Pep Band is responsible for supplying music and generating enthusiasm at winter season athletic events and school assemblies. Admission to scheduled events is free for members. The season begins in late November and runs through March. Members should expect to perform at no more than two events per week. Students in grades 9-12 currently enrolled in the District #191 Instrumental Music Program are eligible to participate. Eight band letter points are awarded for each season of participation.

Contact: Keith French kfrench@burnsville.k12.mn.us

P.R.O.U.D.

P.R.O.U.D. (People Respecting Others and Understanding Differences) is BHS's gay-straight alliance. P.R.O.U.D.'s mission is to create a safe and welcoming environment for all staff and students at BHS through education and raising awareness of LGBT issues (Lesbian, Gay, Bi-sexual, and Transgender) that affect students and their families. All students are welcomed at P.R.O.U.D. whether they are allies or LGBT.

Contacts: Amanda Johnson aljohnson@burnsville.k12.mn.us

Robotics Team

Robo Runners Robotics, Team 3184, is comprised of high school students in good academic standing from grades 9 through 12, staff from the high school, and adult mentors from corporate sponsors and the community. In an effort to cultivate interest in science and technology, we build a competition robot during a six-week "build season" to complete a specific game challenge each year. Each spring, we compete with our robot at regional competitions around the country, as well as at the championship event in St. Louis, Missouri. In addition, we also market our team as a small business which seeks out financial and in-kind support from community sponsors. Presentations and demonstrations are also held in the community. Our budgeting process, team member selection, product design and evaluation provides students a real hands-on business experience. Yearly activity fees are determined by the team.

Contacts: To Be Hired

Science Club

Science Club gives students an opportunity to hear scientific-career speakers and scientific-research presentations. Field trips and social events are also a part of club activities.

Contact: Jenny Hugstad-Vaa jhugstadvaa@burnsville.k12.mn.us

Science Fair

Students have the opportunity of conducting independent research and competing at the Regional Science and Engineering Fair. Students may move onto the Minnesota Academy of Science State Fair and the International Science and Engineering Fair. Students may enter their projects in the prestigious Intel Science Talent Search. Research papers may also progress onto the Tri-State and National Junior Science and Humanities Symposium.

Contact: Jenny Hugstad-Vaa jhugstadvaa@burnsville.k12.mn.us

Science Quiz Bowl

Teams of five students comprise the Burnsville Science Quiz Bowl and compete at Macalaster College for the opportunity to compete at the National Science Quiz Bowl. Students are selected on their ability to answer questions in the areas of chemistry, biology, physics, earth science, current events, and computer science.

Contact: Jenny Hugstad-Vaa jhugstadvaa@burnsville.k12.mn.us

Speech**Fee \$30.00**

Speech allows students to compete in one of 13 categories with other peers from the South Suburban Conference Schools. The student can participate in the following: *Creative Expression, Storytelling, Extemporaneous Reading, Humorous Interpretation, Serious Poetry Interpretation, Serious Drama, Serious Prose, Discussion, Extemporaneous Speaking, Original Oratory, Great Speeches, Dramatic Duo, and Information Speaking.*

Contact: Matt Deutsch mdeutsch@burnsville.k12.mn.us

Step Team

Step Team is a winter activity and all high school students in academic good standing are welcome to join as long as the team does not exceed 40. The Step Team performs at basketball games, pep fests, and other events.

Contact: To Be Hired

Student Council

The Student Council is the governing organization of the student body. Students interested in membership on the Student Council must make ap-

plication each spring with the adviser. Selections are made by the senior council members, and their adviser each spring. All elected members form next year's Student Council. Some of the activities that the council is involved with include: homecoming activities, Sadie's Dance, Armful of Love project, Snow Week activities, spring dance, and the Bloodmobile. There are numerous activities that occur during the school year that require student action, participation, and/or representation. Student Council often makes up these committees as well.

Contact: Mark Riggs mriggs@burnsville.k12.mn.us

Theatre Guild

This organization is open to all students at the high school level who have an interest in the entire theatrical experience. Involvement is encouraged in all aspects of theatre-from ushering to acting, from designing to directing and from lights to sound. Student Managers are selected each year to oversee areas of production and performance. The guild is involved in musicals, full-length plays, One-Act Competition, student directed plays, Class Acts, and many other activities. Points are earned and applied toward lettering in drama.

Contact: Randy Day rday@burnsville.k12.mn.us

Yearbook

The staff prepares the yearbook for publication each year by working during study hall, after school, and sometimes weekends and holidays. Opportunities abound for a few--especially dedicated students in such areas as art, photography, sports, copy writing, sales, and a deeper involvement in student life.

Contacts: Jennifer Hutchinson jhutchinson@burnsville.k12.mn.us

Lynn Delisi ldelisi@burnsville.k12.mn.us

Youth in Government

Minnesota YMCA Youth in Government is an experiential learning activity for students interested in public issues. This program gives students the opportunity to learn to research, study, and debate public issues. Participants will gain an understanding of the political system by taking part in model government experiences. No prior experience is necessary.

Contacts: Colleen Coleman ccoleman@burnsville.k12.mn.us

Kathryn Wendling kwendling@burnsville.k12.mn.us

Youth Services

The Youth Service Program is a means to connect students with volunteer opportunities in our schools and community. Students can give their time on a regular basis (weekly or other) or volunteer for one-time events on their own schedule. A list of current opportunities is posted at www.isd191.org/bhs/youthservice. Contact: Fay Finn, ffinn@burnsville.k12.mn.us, Room G160, 952-707-2222.

****PLEASE NOTE:** Fees have been applied to some activities and are subject to change based on ISD 191 School Board approval.

Student Led Clubs/Activities

Anime Manga Club

This is a group of students who come together to explore Japanese art and culture.

Contact: None at this time

Book Club

The BHS Book Club is a student-driven organization that discusses all types of literature. Students choose the books to read and meet 4-6 times during then school year to have a meaningful discussion about the book. And like all book clubs, there are usually refreshments and snacks.

Contact: None at this time

Environmental Club

The Environmental Club is involved in getting BHS more involved in and educated about environmental issues. This is a student-led activity so the issues acted upon and addressed are decided by the students.

Contact: Jenny Hugstad-Vaa jhugstadvaa@burnsville.k12.mn.us

Coloring Club Coloring Club is a student-led activity for students to gather to color. Leaders pick out the designs or pictures, and coloring club members simply color. Leaders determine competition winners, but entering the competition is optional.

Contact: Jenny Hugstad-Vaa jhugstadvaa@burnsville.k12.mn.us

DRIVE

Drive means “to push forward” Our purpose is to encourage students to live out their faith in their everyday lives through providing acceptance and a strong community. Meetings are Tuesdays at 7 PM once a month on Mondays.

Contact: Sue Stachowski sstachowski@burnsville.k12.mn.us

Fellowship of Christian Athletics

FCA is a student run club that encourages students in their Christian faith and enjoy fellowship with other athletes and BHS students. Check our facebook page to find out where we meet on Monday nights. Every student is invited regardless if they are involved or not in athletics!

Contact: Sue Stachowski sstachowski@burnsville.k12.mn.us

Free Thinking Alliance

To promote and practice open, rational, and scientific examination of the universe and our place in it.

Contact: None at this time

Marine Bio Club

Marine Bio Club explores the different varieties of aquatic life in our oceans. Including everything from clams to sharks. It will also offer opportunities to explore scuba diving techniques and certifications.

Contact: Stephen Pettinelli spettinelli@burnsville.k12.mn.us

Peer Tutors Club

To provide support and assist students with their academic classes.

Contact: Marcia Sexton msexton@burnsville.k12.mn.us

Philosophy Club

This group meets most weeks to tackle burning philosophical issues. All curious minds are welcome to join the discussions.

Contact: None at this time

Program and Gaming Club

Program and Gaming Club - You don't have to be a programmer to join this club. You will learn how to program using the Microsoft Kodu Software game program as well as other software. You will also have a chance to program apps for your android phone if you want. Come with your friends and create.

Contact: Cynthia Drahos cdrahos@burnsville.k12.mn.us

Sight Reading Club

Sightreading club meets once a week and is an opportunity for singers to improve their music-reading skills. All levels of singers are welcome and you do not need to be in choir to attend. Come sing with us!

Contact: Bryan Fisher bfisher@burnsville.k12.mn.us

Stock Market/Investment Club

Stock Market/Investment Club - Are you ready to learn about stocks and complete against hundreds of other students from across Minnesota? Join the club and starting purchasing \$100,000 in stocks from companies you will learn about or you may already know. It's fun, it's hands on, and you can create your own team. Offered two times during the school year, September and January.

Contact: Cynthia Drahos cdrahos@burnsville.k12.mn.us

Technology Club

Technology Club - If you have a passion/interest for new technologies, readiness for knowledge sharing, expand your social sphere then this club is for you. This is a good place for communication and getting new knowledge.

Contact: Cynthia Drahos cdrahos@burnsville.k12.mn.us

WHISK

This is a baking club where individuals serve kindness through coming together to bake goods for a variety of purposes and serve the community.

Contact: Laurie King lking@burnsville.k12.mn.us

Writing Center

We provide peer tutors who can help students with any writing assignments. Our tutors can help you with generating ideas, organization, finding and citing evidence, and grammar during a half hour session before or after school.

Contact: Marie C. Hansen mchansen@burnsville.k12.mn.us

Young Life

Young Life provides a fun, safe place for students to be together and talk about their life and faith. Anyone and everyone is invited to Young Life.

Contact: Ben Stapp and Brad Fendler



TO: Members, Board of Education
Randy Clegg, Superintendent

Agenda Item IV.C
August 2, 2012

FROM: Dave Helke

DATE: July 27, 2012

RE: Burnsville High School Student/Parent Information Guide

Recommendation: That the Board of Education approve the 2012-2013 Burnsville High School Student/Parent Information Guide

Discussion

A list of the changes from last year's Student/Parent Handbook follows. In addition to changes below, routine changes to staff member names, phone extensions, dates, titles, etc. will be made as necessary. Information previously in this document that is now in the district K-12 handbook has been removed.

1. (page 5-6) (Section "I." ACADEMICS – Under section 'A. Achievement Recognition', Commencement Participation) A change in the language regarding student participation in the graduation ceremony. Participation is no longer just dependent on being on track and taking the necessary credits to graduate, but on earning a minimum of 30 of the 32 credits required to graduate.

Participation in the graduation ceremony is a privilege reserved for students who have earned a minimum of 30 of the 32 credits required for graduation on or before June 7, 2013. An assessment of all students and their progress toward meeting all graduation requirements as defined above will be done on or before May 17, 2013. Seniors who are not meeting the requirements as defined above will be informed they will not be allowed to participate in the ceremony. All credit recovery courses and credits earned through online learning sites must be completed and the credit information received by the BHS Guidance Office by May 17, 2013 in order for the student's name to be included in the commencement program.

2. (Section "I." ACADEMICS – Under section 'D. Grades', Final Examination, Grade Reporting, and Transcript Request Service)

The addition of or change of language to reflect current practice.

3. (Section "I." ACADEMICS – Under section 'C. Records', Withdrawal Grades)

The addition of or change of language to reflect current practice.

4. (Section "I." ACADEMICS – Under section 'D. Registration', Date of Enrollment)

A change in language regarding a student enrolling during a term and earning credit. A student who enrolls during a term can earn credit in a course by meeting specific requirements.

*After school has been in session for **ten** days into a semester, students above the compulsory age may not enroll for credit until the beginning of the next semester unless they transfer grades in from their previously attended school, demonstrate proficiency on standards already covered in a course, and /or complete those assignments and assessments needed for the teacher to determine an accurate grade for the course. (Students currently enrolled may not begin a new class for credit after this date.)*

6. (Section "III." ATTENDANCE – Under Study Hall Conduct, Supervised Study Hall, and Study Hall Violation)

The addition of or change of language to reflect current practice.

Together we are...



building a future...!

2012 – 2013

**Student/Parent
Information Guide**

VISION

All students will graduate from Independent School District 191 by demonstrating mastery of the district's curriculum, thus being prepared to continue their education and pursue a variety of college and career options to become competent and productive citizens in a 21st century global society.

MISSION STATEMENT

The mission of Burnsville High School is to create and promote a culture of equity and excellence that supports collaboration of students, staff, parents and community where all individuals are valued as learners. We are committed to engage in practices that empower individuals, ensure access to educational opportunities, and uphold high expectations for all.

CORE BELIEFS

- *Each person has the ability to learn and the desire to be successful.*
- *Rigorous academic experiences with high expectations are for all learners.*
- *A supportive learning environment respects and is responsive to individual needs.*
- *Learning is a life-long process.*
- *Programs and practices must develop cultural competence and create opportunities for all.*
- *Relationships are at the core of a positive educational experience.*
- *Individuality is respected and supported.*
- *A community with a strong sense of belonging empowers all individuals and creates opportunity for all.*
- *Access to information and effective communication for all is critical.*
- *We support all families as the primary influence in the development of the individual.*
- *As our local and global community change, our educational organization must change.*

Dear Students:

Welcome to the Burnsville High School community! As members of this community, there are many opportunities available to you. Your role in this community of learners is to be respectful and responsible as you work together with others in our community to pursue your post-secondary goals. This Student/Parent Handbook, along with the school district's K-12 handbook and BHS Student Athletics & Activity handbook are provided so you are aware of our school community's expectations and what your responsibilities are at BHS.

We want you to make most out of your experience at BHS. There are a lot of people here to help with this journey through high school and we encourage you to benefit from their help. Your success is important, both to you and the BHS staff. Remember that your experiences in high school lay the foundation for your future. Work hard and be proud of your accomplishments here at BHS!

As we go through the year together, we need to take pride in Burnsville High School's tradition of excellence. We all need to be proud of that tradition and work our hardest to continue it because excellence is a tradition worth keeping. Burnsville High School is committed to maintaining high standards of teaching and learning, committed to celebrating the richness of our diversity, and committed to promoting a culture defined by respect, responsibility, and resiliency. I am honored to be part of this wonderful community and look forward to experiencing Blaze Pride along with each of you throughout the upcoming year!

Be involved, work hard, accomplish your goals, keep the tradition of excellence alive, and experience for yourself the power of Blaze Pride!

Best wishes as you strive for success in 2012-2013,

Dave Helke

*Dave Helke
Principal*

ALL EDUCATIONAL PROGRAMS, COURSES, AND
OPPORTUNITIES ARE AVAILABLE TO ANY
STUDENT WITHOUT REGARD TO SEX, RACE,
COLOR, NATIONAL ORIGIN, OR DISABILITY

ADMINISTRATIVE, GUIDANCE AND SUPERVISORY STAFF

Burnsville High School
600 East Highway 13
Burnsville, MN 55337

Burnsville Senior Campus
200 West Burnsville Parkway
Burnsville, MN 55337

Burnsville Senior High School Main Campus	952-707-2100
Burnsville Senior High School Main Campus Fax	952-707-2102
Burnsville Senior High School Senior Campus	952-707-6040
Burnsville Senior High School Senior Campus Fax	952-707-6042
Athletic Office	952-707-2151
Attendance Office	952-707-2104
Custodian Office	952-707-2105
Guidance Office and Records Office	952-707-2108
Food Service Office	952-707-2106
Media Center	952-707-2107

Administration

Mr. Dave Helke	Principal ext. 2101
Mr. Jeff Marshall.....	Athletic Director ext. 2111
Ms. Mel Briscoe.....	Principal Secretary ext. 2134
Ms. Jeanine Riggs.....	Main Office Secretary ext. 2100
Mr. Bruce Morrisette.....	10th Grade Associate Principal ext. 2130
Mr. Gary Hamilton.....	11th Grade Associate Principal ext. 2114
Mr. Gene Rocznik...12th Grade Associate Principal Senior Campus ext. 6041	
Ms. Wendy Decker.....	Senior Campus Secretary ext. 6044
Mr. Antwan Harris.....	Dean of Students ext. 2109
Ms. Christine Becker.....	Bursar ext. 2132

Guidance and Student Services

Mr. Jeff Walsh	A-DEK	(952) 707-2147
Ms. Erin Broviak	DEL-JAB	(952) 707-2144
Ms. Ashley Welke	JAC-MOM	(952) 707-2146
Ms. Veronica Walter	MON-SAM	(952) 707-2145
Mr. Jeff Limke	SAN-Z	(952) 707-2148
Ms. Pam Walcher.....	Main Campus Nurse ext. 2103	
Ms. Dawn Willson.....	Senior Campus Nurse ext. 6043	
Ms. Emily Wood.....	Registrar ext. 2138	
Ms. Marcia Sexton.....	Career Center Coordinator ext. 2339	
Ms. Deb Bieleck.....	Guidance Office Secretary ext. 2108	
Ms. Jan Stephes.....	Guidance Office Secretary ext. 2108	

School Resource Officers - Burnsville Police Department

Mr. Mark Hetherington	Police Liaison Officer 952-641-1358
Ms. Leslie Perry	Police Liaison Officer 952-641-1359

I. ACADEMICS

A. ACHIEVEMENT RECOGNITION

ACADEMIC LETTER

Sophomores and juniors receive a school letter for being on the A (3.6-4.0) honor roll for both semesters of the school year. Seniors earn an academic letter for being on the A honor roll for the first semester. The student must have at least a 3.6 grade point average for each semester (not cumulative) of an academic year and carry a minimum of ten credits per year. Students may earn one academic letter during their time at BHS.

COMMENCEMENT PARTICIPATION

Participation in the graduation ceremony is a privilege reserved for students who are ~~on track to complete all graduation requirements, including credits, required courses, and Graduation Required Assessments for Diploma~~ have earned a minimum of 30 of the 32 credits required for graduation on or before June 7, 2013. An assessment of all students and their progress toward graduation meeting all graduation requirements as defined above will be done on or before May 17, 2013. Programs for commencement are printed two weeks prior to the commencement. Seniors whose progress has been determined to be on track by May 18, 2012 who are not meeting the requirements as defined above will have their names included in the commencement program and be allowed will be informed they will not be allowed to participate in the ceremonies ceremony. All credit recovery courses and credits earned through online learning sites must be completed and the credit information received by the BHS Guidance Office by May 17, 2013 in order for the student's name to be included in the commencement program. However, even though a student's name may appear in the commencement program, a senior may be denied commencement participation because of a violation. These violations could be, but are not limited to,

1. a violation of school policy,
2. a violation of school district policy,
3. an outstanding detention or Saturday School not served
3. a delinquent parking fines,
4. a delinquent activity or athletic fees,
5. a failure to return school property such as, but not limited to, books, tools, supplies, instruments, and/or athletic equipment,
6. a failure to pay for lost school property or school property not returned.

Important information about the senior year, including preparation for the graduation ceremony is communicated at senior meetings so make sure to attend those. There are three options for graduation attire:

1. You may buy your cap and gown directly from Herff Jones
2. You may borrow/buy your cap and gown from someone who has previously graduated; however it must match the other graduates.
3. You may choose not to wear a gown, but you must wear dress clothes.

DIPLOMA

1. Seniors fulfilling graduation requirements receive a diploma at the end of first or second semester. Seniors graduating after first semester may participate in the graduation ceremony, but must notify the ~~Head~~ Principal of their intention to attend the ceremony no later than May 1st. Regardless, a first semester graduate is considered *off roll* and is no longer eligible to participate in any other high school functions.
2. A senior opting to remain in school all year must register for five or more courses each semester. A student ceases attending high school once he/she receives a diploma.

DUAL-RANKING SYSTEM

BHS has adopted a Dual-Ranking System for honors students. The Dual-Ranking System is not a weighted-grade system. Instead, Dual-Ranking involves identifying a group of students who complete a specific set of core classes and establishing a secondary class rank for these students. Dual-Ranking does not impact Valedictorian or Salutatorian status.

Minimum Course Requirements:

	End of SEMESTER ONE	End of SEMESTER TWO
Sophomore Year	2 honors credits	4 honors credits
Junior Year	7 honors credits	10 honors credits
Senior Year	12 honors credits	14 honors credits

Eligible Courses:

LANGUAGE ARTS	SOCIAL STUDIES	MATH	SCIENCE	WORLD LANGUAGE
Hon. LA 10	AP World History	Hon. Algebra II	Hon. Biology	CIS French 5
Hon. LA 11	AP/CIS American History	Hon. Pre-Calculus	Hon. Chemistry	CIS Spanish 5
Hon. Media Literacy and Research	AP/CIS American Government	AP Calculus AB	Hon. Physics	
CIS Writing and Critical Reading	AP/CIS Principles of Macroeconomics	AP Calculus BC	AP Chemistry	
CIS American Literature	AP/CIS Principles of Microeconomics	AP Statistics	Hon. ASIR	
Honors American Literature	AP Psychology	AP Computer Science	AP Environmental Science	

GRADUATING WITH DISTINCTION OR WITH HIGH DISTINCTION

The honorees must be enrolled at Burnsville Senior High School and are recognized at commencement.

Graduates with distinction have an accumulated grade-point average of greater than or equal to 3.6, but less than 3.9, through five semesters. A student must have received 27 or more senior high semester credits through five semesters.

Graduates with high distinction have an accumulated 3.900 or higher grade-point average through five semesters. A student must have received 27 or more senior high semester credits through five semesters.

HONOR ROLL

Numerical equivalencies are used to determine the "A" and "B" honor rolls for each semester.

Students who have achieved an average of 3.600 to 4.000 will be listed on the "A" honor roll. Students who have achieved an average of 2.950 to 3.599 will be listed on the "B" honor roll. **Student must be full-time at BHS to be eligible for the honor roll.**

Grade equivalents are:

A	4.000	B-	2.600	D+	1.300
A-	3.600	C+	2.300	D	1.000
B+	3.300	C	2.000	D-	.600
B	3.000	C-	1.600	F	.000

POST-SECONDARY ENROLLMENT OPTIONS ACT (PSEO)

The Post-Secondary Enrollment Act (PSEO) enables qualified eleventh or twelfth grade public school students to enroll in nonsectarian courses or programs in eligible post-secondary institutions. The State and district pay for tuition and books. That does not mean there are not potential cost(s) to the student. Any student planning on participating in this program must first consult with a counselor to receive approval prior to enrolling in the college course.

The specific purposes of the Act are to:

1. Promote rigorous educational pursuits; and
2. Provide a wider variety of options for students.

Students may participate in a post-secondary program under this Act on either a full-time or part-time basis. It is important to note that each college sets their own standards and admission requirements. It is also important to remember that not all PSEO credits will transfer to colleges outside the state of Minnesota or private colleges. Students and their parent/guardian should consider the following before participating in the program:

1. BHS will accept credit for college courses from participating PSEO colleges. Administration will determine how credit will apply toward graduation requirements.
2. PSEO students are responsible to complete all BHS course requirements and any state graduation tests for graduation.
3. BHS requires all new participants to attend a mandatory meeting that is scheduled in February.
4. PSEO grades given by the college will apply to the student's GPA, class rank, and honor roll status.
5. PSEO courses are not included in the Dual-Ranking System for Honors/AP/CIS courses.
6. Students may still be eligible to graduate with Distinction, as Valedictorian, or with other honors.

VALEDICTORIAN AND SALUTATORIAN

The honorees must be enrolled at Burnsville Senior High School and are ~~announced~~ recognized at commencement.

Valedictorian and salutatorian are determined by calculating all senior high credits through six semesters. A student must have received 36 or more semester credits in grades 10-12. Thirty-two of the credits must be earned while enrolled at BHS. (All final grades must be posted by the last day of school in order to be recognized at graduation).

B. GRADES

DISPUTING A SEMESTER GRADE

Teachers will inform students of the criteria for earning specific grades at the beginning of each semester. A student who feels that he/she has met those requirements has a right to dispute a semester grade in the following manner:

1. The student should meet with her/his teacher to review the criteria and the rationale for the grade in question.
2. The student and parent may request a conference with the teacher and an administrator to review the criteria used to determine the semester grade; however, it should be understood that the teacher determines the semester grade for each student.
3. A concern about a second semester grade should be held and resolution sought when teacher returns to work in September.

FINAL EXAMINATION

A final examination or activity is conducted at the end of each semester in each course so that a student can demonstrate achievement. Students cannot receive credit for a course without completing the final examination. Final exams are not given early unless approved by administration due to extenuating circumstances. Students with excused absences during final exams must make arrangements with the teacher(s) to make-up the final exam(s). A grade of "F" is automatically recorded for students who have not completed the final examination. Graduating seniors with a grade of "A-" average or above are exempt from Semester two (2) finals.

GRADE REPORTING

Final Grades

A student is issued a grade at the end of each semester for each course. ~~Grade reports for first semester are distributed to students and students are responsible for sharing grade reports with their parents. Grade reports for the second semester are mailed to parents, following the close of the school year.~~

Mid-Semester Progress Grades

~~Students are given a mid-semester progress report near the midpoint of after the completion of the first quarter of each semester. The purpose is to give students an evaluation of current progress in time to provide ample time for improvement. Parents or and students are encouraged to have an active SchoolView account to monitor course grades and check with teachers at any time during a semester to assess progress. Students are responsible for sharing mid-semester reports with their parents. Students must successfully complete the entire semester to earn credits.~~

Grade Alerts

Any student who is receiving a D+ or lower in a course at the six week and twelve week mark of a semester will receive a grade alert. A copy of the grade alert is also mailed home.

PASS/FAIL OPTION

Students who elect to take the pass/fail option for a credit must complete the "Pass/Fail Option Approval Form" available in the Records Office. Students who elect to take the pass/fail option for a credit course will not be eligible to graduate with distinction or to receive other academic achievement honors, including membership in the National Honor Society. Students cannot elect to take the pass/fail option for Advance Placement (AP) and/or College-in-the-Schools (CIS) courses. A pass grade will not affect your GPA; a fail grade will affect your GPA. Students must have parent, teacher, and administrative approval to apply for the pass/fail status. Students must apply for this option within the first ten days of the semester.

TRANSCRIPT REQUEST SERVICE

All transcript requests are handled through Parchment (www.parchment.com), a web-based transcript request service provider. We will no longer accept transcript requests through our registrar's office. There is a \$5 fee for each transcript request and the transcripts can either be sent electronically or mailed as a paper copy. There is a link on our BHS website for more information and to access the Parchment service. Marcia Sexton - Career Center Coordinator, Emily Wood - Registrar, or any one of our guidance counselors are available during the school year for assistance with this.

C. RECORDS

ALTERNATIVE EDUCATIONAL PROGRAMS

Students who plan to be concurrently enrolled at Burnsville Senior High and any other educational program must coordinate with their counselor. Students may earn only nine credits in one semester.

~~The senior campus is an extension of BHS.~~

CHANGE OF ADDRESS

Any student moving to a new address within or outside the district is asked to report the change of address to the Records Office. ~~Call the Records Office for assistance at (952) 707-2138.~~

RECORD INFORMATION

Information is collected and maintained in individual students' records to assist the education of that student and to aid in the management and administration of the school. Such information includes census and standardized achievement testing data, subject and mark, attendance information, and specialized tests or evaluations. Authorized personnel may view records on a legitimate educational need-to-know

basis. Parents or 18-year-old students may authorize or deny release of records to other schools and/or post-secondary institutions.

D. REGISTRATION

TRANSFERRING OF NON-PUBLIC SCHOOL CREDITS

To ensure the accurate, appropriate transfer of credits from non-public 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.

TRANSFERRING TO ANOTHER SCHOOL OR WITHDRAWAL FROM SCHOOL

A student transferring to another school or not completing the present school year must check out through the Records Office. The student will be asked to complete a withdrawal form and return all school materials or pay replacement costs. A transcript of the student's record will be sent to the new school upon request from that school or from the student/parent. Call the Records Office for assistance at (952) 707-2138.

WITHDRAWAL GRADES

1. A student who withdraws from school prior to the end of a semester receives grades and credits as follows:
 - a. A student who withdraws with ten school days or less remaining in the semester is given grades and credits earned for the entire semester, providing all work and the final exam have been completed. These grades become part of the student's permanent record. This withdrawal must have the approval of administration before credit will be awarded.
 - b. A student who withdraws with eleven or more school days remaining in the semester will be given withdrawal grades on the appropriate date. Those grades will become part of the student's permanent record. No credits will be earned without administrative approval.
 - c. A student who withdraws before attending fifteen days receives neither grades nor credits. The permanent record will indicate date of withdrawal.
2. A student may be removed from a course ~~if an administrator determines that the attendance regulation has been abused or if there are other reasons to do so~~ by an administrator if it is determined significant and repeated violations of district behavior guidelines have occurred. The student is placed in a supervised study hall. Students removed from a course receive a failing grade and may not add another course.

COURSE CANCELLATIONS

Courses may be cancelled because of low enrollment or staff shortages. Students are notified of course cancellations as early as possible. In some instances, it is necessary to reduce the number of sections of a course that is offered. Generally, seniors are given priority admission into a course where enrollment is limited.

CREDITS AND FULL-TIME ENROLLMENT

Sophomores register for **at least six courses**. Juniors and seniors register for **at least five courses**. Students must register for and maintain attendance in a supervised study during any period in which they are not enrolled in a course. All students may take a **maximum of seven courses**. Students gaining credit beyond the school day in programs such as ABE or apprenticeship may add those credits to the credits gained during the school day. In all cases, a maximum of nine credits per semester will be included on student transcripts and counted toward graduation requirements.

DATE OF ENROLLMENT

After school has been in session for **ten** days into a semester, students above the compulsory age may not enroll for credit until the beginning of the next semester unless they transfer grades in from their previously attended school, demonstrate proficiency on standards already covered in a course, and /or complete those assignments and assessments needed for the teacher to determine an accurate grade for the course. (Students currently enrolled may not begin a new class for credit after this date.)

PREREQUISITES

"Prerequisite" means a passing grade in the course(s) named. When "approval" is a prerequisite, a student must receive approval from a designated teacher in that department prior to registration. A parent may request an exception to a prerequisite. Such a request will be approved, if there is space available, and if the parent feels that a prerequisite is impeding progress toward a student's educational goals.

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~~ department coordinator.
- B. ~~Area leader~~ The department coordinator or designee 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.

REPETITION

A student may repeat any course for which a failing grade was earned. The previous grade of "F" remains on the transcript, along with the new grade earned. A limited number of courses noted in the course description may be taken a second time for credit.

SCHEDULE CHANGE

A schedule change must be made through a counselor. Reasons for making a change are as follows:

1. failing a prerequisite
2. not taking a prerequisite
3. previously completing the course
4. inappropriately placed in a course

Students should plan carefully with their parents and advisors to avoid the need for a schedule change.

A course dropped after the first week of class, for any reason not listed above, will receive a grade of "F."

TIPS FOR PARENTS

1. Review progress, credits, Graduation Standards, and tests.
2. Check specific requirements for your child's Graduation Standard Year.
3. Develop a list of required courses.
4. Identify high priority courses and possible alternatives.
5. Research the requirements of your student's anticipated colleges.

III. ATTENDANCE

PHILOSOPHY (ATTEND FOR SUCCESS)

Educators at Burnsville High School recognize the importance of attendance and punctuality at school. Key reasons for regular and punctual attendance are:

Educational Benefits - Regular attendance helps students stay current in academic skills, personal management skills, and teamwork skills.

Safety of Students - When students attend school, both parents/guardians and District officials are aware of where they are during school hours.

Success that Builds Self-Esteem - Students must be in attendance at school in order to experience success and to build self-esteem. Further, each student's presence enhances the success of the entire class.

Employability - Punctuality and attendance are listed among the five most important skills for employment by employers. Developing these skills is critical whether students plan to work during the school year, immediately after graduation, or after college.

Education is much more than written assignments or homework. Education encompasses the instruction, discussion, interaction, and project work which occur in the classroom. Most of the learning that takes place in a classroom cannot be replicated or sent home as homework. When a child is not in school, learning opportunities are lost. **Therefore, all students are expected to be in attendance on all days school is in session.**

Poor attendance is a major contributor to student failure. We ask you to help us reinforce the value of regular attendance. At the high school level, it becomes very difficult for students to fully make up classroom activities they miss.

Planning family vacations during school breaks and scheduling appointments after 2:30 p.m. would significantly decrease our absentee rate. Your cooperation, whenever possible, is appreciated.

PROCEDURES FOR EXCUSING AN ABSENCE

Procedure to Report an Absence:

- When a student is absent, the absence must be verified by the parent/guardian notifying the attendance office at 952-707-2104 or, upon the student returning to school after an absence, the student bringing a note signed by the parent/guardian, doctor's note, or eligible students' (18 or older and verification of living on their own) that describes the reason for the absence.
- All notes must be submitted within **72 hours (3 days)** upon returning to school. If this note is not presented within **three** days of the absence, the day(s) away from school will be considered unexcused. A note signed by a student, even with the parent's/guardian's permission, will not be accepted unless the student is 18 years or older and verification of living on their own. Failure to bring a note to the attendance office will result in an unexcused absence(s).

Procedure to Obtain an Early Release for the Day:

Parents/Guardians must notify the attendance office, by note or phone call, by 10 a.m. the day of an early release. The morning of the early release, students must report to the attendance office before 10 a.m. to sign out and receive a Leave School Permit. Students who neglect to report to the office before 10 a.m. and do not receive a permit to leave school will be unexcused for the time out of the building.

Students who leave during their lunch period or surrounding classes for an appointment with a member of the medical / professional community must follow all sign out procedures, **and** upon return to the building, present a medical appointment slip to the attendance office.

In the case of illness or injury during the school day, students must sign out through the nurse's office. Failure to sign out of school will result in an unexcused absence(s).

Failure to follow these procedures will result in the absence remaining unexcused.

The attendance computer records and reports information received from teachers. It is not able to make judgments. Parents/Guardians and students must contact teachers with questions about the accuracy of reports. The telephone system will deliver a generic message to the household whenever a child from that household is reported unexcused. It is not sophisticated enough to differentiate among the various hours of the day. Its primary purpose is to remind a parent/guardian to send a note to excuse the absence. Its secondary purpose is to alert students to the possibility of an error on their attendance record or to inform parents that a student may have been truant from class. Parents/Guardians or students may contact teachers or request attendance printouts to receive specific information about the reported absence. Any parent/guardian who prefers not to be contacted may request that their name be removed from the system. This action means that the parent/guardian would not receive any warning about attendance irregularities.

STUDENT AIDE PASS FROM STUDY HALL

1. The student must initiate a request for a permanent student aide pass to a teacher and secure the form from the office.
2. The student must obtain signatures from three sources:
 - a. the teacher who agrees to visually supervise the student,
 - b. the teacher releasing the student from study hall,
 - c. the administrator in charge of attendance.
3. The supervising teacher is responsible for reporting attendance information to the office immediately upon signing the form.
4. The study hall supervisor should continue to report attendance until notified of the drop.
5. Student aide pass status may be revoked for inappropriate behavior or attendance.

STUDY HALL CONDUCT

- ~~1. Card playing is prohibited.~~
- ~~2. Electronical devices such as cell phones, MP3 players, iPods, radios, tape recorders, stereos, or headphones are prohibited.~~
- ~~3. Food and beverages are not allowed.~~
- ~~4. All study halls are expected to be quiet.~~
- ~~5. Students are not to write on desktops, leave paper on the floor, or abuse the general condition of the room and furniture.~~

SUPERVISED STUDY HALL

Students who are not scheduled for a subject during the seven period school day will be assigned to a supervised study hall. Students are expected to attend their study hall and use the time in a manner that supports their learning. All district and building expectations for student attendance and conduct apply during study hall. The following procedures are followed in supervised study areas:

- ~~1. Students are to be in their assigned seats at the beginning of the period. Students are to remain in their assigned seats until attendance has been completed for the entire study hall.~~
1. Students with passes will be permitted to leave only after attendance has been taken.
2. The study hall supervisor will not issue any passes to students unless students are to go to the office. If a student wants to leave the study hall, he/she must come to the study hall with a pass and he/she will be allowed to leave only after attendance has been taken.
3. Students need to plan for work during study hall and will not be assigned a corridor pass by the study hall supervisor to go to lockers or lavatories unless it is an emergency.
- ~~5. A sign out/in sheet system will be used. Students will be marked absent or unexcused if they do not sign out/in with the following information:~~
 - ~~— name,~~
 - ~~— name of teacher issuing pass,~~
 - ~~— destination,~~
 - ~~— time out,~~
 - ~~— time back in (failure to sign back in could result in an unexcused absence).~~

STUDY HALL VIOLATION

~~An unexcused absence or set of four unexcused tardies from any study hall will be considered an attendance violation. A warning will be issued to the student and parent after the first violation via the automated telephone attendance system. The study hall supervisor shall inform the student as soon as possible of each additional study hall violation. Each additional violation may result in detention. Upon the third violation, a letter will be sent to the parent/guardian. A student who continuously skips study hall will be subject to out-of-school suspension. Students assigned to detention for study hall violations will serve the time at BHS main campus. Transportation arrangements are the student's responsibility.~~

Students who are tardy to study hall will face the same consequences as those for being tardy to a regular class. Students who accumulate unexcused absences in study hall will be assigned detention for every three accumulated.

Declaration of Human Rights

Preamble

Considering that all persons are entitled to equal and inalienable rights, endowed with inherent dignity, and in possession of value and merit as human beings,

That a commitment to the promotion of tolerance and understanding between individuals is the foundation of the unity and strength of the whole community,

That an education of acceptable quality and availability, which is responsive to the interests and needs of every person within his or her cultural setting, is crucial to an individual's chance at success and happiness.

Therefore, in order to uphold these necessary values, the Diversity Team hereby proclaims and establishes this Declaration of Human Rights as a standard of achievement for all members of the Burnsville High School community.

Article 1.

Everyone is entitled to the rights put forth in this declaration regardless of race, sex, age, ethnicity, religion, language, disability, national origin, family income, political opinion, sexual orientation, or gender identity.

Article 2.

Everyone has the right to an education; this includes a learning environment that is respectful and tolerant of differences.

Article 3.

Everyone has the right to be addressed in a manner that respects human dignity; no one shall be called any name meant to insult, humiliate, or attack another person's sense of self-worth.

Article 4.

Everyone has the right to be safe from harm; this includes the right to be free from physical or verbal intimidation.

Article 5.

(1) Everyone has the right to be treated as an individual; no one shall be judged based on preconceived notions about whatever racial, religious, or other social group one may belong to, or be subject to harmful, degrading, or inaccurate stereotypes.

(2) No one shall be forced into a representative role or speak for the whole of any racial, religious, or other social group.

Article 6.

Everyone has the right to freedom of thought and religion; this includes the right to practice religious customs or observe religious holidays without fear of harassment or discrimination.

Article 7.

(1) No one shall be subject to discrimination based on ethnicity or culture.

(2) Everyone has the right to an education that respects all cultures, and that does not excessively exclude any one cultural background.

(3) Everyone has the right to celebrate and share his or her cultural heritage with the community.

Article 8.

No one shall be judged based on appearance; this includes the right to be free from harassment based on skin color, sex, size, physical ability, or clothing choice.

Article 9.

Everyone has the right to equal treatment and expectations without regard to perceived physical or mental abilities.

Article 10.

No one shall be treated unfairly because of the way one speaks; this includes the right to be respected regardless of national origin or native language.

Article 11.

Everyone has the right to be given the opportunity to learn from mistakes.

Article 12.

Everyone has the right to feel valued as an important asset to the school community.

DUE PROCESS PROCEDURES

EQUALITY OF OPPORTUNITY

The district shall provide programs based on equality for all students. No person shall, based on age, handicap, marital status, natural origin, race, religion, sex, or sexual orientation, be subjected to discrimination under any educational program administered or authorized by the Board.

A grievance procedure has been developed to resolve differences of opinion as to whether there has been discriminatory actions. Questions about this procedure can be directed to the school district office.

LOSS OF PRIVILEGE

The administration reserves the right to take away any privilege a student may have as a result of violation of school district and/or building policies. The privilege's that can be taken away include, but are not limited to attendance at events, parking, and early release/late arrival. Students who do not serve detentions assigned in accordance with school district and building policy will have their privileges taken away.

SUSPENSION

In-School Suspension (ISS) and Out of School Suspension (OSS) are assigned to students as a consequence for conduct violations. ISS room is staffed with a supervisor who assists the students with schoolwork completion. Parents are notified of an ISS/OSS consequence by building administration either by direct phone contact 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.

SEARCH AND SEIZURE

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

The policy for school lockers also applies equally to students' desks, personal possessions, and vehicles on school property.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions, including vehicles.

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition.

A school official conducting a search may determine when it is appropriate to have a second official present as an observer.

School officials may, without a search warrant, search the person and/or personal possessions based on a reasonable suspicion. The search will be reasonable in its scope and intrusiveness.

As soon as practicable after a search pursuant to this policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

A school official of the same sex shall conduct a search of a person in privacy. A second school official of the same sex shall be present as an observer during the search whenever feasible.

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups, and posters which may constitute sexual harassment, etc.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Code of Conduct, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

VI. GENERAL INFORMATION

BUS TRANSPORTATION

Students have the responsibility to follow rules and regulations published and disseminated by the District Transportation Department. Students are subject to orders of the bus driver while riding a school bus. Riding privileges may be restricted if a student demonstrates improper conduct at a bus stop or on the bus. Students registered by August will be assigned to a specific bus route. Information concerning the time and location of the bus stop will be mailed.

Students attending the SC will be required to ride the buses provided to transport students between campuses unless a parent submits a request to exempt the student from riding the bus.

Students who miss the bus to either campus will be assigned a supervised place to wait until they can obtain transportation to the other campus. These students will be marked absent for classes missed.

Some students will be allowed to drive to the SC and will be issued separate parking permits for that campus. Parents must submit a request to exempt the student from ISD 191 transportation before a parking permit will be issued.

Students with special scheduling concerns such as PSEO or other educational needs will receive first priority, followed by students who have established car pools. A limited number of daily permits will also be available. Penalties for abuse of driving privileges will include loss of permit to park at BHS main campus.

FUNDRAISING

All fundraising activities must have administrative approval.

LOST AND FOUND

Check at the main office for lost and found articles. Putting names on all articles brought to school may facilitate their return. Articles not claimed within three weeks of being placed in "lost and found" shall be given to a local charitable activity.

LOCKERS

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

The school is not responsible for replacing lost or stolen student property. Replacement costs will be assessed for school property reported missing from a student's locker unless forced entry can be demonstrated. Lockers should always be locked properly, as well as kept in good condition. Theft from lockers should be reported immediately to the police liaison officer or main office. All lockers are school property and may be opened at any time by school officials.

Corridor lockers are provided for all students. Students will be assigned to the same locker for three years. Students should not tell anyone their locker combination. If a locker is not operating properly, report it to the attendance desk.

Students enrolled in physical education are assigned a locker. Students are encouraged to mark all of their personal clothing and equipment with appropriate identification. These lockers must be cleared of all clothing and equipment by 2:00 p.m. on the second to last day of every semester. If a student is not in school that day, it is the student's responsibility to call the teacher to report his/her absence. If

this procedure is not followed, the school will not assume responsibility for the return or condition of student equipment or clothing.

Students are assigned athletic lockers for their use during a specific athletic season. On the date that equipment is due at season's end, all locks and belongings must be removed.

There will be no availability of lockers at the Senior Campus

LUNCHROOM

1. Hot lunch is available. The snack bar serves ala carte-type lunches. All lunches must be eaten in the lunchroom. This includes food purchased at the snack bar and lunch brought to school. All persons eating in the lunchroom are required to discard garbage in the trash barrel and return trays to the proper dispensers. Acceptable conduct is expected in the lunchroom at all times.

There will be no hot lunch program available at the Senior Campus.

2. Open campus during lunch is available to seniors only. All other students will eat in the cafeteria.

The campus is open during lunch to senior students only subject to the following:

A. Any parent may request, in writing, that their son or daughter remain on campus during lunch.

B. Administration may restrict a student from leaving campus during lunch for violating Code of Conduct behavior relating to student parking lot, student vehicle use on campus, and/or disruptive/disorderly behavior on or off campus during lunch.

A student restricted from leaving campus during lunch for any of the reasons listed above will report to a designated lunch room supervisor and shall remain in the cafeteria throughout the lunch period.

OPEN CAMPUS ON TWO-HOUR LATE START, MCA, AND FINALS DAYS

Burnsville High School does not have an open campus for lunch for all students on regular school days. However, there are some days throughout the year that all students have an open lunch period because of the special schedule needed on those days. These days include the late start days, MCA reading and math testing days, and final exam days for both semesters. We have found that our students have handled the responsibilities of the open campus very well and we encourage students to be responsible on these days. Failure to do so, will result in the student remaining on campus for lunch.

PARKING

Students who drive a motor vehicle to school are required to purchase a parking permit. All permits are issued on the condition that all information provided on the application is true and accurate and remains accurate throughout the duration of the permit.

Students may only park in the lot south/front lot of the school. Students should not park in any area reserved for staff, visitors, or handicapped. Parking on the lawn,

median, curb, or fire lane is not permitted. **Consequences for not following parking regulations are listed on the permit application. These consequences include, but are not limited to, assessment of fines, revocation of privileges, application of wheel lock on vehicle, or towing of vehicle at car owner's expense.**

Inappropriate driving or conduct involving a vehicle may result in the forfeiture of the privilege of parking on school property. Vehicles may not be used, except during lunch period, without parent and school permission.

Students who bring vehicles to school do so at their own risk. The school is not responsible for the safety of these vehicles or the contents of the vehicles.

Accidents, thefts, and property damage are matters which should be reported to the police.

The school district may use canine units in the parking lot as a means to deter the use and possession of illegal/dangerous substances. Vehicles in the parking lot may be searched or impounded if deemed suspicious by school officials. Students are reminded that they are personally responsible for all contents in their vehicles parked on school grounds.

Students may park vehicles in the area designated for Technology Education student parking provided arrangements are made with their instructor.

Students who attend classes at the Dakota County Secondary Technical Center are required to have a permit to drive a vehicle signed by administration. Bus transportation is also available to Dakota County Technical College.

POSTERS

Activity groups may publicize their events by placing posters in the building. Posters need to be approved by the administrator in charge of activities. Posters for outside businesses or events also need approval. Please follow the posting and removal guidelines as well as the approved fastening devices and adhesives.

VISITORS

Burnsville High School requires all visitors that enter the building to first stop at a security counter immediately inside the front entrance doors to check-in. Visitors will be asked for a photo ID that will be scanned using Raptor, a school security software program. Visitors will be asked to state a reason for being present in the building. Visitors with appropriate business to conduct will be issued a visitor sticker and allowed entry to the building. All others are requested to leave. Police will be contacted when individuals refuse to follow these procedures and/or refuse to leave the building upon request of school staff and may be trespassed from the property.

BURNSVILLE EAGAN SAVAGE
Independent School District 191
Human Resources

AGENDA ITEM: IV.D.

To: Members of the Board of Education
Superintendent Randy Clegg

From: Stacey Sovine
Human Resources Administrator

Date: August 2, 2012

RE: **Resolution Terminating Cultural Liaison**

RECOMMENDATION: It is recommended that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the School Board of Independent School District 191, that the following Cultural Liaison be hereby terminated at the end of the 2011 - 2012 school year

POSITION ELIMINATED/LAYOFF

Cultural Liaison

Rosa Flores ECSE

BURNSVILLE EAGAN SAVAGE
Independent School District 191
Human Resources

AGENDA ITEM: IV.E.

To: Members of the Board of Education
Superintendent Randy Clegg

From: Stacey Sovine
Human Resources Administrator

Date: August 2, 2012

RE: **Resolution Terminating Master Electrician**

RECOMMENDATION: It is recommended that the Board of Education adopt the following resolution:

BE IT RESOLVED, by the School Board of Independent School District 191, that the following Master Electrician be hereby terminated effective June 30, 2012

POSITION ELIMINATED/LAYOFF

Master Electrician

Donald Kuplic Districtwide



**Agenda IV.F.
August 2, 2012**

To: Members, Board of Education

From: Lisa K. Rider, Executive Director of Business Services

Date: August 2, 2012

Re: Establish Health and Safety Budgets as updated

RECOMMENDATION: That the Board of Education approve Health and Safety estimates for FY12, FY13 and FY14 by UFARS finance in alignment with the district Health and Safety Policy.

Minnesota Statute 123B.57 subdivision,1, requires board approval of a Health and Safety Policy and approval of the estimated budgets by UFARS finance by fiscal year. Below are the estimates provided through our Health and Safety submission for approval by the Board of Education. These projects are aligned with the Health and Safety Policy of the district.

UFARS Finance	FY12	FY13	FY14
347-Physical Hazards	150,392	183,917	169,793
349-Other Hazardous Materials	28,000	25,500	20,500
352- Environmental Health and Safety	260,800	177,300	193,300
358-Asbestos Removal	52,500	111,500	50,000
363-Fire Safety	23,775	78,877	23,775
Total	\$515,467	\$577,094	\$457,368

I recommend approval.